

Meeting Date
July 25, 2017



AGENDA	
Section	Consent
Item No.	II D3

AGENDA REPORT
 BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	FY 2018 PROPOSED BUDGET FOR BAYTREE COMMUNITY DEVELOPMENT DISTRICT
DEPT/OFFICE:	Budget Office

Requested Action:

It is requested that the Board acknowledge receipt of the FY 2018 Proposed Budget for Baytree Community Development District.

Summary Explanation & Background:

In accordance with Florida Statute 190.008 (2) (b), at least 60 days prior to adoption, the district board shall submit to the local governing authorities having jurisdiction over the area included in the district, for purposes of disclosure and information only, the proposed annual budget for the ensuing fiscal year and any proposed long-term financial plan or program of the district for future operations. The Baytree Community Development District is submitting its fiscal year 2018 Proposed Budget to the Brevard County Board of Commissioners. The hearing on the Proposed Budget has been scheduled for August 2, 2017.

FISCAL IMPACT: There is no financial impact.

Clerk to the Board instruction: Maintain necessary documents for records retention.

Exhibits FY2018 Proposed Budget - Baytree Community Development District

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

Interim County Manager	Assistant County Manager	Department Director / Extension
Frank Abbate	Assistant County Manager	Jill Hayes, Director 633-2153 ext. 52857



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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Tammy.Rowe@brevardclerk.us

July 26, 2017

M E M O R A N D U M

TO: Jill Hayes, Budget Office Director

RE: Item II.D.3., Acknowledge Receipt of FY 2018 Proposed Budget for Baytree Community Development District

The Board of County Commissioners, in regular session on July 25, 2017, acknowledged receipt of the Fiscal Year 2018 proposed budget for Baytree Community Development District.

Your continued cooperation is greatly appreciated.

Sincerely yours,

**BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK**

Tammy Rowe

Tammy Rowe, Deputy Clerk

/kp

cc: Finance

Baytree
Community Development District

135 West Central Blvd., Suite 320, Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

[Revised July 11, 2017]
May 16, 2017

Brevard County Manager
Mr. Frank Abbate
2725 Judge Fran Jamieson Way, Bldg. C
Melbourne, Florida 32940

Re: Baytree Community Development District
Proposed Budget Fiscal Year 2018

Dear Mr. Abbate:

In accordance with chapter 190.008 (2)(b), Florida Statutes, enclosed please find one copy of the District's proposed budget for the Fiscal Year 2018 for purposes of disclosure and information only. The District will schedule a public hearing not less than 60 days from the date of this letter for adoption of the same. Should you have any questions regarding the enclosed, please feel free to contact me.

Sincerely,



Lauren Vanderveer
Administrative Assistant

Enclosures

RESOLUTION 2017-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF BAYTREE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2017-2018 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of the Baytree Community Development District (the "Board") prior to June 15, 2017, a proposed operating budget for Fiscal Year 2017-2018; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF BAYTREE COMMUNITY DEVELOPMENT DISTRICT:

1. The operating budget proposed by the District Manager for Fiscal Year 2017-2018 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: August 2, 2017

HOUR: 1:30 PM

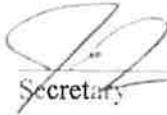
LOCATION: Baytree National Golf Links
8207 National Drive
Melbourne, FL 32940

3. The District Manager is hereby directed to submit a copy of the proposed budget to **Brevard County** at least 60 days prior to the hearing set above.
4. Notice of this public hearing shall be published in the manner prescribed in Florida law.
5. In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved budget on the District's website at least two days before the budget hearing date as set forth in Section 2. If the District does not have its own website, the District's Secretary is directed to transmit this approved budget to Brevard County for posting on the local governing authority's website.
6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 3rd DAY OF MAY, 2017.

ATTEST:

**BOARD OF SUPERVISORS OF THE
BAYTREE COMMUNITY
DEVELOPMENT DISTRICT**


Secretary

By: *Candy Wetcho Du*

Its: _____

Exhibit A

Baytree

Community Development District



Proposed Budget

FY 2018

Presented by:



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16	<u>IOB Roadway Maintenance Cost Share Schedule</u>

Baytree
Community Development District
Proposed Budget FY 2018
General Fund

Description	Adopted Budget FY2017	Actual thru 03/31/17	Projected Next 6 Months	Total Projected 09/30/17	Proposed Budget FY 2018
Revenues					
Maintenance Assessments	\$695,968	\$667,787	\$28,181	\$695,968	\$695,968
Interest Income	\$0	\$1	\$0	\$1	\$0
Miscellaneous Income (IOB Cost Share Agreement)	\$28,265	\$14,660	\$14,934	\$29,594	\$28,713
Miscellaneous Income	\$4,000	\$2,621	\$2,379	\$5,000	\$4,000
Total Revenues	\$728,233	\$685,069	\$45,494	\$730,563	\$728,681
Expenditures					
<i>Administrative</i>					
Supervisor Fees	\$8,000	\$4,400	\$4,000	\$8,400	\$8,000
FICA Expense	\$612	\$337	\$306	\$643	\$612
Engineering	\$25,000	\$17,704	\$17,300	\$35,004	\$25,000
Assessment Administration	\$7,500	\$7,500	\$0	\$7,500	\$7,500
Attorney Fees	\$17,750	\$26,633	\$14,367	\$41,000	\$17,750
Annual Audit	\$3,800	\$0	\$3,200	\$3,200	\$3,300
Management Fees	\$39,746	\$19,873	\$19,873	\$39,746	\$40,938
Information Technology	\$1,600	\$800	\$800	\$1,600	\$1,600
Telephone	\$150	\$60	\$90	\$150	\$150
Postage	\$1,500	\$522	\$978	\$1,500	\$1,500
Insurance	\$13,500	\$12,529	\$0	\$12,529	\$13,800
Tax Collector Fee	\$13,970	\$13,979	\$0	\$13,979	\$13,980
Printing & Binding	\$1,700	\$418	\$1,282	\$1,700	\$1,700
Legal Advertising	\$1,200	\$262	\$938	\$1,200	\$1,200
Other Current Charges	\$1,250	\$954	\$648	\$1,602	\$1,700
Office Supplies	\$400	\$83	\$67	\$150	\$200
Property Taxes	\$250	\$228	\$0	\$228	\$250
Property Appraiser	\$234	\$234	\$0	\$234	\$234
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Administrative Expenses	\$138,337	\$106,693	\$63,849	\$170,541	\$139,589

Baytree
Community Development District
Proposed Budget FY 2018
General Fund

Description	Adopted Budget FY2017	Actual thru 03/31/17	Projected Next 6 Months	Total Projected 09/30/17	Proposed Budget FY 2018
<i>Operation and Maintenance</i>					
Security Contract	\$115,181	\$55,265	\$59,916	\$115,181	\$115,181
Security - Speed Control	\$10,296	\$4,851	\$5,445	\$10,296	\$10,296
Gate Maintenance Contract	\$1,200	\$0	\$1,200	\$1,200	\$1,200
Maintenance - Gatehouse	\$9,000	\$11,010	\$8,600	\$19,610	\$10,000
Telephone - Gatehouse/Pool	\$7,500	\$4,454	\$3,000	\$7,454	\$7,500
Transponders	\$4,500	\$2,259	\$2,241	\$4,500	\$4,500
Field Management Fees	\$27,038	\$13,519	\$13,519	\$27,038	\$27,849
Electric	\$52,090	\$24,646	\$22,354	\$47,000	\$51,700
Water & Sewer	\$12,997	\$2,624	\$3,000	\$5,624	\$9,408
Gas	\$6,258	\$5,065	\$1,193	\$6,258	\$6,446
Maintenance - Lakes	\$36,600	\$15,528	\$15,528	\$31,056	\$36,600
Maintenance - Landscape Contract	\$91,014	\$43,340	\$43,340	\$86,680	\$91,014
Maintenance - Additional Landscape	\$19,000	\$29,134	\$7,500	\$36,634	\$20,000
Maintenance - Pool	\$16,450	\$9,053	\$7,887	\$16,940	\$17,000
Maintenance - Irrigation	\$6,000	\$2,950	\$3,050	\$6,000	\$6,000
Maintenance - Lighting	\$7,000	\$13,805	\$3,000	\$16,805	\$9,000
Maintenance - Monuments	\$7,000	\$1,875	\$3,860	\$5,735	\$7,000
Maintenance - Other Field (R&M General)	\$4,000	\$555	\$1,000	\$1,555	\$4,000
Maintenance - Playground	\$500	\$0	\$250	\$250	\$500
Maintenance - Tennis Court Area	\$1,000	\$0	\$500	\$500	\$1,000
Holiday Landscape Lighting	\$4,000	\$1,965	\$0	\$1,965	\$4,000
Operating Supplies	\$750	\$6	\$100	\$106	\$750
Sidewalk/Curb Cleaning	\$5,000	\$3,800	\$2,000	\$5,800	\$11,000
Miscellaneous	\$1,000	\$81	\$200	\$281	\$1,000
O&M Expenses	\$445,374	\$245,786	\$208,683	\$454,468	\$452,944
<i>Reserves</i>					
Transfer Out - Capital Projects- Paving - Baytree	\$56,982	\$56,982	\$0	\$56,982	\$61,542
Transfer Out - Capital Projects - Paving - IOB Funds	\$18,618	\$18,618	\$0	\$18,618	\$20,108
Transfer Out - Capital Projects - Reserves	\$23,654	\$23,654	(\$23,654)	\$0	\$9,230
Transfer Out - Community Beautification Fund	\$45,268	\$45,268	(\$15,315)	\$29,953	\$45,268
Reserves	\$144,522	\$144,522	(\$38,969)	\$105,553	\$136,148
Total Expenses	\$728,233	\$497,000	\$233,563	\$730,563	\$728,681
Excess Revenues/(Expenditures)	(\$0)	\$188,069	(\$188,069)	\$0	\$0

Baytree Community Development District

REVENUES:

Maintenance Assessments

The District will levy a non-ad valorem assessment on all taxable property within the Baytree Community Development District in order to pay for operating & maintenance expenditures for the fiscal year.

Interest Income

Represents estimated interest earnings from cash balances in the District's operating account with Wells Fargo and investments through US Bank.

Miscellaneous Income (IOB Cost Share Agreement)

Represents estimated earnings from Isles of Baytree.

Miscellaneous Income

Represents estimated earnings from the sale of security gate transponders, pool access cards and tennis court instructor fees.

EXPENDITURES

Administrative:

Supervisor Fees

Chapter 190 of the Florida Statutes allows for a member of the Board of Supervisors to be compensated \$200 per meeting. This amount for the fiscal year is based upon 5 Supervisors attending 8 monthly meetings.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

Engineering

The District currently has a contract with Adkins Engineering to provide engineering service to the District. The contract includes preparation for board meetings, contract specifications, bidding, etc.

Assessment Administration

Expenses related to administering the annual assessments on the tax roll with the Brevard County Tax Collector.

Attorney Fees

The District currently has a contract with Billing, Cochran, Lyles, Mauro & Ramsey, P.A. to provide legal counsel services. This contract includes preparation for board meetings, review of contracts, review of agreements and resolutions and other research as directed by the Board of Supervisors and the District Manager.

Baytree Community Development District

Annual Audit

The District is required by Florida Statutes to arrange for an Independent audit of its financial records on an annual basis. The budget is based on the current rate for the annual audit.

Management Fees

The District has contracted with Governmental Management Services-Central Florida, LLC to provide Management, Accounting and Recording Secretary Services for the District. The services include, but not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reporting, annual audits, etc.

Information Technology

The District incurs costs related to the District's accounting and information systems, District's website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

Telephone

Telephone and fax machine.

Postage

The District incurs charges for mailing Board meeting agenda packages, overnight deliveries, checks for vendors and other required correspondence.

Insurance

The District's general liability, public official's liability and property insurance coverage is provided by the Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to government agencies.

Tax Collector Fee

Represents charges from Brevard County Tax Collector's office for administration of the tax collection process.

Printing & Binding

The District incurs charges for printing and binding agenda packages and printing computerized checks, correspondence, stationery, envelopes, photocopies and other printed material.

Legal Advertising

The District does most of its legal advertising in the Florida Today. Publication amount is based on prior years cost for advertising regular meetings, special meetings, public hearings, etc.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

The District incurs charges for supplies that need to be purchased during the fiscal year, including copier and printer toner cartridges, paper, file folders, binders, pens, paper clips, and other such office supplies.

Baytree Community Development District

Property Taxes

Represents the estimated non-ad valorem assessment from Brevard County that will be charged to the District.

Property Appraiser

Represents the Brevard County Property Appraiser fee to cover the cost of processing and distributing of non-ad valorem assessment information.

Dues, License & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175.

Operation and Maintenance:

Security Contract

The District currently has a contract with Universal Protection Services DBA Allied Universal to provide security service for the District.

DESCRIPTION	ANNUAL AMOUNT
REGULAR HOURS: CONTRACT COST OF \$12.65 PER HOUR FOR 356 DAYS	\$108,082
HOLIDAY HOURS: CONTRACT COST OF \$18.98 PER HOUR FOR 9 DAYS	\$4,099
CONTINGENCY	\$3,000
	\$115,181

Security – Speed Control

The District utilizes police officers from the Brevard County Sheriff's Office to patrol the area and mitigate speeding issues within the District.

DESCRIPTION	WEEKLY AMOUNT	ANNUAL AMOUNT
POLICE PATROL (2 PATROLS PER WEEK @ \$99 PER PATROL)	\$198	\$10,296
		\$10,296

Gate Maintenance Contract

Represents annual contract amount from for maintenance of the automated gate entrance systems. The District currently has a contract with Access Control Technologies.

Maintenance - Gatehouse

Represents maintenance contract for gates, and any other maintenance cost the District may incur at the security gate house, i.e. plumbing, gate repairs, etc.

Baytree Community Development District

Telephone - Gatehouse/Pool

The District has a telephone at the front entrance for the security staff to make local calls. Additionally, the District has a phone line at the front and rear entrance for the automated gate access system, and an IP line at the front gate for the access system and the line for the emergency phone at the pool. The amount is based on projected monthly charges from AT&T.

	DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
131679593	201 BAYTREE DR FRONT GATE	\$85	\$1,020
321 254-0017 857 3148	201 BAYTREE DR FRONT GATE	\$335	\$4,020
321 751-1034 001 3145	630 BAYTREE DR BACK GATE	\$85	\$1,020
321 751-0214 454 3143	8207 NATIONAL DR POOL AREA	\$120	\$1,440
			\$7,500

Transponders

Accounts for costs associated with purchasing new transponders to replace those purchased by residents.

Field Management Fees

The District has contracted with Governmental Management Services-Central Florida, LLC to provide on-site field management of contracts for the District services such as landscape and lake maintenance. Services to include weekly onsite inspections, meetings with contractors and monitoring of utility accounts.

Electric

Represents costs for electric for projects such as streetlights, signs, electric for well pumps, guardhouse, entrance features, fountain and pool house. Florida Power & Light provides this service.

	DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
00533-81406	8002 BRADWICK WAY # WALL	\$14	\$165
02781-39043	8207 NATIONAL DR # POOL HSE	\$542	\$6,500
04080-73153	609 BAYTREE DR # WALL	\$17	\$200
04396-25492	8205 NATIONAL DR # COURTS	\$50	\$600
09459-03086	8147 OLD TRAMWAY DR # ENTRANCE	\$16	\$190
11105-10375	7948 DAVENTRY DR # WALL	\$12	\$140
14771-79517	345 BAYTREE DR # PUMP	\$71	\$850
15604-14425	8005 KINGSWOOD WAY # FOUNTAIN	\$342	\$4,100
36008-52200	602 BAYTREE DR # SIGN	\$18	\$220
46619-40025	8253 OLD TRAMWAY DR # ENT SIGN	\$29	\$350
47131-19107	1409 SOUTHPOINTE CT# ENT SIGN	\$15	\$175
67950-66148	7951 DAVENTRY DR # PUMP STREET	\$56	\$670
724916-0156	7942 KINGSWOOD WAY #LIGHTS	\$36	\$432
73679-10572	201 BAYTREE DR # GRD HSE	\$125	\$1,500
83711-46575	8005 KINGSWOOD WAY # STREET LIGHTS	\$2,369	\$28,428
86596-45173	8005 KINGSWOOD WAY # PUMP	\$167	\$2,000
88573-27285	687 DEERHURST DR # PUMP	\$150	\$1,800
91260-64568	8128 OLD TRAMWAY DR # SIGN	\$12	\$140
99142-26460	8005 KINGSWOOD WAY# GATE	\$17	\$200
	Contingency		\$3,040
			\$51,700

Baytree Community Development District

Water & Sewer

Represents cost for water & sewer for expenses associated with the front guardhouse and community pool. City of Cocoa Utilities provides this utility service.

	DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
121573-112400	201 BAYTREE DR #GUARDHOUSE	\$52	\$618
167895-118058	8207 NATIONAL DR #POOL	\$700	\$8,400
	CONTINGENCY		\$390
			\$9,408

Gas

Represents cost of gas required for heating the community pool. Florida City Gas provides this utility service.

	DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
2932702542	8205 NATIONAL DR POOL HEATER	\$500	\$6,000
	CONTINGENCY		\$446
			\$6,446

Maintenance - Lakes

The District currently has a contract with ECOR to maintain its 66.46 acres of lakes. Additional funds are allocated for the installation of grass carp and unanticipated lake maintenance.

	DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
	LAKE MAINTENANCE	\$2,413	\$28,956
	NATURAL AREAS MANAGEMENT: CONTRACT COST OF \$350 BI-MONTHLY	\$350	\$2,100
	GRASS CARP INSTALLATION		\$4,000
	CONTINGENCY		\$1,544
			\$36,600

Maintenance - Landscape Contract

The District currently has a contract with Tropic Care, Inc. to maintain its 352,000 Square Feet of Landscaping.

	DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
	LANDSCAPE MAINTENANCE	\$7,585	\$91,014
			\$91,014

Maintenance - Additional Landscape

Funding for trimming, replacement of trees/plants, and other routine landscape maintenance not covered under the landscape vendor contract.

Baytree Community Development District

Maintenance - Pool

The District has constructed a community swimming pool, which requires maintenance service five times per week.

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
VENDOR: BEACH POOLS		
POOL MAINTENANCE		
SEPTEMBER THRU MAY - 3 DAYS/WEEK	\$625	\$5,625
JUNE THRU AUGUST - 5 DAYS/WEEK	\$800	\$2,400
CONTINGENCY - POOL REPAIRS		\$3,875
VENDOR: J & I JANITORIAL SERVICES		
JANITORIAL SERVICES	\$350	\$4,200
SUPPLIES		\$900
		\$17,000

Maintenance - Irrigation

Represents estimated cost for repairing irrigation line breaks, replacement of sprinklers, etc.

Maintenance - Lighting

Estimated cost for routine/replacement of fixtures.

Maintenance - Monuments

Estimated cost to pressure clean and paint monuments.

Maintenance - Other Field

Miscellaneous costs related to additional pond work, cleaning storm drains, etc

Maintenance - Playground

Estimated cost for routine maintenance, such as paint, mulch, or repairs to playground area.

Maintenance - Tennis Court Area

Estimated cost for routine maintenance, such as nets, facility repair, or minor improvements to tennis court area.

Holiday Landscape Lighting

Estimated cost for installation of holiday lights and décor as well as supplies.

Operating Supplies

Purchase of supplies for the District's pool, gatehouse, etc.

Sidewalk/Curb Cleaning

Estimated cost for pressure washing the District-owned sidewalks throughout the community.

Miscellaneous

Any other miscellaneous expenses incurred during the year.

Baytree Community Development District

Reserves:

Transfer Out - Capital Projects - Paving - Baytree/IOB

The District has established a Pavement Management Fund in order to pay for resurfacing of roadways.

Transfer Out - Capital Projects - Reserves

Renewal and replacement costs such as replacement cost of the sidewalks, drainage repair, playground equipment, etc. See attached Capital Improvement Program Chart.

Transfer Out - Community Beautification Fund

Represents the assessments dedicated to the Community Beautification Fund.

Baytree
Community Development District
 Exhibit " A "
 Allocation of Operating Reserve

Allocation of Operating Reserves	
<i>Estimated Funds Available</i>	
Beginning Fund Balance Balance - Fiscal Year 2017	\$103,464
Projected Fiscal Year 2017 Excess (Deficit)	<u>\$0</u>
Total Estimated Funds Available First Quarter Operating Reserve- 9/30/17	<u><u>\$103,464</u></u>
<u>Allocation of Reserves</u>	
Estimated Capital Reserve Fund Balance (Carry forward Plus New FY18 Funds)	\$88,688
Estimated Beautification Fund Balance (Carry forward Plus New FY18 Funds)	<u>\$76,663</u>
Total Reserves for Capital Projects (Start of FY18)	<u><u>\$165,350</u></u>

Baytree
Community Development District
Proposed Budget FY 2018
Capital Projects Reserve

Description	Adopted Budget FY2017	Actual thru 03/31/17	Projected Next 6 Months	Total Projected 09/30/17	Proposed Budget FY 2018
Revenues:					
Beginning Fund Balance	\$130,796	\$146,373	\$0	\$146,373	\$65,358
Transfer In - Baytree	\$23,654	\$23,654	(\$23,654)	\$0	\$9,230
Interest Income	\$100	\$35	\$25	\$60	\$100
Total Revenues	\$154,550	\$170,062	(\$23,629)	\$146,433	\$74,688
Expenses:					
Lake Bank Restoration/Evaluation	\$15,000	\$11,780	\$14,100	\$25,880	\$15,000
Sidewalk/Gutter Repair	\$12,500	\$0	\$12,500	\$12,500	\$12,500
Drainage Maintenance	\$10,000	\$12,000	\$0	\$12,000	\$10,000
Curb - Tree Trimming/Replacements	\$6,500	\$13,905	\$0	\$13,905	\$6,500
Benches	\$10,000	\$0	\$5,000	\$5,000	\$0
Pool Equipment	\$10,000	\$8,261	\$0	\$8,261	\$0
Signage	\$0	\$3,530	\$0	\$3,530	\$0
Total Expenses	\$64,000	\$49,476	\$31,600	\$81,076	\$44,000
Excess Revenues/(Expenditures)	\$90,550	\$120,587	(\$55,229)	\$65,358	\$30,688