

## Agenda

### Board of Trustee Work Session

January 2, 2019

1. Roll call (do not need a quorum)
2. Update electrical in hall
3. Hall audio system
4. Install water catch basins outside breezeway
5. Woodshop air conditioner and door
6. Scanner large enough to scan in past Banners
7. Banner contract processing for sales rep
8. Entrance Ramp
9. Key FOB system for District

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

**Bayshore Gardens Park & Recreation District**  
**Balance Sheet**  
 As of December 31, 2018

Dec 31, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · Checking-Operating 5/3 2537	347,867.66
1004 · Petty Cash - District	1,000.00
1005 · Escrow Account 5/3 - 3919	42,700.00
1006 · Checking-Payroll 5/3 2545	24,611.75
1010 · Checking-Sunshine-Dist.1054	39.67
1016 · Savings - Operating 5/3 4032	1,078,354.50
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing (funds for Roofing)	26,607.39
1022 · Reserve Fund-Hall Upgrade (Funds for Hall upgrade)	50,000.00
1023 · Reserve Fund-Pool (Funds for Pool)	21,975.00
1024 · Reserve Fund - Wood Shop Exp	2,000.00
1025 · Reserve Fund - ADA (Funds for furniture)	15,000.00
1026 · Reserve Fund-Park/Landscaping (Funds for playground and landscaping)	33,226.00
1027 · Reserve Fund- Parking Lot (funds for parking lot)	5,267.19
1028 · Reserve Fund - Emergencies (Funds for Emergencies)	84,405.37
1029 · Reserve Fund-Legal Fees (Legal Fees fund)	7,000.00
1030 · Reserve Account Marina Deposits (Security Deposits Marina)	21,000.00
1030.5 · Reserve Accounts Hall Deposits (Security Deposits Hall)	1,800.00
1031 · Reserve Fund-Air Conditioning	257.00
1032 · Reserve Fund - Marina (Marina Maintenance and Repair)	228,501.00
1036 · Reserve Fund - Security System	12,126.09
1019 · Savings Reserves 5/3 5013 - Other	<u>-10,099.12</u>
<b>Total 1019 · Savings Reserves 5/3 5013</b>	<b><u>499,065.92</u></b>

**Total Checking/Savings**

1,993,639.50

**Accounts Receivable**

1100 · Accounts Receivable	45,563.04
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**Total Accounts Receivable**

45,563.04

**Other Current Assets**

1200 · Prepaid Insurance	9,671.10
1499 · *Undeposited Funds	<u>-674.10</u>

**Total Other Current Assets**

8,997.00

**Total Current Assets**

2,048,199.54

**Fixed Assets**

1900 · Land	400,000.00
1910 · Buildings	954,570.93
1920 · Recreation Area	411,150.19
1940 · Recreation Area F & E	98,556.63
1960 · Machines & Equipment	78,417.74
1980 · Office Furniture and Equipment	34,482.06
1990 · Other Furniture and Equipment	53,448.62
1995 · Accumulated Depreciation	<u>-1,049,273.62</u>
1999 · construction in progress (construction in progress)	<u>47,202.00</u>

**Bayshore Gardens Park & Recreation District**  
**Balance Sheet**  
 As of December 31, 2018

	<u>Dec 31, 18</u>
Total Fixed Assets	1,028,554.55
Other Assets	
SUSPENSE	418.66
1025- Net Payroll	100.00
1800 · Utility Deposits	280.00
Total Other Assets	<u>798.66</u>
<b>TOTAL ASSETS</b>	<b><u>3,077,552.75</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	3,524.63
Total Accounts Payable	<u>3,524.63</u>
Credit Cards	
2051 · Staples Credit Card (Credit card)	44.00
2052 · Sam's Credit Card (credit card)	-157.75
Total Credit Cards	<u>-113.75</u>
Other Current Liabilities	
2010 · Accrued Wages	787.17
2100 · Payroll Liabilities	
2212 · Medicare Tax Payable	-0.02
2215 · SUTA Payable	22.35
2220 · FUTA Payable	76.70
2300 · Garnishment of Wages	-257.20
2100 · Payroll Liabilities - Other	6,480.66
Total 2100 · Payroll Liabilities	<u>6,322.49</u>
2110 · Recovery Fee (Recovery Fee for wage garnish)	10.00
2171 · Sales Tax Payable	4,352.45
2500 · Security Deposits	
2501 · Hall Security Deposits	257.00
2502 · Marina Security Deposits	42,750.00
2503 · Screen Room Deposit (Screen Room Deposit)	-41.31
2504 · Key Depsit (Screen room bathroom key deposit)	-90.00
2500 · Security Deposits - Other	5,710.00
Total 2500 · Security Deposits	<u>48,585.69</u>
Total Other Current Liabilities	<u>60,057.80</u>
Total Current Liabilities	<u>63,468.68</u>
Total Liabilities	63,468.68
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,501,740.21
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	1,060,887.96
Net Income	355,678.11
Total Equity	<u>3,014,084.07</u>

**Bayshore Gardens Park & Recreation District**  
**Balance Sheet**  
As of December 31, 2018

TOTAL LIABILITIES & EQUITY

Dec 31, 18  
3,077,552.75

# Bayshore Gardens Pool & Recreation District Profit & Loss Budget Performance

December 2018 through December 2019

Ordinary Income/Expense	Dec '18 - Dec 19	Budget	Oct '18 - Dec 19
<b>Income</b>			
4000 · Assessments			
4005 · Property Tax	362,395.86	128,817.00	418,038.76
4006 · commission fees (fees withheld by K. Burton)	-10,871.87	21,750.00	-12,448.09
4007 · Excess fees (Excess commission fees)	0.00	0.00	0.00
<b>Total 4000 · Assessments</b>	<b>351,523.99</b>	<b>150,567.00</b>	<b>405,590.67</b>
4100 · Rent			
4111 · Screen Room Rental	50.00	0.00	320.00
4120 · Hall Rentals	2,750.00	0.00	5,450.93
4130 · Sales Tax Collected	0.00	0.00	0.00
4150 · Marina Rentals (All Marina income rentals)			
4151 · Slip Rental (All Resident Rentals)			
4152 · Resident slip rentals	1,283.55	0.00	38,000.65
4153 · Non Resident slip rentals	1,908.41	0.00	68,639.79
4155 · Short Term Slip Rental (Short Term Slip rental \$10. per day)	10.00	0.00	30.00
4158 · Homeowner-Non Resident	120.00	0.00	120.00
<b>Total 4151 · Slip Rental (All Resident Rentals)</b>	<b>3,321.96</b>	<b>0.00</b>	<b>106,790.44</b>
4154 · Small Boat Area (Small Boat Storage Area)	144.00	0.00	1,488.00
4156 · Trailer Space Rental	90.00	0.00	2,292.00
4157 · Gate Keys			
4159 · seawall restoration fee (portion for seawall)	0.00	0.00	0.00
4157 · Gate Keys - Other	280.00	0.00	3,320.00
<b>Total 4157 · Gate Keys</b>	<b>280.00</b>	<b>0.00</b>	<b>3,320.00</b>
4825 · Work Area/Pressure Washer	240.00	0.00	510.00
<b>Total 4150 · Marina Rentals (All Marina income rentals)</b>	<b>4,075.96</b>	<b>0.00</b>	<b>114,400.44</b>
<b>Total 4100 · Rent</b>	<b>6,875.96</b>	<b>0.00</b>	<b>120,171.37</b>
4115 · Bathroom Key Deposit (Deposit for key use)	0.00	0.00	0.00
4200 · Associate Memberships	0.00	0.00	0.00
4300 · Pool			
4320 · Pool Income - Guests & Passes	0.00	0.00	0.00
4340 · Pool concession stand (all sales from concessions)	0.00	0.00	162.63

# Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

December 2018 through December 2019

	Dec '18 - Dec 19	Budget	Oct '18 - Dec 19
4360 · Pool FOB			
Total 4300 · Pool	40.00		1,320.70
4400 · Donations	40.00	0.00	1,483.33
4500 · Publications	0.00	0.00	0.00
4520 · Banner - Subscriptions	0.00	0.00	0.00
4530 · Banner - Classified Ads	75.64	0.00	704.59
Total 4500 · Publications	75.64	0.00	704.59
4600 · Interest Income (Interest Income)	1,006.29	0.00	4,472.63
4800 · Miscellaneous Income			
4802 · Office Services	9.60		38.55
4805 · late fees	100.00	0.00	100.00
4810 · Vending Machine (Processing fee on wages)	0.00	0.00	0.00
4815 · Insurance Refunds	0.00		0.00
4830 · Over/Short	0.00		-0.07
4800 · Miscellaneous Income - Other	-116.50	0.00	202.34
Total 4800 · Miscellaneous Income	-6.90	0.00	340.82
7440 · Returned Check Charges	0.00		30.00
Total Income	359,514.98	150,567.00	532,793.41
Gross Profit	359,514.98	150,567.00	532,793.41
Expense			
5100 · Wages			
5120 · Wages - Administration	5,094.13	0.00	14,193.14
5125 · Wages - Office	0.00	0.00	0.00
5130 · Wages - Maintenance	12,706.76	0.00	28,668.76
5132 · Wages - Dockmaster	700.00	0.00	2,100.00
5135 · Wages - Pool	772.25	0.00	7,185.95
5136 · Wages-Swim Lessons	0.00	0.00	0.00
5140 · Wages - Paid Holiday	0.00	0.00	0.00
5145 · Wages - Sick pay	0.00	0.00	0.00
5156 · Wages-Overtime (All overtime over 40 hours)	0.00	0.00	0.00
5157 · Wages-Vacation (Vacation time)	0.00	0.00	0.00
5160 · Bonus Pay	0.00	0.00	0.00

**Bayshore Gardens Park & Recreation District**  
**Profit & Loss Budget Performance**  
December 2018 through December 2019

	Dec '18 - Dec 19	Budget	Oct '18 - Dec 19
5170 · Health Insurance Compensation (Employee Insurance Allotment)	525.00	0.00	1,075.00
<b>Total 5100 · Wages</b>	<b>19,798.14</b>	<b>0.00</b>	<b>53,222.85</b>
<b>5200 · Taxes</b>			
5210 · FICA-941 Taxes	1,514.54	0.00	4,071.55
5215 · Unemployment Taxes	28.17	0.00	59.15
5240 · Sales Tax	0.00	0.00	0.00
5250 · Property Tax	0.00	0.00	4,730.41
<b>Total 5200 · Taxes</b>	<b>1,542.71</b>	<b>0.00</b>	<b>8,861.11</b>
<b>5300 · Security</b>			
5310 · Security Systems	39.99	0.00	10,038.78
5311 · Security Camera Maintenance (Security Camera Repair and Maintenance)	0.00	0.00	0.00
5320 · Gate Closing Expense	250.00	0.00	500.00
5330 · Hall Monitor	528.00	0.00	962.50
5335 · Access cards (Access Cards for Gate)	0.00	0.00	0.00
5300 · Security - Other	212.50	0.00	212.50
<b>Total 5300 · Security</b>	<b>1,030.49</b>	<b>0.00</b>	<b>11,713.78</b>
<b>5400 · Utilities</b>			
5410 · Electric	2,600.68	0.00	4,066.80
5420 · Water/Sewer	1,450.90	0.00	3,930.77
5430 · Telephone/Pager/Cable/Web	457.74	0.00	884.67
5440 · Gas	87.70	0.00	286.20
<b>Total 5400 · Utilities</b>	<b>4,597.02</b>	<b>0.00</b>	<b>9,168.44</b>
<b>5450 · Cell Phone</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>5500 · Repair &amp; Maintenance</b>			
5510 · Supplies Maintenance			
5511 · Professional Services (outside contractors)	494.00	0.00	615.17
5512 · Repair/Replacement Supplies (all repair materials)	524.21	0.00	1,437.42
5515 · Basic Operational supplies (all kitchen/cleaning/ paper)	736.46	0.00	1,161.13
5516 · Fuel/gas (Grounds machinery fuel)	0.00	0.00	0.00
5510 · Supplies Maintenance - Other	0.00	0.00	0.00
<b>Total 5510 · Supplies Maintenance</b>	<b>1,754.67</b>	<b>0.00</b>	<b>3,213.72</b>
<b>5513 · Contract Services (Outside Contractor)</b>	<b>631.72</b>	<b>0.00</b>	<b>1,895.16</b>

# Bayshore Gardens Park & Recreation District

## Profit & Loss Budget Performance

December 2018 through December 2019

	Dec '18 - Dec 19	Budget	Oct '18 - Dec 19
5520 · Maintenance Equipment	258.31	0.00	2,462.12
5530 · Pest Control	0.00	0.00	75.00
5560 · Landscaping	18.10	0.00	201.46
5570 · Small Boat Area	0.00	0.00	0.00
5575 · Marina Repair	0.00	0.00	1,066.50
5576 · Marina Maintenance	0.00	0.00	183.85
5580 · Pool Maintenance	0.00	0.00	261.00
5585 · Pool Repair/Replacement (Pool Repair)	0.00	0.00	0.00
5590 · Pool Chemicals	1,079.50	0.00	4,121.15
<b>Total 5500 · Repair &amp; Maintenance</b>	<b>3,742.30</b>	<b>0.00</b>	<b>13,479.96</b>
5600 · Administrative			
5519 · Leased Equipment	173.36		519.98
5610 · Accounting Fees	1,500.00	0.00	4,625.00
5630 · Insurance-Business			
5631 · Insurance - Liability (FI Municipal)	2,113.00	0.00	2,113.00
5632 · Insurance - Workers Compensatio	3,001.00	0.00	3,001.00
5633 · Insurance - Auto Liability	39.00	0.00	39.00
5634 · Insurance -Property	1,680.50	0.00	1,680.50
5635 · Insurance - Flood	2,077.68	0.00	4,155.36
<b>Total 5630 · Insurance-Business</b>	<b>8,911.18</b>	<b>0.00</b>	<b>10,988.86</b>
5650 · Postage	0.00	0.00	106.70
5660 · Legal Fees	1,102.50	0.00	2,182.50
5665 · Seminars, Training and Fees	0.00	0.00	245.00
5670 · Office Supplies/Expenses	514.87	0.00	1,263.54
5680 · Professional Fees			
5682 · Organizational Fees	0.00	0.00	0.00
5683 · Certification Reimbursement (Pool attendant certification)	0.00	0.00	0.00
5685 · Employment Agency	3,289.56	0.00	4,991.22
<b>Total 5680 · Professional Fees</b>	<b>3,289.56</b>	<b>0.00</b>	<b>4,991.22</b>
5690 · Advertising	70.20	0.00	70.20
<b>Total 5600 · Administrative</b>	<b>15,561.67</b>	<b>0.00</b>	<b>24,993.00</b>
5686 · Website Maintenance	2,150.00		2,190.00



**Bayshore Gardens Park & Recreation District**  
**Profit & Loss Budget Performance**  
December 2018 through December 2019

	Dec '18 - Dec 19	Budget	Oct '18 - Dec 19
5700 · Publications Expense			
5710 · Banner - Commissions	438.88	0.00	438.88
5711 · Banner composition	500.00	0.00	1,540.00
5720 · Banner - Printing Costs	840.65	0.00	2,497.80
5740 · Banner - Paper Delivery	500.00	0.00	1,000.00
5750 · Banner - Office Supplies			
5751 · office equipment (computer/printer)	0.00	0.00	0.00
5752 · Office supplies	0.00	0.00	0.00
Total 5750 · Banner - Office Supplies	0.00	0.00	0.00
5760 · Banner - Miscellaneous Expenses			
5761 · Tide Tables (Tide Tables Schedules)	0.00	0.00	73.50
5762 · King Features (King Features)	22.79	0.00	68.37
5760 · Banner - Miscellaneous Expenses - Other	0.00	0.00	0.00
Total 5760 · Banner - Miscellaneous Expenses	22.79	0.00	141.87
Total 5700 · Publications Expense	2,302.32	0.00	5,618.55
5800 · District sponsored events			
5830 · Expenses -	0.00	0.00	0.00
5800 · District sponsored events - Other	0.00	0.00	0.00
Total 5800 · District sponsored events	0.00	0.00	0.00
5880 · Concession Stand (Concession Stand Expense)	0.00	0.00	15.34
5885 · Depreciation Expense	12,806.36	0.00	25,612.72
5900 · Capital Layout			
5915 · Air Conditioner	0.00	0.00	0.00
5920 · Furniture & Equipment	0.00	0.00	0.00
5940 · Security Cameras	0.00	0.00	0.00
Total 5900 · Capital Layout	0.00	0.00	0.00
5950 · ADA (ADA)	0.00	0.00	0.00
5960 · Marina Construction			
5961 · Marina Contractors(cap imp)	0.00	0.00	0.00
5962 · Material(cap imp)	0.00	0.00	0.00
Total 5960 · Marina Construction	0.00	0.00	0.00
6000 · Miscellaneous Expenses			

**Bayshore Gardens Park & Recreation District**  
**Profit & Loss Budget Performance**  
December 2018 through December 2019

	Dec '18 - Dec 19	Budget	Oct '18 - Dec 19
6010 · Over/Short Expenses	0.00		1.09
6020 · Bank Fees	570.68	0.00	1,615.53
6040 · Trustee Election	0.00	0.00	0.00
6080 · Travel Mileage	132.43	0.00	132.43
6120 · Deposited Item Charge Back (Bounced check charge back)	0.00	0.00	0.00
6000 · Miscellaneous Expenses - Other	0.00	0.00	0.00
Total 6000 · Miscellaneous Expenses	703.11	0.00	1,749.05
6550 · Playground Expense	0.00	0.00	0.00
7000 · Future Projects	0.00	0.00	0.00
8000 · Other Expenses (Other Expenses)			
8001 · Hall Rewiring Project Exp (all expenses incurred)	0.00	0.00	0.00
Total 8000 · Other Expenses (Other Expenses)	0.00	0.00	0.00
9010 · Bank Service Charges	36.75		54.25
Total Expense	64,270.87	0.00	156,679.05
Net Ordinary Income	295,244.11	150,567.00	376,114.36
Net Income	<b>295,244.11</b>	<b>150,567.00</b>	<b>376,114.36</b>

**Bayshore Gardens Park & Recreation District**  
**Profit & Loss Budget Performance**  
December 2018 through December 2019

	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense		
Income		
4000 · Assessments	128,817.00	515,268.00
4005 · Property Tax		
4006 · commission fees (fees withheld by K. Burton)	21,750.00	87,000.00
4007 · Excess fees (Excess commission fees)		
Total 4000 · Assessments	<u>150,567.00</u>	<u>602,268.00</u>
4100 · Rent		
4111 · Screen Room Rental		
4120 · Hall Rentals		
4130 · Sales Tax Collected		
4150 · Marina Rentals (All Marina income rentals)		
4151 · Slip Rental (All Resident Rentals)		
4152 · Resident slip rentals		
4153 · Non Resident slip rentals		
4155 · Short Term Slip Rental (Short Term Slip rental \$10. per day)		
4158 · Homeowner-Non Resident		
Total 4151 · Slip Rental (All Resident Rentals)		
4154 · Small Boat Area (Small Boat Storage Area)		
4156 · Trailer Space Rental		
4157 · Gate Keys		
4159 · seawall restoration fee (portion for seawall)		
4157 · Gate Keys - Other		
Total 4157 · Gate Keys		
4825 · Work Area/Pressure Washer		
Total 4150 · Marina Rentals (All Marina income rentals)		
Total 4100 · Rent		
4115 · Bathroom Key Deposit (Deposit for key use)		
4200 · Associate Memberships		
4300 · Pool		
4320 · Pool Income - Guests & Passes		
4340 · Pool concession stand (all sales from concessions)		

**Bayshore Gardens Park & Recreation District**  
**Profit & Loss Budget Performance**  
 December 2018 through December 2019

	YTD Budget	Annual Budget
4360 · Pool FOB		
Total 4300 · Pool		
4400 · Donations		
4500 · Publications		
4520 · Banner - Subscriptions		
4530 · Banner - Classified Ads		
Total 4500 · Publications		
4600 · Interest Income (Interest Income)		
4800 · Miscellaneous Income		
4802 · Office Services		
4805 · late fees		
4810 · Vending Machine (Processing fee on wages)		
4815 · Insurance Refunds		
4830 · Over/Short		
4800 · Miscellaneous Income - Other		
Total 4800 · Miscellaneous Income	150,567.00	602,268.00
7440 · Returned Check Charges		
Total Income	150,567.00	602,268.00
Gross Profit		
Expense		
5100 · Wages		
5120 · Wages - Administration		
5125 · Wages - Office		
5130 · Wages - Maintenance		
5132 · Wages - Dockmaster		
5135 · Wages - Pool		
5136 · Wages-Swim Lessons		
5140 · Wages - Paid Holiday		
5145 · Wages - Sick pay		
5156 · Wages-Overtime (All overtime over 40 hours)		
5157 · Wages-Vacation (Vacation time)		
5160 · Bonus Pay		

Bayshore Gardens Park & Recreation District  
**Profit & Loss Budget Performance**  
 December 2018 through December 2019

YTD Budget      Annual Budget

5170 · Health Insurance Compensation (Employee Insurance Allotment)

Total 5100 · Wages

5200 · Taxes

5210 · FICA-941 Taxes

5215 · Unemployment Taxes

5240 · Sales Tax

5250 · Property Tax

Total 5200 · Taxes

5300 · Security

5310 · Security Systems

5311 · Security Camera Maintenance (Security Camera Repair and Maintenance)

5320 · Gate Closing Expense

5330 · Hall Monitor

5335 · Access cards (Access Cards for Gate)

5300 · Security - Other

Total 5300 · Security

5400 · Utilities

5410 · Electric

5420 · Water/Sewer

5430 · Telephone/Pager/Cable/Web

5440 · Gas

Total 5400 · Utilities

5450 · Cell Phone

5500 · Repair & Maintenance

5510 · Supplies Maintenance

5511 · Professional Services (outside contractors)

5512 · Repair/Replacement Supplies (all repair materials)

5515 · Basic Operational supplies (all kitchen/cleaning/ paper)

5516 · Fuel/gas (Grounds machinery fuel)

5510 · Supplies Maintenance - Other

Total 5510 · Supplies Maintenance

5513 · Contract Services (Outside Contractor)

**Bayshore Gardens Park & Recreation District**  
**Profit & Loss Budget Performance**  
 December 2018 through December 2019

YTD Budget      Annual Budget

5520 · Maintenance Equipment		
5530 · Pest Control		
5560 · Landscaping		
5570 · Small Boat Area		
5575 · Marina Repair		
5576 · Marina Maintenance		
5580 · Pool Maintenance		
5585 · Pool Repair/Replacement (Pool Repair)		
5590 · Pool Chemicals		
Total 5500 · Repair & Maintenance		
5600 · Administrative		
5519 · Leased Equipment		
5610 · Accounting Fees		
5630 · Insurance-Business		
5631 · Insurance - Liability (FI Municipal)		
5632 · Insurance - Workers Compensatio		
5633 · Insurance - Auto Liability		
5634 · Insurance -Property		
5635 · Insurance - Flood		
Total 5630 · Insurance-Business		
5650 · Postage		
5660 · Legal Fees		
5665 · Seminars, Training and Fees		
5670 · Office Supplies/Expenses		
5680 · Professional Fees		
5682 · Organizational Fees		
5683 · Certification Reimbursement (Pool attendant certification)		
5685 · Employment Agency		
Total 5680 · Professional Fees		
5690 · Advertising		
Total 5600 · Administrative		
5686 · Website Maintenance		

Bayshore Gardens Park & Recreation District  
**Profit & Loss Budget Performance**  
 December 2018 through December 2019

	YTD Budget	Annual Budget
5700 · Publications Expense		
5710 · Banner - Commissions		
5711 · Banner composition		
5720 · Banner - Printing Costs		
5740 · Banner - Paper Delivery		
5750 · Banner - Office Supplies		
5751 · office equipment (computer/printer)		
5752 · Office supplies		
Total 5750 · Banner - Office Supplies		
5760 · Banner - Miscellaneous Expenses		
5761 · Tide Tables (Tide Tables Schedules)		
5762 · King Features (King Features)		
5760 · Banner - Miscellaneous Expenses - Other		
Total 5760 · Banner - Miscellaneous Expenses		
Total 5700 · Publications Expense		
5800 · District sponsored events		
5830 · Expenses -		
5800 · District sponsored events - Other		
Total 5800 · District sponsored events		
5880 · Concession Stand (Concession Stand Expense)		
5885 · Depreciation Expense		
5900 · Capital Layout		
5915 · Air Conditioner		
5920 · Furniture & Equipment		
5940 · Security Cameras		
Total 5900 · Capital Layout		
5950 · ADA (ADA)		
5960 · Marina Construction		
5961 · Marina Contractors(cap imp)		
5962 · Material(cap imp)		
Total 5960 · Marina Construction		
6000 · Miscellaneous Expenses		

# Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance December 2018 through December 2019

	<u>YTD Budget</u>	<u>Annual Budget</u>
6010 · Over/Short Expenses		
6020 · Bank Fees		
6040 · Trustee Election		
6080 · Travel Mileage		
6120 · Deposited Item Charge Back (Bounced check charge back)		
6000 · Miscellaneous Expenses - Other		
Total 6000 · Miscellaneous Expenses		
6550 · Playground Expense		
7000 · Future Projects		
8000 · Other Expenses (Other Expenses)		
8001 · Hall Rewiring Project Exp (all expenses incurred)		
Total 8000 · Other Expenses (Other Expenses)		
9010 · Bank Service Charges		
Total Expense	<u>150,567.00</u>	<u>602,268.00</u>
Net Ordinary Income	<u>150,567.00</u>	<u>602,268.00</u>
Net Income	<u>150,567.00</u>	<u>602,268.00</u>



clh

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 21 DEC 2018

MEETING DATE 02 JAN 2019 WORK SESSION  
At least 8 days prior to meeting date

REGULAR MEETING\_\_ WORK SESSION  SPECIAL MEETING\_\_ EMERGENCY  
\_\_ COMMITTEE MEETING\_\_ BUDGET

Trustee requesting S. WATKINS

Subject: UPDATE & RESOLVE ELECTRICAL ISSUES IN KEL HALL

Reason RESOLVE SAFETY ISSUES

BRIEF EXPLANATION

STEVE IDENTIFIED ALL OF THE WORK NECESSARY. DON BAITH  
TO PERFORM ELECTRICAL WORK THROUGH GREEN LIGHTING SOLUTIONS.  
ESTIMATE ATTACHED.

MOTION IF NEEDED

MOVE TO APPROVE.

Supporting documentation attached

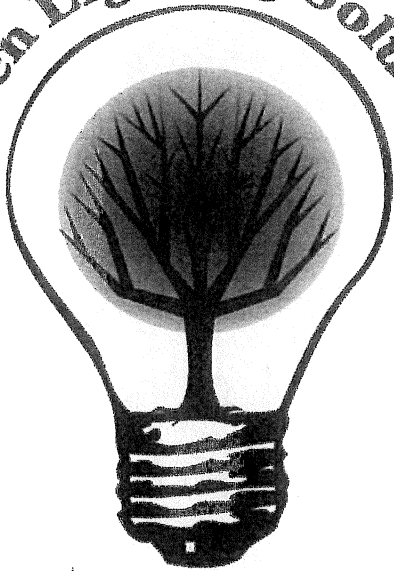
Received by Jan Meyer Date 12-21-18

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

**Green Lighting Solutions**



**Green Lighting Solutions**

6224 Wellesley Drive

Bradenton, FL 34207

**Proposal especially prepared for:**

Bayshore Gardens Park and Recreation District

**Re: Community Center**

**Kitchen & Serving Area**

Remove attic exhaust fan switch and install new duplex receptacle and cover plate.

Remove old two wire receptacle and install new grounded receptacle and cover plate.

Remove old worn receptacle and install new duplex receptacle and cover plate.

Add greenfield sleeve over Romex wire serving the ice machine.

**Restroom**

Remove cracked switch and cover plate with a new switch and cover plate.

**Main Hall**

Fix loose receptacle and switch boxes. Replace bad or broken receptacles and switches as necessary.

Add a duplex receptacle on south wall that currently has a blank cover, if possible.

Remove old duplex receptacle and install new ground fault circuit interrupter and cover plate on the box above the water fountains.

Add a power strip below the water fountain.

Rewire the water fountain, that is wired with a piece of Romex wire, with an appliance cord.

\$ 550.00

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 21 DEC 2018

MEETING DATE 20 JAN 2019  
At least 8 days prior to meeting date

REGULAR MEETING\_\_ WORK SESSION\_\_  SPECIAL MEETING\_\_ EMERGENCY\_\_  
\_\_ COMMITTEE MEETING\_\_ BUDGET\_\_

Trustee requesting S. WATKINS

Subject: HALL AUDIO SYSTEM UPDATE

Reason UPDATE OLD EQUIPMENT

BRIEF EXPLANATION

REPLACE AMP - LEFT CHANNEL IS BURNED OUT. SEE  
ATTACHED EQUIPMENT LIST.

MOTION IF NEEDED

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 21 DEC 2018

MEETING DATE 2 JAN 2019  
At least 8 days prior to meeting date

REGULAR MEETING\_\_ WORK SESSION\_\_ SPECIAL MEETING\_\_ EMERGENCY  
\_\_ COMMITTEE MEETING\_\_ BUDGET

Trustee requesting S. WATKINS

Subject: INSTALL CATCH BASINS IN WALK AREA OUTSIDE BRESEWAY

Reason \_\_\_\_\_

BRIEF EXPLANATION

SHAWN WILL PROVIDE ESTIMATE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION IF NEEDED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 12/21/18

MEETING DATE JAN 2, 2019  
At least 8 days prior to meeting date

REGULAR MEETING\_\_ WORK SESSION  SPECIAL MEETING\_\_ EMERGENCY  
\_\_ COMMITTEE MEETING\_\_ BUDGET

Trustee requesting STEVE WATKINS

Subject: Woodshop

Reason \_\_\_\_\_

BRIEF EXPLANATION

Put in Split-Air Cond system  
Doors-  
Woodshop make small door-

MOTION IF NEEDED

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 21 DEC 2018

MEETING DATE 08 JAN 2019  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting S. WATKINS

Subject: PURCHASE SCANNER

Reason TO SCAN PAST BANNERS FROM PREVIOUS YEARS

BRIEF EXPLANATION

BANNERS TO BE SCANNED IN FULL PAGE FORMAT AND SAVED TO PDF FORMAT AND ARCHIVED, TO BE PROVIDED ONLINE.

MOTION IF NEEDED

TO PURCHASE SCANNER.

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 21 DEC 2018

MEETING DATE 2 JAN 2019  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting S. WATKINS.

Subject: 1017 PR UPDATE - BAYSHORE GARDENS CONTRACT PROCESSING BY AD SALES REPS

Reason SEE ATTACHED FOR CHANGES

BRIEF EXPLANATION

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MOTION IF NEEDED

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Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 21 DEC 2018

MEETING DATE 2 JAN 2019  
At least 8 days prior to meeting date

REGULAR MEETING \_\_\_ WORK SESSION  SPECIAL MEETING \_\_\_ EMERGENCY \_\_\_  
\_\_\_ COMMITTEE MEETING \_\_\_ BUDGET \_\_\_

Trustee requesting J. FROST - HOUSE & GROUNDS

Subject: FOB LOCKS

Reason REQUEST ESTIMATE FROM TEMPEST

BRIEF EXPLANATION

INSTALL LOCKING MECHANISMS FOR THE BOARD ROOM, WOODSHOP, BATH ROOM @ NORTH EAST CORNER OF BUILDING OUTSIDE, AND WEST REC HALL ENTRANCE. FOB - back office door

MOTION IF NEEDED

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18



BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 21 DEC 2018

MEETING DATE 2 JAN 2019  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting J. FROST - HOUSE & GROUNDS

Subject: ADA RAMP MODIFICATION WEST ENTRANCE TO RECHALL

Reason REQUEST FOR 3 BIDS (REP REQUIRED)

BRIEF EXPLANATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION IF NEEDED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

RECREATION HALL CONTRACT

1004HC

This Contract is entered into between BAYSHORE GARDENS PARK AND RECREATION DISTRICT and \_\_\_\_\_ Lessee dated \_\_\_\_\_

Lessee, in consideration of the agreements and covenants to be performed by the Parties, agrees to the following terms:

1. RENT: Lessee shall pay Bayshore Gardens rent (SEE FEE SCHEDULE) in the amount of \$\_\_\_\_\_ (includes 7% sales tax) no later than 15 days prior to the Date of Activity set forth in section 3.

2. SECURITY DEPOSIT: Lessee shall pay a security deposit of \$250.00/500.00 (circle one) due at the time of booking and is non-refundable in cases of cancellation of event less than 14 days of the event. After Lessee leaves, the premises shall be inspected. If no violations are found, the Lessee will receive a refund by mail of security deposit within 14 working days of the final inspection.

3. USE: Lessee agrees to use the Hall for the general purpose set forth below, and will abide by all rules and shall end no later than 10 P.M. Lessee agrees that Lessee will be present at function and will not sublet.

**MAXIMUM CAPACITY 224**

**NO ACCESS TO FACILITY PRIOR TO NOON WILL BE GRANTED EXCEPT THE DAY BEFORE THE EVENT IF NO OTHER EVENT SCHEDULED FOR THAT DAY AND PAYMENT MADE IN ADVANCE.**

- Type of Activity: \_\_\_\_\_ # attending \_\_\_\_\_
- Date of Activity: \_\_\_\_\_
- Cater used Yes \_\_\_\_\_ No \_\_\_\_\_ Attach copy of Caterer's license
- Kitchen used to reheat food yes \_\_\_\_\_ No \_\_\_\_\_
- Lease commences \_\_\_\_\_ o'clock and ends \_\_\_\_\_ o'clock.  
(6 hours Price \$ \_\_\_\_\_)
- Additional hours requested: Number of hours \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_  
@ \_\_\_\_\_ Per hour \$ \_\_\_\_\_

Event Total Hours \_\_\_\_\_

Event Total \$ \_\_\_\_\_

4. LESSEE'S RESPONSIBILITIES: Lessee shall leave the Hall in the same condition as found (see 5 below). Failure to do so may result in forfeiting some or all of Lessee's security deposit. If Lessee fails to show up at the scheduled time without at least 14 days' notice, Lessee shall forfeit all rent and deposits paid to Bayshore Gardens. Lessee must vacate the facility at the time specified above.

5. LOSS OR DAMAGE: If any portion of the premises or equipment is damaged by any act, omission, or negligence of Lessee. (Includes leaving the kitchen clean), Lessee shall pay to Bayshore Gardens upon demand a sum equal to the cost of repairing and restoring to the condition when Lessee took possession.

6. PERSONAL PROPERTY: Bayshore Gardens shall not be responsible for any loss or damage to personal property of the Lessee or any property caused to be brought in by lessee.

7. LIABILITY: The work, services, or activity to be performed in the Hall under this contract will be performed entirely at the risk of Lessee who will carry any necessary or applicable liability insurance, for the duration of this contract, in an amount acceptable to Bay shore Gardens. The certificate of insurance if applicable must be provided to the District prior to any activity in the facility. Lessee agrees to indemnify owner for any and all liability or loss arising in any way out of the performance of this Agreement. Furthermore Lessee shall protect, maintain, save and hold harmless Bayshore Gardens Park and Recreation District and its officers, agents, and employees from and against any and all claims, demands, expense and liabilities arising out of injury or death to any person, or the damage, loss or destruction of any property which may occur in or about the Property of the District

8. BAYSHORE GARDENS shall provide lessee with access, use and enjoyment of the Hall during the time set forth in section 3 and shall ensure that the reservation is clean and all systems, such as lighting, air conditioning, and any sound equipment, are functional on the date of the activity set forth in section 3. Bayshore Gardens will set-up tables and chairs per your drawings which must be submitted seven (7) days prior to the event. Rental agreement is for 6 consecutive hours for each event which includes set up and tear down time. Additional hours may be contracted for in advance.

9. BAYSHORE GARDENS will provide a Hall Monitor who will remain in the recreation hall to assist the Lessee and enforce the rules of the District. Delivery arrangements are to be made with the District Office seven (7) days in advance for delivery access to Recreation Center for deliveries made in advance of the schedule event.

FEE SCHEDULE HALL

Security Deposit	Resident	Non Resident
	\$250.00	\$500.00
*Rate for 6 hours	\$300.00+tax	\$750.00+tax
Additional hours/access hours	\$25.00+tax per hour/ portion	\$40.00+tax per hour/ portion

**\*includes set up and tear down**

By signing, I agree that I have read, understand, and agree to all of the above terms of this Agreement and the attached Rules and Regulations.

I \_\_\_\_\_ am a resident of Bayshore Gardens Park and Recreation District and assume full responsibility for the rental of the Hall/Screen Room. I understand that I must be present at the event.

I \_\_\_\_\_ am not a resident of Bayshore Gardens Park and Recreation District and I understand that I assume full responsibility for the rental of the Hall/Screen Room.

\_\_\_\_\_  
Lessee Signature Print Lessee Name

\_\_\_\_\_  
Address Telephone Number

\_\_\_\_\_  
Managers Signature

Total amount Due \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Date Due \_\_\_\_\_

The Recreation Hall Rules are  
Incorporated herein by reference and made a part of this contract  
as Exhibit A. By signing below, I acknowledge receipt  
of the contract and a copy of and the Rules (Exhibit A).

\_\_\_\_\_  
Lessee Date

Approved 4/17/18 *Sharon Denson, Chairman*  
Revised 10/16/18 Revised \_\_\_\_\_  
Effective 4/17/18

**EXHIBIT A**

**Rental Agent, Sally Couey 941-730-9799**

**Judy Trytek 941-704-4577**

**HALL RULES**

1. Shall not exceed maximum capacity 224
2. All Music shall end at or before 10:00PM
3. Everyone must be out of the hall by 11:00PM
4. Ovens and Microwaves are to be used for heating purposes only
5. No glass bottles outside of bar area
6. Smoking Prohibited in the Facility
7. Kitchen and appliances must be left clean. (see contract for penalties)
8. All decorations must be removed from the facility. Trash to be placed in bins
9. Only masking tape or painters tape may be used for decorations no tacks or nails permitted
10. Ice sculptures not allowed. Coolers must be placed on rubber mats
11. No open flame or fireworks, EXCEPTION: Sturnos may be used for food line
12. Chairs are to be pushed up to tables when you leave
13. NO UNLICENSED FOOD VENDORS ON THE PREMISES
14. NO food preparation or serving other than inside the Recreation Hall
15. No access to the Hall prior to the time on the contract. **No access prior to Noon.**
16. You may take possession of the facility at the lease time on the contract and must vacate at the end of your specified contract time. (Additional hours or portions thereof will be withheld from your deposit).

I have read the rules above and will adhere to the rules. Failure may result in my security deposit being withheld. (copy to file)

\_\_\_\_\_  
Date of event

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

Approved 4/17/18 *Sharon Denson, Chairman*  
Revised 10/16/18 Revised \_\_\_\_\_  
Effective 4/17/18