

Florida's Last Frontier



Town of  
LOXAHATCHEE GROVES

Monday, February 29, 2016,

TOWN OF LOXAHATCHEE GROVES

FINANCE ADVISORY & AUDIT COMMITTEE MEETING AGENDA

*Chair Anita Kane*

*Vice Chair Greg Tindall*

*Committee Member Bruce Cuningham*

*Committee Member Ken Johnson*

*Town Council Liaison Ryan Liang*



## Finance Advisory & Audit Committee Meeting

Monday, February 29, 2016 at 7:00 p.m.

Town Hall, Conference Room, 155 F Road

Anita Kane, Chair  
Greg Tindall, Vice Chair  
Committee Member Bruce Cuningham  
Committee Member Ken Johnson

Town Council Liaison Ryan Liang  
Town Manager Bill Underwood  
Town Clerk Virginia Walton

### **PUBLIC NOTICE/AGENDA**

#### **1. OPENING**

- a. Call to Order & Roll Call
- b. Approval of Agenda

#### **2. PUBLIC COMMENTS**

#### **3. CONSENT AGENDA –**

- a. Minutes – January 25, 2016 (*Page 3*)

#### **4. PRESENTATION – None**

#### **5. OLD BUSINESS –**

- a. Discussion Relative to Financial and Accounting Procedures Manual

- b. Discussion Relative to Investment of Town Surplus Funds – *(Postponed to March Meeting)*

## 5. NEW BUSINESS

- a. Approval of FY 2016 January Financial Statements
  - 1. Budget vs Actual *(Page 7)*
  - 2. Bank Reconciliation *(Page 13)*
- b. Bank Statements – January 2016 *(Not included as part of Agenda Packet)*
- c. Review of Reimbursements – *(Page 223)*

## 6. ADMINISTRATIVE UPDATE

- a. Financial Software Implementation Update – *(Page 31)*

## 7. CLOSING REMARKS

- a. Public
- b. Committee Members

## 8. ADJOURNMENT

*The next FAAC meeting is March 28, 2016*

**Comments Cards:** Anyone from the public wishing to address the FAAC must complete a Comment Card before speaking. This must be filled out completely with your full name and address and given to the Town Coordinator. During the meeting, before public comments, you may only address the item on the agenda in which is being discussed at the time of your comment. During public comments, you may address any item you desire. Please remember that there is a three (3) minute time limit on all public comment. Any person who decides to appeal any decision of the FAAC with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which included testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate should contact the Town Clerk's Office (561-793-2418), at least 48 hours in advance to request such accommodation.



## Finance Advisory & Audit Committee Meeting

Monday, January 25, 2015 at 7:00 p.m.

Town Hall, Conference Room, 155 F Road

### MINUTES

#### 1. OPENING

##### a. Call to Order & Roll Call

Chair Kane called the meeting to order at 7:00 PM. Present were Chair Anita Kane, Member Bruce Cuningham and Member Ken Johnson. Member Greg Tindall was absent from the meeting. Also in attendance was Town Manager Bill Underwood, and Perla D. Underwood, UMSG.

##### b. Introduction of Member Bruce Cuningham

Members welcomed Mr. Cuningham as a new member of the FAAC. Member Cuningham provided the Committee with a brief overview of his experience in government finance.

##### c. Approval of Agenda

Member Johnson Moved and Seconded by Member Cuningham **to approve** the Agenda as presented with one change as follows: Add Public Comments after approval of the Agenda, and include under New Business, review of Resolution No. 2015-18 relating to procedures and public participation for Town Boards. The vote on the motion carried unanimously, 3/0.

#### 2. PUBLIC COMMENTS -

#### 3. CONSENT AGENDA –

##### a. Minutes – May 26, 2015

##### b. Minutes – July 27, 2015

Upon question from Member Cuningham with respect to voting on approval of this item, he was advised that members are required to vote on all matters with the exception of voting conflicts.

Following discussion, Member Johnson Moved, and Seconded by Member Cuningham **to approve** the minutes of May 5, 2015 and October 26, 2015 as presented. The vote on the motion was

unanimous, 3/0.

#### **4. PRESENTATION – *None***

#### **5. OLD BUSINESS –**

##### **a. Review of Finance and Accounting Procedures Manual – Chair Anita Kane**

Chair Kane advised that she had requested this item included for discussion as she is of the opinion that the Town's current Finance and Accounting Procedures Manual is not what she would not classify as an accounting procedures manual, but a resource that identifies general information about revenue sources, and the finance function. Town Manager Underwood highlighted areas with the manual that are in conflict with the Charter and the Town's Fiscal Policies.

Underwood provided members with a sample Accounts Payable Policies and Procedures that included: invoice payment, check processing, manual checks, VOID checks, year-end processing, general ledger account reconciliation, and IRS Form 1099 MISC. Other section that included employee travel authorization and expense verification, employee educational assistance program, monthly reconciliation, and ACH invoices and payments for payroll deductions at this time are not applicable to the Town, but were included for informational purposes only.

Following discussion, the committee generally agreed that each member would review the sample provided or look at other manuals available, and provide input to Management for inclusion in the formation of a draft policy for consideration by the committee at a later date.

Underwood additionally advised that he will bring back a sample Policies and Procedures template for accounts receivable in the future.

##### **b. Review of Resolution No. 2015-18 Relating to procedures and public participation for Town Boards and Committee Meetings.**

The Committee reviewed the Resolution as adopted by the Town Council on May 19, 2015, that sets forth process for conducting all meeting of boards and committees.

#### **6. NEW BUSINESS**

##### **a. Discussion Relative to Investment of Town Surplus Funds**

As the request of Town Council, the committee reviewed information provided with respect to participation in the Florida Municipal Investment Trust (FMIT) to include a sample Resolution/Ordinance format for participation in FMIT.

Following a lengthy discussion on FMIT, the State Board of Administration (SBA) investment funds, and other outside investments that may be available to local governments, the committee agreed that further review and discussion of all options available is necessary prior to providing the Town Council with a recommendation at this time.

b. Approval of FY 2015 October, November and December Financial Statements

1. Budget vs Actual
2. Bank Reconciliation

With respect questions about charges to account numbers in the Budget Report, staff advised that in the Expenses Detail of the Reconciliation Report all expenditures are identified by vendor name, accounts charged, item amounts, and totals. In addition, the Detail Trial Balance provided reflects all revenues and expenditures by account for the period. Finally, staff provided a brief overview of all current escrow (Cost Recovery) accounts.

Upon suggestion by Member Cunningham, the Committee generally agreed that the Detail Trial Balance Report not be included in future Agendas. Staff did advise that the Detail Trial Balance would remain available for committee members at their pleasure, and a copy would be available at each meeting for reference.

Finally, staff advised that all payments made with respect to reimbursing the LGWCD for surveying of canal maintenance easements have been posted in the Capital Improvement Fund account no. 305-541-654-000 at this time. These entries will be corrected as part of the next Budget Amendment request to Town Council by adding a new account line item for these charges.

Member Johnson Moved, and Seconded by Member Cuningham **to approve** the October, November, and December Financial Reports as presented. The vote on the motion was unanimous, 3/0.

- c. Bank Statements – October, November, and December 2015 (*Not included as part of Agenda Packet*)
- d. Review of Reimbursements –

Member Johnson Moved and Seconded by Member Cuningham **to accept and approve** Bank Statements and Reimbursements submitted. The vote on the motion was unanimous, 3/0.

7. ADMINISTRATIVE UPDATE

- a. OIG Performance Audit –

Staff provided a brief status update on process with respect to the OIG performance audit. Staff advised that expenditures for FY2014 and FY2015 are being provided as requested. Copies of selected contracts and agreements have been provided as well along with any additional information/verification requested.

- b. Financial Software Implementation

Town Manager Underwood provided the Committee with a brief status of the software implementation and tentative schedule for work on this matter.

- c. Discussion Relative to Meeting Date Change Request by Member Tindall

Perla Underwood advised that Member Tindall had requested that the Committee consider changing the date of its meeting to Tuesday or Friday evenings as he is unable to unavailable on

Mondays, Wednesday, and Thursday as a result a schedule conflict.

After discussion, Committee members unanimously agreed that Friday evenings was not a good day to hold meetings, and Tuesday evening are Town Council meeting, and did not feel that FAAC and Town Council should hold meeting on the same day of week.

Chair Kane requested that Member Tindall be provided a copy of the sample Finance and Accounting Procedures Manual so that he can provide the committee his suggestions and input for inclusion in the draft manual.

## **6. CLOSING REMARKS**

- a. Public
- b. Committee Members

## **7. ADJOURNMENT**

There being no further business to come before the FAAC, Chair Kane adjourned the meeting at 9:05 PM. \_\_\_\_\_

\_\_\_\_\_  
Perla D. Underwood, UMSG

\_\_\_\_\_  
Anita Kane, Chair



**BUDGET VS ACTUAL  
AS OF JANUARY 31, 2016  
33% Elapsed  
General Fund  
Revenues**

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
001-311-100-000	Ad Valorem Taxes	25,378	236,327	-	311,616	(75,289)	76%
	<b>Ad Valorem Taxes Subtotal</b>	<b>25,378</b>	<b>236,327</b>	<b>-</b>	<b>311,616</b>	<b>(75,289)</b>	<b>76%</b>
001-314-100-000	Electric Utility Tax	22,007	92,304	-	233,000	(140,696)	40%
001-315-100-000	Communications Services	7,329	29,476	-	91,919	(62,443)	32%
001-316-200-000	County Occupational License	123	3,970	-	6,000	(2,030)	66%
	<b>Local Taxes Subtotal</b>	<b>29,460</b>	<b>125,750</b>	<b>-</b>	<b>330,919</b>	<b>(205,169)</b>	<b>38%</b>
001-323-100-000	FPL Franchise Fee	-	37,865	-	200,000	(162,135)	19%
001-323-125-000	Hauler's License Fee	-	1,015	-	-	1,015	NA
001-323-300-000	PBC Water Utility Franchise	630	6,415	-	10,000	(3,585)	64%
001-329-100-000	Planning & Zoning Permit	1,280	4,352	-	7,000	(2,648)	62%
	<b>Permits, Franchise Fees &amp; Special Subtotal</b>	<b>1,910</b>	<b>49,646</b>	<b>-</b>	<b>217,000</b>	<b>(167,354)</b>	<b>23%</b>
001-335-120-000	State Revenue Sharing	6,694	26,778	-	90,890	(64,112)	29%
001-335-180-000	Half Cent Sales Tax	21,267	78,435	-	260,461	(182,026)	30%
	<b>Intergovernmental Revenue Subtotal</b>	<b>27,961</b>	<b>105,212</b>	<b>-</b>	<b>351,351</b>	<b>(246,139)</b>	<b>30%</b>
001-341-000-000	General Government Charges	385	2,340	-	3,000	(660)	78%
001-343-349-000	Cost Recovery Fees	5,032	29,455	-	35,000	(5,545)	84%
	<b>Charges for Services Subtotal</b>	<b>5,417</b>	<b>31,795</b>	<b>-</b>	<b>38,000</b>	<b>(6,205)</b>	<b>84%</b>
001-354-100-000	Code Enforcement Fines	-	-	-	1,000	(1,000)	0%
	<b>Code Enforcement Fines Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>(1,000)</b>	<b>0%</b>
001-361-100-000	Interest	6	14	-	200	(186)	7%
001-366-100-000	Contributions and Donations Private Sources	-	-	-	7,000	-	-
001-369-000-000	Other Misc Income	-	240	-	300	(60)	80%
	<b>Other Misc Revenue Subtotal</b>	<b>6</b>	<b>254</b>	<b>-</b>	<b>7,500</b>	<b>(246)</b>	<b>3%</b>
001-399-000-000	Transfer from Fund Balance*	-	-	-	150,000	(150,000)	0%
	<b>Other Non-operating Sources Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>(150,000)</b>	<b>0%</b>
	<b>Grand Total Revenue</b>	<b>90,132</b>	<b>548,984</b>	<b>-</b>	<b>1,407,386</b>	<b>(851,402)</b>	<b>39%</b>



**TOWN OF LOXAHATCHEE GROVES  
BUDGET VS ACTUAL  
AS OF JANUARY 31, 2016**

33% Elapsed

**General Fund  
Expenditures**

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
001-511-310-000	Professional Services	-	-	-	10,400	10,400	0%
001-511-400-000	Travel	1,314	1,910	-	3,000	1,090	64%
001-511-410-000	Communication Services	-	-	-	6,395	6,395	0%
001-511-492-000	Other Operating Expenses	-	-	-	1,500	1,500	0%
001-511-499-000	Other Current Charges - Council Reimbursement	2,500	10,000	-	30,000	20,000	33%
001-511-500-000	Education & Training	-	450	-	1,000	550	45%
001-511-510-000	Office Supplies	466	466	-	500	34	93%
001-511-520-000	Operating Supplies	-	36	-	500	464	7%
001-511-540-000	Books, Publications & Subscriptions	2,607	5,765	-	2,500	(3,265)	231%
001-511-820-000	Special Events/Contributions	935	4,248	-	5,400	1,152	79%
	<b>Legislative Total</b>	<b>7,822</b>	<b>22,874</b>	<b>-</b>	<b>61,195</b>	<b>38,321</b>	<b>37%</b>
001-512-340-000	Other Services	22,920	91,682	-	275,045	183,363	33%
001-512-400-000	Travel	-	96	-	1,500	1,404	6%
001-512-410-000	Communication Services	-	-	-	4,399	4,399	0%
001-512-420-000	Postage & Freight	4	917	-	1,000	83	92%
001-512-490-000	Legal Advertising	-	2,182	-	500	(1,682)	436%
001-512-492-000	Other Operating Expenses	-	500	-	5,044	4,544	10%
001-512-493-000	Election Expense	-	7,883	-	8,010	127	98%
001-512-510-000	Office Supplies	1,126	6,682	-	12,000	5,318	56%
001-512-540-000	Books, Publications & Subscriptions	-	-	-	570	570	0%
	<b>Executive Total</b>	<b>24,050</b>	<b>109,942</b>	<b>-</b>	<b>308,068</b>	<b>198,126</b>	<b>36%</b>
001-513-320-000	Accounting and Auditing	-	-	-	18,000	18,000	0%
001-513-470-000	Printing and Binding	-	-	-	1,396	1,396	0%
001-513-490-000	Legal Advertising	-	1,845	-	2,000	155	92%
001-513-491-000	Computer Services	-	-	-	11,820	11,820	0%
	<b>Financial &amp; Administrative Total</b>	<b>-</b>	<b>1,845</b>	<b>-</b>	<b>33,216</b>	<b>31,371</b>	<b>6%</b>
001-514-310-000	Professional Services	7,014	31,909	-	90,000	58,091	35%
	<b>Legal Total</b>	<b>7,014</b>	<b>31,909</b>	<b>-</b>	<b>90,000</b>	<b>58,091</b>	<b>35%</b>



**TOWN OF LOXAHATCHEE GROVES**  
**BUDGET VS ACTUAL**  
**AS OF JANUARY 31, 2016**  
 33% Elapsed  
 General Fund  
 Expenditures

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
001-515-310-000	Professional Services	-	5,300.00	-	40,000	34,700	13%
001-515-340-000	Other Services	6,860	27,438.68	-	82,316	54,877	33%
001-515-343-000	Planning & Zoning Contract	-	3,047.50	-	20,000	16,953	15%
001-515-347-000	Comprehensive Plan	-	-	-	15,000		
001-515-349-000	Cost Recovery Expenditure	4,662	33,956.29	-	35,000	1,044	97%
001-515-490-000	Legal Advertising	427	2,001.60	-	10,000	7,998	20%
	<b>Comprehensive Planning &amp; Zoning Total</b>	<b>11,948</b>	<b>71,744</b>	<b>-</b>	<b>202,316</b>	<b>115,572</b>	<b>35%</b>
001-519-315-000	Special Magistrate	-	345	-	10,000	9,655	3%
001-519-340-000	Other Services	200	3,441	-	1,600	(1,841)	215%
001-519-354-000	Code Compliance	-	-	-	23,000	23,000	0%
001-519-410-000	Communications Services	472	2,863	-	11,100	8,237	26%
001-519-420-000	Utilities	485	1,761	-	10,560	8,799	17%
001-519-440-000	Rentals and Leases	149	1,155	-	10,300	9,145	11%
001-519-450-000	Insurance	1,755	17,221	-	31,000	13,780	56%
001-519-460-000	Repair & Maint - Building	392	2,848	-	4,200	1,352	68%
001-519-490-000	Computer Repair	-	235	-	5,500	5,265	4%
001-519-491-000	Computer Services	147	631	-	7,292	6,661	9%
001-519-494-000	Inspector General Office	-	-	-	5,300	5,300	0%
001-519-620-000	Buildings	3,032	4,167	-	21,410	17,244	19%
001-519-820-000	Loxahatchee Groves CERT	-	50	-	2,000	1,950	2%
001-519-910-000	Transfer to Sanitation Fund	-	-	-	115,583	115,583	0%
001-519-920-000	Transfer to Capital Projects	-	-	-	150,000	150,000	0%
	<b>Other Governmental Services Total</b>	<b>6,632</b>	<b>34,715</b>	<b>-</b>	<b>408,845</b>	<b>374,130</b>	<b>8%</b>
001-521-341-000	Professional Services-PBSO	24,062	96,249	-	288,746	192,497	33%
001-521-342-000	Contractual-ADDL PBSO	-	-	-	10,000	10,000	0%
	<b>Law Enforcement Total</b>	<b>24,062</b>	<b>96,249</b>	<b>-</b>	<b>298,746</b>	<b>202,497</b>	<b>32%</b>
001-539-340-000	Professional Services	-	-	-	5,000	5,000	0%
	<b>Public Works Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>0%</b>
	<b>Grand Total Expenditure</b>	<b>81,528</b>	<b>369,279</b>	<b>-</b>	<b>1,407,386</b>	<b>1,023,107</b>	<b>26%</b>
	<b>Net Revenue</b>	<b>8,604</b>	<b>179,705</b>	<b>-</b>	<b>-</b>		



**TOWN OF LOXAHATCHEE GROVES**  
**BUDGET VS ACTUAL**  
**AS OF JANUARY 31, 2016**  
 33% Elapsed  
**Transportation Fund**  
**Revenues**

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
101-312-410-000	1st Local Option Fuel Tax (1 to 6 cent)	20,758	84,442	-	249,245	(164,803)	34%
101-312-420-000	2nd Local Option Fuel Tax (1 to 5 cent)	10,434	40,276	-	117,326	(77,050)	34%
101-399-000-000	Transfer from Fund Balance	-	-	-	1,000,000	(1,000,000)	0%
<b>Total Revenue</b>		<b>31,192</b>	<b>124,718</b>	<b>-</b>	<b>1,366,571</b>	<b>(1,241,853)</b>	<b>9%</b>
Represents consumption of fund balance. This is not true revenue by definition or reflected in GL in transactions							

**Transportation Fund**  
**Expenditures**

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
101-541-467-000	Traffic Control Signs (6 ct) Maint.	5,874	5,874	-	10,000	4,126	59%
101-541-468-000	Non-District Roads (6 ct) Maint.	68,477	89,531	-	70,507	(19,024)	127%
101-541-469-000	District Roads (6 ct) Maint.	-	-	-	93,738	93,738	0%
101-541-632-000	Special Projects (6 cent)	-	-	-	75,000	75,000	0%
101-541-920-000	Transfer to Capital Projects	-	-	-	1,000,000	1,000,000	0%
101-541-990-000	Transfer to Fund Balance 5ct.	-	-	-	117,326	117,326	0%
<b>Total Expenditure</b>		<b>74,351</b>	<b>95,406</b>	<b>-</b>	<b>1,366,571</b>	<b>1,271,165</b>	<b>7%</b>
<b>Net Revenue</b>		<b>(43,159)</b>	<b>29,312</b>		<b>-</b>		



**TOWN OF LOXAHATCHEE GROVES**  
**BUDGET VS ACTUAL**  
**AS OF JANUARY 31, 2016**  
 33% Elapsed  
**Capital Improvement Program**  
**Revenues**

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
305-363-990-000	Transfer In From General Fund	-	-	-	150,000	(150,000)	0%
305-363-991-000	Contributions from Transportation Fund	-	-	-	1,000,000	(1,000,000)	0%
305-366-100-000	Contributions and Donations Private Sources	-	100,000	-	1,211,741	(1,111,741)	8%
305-399-000-000	Transfer from Fund Balance	-	-	-	168,893	(168,893)	0%
	<b>Total Revenue</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>2,530,634</b>	<b>(2,430,634)</b>	<b>4%</b>

**Capital Improvement Program**  
**Expenditures**

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
305-541-610-000	Surveying Town Roads	18,717	57,076	-	100,000	42,924	57%
305-541-620-000	OGEM Town Roads - "B" and "D" Roads	-	400	-	1,211,741	-	-
305-541-640-000	Drainage	-	-	-	1,150,000	1,150,000	0%
305-541-650-000	Trails	-	-	-	40,000	40,000	0%
305-541-654-000	Purchase Roads from LGWCD	-	78,544	-	28,893	(49,651)	272%
	<b>Total Expenditure</b>	<b>18,717</b>	<b>136,020</b>	<b>-</b>	<b>2,530,634</b>	<b>1,183,273</b>	<b>5%</b>
	<b>Net Revenue</b>	<b>(18,717)</b>	<b>(36,020)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**TOWN OF LOXAHATCHEE GROVES**  
**BUDGET VS ACTUAL**  
**AS OF JANUARY 31, 2016**  
 33% Elapsed  
**Solid Waste Fund**  
**Revenues**

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
405-325-205-000	Solid Waste Assessments	21,454	257,156	-	337,253	(80,097)	76%
405-325-206-000	Discount Fees	(697)	(10,222)	-	(10,118)	(104)	101%
405-343-120-000	SWA Recycling Income	376	840	-	5,500	(4,660)	15%
405-363-990-000	Contributions from General Fund	-	-	-	115,583	(115,583)	0%
	<b>Total Revenue</b>	<b>21,133</b>	<b>247,773</b>	<b>-</b>	<b>448,218</b>	<b>(200,445)</b>	<b>55%</b>

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
405-534-346-000	PBC Administration Fee 1	208	1,376	-	3,373	1,997	41%
405-534-420-000	Postage & Freight	-	-	-	1,078	1,078	0%
405-534-434-000	Solid Waste Contractor	35,720	177,394	-	428,645	251,251	41%
405-534-436-000	Other Sanitation Service	-	-	-	14,622	14,622	0%
405-534-490-000	Legal Advertising	-	700	-	500	(200)	140%
	<b>Total Expenditure</b>	<b>35,928</b>	<b>179,470</b>	<b>-</b>	<b>448,218</b>	<b>268,748</b>	<b>40%</b>
	<b>Net Revenue</b>	<b>(14,795)</b>	<b>68,303</b>		<b>-</b>		

## Town of Loxahatchee Groves - Bank Reconciliation Wells Fargo

For Period Ending 1/31/2016

<b>Beg Bank Acct Balance</b>	<b>1/1/2016</b>	<b>\$3,341,291.50</b>
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Deposits and Other Credits		
Deposits	145,211.29	
Interest	6.19	
		145,217.48

Checks	197,429.20	
Other Withdrawals	-	
		197,429.20

<b>Ending Bank Acct Balance</b>	<b>1/31/2016</b>	<b>\$3,289,079.78</b>
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Total of Outstanding Checks	3,985.17
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<b>Adjusted Acct Balance</b>	<b>\$3,285,094.61</b>
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Outstanding Checks					
Check #	Date Cut	Amount	Check#	Date Cut	Amount
see checks written tab					
Col Total		-			-
Total Outstanding Checks					

<b>Ending Book Bal</b>	<b>\$ 3,285,117.63</b>
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**CHECKS WRITTEN  
CLEARED/OUTSTANDING  
JANUARY 2016**

Check Number	Check Date	Payee	Amount	Status	O/S Checks	Cleared Checks
6387	05/08/15	Armand	65.00	Cleared	-	65.00
6609	09/24/15	Land Research Management	656.00	Cleared		656.00
6610	09/24/15	Loxahatchee Groves Water Contr	93,738.00	Cleared		93,738.00
6611	09/24/15	Office Depot	305.60	Cleared		305.60
6612	09/24/15	PBSO	24,062.17	Cleared		24,062.17
6613	09/24/15	TGI Office Automation COPIER L	168.11	Cleared		168.11
6614	09/24/15	Ron Jarriel	500.00	Cleared		500.00
6615	09/24/15	David Browning	500.00	Cleared		500.00
6616	09/24/15	Tom Goltzene	500.00	Cleared	-	500.00
6617	09/24/15	Ryan Liang	500.00	Cleared		500.00
6618	09/24/15	Jim Rockett	500.00	Cleared		500.00
6619	09/24/15	Underwood Management Services	29,627.50	Cleared	-	29,627.50
6620	09/24/15	SIRDAR TRUCKING INC	700.00	Cleared	-	700.00
6621	09/24/15	FPL	372.10	Cleared	-	372.10
6622	09/24/15	Pye Barker	190.60	Cleared	-	190.60
6623	09/24/15	Loxahatchee Groves Water Contr	2,950.09	Cleared	-	2,950.09
6624	09/24/15	Philip S. Deming & Associates	1,475.00	Cleared	-	1,475.00
6625	10/15/15	Florida Municipal Ins. Trust	-	VOIDED	-	-
6626	10/15/15	Land Research Management	3,218.75	Cleared		3,218.75
6627	10/15/15	Office Depot	328.57	Cleared		328.57
6628	10/15/15	Palm Beach County League of Ci	1,583.00	Cleared		1,583.00
6629	10/15/15	PBSO	24,062.17	Cleared		24,062.17
6630	10/15/15	TGI Office Automation LOCAL	573.12	Cleared		573.12
6631	10/15/15	Ron Jarriel	500.00	Cleared		500.00
6632	10/15/15	Town of Lantana	900.00	Cleared		900.00
6633	10/15/15	Loxahatchee Groves CERT	12.71	OS	12.71	-
6634	10/15/15	Waste Pro	34,512.50	Cleared		34,512.50
6635	10/15/15	Supervisor of Elections Office	1,736.49	Cleared		1,736.49
6636	10/15/15	David Browning	500.00	Cleared	-	500.00
6637	10/15/15	Tom Goltzene	500.00	Cleared		500.00
6638	10/15/15	Ryan Liang	500.00	Cleared		500.00
6639	10/15/15	Comcast	264.37	Cleared		264.37
6640	10/15/15	Jim Rockett	500.00	Cleared		500.00
6641	10/15/15	Underwood Management Services	-	VOIDED		-
6642	10/15/15	Keshavarz & Associates	1,172.50	Cleared		1,172.50
6643	10/15/15	Simmons & White, Inc.	525.00	Cleared		525.00
6644	10/15/15	Beverly Kuipers	111.15	Cleared		111.15
6645	10/15/15	Wells Fargo Business Card	2,900.19	Cleared		2,900.19
6646	10/15/15	CMG - PB Remittance Address	68.80	Cleared		68.80
6647	10/15/15	Armand	200.00	Cleared		200.00
6648	10/15/15	FPL	354.82	Cleared		354.82
6649	10/15/15	Palm Beach County Water Utilities Departme	99.95	Cleared		99.95
6650	10/15/15	Coverall North America, Inc.	350.00	Cleared		350.00
6651	10/15/15	Professional Video Repair	892.97	Cleared		892.97
6652	10/15/15	Tylanders Office Soutions	163.12	Cleared		163.12
6653	10/15/15	Gutter Direct	1,850.00	Cleared		1,850.00
6654	10/15/15	Florida League of Cities	389.00	Cleared		389.00
6655	10/15/15	Loxahatchee Groves CERT	37.13	Cleared	-	37.13
6656	10/15/15	Wells Fargo Business Card	147.00	Cleared		147.00
6657	10/15/15	Florida Municipal Ins. Trust	7,732.75	Cleared		7,732.75
6658	10/20/15	Goren, Cherof, Doody & Ezrol,	5,091.60	Cleared		5,091.60
6659	10/22/15	Underwood Management Services	29,780.11	Cleared		29,780.11
6660	11/05/15	Office Depot	93.02	Cleared		93.02
6661	11/05/15	TGI Office Automation COPIER L	168.11	Cleared		168.11
6662	11/05/15	El Latino Semanal	224.00	Cleared		224.00
6663	11/05/15	Goren, Cherof, Doody & Ezrol,	7,797.40	Cleared		7,797.40
6664	11/05/15	Supervisor of Elections Office	1,673.76	Cleared		1,673.76
6665	11/05/15	Comcast	264.36	Cleared		264.36
6666	11/05/15	Keshavarz & Associates	7,797.50	Cleared		7,797.50
6667	11/05/15	Janet Whipple	234.99	Cleared		234.99
6668	11/05/15	CMG - PB Remittance Address	5,203.53	Cleared		5,203.53
6669	11/05/15	William Underwood	96.49	Cleared		96.49
6670	11/05/15	Armand	65.00	Cleared		65.00
6671	11/05/15	Coverall North America, Inc.	350.00	Cleared		350.00
6672	11/05/15	Embassy Suite Orlando	298.00	Cleared		298.00
6673	11/05/15	Town-Crier Newspaper	252.00	Cleared		252.00

**CHECKS WRITTEN  
CLEARED/OUTSTANDING  
JANUARY 2016**

Check Number	Check Date	Payee	Amount	Status	O/S Checks	Cleared Checks
6674	11/05/15	Equestrian Services International LLC	200.00	Cleared		200.00
6675	11/05/15	Information Systems Services	770.00	OS	770.00	
6676	11/05/15	Embassy Suite Orlando	298.00	Cleared		298.00
6677	11/17/15	Land Research Management	6,981.25	Cleared		6,981.25
6678	11/17/15	Loxahatchee Groves Water Contr	-	VOIDED	-	
6679	11/17/15	Office Depot	129.33	Cleared		129.33
6680	11/17/15	PBSO	24,062.17	Cleared		24,062.17
6681	11/17/15	Waste Pro	35,720.44	Cleared		35,720.44
6682	11/17/15	Beverly Kuipers	17.84	Cleared	-	17.84
6683	11/17/15	Wells Fargo Business Card	610.30	Cleared		610.30
6684	11/17/15	CMG - PB Remittance Address	313.04	Cleared		313.04
6685	11/17/15	Armand	200.00	Cleared		200.00
6686	11/17/15	FPL	349.13	Cleared		349.13
6687	11/17/15	Palm Beach County Water Utilities Departme	102.04	Cleared		102.04
6688	11/17/15	Rajendran Naidoo	20.00	Cleared	-	20.00
6689	11/17/15	Sharon R. Bock, Clerk and Comptroller	500.00	Cleared	-	500.00
6690	11/17/15	Wells Fargo Business Card	2,087.68	Cleared		2,087.68
6691	11/17/15	Florida Department of Environmental Protecti	400.00	Cleared	-	400.00
6692	11/18/15	Loxahatchee Groves Water Contr	29,946.91	Cleared		29,946.91
6693	11/18/15	Ron Jarriel	500.00	Cleared		500.00
6694	11/18/15	David Browning	500.00	Cleared	-	500.00
6695	11/18/15	Tom Goltzene	500.00	Cleared		500.00
6696	11/18/15	Ryan Liang	500.00	Cleared	-	500.00
6697	11/18/15	Jim Rockett	500.00	Cleared		500.00
6698	11/18/15	Underwood Management Services	29,780.11	Cleared		29,780.11
6699	12/09/15	Card Expressions	712.07	Cleared		712.07
6700	12/09/15	Land Research Management	5,897.97	Cleared		5,897.97
6701	12/09/15	Loxahatchee Groves Water Contr	51,032.28	Cleared		51,032.28
6702	12/09/15	TGI Office Automation LOCAL	583.51	Cleared		583.51
6703	12/09/15	TGI Office Automation COPIER L	175.56	Cleared		175.56
6704	12/09/15	WBI Contracting of Palm Beach	1,047.00	Cleared		1,047.00
6705	12/09/15	Goren, Cherof, Doody & Ezrol,	7,008.85	Cleared		7,008.85
6706	12/09/15	Waste Pro	35,720.44	Cleared		35,720.44
6707	12/09/15	Comcast	264.36	Cleared		264.36
6708	12/09/15	Keshavarz & Associates	14,977.40	Cleared		14,977.40
6709	12/09/15	Simmons & White, Inc.	425.00	Cleared		425.00
6710	12/09/15	Florida Elections Commission	240.00	Cleared		240.00
6711	12/09/15	Wells Fargo Business Card	747.00	Cleared		747.00
6712	12/09/15	CMG - PB Remittance Address	1,652.00	Cleared		1,652.00
6713	12/09/15	L&K PROPERTY MANAGEMENT	600.00	Cleared		600.00
6714	12/09/15	Armand	200.00	Cleared		200.00
6715	12/09/15	Palm Beach County Water Utilities Departme	103.91	Cleared		103.91
6716	12/09/15	Coverall North America, Inc.	350.00	Cleared		350.00
6717	12/09/15	Town-Crier Newspaper	126.00	Cleared		126.00
6718	12/09/15	Albeitar Veterinary inc.	20.00	OS	20.00	-
6719	12/09/15	Palm Beach Aggregates, LLC	1,523.64	Cleared		1,523.64
6720	12/09/15	Wells Fargo Business Card	674.20	Cleared		674.20
6721	12/18/15	Florida Municipal Ins. Trust	7,732.75	Cleared		7,732.75
6722	12/18/15	Land Research Management	1,156.25	Cleared		1,156.25
6723	12/18/15	Office Depot	467.97	Cleared		467.97
6724	12/18/15	Caldwell Pacetti Edwards Schoe	345.49	Cleared		345.49
6725	12/18/15	PBSO	24,062.17	Cleared		24,062.17
6726	12/18/15	TGI Office Automation LOCAL	244.78	Cleared		244.78
6727	12/18/15	Ron Jarriel	500.00	Cleared		500.00
6728	12/18/15	David Browning	500.00	Cleared		500.00
6729	12/18/15	Tom Goltzene	500.00	Cleared		500.00
6730	12/18/15	Ryan Liang	500.00	Cleared		500.00
6731	12/18/15	Jim Rockett	500.00	Cleared		500.00
6732	12/18/15	Underwood Management Services	29,780.11	Cleared		29,780.11
6733	12/18/15	Palm Beach Post - Subscription	286.00	Cleared		286.00
6734	12/18/15	CMG - PB Remittance Address	147.92	Cleared		147.92
6735	12/18/15	FPL	365.89	Cleared		365.89
6736	12/18/15	VOID	-	Cleared		-
6737	01/07/16	Loxahatchee Groves Water Contr	5,933.34	Cleared		5,933.34
6738	01/07/16	Office Depot	189.87	Cleared		189.87
6739	01/07/16	Goren, Cherof, Doody & Ezrol,	7,546.45	Cleared		7,546.45

**CHECKS WRITTEN  
CLEARED/OUTSTANDING  
JANUARY 2016**

Check Number	Check Date	Payee	Amount	Status	O/S Checks	Cleared Checks
6740	01/07/16	Waste Pro	35,720.44	Cleared		35,720.44
6741	01/07/16	Supervisor of Elections Office	1,398.50	Cleared		1,398.50
6742	01/07/16	Comcast	267.98	Cleared		267.98
6743	01/07/16	Keshavarz & Associates	47,626.66	Cleared		47,626.66
6744	01/07/16	Armand	265.00	Cleared		265.00
6745	01/07/16	IPFone	104.10	Cleared		104.10
6746	01/07/16	Coverall North America, Inc.	350.00	Cleared		350.00
6747	01/07/16	Jim Gribble	2,250.00	Cleared		2,250.00
6748	01/07/16	Excelsa Gardens Inc.	1,260.50	Cleared		1,260.50
6749	01/07/16	Professional Services Group	3,192.86	Cleared		3,192.86
6750	01/07/16	Doubletree Hotel Tallahassee	2,244.00	Cleared		2,244.00
6751	01/08/16	Ron Jarriel	121.00	Cleared		121.00
6752	01/08/16	David Browning	121.00	Cleared		121.00
6753	01/08/16	Tom Goltzene	121.00	Cleared		121.00
6754	01/08/16	Wells Fargo Business Card	3,725.86	Cleared		3,725.86
6755	01/08/16	Palm Beach County Water Utilities Departme	107.63	Cleared		107.63
6756	01/08/16	Wells Fargo Business Card	1,318.94	Cleared		1,318.94
6757	01/21/16	AT&T	9.42	Cleared		9.42
6758	01/21/16	Loxahatchee Groves Water Contr	126.87	Cleared		126.87
6759	01/21/16	Office Depot	148.80	Cleared		148.80
6760	01/21/16	PBSO	24,062.17	Cleared		24,062.17
6761	01/21/16	Ron Jarriel	874.69	Cleared		874.69
6762	01/21/16	David Browning	500.00	OS	500.00	-
6763	01/21/16	Tom Goltzene	874.69	Cleared		874.69
6764	01/21/16	Ryan Liang	500.00	OS	500.00	-
6765	01/21/16	Jim Rockett	500.00	OS	500.00	-
6766	01/21/16	Underwood Management Services	29,780.11	Cleared		29,780.11
6767	01/21/16	Britco Sign Manufacturing Inc.	4,964.40	Cleared		4,964.40
6768	01/21/16	Beverly Kuipers	187.31	OS	187.31	-
6769	01/21/16	CMG - PB Remittance Address	288.96	Cleared		288.96
6770	01/21/16	FPL	377.27	Cleared		377.27
6771	01/21/16	Palm Beach Aggregates, LLC	2,536.68	Cleared		2,536.68
6772	01/21/16	Chris Weber and Ronald Cravens	1,482.15	OS	1,482.15	-
6773	01/21/16	Brianne Goutal and Romain Marteau	13.00	OS	13.00	-
6774	01/21/16	Nancy C. Drysdale	1,995.61	Cleared		1,995.61
		Total Checks Written In January 2016	183,087.26		<u>3,985.17</u>	
		Checks Cleared In January 2016	<u>197,429.20</u>			

**LOXAHATCHEE GROVES  
DEPOSIT DETAILS**

**REVENUES AND OTHER FUNDS RECEIVED IN JANUARY 2016**

<b>Period Applied</b>	<b>Date Posted</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
<b>GENERAL FUND</b>				
	01/26/16	CR-7th Day Adventists	001-223-122-000	6,000.00
	01/26/16	CR-7th Day Adventists	001-223-122-000	2,000.00
	01/13/16	PBC Property Taxes	001-311-100-000	25,260.18
	01/27/16	PBC Property Taxes	001-311-100-000	117.61
	01/15/16	FPL	001-314-100-000	21,626.55
	01/19/16	Amerigas	001-314-100-000	131.49
	01/19/16	FPU	001-314-100-000	22.00
	01/26/16	Amerigas	001-314-100-000	227.17
	01/25/16	CST January 2016	001-315-100-000	7,329.24
	01/13/16	Business Tax	001-316-200-000	103.11
	01/19/16	BTR	001-316-200-000	20.00
	01/19/16	PBC Water	001-323-300-000	630.41
	01/19/16	Permits	001-329-100-000	120.00
	01/19/16	Permits January	001-329-100-000	740.00
	01/26/16	Permits January	001-329-100-000	420.00
	01/22/16	State Revenue Sharing January 2016	001-335-120-000	6,694.41
	01/25/16	January 2016 Sales Tax Distribution	001-335-180-000	21,266.55
	01/19/16	Lien Requests	001-341-000-000	60.00
	01/19/16	Foreclosures	001-341-000-000	225.00
	01/26/16	Lien Requests	001-341-000-000	100.00
				93,093.72
<b>ROAD FUND</b>				
	01/25/16	January 2016 Gas Tax Distribution	101-312-410-000	20,758.06
	01/25/16	January 2016 Gas Tax Distribution	101-312-420-000	10,434.29
				31,192.35
<b>CAPITAL PROJECTS FUND</b>				
				-
<b>SANITATION FUND</b>				
	01/13/16	PBC SW Assessment	405-325-205-000	21,453.71
	01/13/16	PBC SW Assessment	405-325-206-000	(696.72)
	01/19/16	Solid Waste Fee	405-343-120-000	375.80
	01/13/16	PBC SW Assessment	405-534-346-000	(207.57)
				20,925.22
		<b>TOTAL DEPOSITED IN January 2016</b>		145,211.29

**TOWN OF LOXAHATCHEE GROVES  
EXPENSES DETAIL  
JANUARY 2016**

Check #	Date	Vendor Name/Description	Account Charged	Item Amount	Check Total	001	101	305	405
6737	01/07/16	Loxahatchee Groves Water Contr	101-541-468	\$ 2,121.62	\$ 5,933.34		\$ 2,121.62		
6737	01/07/16	Loxahatchee Groves Water Contr	101-541-468	\$ 3,811.72			\$ 3,811.72		
6738	01/07/16	Office Depot	001-512-510	\$ 109.70	\$ 189.87	\$ 109.70			
6738	01/07/16	Office Depot	001-512-510	\$ 58.58		\$ 58.58			
6738	01/07/16	Office Depot	001-512-510	\$ 21.59		\$ 21.59			
6739	01/07/16	Goren, Cherof, Doody & Ezrol,	001-515-349	\$ 314.50	\$ 7,546.45	\$ 314.50			
6739	01/07/16	Goren, Cherof, Doody & Ezrol,	001-514-310	\$ 7,231.95		\$ 7,231.95			
6740	01/07/16	Waste Pro	405-534-434	\$ 35,720.44	\$ 35,720.44				\$ 35,720.44
6741	01/07/16	Supervisor of Elections Office	001-512-493	\$ 1,398.50	\$ 1,398.50	\$ 1,398.50			
6742	01/07/16	Comcast	001-519-410	\$ 267.98	\$ 267.98	\$ 267.98			
6743	01/07/16	Keshavarz & Associates	305-541-654	\$ 505.00	\$ 47,626.66			\$ 505.00	
6743	01/07/16	Keshavarz & Associates	101-541-468	\$ 4,045.00			\$ 4,045.00		
6743	01/07/16	Keshavarz & Associates	305-541-610	\$ 925.00				\$ 925.00	
6743	01/07/16	Keshavarz & Associates	001-515-349	\$ 1,290.00		\$ 1,290.00			
6743	01/07/16	Keshavarz & Associates	305-541-610	\$ 37,434.16				\$ 37,434.16	
6743	01/07/16	Keshavarz & Associates	001-515-349	\$ 3,427.50		\$ 3,427.50			
6744	01/07/16	Armand	001-519-340	\$ 265.00	\$ 265.00	\$ 265.00			
6745	01/07/16	IPFone	001-519-410	\$ 104.10	\$ 104.10	\$ 104.10			
6746	01/07/16	Coverall North America, Inc.	001-519-460	\$ 350.00	\$ 350.00	\$ 350.00			
6747	01/07/16	Jim Gribble	001-511-820	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00			
6748	01/07/16	Excelsa Gardens Inc.	001-519-340	\$ 1,260.50	\$ 1,260.50	\$ 1,260.50			
6749	01/07/16	Professional Services Group	101-541-468	\$ 3,192.86	\$ 3,192.86		\$ 3,192.86		
6750	01/07/16	Doubletree Hotel Tallahassee	001-511-540	\$ 2,244.00	\$ 2,244.00	\$ 2,244.00			
6751	01/08/16	Ron Jarriel	001-511-540	\$ 121.00	\$ 121.00	\$ 121.00			
6752	01/08/16	David Browning	001-511-540	\$ 121.00	\$ 121.00	\$ 121.00			
6753	01/08/16	Tom Goltzene	001-511-540	\$ 121.00	\$ 121.00	\$ 121.00			
6754	01/08/16	Wells Fargo Business Card	001-519-620	\$ 3,031.50	\$ 3,725.86	\$ 3,031.50			
6754	01/08/16	Wells Fargo Business Card	001-512-510	\$ 20.06		\$ 20.06			
6754	01/08/16	Wells Fargo Business Card	001-512-510	\$ 29.77		\$ 29.77			
6754	01/08/16	Wells Fargo Business Card	001-511-820	\$ 28.36		\$ 28.36			
6754	01/08/16	Wells Fargo Business Card	001-511-510	\$ 466.00		\$ 466.00			
6754	01/08/16	Wells Fargo Business Card	001-519-491	\$ 147.00		\$ 147.00			
6754	01/08/16	Wells Fargo Business Card	001-512-510	\$ 3.17		\$ 3.17			
6755	01/08/16	Palm Beach County Water Utilities Department	001-519-420	\$ 107.63	\$ 107.63	\$ 107.63			
6756	01/08/16	Wells Fargo Business Card	001-512-510	\$ 259.00	\$ 1,318.94	\$ 259.00			
6756	01/08/16	Wells Fargo Business Card	001-511-820	\$ 907.00		\$ 907.00			
6756	01/08/16	Wells Fargo Business Card	001-512-420	\$ 3.94		\$ 3.94			
6756	01/08/16	Wells Fargo Business Card	001-519-440	\$ 149.00		\$ 149.00			
6757	01/21/16	AT&T	001-519-410	\$ 9.42	\$ 9.42	\$ 9.42			
6758	01/21/16	Loxahatchee Groves Water Contr	101-541-468	\$ 126.87	\$ 126.87	\$ 126.87			
6759	01/21/16	Office Depot	001-512-510	\$ 55.74	\$ 148.80	\$ 55.74			

**TOWN OF LOXAHATCHEE GROVES  
EXPENSES DETAIL  
JANUARY 2016**

Check #	Date	Vendor Name/Description	Account Charged	Item Amount	Check Total	001	101	305	405
6759	01/21/16	Office Depot	001-512-510	\$ 25.64		\$ 25.64			
6759	01/21/16	Office Depot	001-512-510	\$ 67.42		\$ 67.42			
6760	01/21/16	PBSO	001-521-341	\$ 24,062.17	\$ 24,062.17	\$ 24,062.17			
6761	01/21/16	Ron Jarriel	001-511-499	\$ 500.00	\$ 874.69	\$ 500.00			
6761	01/21/16	Ron Jarriel	001-511-400	\$ 374.69		\$ 374.69			
6762	01/21/16	David Browning	001-511-499	\$ 500.00	\$ 500.00	\$ 500.00			
6763	01/21/16	Tom Goltzene	001-511-499	\$ 500.00	\$ 874.69	\$ 500.00			
6763	01/21/16	Tom Goltzene	001-511-400	\$ 374.69		\$ 374.69			
6764	01/21/16	Ryan Liang	001-511-499	\$ 500.00	\$ 500.00	\$ 500.00			
6765	01/21/16	Jim Rockett	001-511-499	\$ 500.00	\$ 500.00	\$ 500.00			
6766	01/21/16	Underwood Management Services	001-512-340	\$ 22,920.44	\$ 29,780.11	\$ 22,920.44			
6766	01/21/16	Underwood Management Services	001-515-340	\$ 6,859.67		\$ 6,859.67			
6767	01/21/16	Britco Sign Manufacturing Inc.	101-541-467	\$ 4,964.40	\$ 4,964.40		\$ 4,964.40		
6768	01/21/16	Beverly Kuipers	001-519-460	\$ 42.32	\$ 187.31	\$ 42.32			
6768	01/21/16	Beverly Kuipers	001-512-510	\$ 144.99		\$ 144.99			
6769	01/21/16	CMG - PB Remittance Address	001-515-490	\$ 288.96	\$ 288.96	\$ 288.96			
6770	01/21/16	FPL	001-519-420	\$ 377.27	\$ 377.27	\$ 377.27			
6771	01/21/16	Palm Beach Aggregates, LLC	101-541-468	\$ 2,536.68	\$ 2,536.68		\$ 2,536.68		
6772	01/21/16	Weber/Craven	001-515-349	\$ 1,482.15	\$ 1,482.15	\$ 1,482.15			
6773	01/21/16	Marteau	001-515-349	\$ 13.00	\$ 13.00	\$ 13.00			
6774	01/21/16	Mrs. Nancy Drysdale	001-515-349	\$ 1,995.61	\$ 1,995.61	\$ 1,995.61			
<b>\$ 183,087.26</b>						<b>\$ 87,830.38</b>	<b>\$ 20,672.28</b>	<b>\$ 38,864.16</b>	<b>\$ 35,720.44</b>

\$ 123,550.82

**TOWN OF LOXAHATCHEE GROVES  
BALANCE SHEET  
AS OF JANUARY 31, 2016**

**001 GENERAL FUND**

Account Number	Description	Amount
001-101-100-000	Wells Fargo Bank Account	975,553.39
001-115-000-000	Accounts Receivable	-
001-131-001-000	Due To/From General Fund	(245,764.67)
001-155-000-000	Prepaid Items	25,398.75
Total Asset		<u>755,187.47</u>
001-202-000-000	Accounts Payable	126,907.42
001-220-000-000	Deposit on Building Permits	299.28
001-223-101-000	CR-Loxahatchee Groves Commons	(12,187.37)
001-223-102-000	CR-Solar Sport	(2,435.65)
001-223-103-000	CR-Day Property	-
001-223-104-000	CR-Community of Hope	-
001-223-105-000	CR-Carlson Farms	2,326.25
001-223-109-000	CR-Palm Bch State College	783.09
001-223-111-000	CR- Valley Crest	(55.51)
001-223-112-000	CR-FMM 1, LLC	(1,269.15)
001-223-113-000	CR- Novos Valencia	(3,937.52)
001-223-114-000	CR- Big Dog	(3,771.00)
001-223-115-000	CR- Drysdale	(1,701.46)
001-223-116-000	CR- YEE Corporation	3,963.75
001-223-117-000	CR-Day Property NEW	-
001-223-118-000	CR-Atlantic SP	(4,374.62)
001-223-119-000	CR-Pimentel Tree Mitigation	67.50
001-223-120-000	CR-Seth Briers	5,800.00
001-223-121-000	CR-Day Site Plan	(160.00)
001-223-122-000	CR-Seventh Day	10,718.75
001-223-123-000	CR- A Cut Above	2,345.75
001-223-124-000	CR-DDS & Hill	1,294.25
001-223-125-000	CR- 162nd Drive North, LLD	500.00
001-223-126-000	CR-Meadowlands	11,124.00
001-223-127-000	CR-Craven/Weber Variance	(2,092.35)
001-223-128-000	CR-Marteau Land Clearing	(2,000.00)
001-223-131-000	CR-Marteau Tree Mitigation	23,672.00
Total Liability		<u>155,817.41</u>
001-271-000-000	Fund Balance	419,664.70
Excess Revenue over (under) Expenditures		<u>179,705.36</u>
Total Fund Balance		599,370.06

Total Liabilities and Fund Balance	<u>755,187.47</u>
------------------------------------	-------------------

**101 TRANSPORTATION FUND**

Account Number	Description	Amount
101-101-100-000	Wells Fargo - Road Fund	1,046,176.79
101-131-000-001	Due To/From General Fund	<u>221,751.43</u>
Total Asset		<u>1,267,928.22</u>

101-202-000-000	Accounts Payable	<u>-</u>
Total Liability		-

101-270-005-000	Five Cent Fund Balance	297,948.46
101-270-006-000	Six Cent Fund Balance	464,191.00
101-271-000-000	Fund Balance	<u>476,476.73</u>

Excess Revenue over (under) Expenditures	<u>29,312.03</u>
--	------------------

Total Fund Balance	<u>1,267,928.22</u>
--------------------	---------------------

Total Liabilities and Fund Balance	<u>1,267,928.22</u>
------------------------------------	---------------------

**305 CAPITAL IMPROVEMENTS FUND**

Account Number	Description	Amount
305-101-100-000	Wells Fargo - Cap Improvements	1,224,427.87
305-131-000-001	Due To/From General Fund	<u>(29,328.24)</u>
Total Asset		<u>1,195,099.63</u>

305-202-000-000	Accounts Payable	-
Total Liability		<u>-</u>

305-271-000-000	Fund Balance	<u>1,231,119.87</u>
-----------------	--------------	---------------------

Excess Revenue over (under) Expenditures	<u>(36,020.24)</u>
--	--------------------

Total Fund Balance	<u>1,195,099.63</u>
--------------------	---------------------

Total Liabilities and Fund Balance 1,195,099.63

**405 SANITATION FUND**

Account Number	Description	Amount
405-101-100-000	Wells Fargo - Sanitation Fund	38,959.58
405-131-000-001	Due To/From General Fund	<u>53,341.48</u>
Total Asset		<u>92,301.06</u>
405-202-000-000	Accounts Payable	-
Total Liability		<u>-</u>
405-271-000-000	Fund Balance	23,997.79
Excess Revenue over (under) Expenditures		<u>68,303.27</u>
Total Fund Balance		<u>92,301.06</u>
Total Liabilities and Fund Balance		<u>92,301.06</u>



# Town of Loxahatchee Groves

14579 Southern Boulevard, Suite 2 • Loxahatchee Groves, Florida 33470 • (561) 793-2418 Phone • (561) 793-2420 Fax • loxahatcheegrovesfl.gov

## CHECK REQUEST

The requestor hereby certifies that his request is supported by a Sufficient unencumbered balance of duly appropriated funds

Invoice # 2016-01RJ
Vendor #

Request Date: January 21, 2016

Vendor Name: Ron Jarriel

Vendor Address: \_\_\_\_\_

Request by: \_\_\_\_\_

Department\*: Legislative

Account: 001-511-400-000

Description: Mileage Reimbursement - FSS112.061(7)3.(d).1.a.  
Palm Beach County Days - Tallahassee  
842 miles @ 44.5/mile

Amount: Issuance of this payment is authorized for the purpose noted  
\$374.69

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

This check request is for all expenditures not accompanied with a properly authorized requisition, purchase order or invoice. Documents supporting this expense must be attached prior to submitting for payment. No Request will be processed without appropriate Department Signature and Supporting Documents.

\* Repairs, Capital Expenditure, and extra-ordinary expenses must be approved by Department Commissioner prior to submitting for payment



155 F Rd, Loxahatchee Groves, FL Drive 421 miles, 5 h 55 min  
33470 to 101 South Adams Street, Tallahassee, FL



Map data ©2016 Google, INEGI 50 mi

via Florida's Turnpike and I-75 N

5 h 55 min

5 h 45 min without traffic

421 miles

⚠ This route has tolls.

via I-95 N and I-10 W

6 h 25 min

6 h 12 min without traffic

447 miles

West Palm Beach, FL—Tallahassee, FL

3 h 35 min

from \$318



# Town of Loxahatchee Groves

14579 Southern Boulevard, Suite 2 • Loxahatchee Groves, Florida 33470 • (561) 793-2418 Phone • (561) 793-2420 Fax • loxahatcheegrovesfl.gov

## CHECK REQUEST

The requestor hereby certifies that his request is supported by a Sufficient unencumbered balance of duly appropriated funds

Invoice # 2016-01RJ
Vendor #

Request Date: January 21, 2016

Vendor Name: Tom Goltzene

Vendor Address: \_\_\_\_\_

Request by: \_\_\_\_\_

Department\*: Legislative

Account: 001-511-400-000

Description: Mileage Reimbursement - FSS112.061(7)3.(d).1.a.  
Palm Beach County Days - Tallahassee  
842 miles @ 44.5/mile

Amount: Issuance of this payment is authorized for the purpose noted  
\$374.69

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_

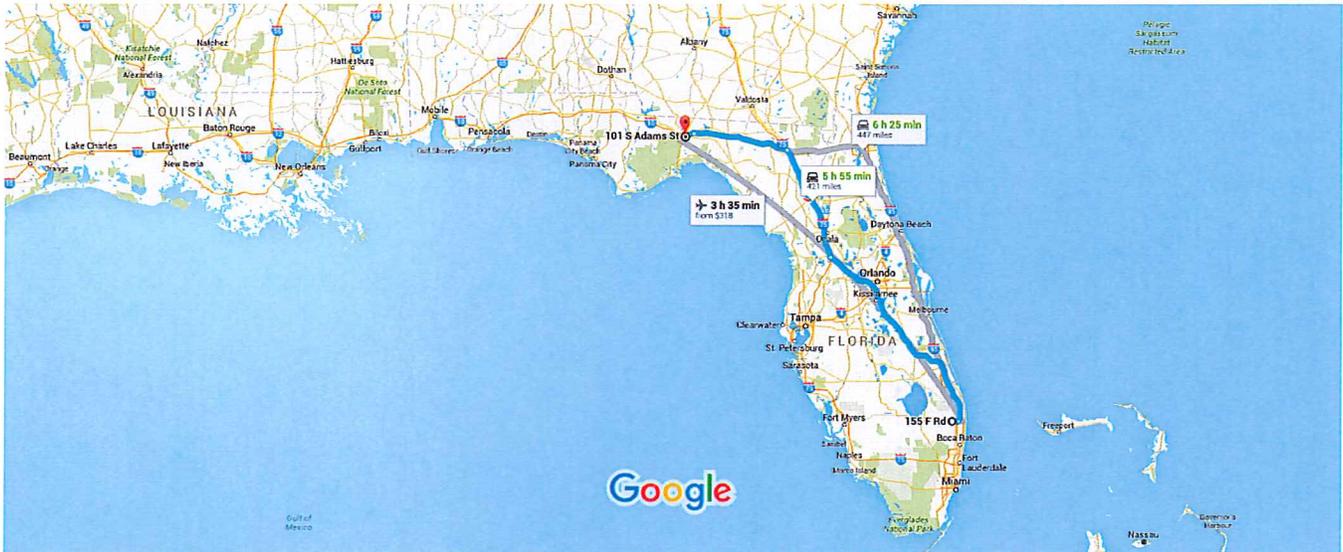
Approved by: \_\_\_\_\_

This check request if for all expenditures not accompanied with a properly authorized requisition, purchase order or invoice. Documents supporting this expense must be attached prior to submitting for payment. No Request will be processed without appropriate Department Signature and Supporting Documents.

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33470 to 101 South Adams Street, Tallahassee, FL



Map data ©2016 Google, INEGI 50 mi

via Florida's Turnpike and I-75 N

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5 h 45 min without traffic

421 miles

⚠ This route has tolls.

via I-95 N and I-10 W

6 h 25 min

6 h 12 min without traffic

447 miles

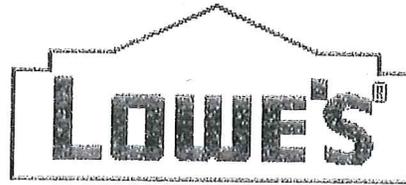
West Palm Beach, FL—Tallahassee, FL

3 h 35 min

from \$318

REIMBURSE BEV

Bulbs



LOWE'S HOME CENTERS, LLC  
109 S STATE ROAD 7  
ROYAL PALM BEACH, FL 33411 (561) 795-3808

- SALE -

SALES#: S0654SP1 32274 TRANS#: 20241624 01-19-16

215947 32W TB U BEND OCTRON ECO 39.92  
4 @ 9.98

SUBTOTAL: 39.92  
TAX: 2.40  
INVOICE 38275 TOTAL: 42.32  
H/C: 42.32

H/C:XXXXXXXXXX7537 AMOUNT:42.32 AUTHCD:03042C  
CHIP REFID:065438827501 01/19/16 17:13:56  
CUSTOMER CODE: loxatchee groves  
APL: CAPITAL ONE TVR: 000008000  
AID: A000000041010 TSI: E800

STORE: 0654 TERMINAL: 38 01/19/16 17:14:50  
# OF ITEMS PURCHASED: 4  
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.  
SEE REVERSE SIDE FOR RETURN POLICY.  
STORE MANAGER:

WE HAVE THE LOWEST PRICES, GUARANTEED!  
IF YOU FIND A LOWER PRICE, WE WILL BEAT IT BY 10%.  
SEE STORE FOR DETAILS.

001-519-460-000

\$ 42.32

WTF  
1/20/2016

REINBURSE BEV

THINGS REMEMBERED  
WELLINGTON GREEN  
#193 10300 WEST FORREST HILL BLVD.  
WELLINGTON, FL 33414  
(561)792-2637

TRNNBR: 273665 14:39 01/09/16  
EMPL: 43 REGNO: 1  
CUST : TOWN OF LOX GR KUIPERS  
CUST #: 193067767  
\*\*\*\*\* SALE \*\*\*\*\*

N 00103800	14.99
2 X 8 GOLD	
N 00194071	77.00
AE LETTERS	
Subtotal	91.99
Tax 1	0.00
Tax 2	0.00
Total	91.99

AmEx 91.99  
ACCOUNT: XXXXXXXXXXXX1001  
Authorization: 569468  
# 2397  
Tax exempt number 85801383601308

Customer Copy

\*\*\*\*\*

CUSTOMER SURVEY  
Sweepstakes Prize  
Please tell us about your visit  
to Things Remembered

This month the prize is \$500

Go to [www.thingsremembered.com/survey](http://www.thingsremembered.com/survey)

Enter survey code: 193067767

To view sweepstake rules, go to  
<http://www.thingsremembered.com/rules>

\*\*\*\*\*

Shop on-line @ [www.thingsremembered.com](http://www.thingsremembered.com)

THINGS REMEMBERED  
WELLINGTON GREEN  
#193 10300 WEST FORREST HILL BLVD.  
WELLINGTON, FL 33414  
(561)792-2637

TRNNBR: 271193 13:00 12/12/15  
EMPL: 10 REGNO: 1  
CUST : TOWN OF LOX GR KUIPERS  
CUST #: 193067767  
\*\*\*\*\* SALE \*\*\*\*\*

T 00568872	14.99
1-1/2"X4" GOLD PLATE	
T 00194071	35.00
AE LETTERS	
Subtotal	49.99
Tax 1	3.00
Tax 2	0.00
Total	52.99

Cash 53.00  
Cash Change (0.01)

\*\*\*\*\*

CUSTOMER SURVEY  
Sweepstakes Prize  
Please tell us about your visit  
to Things Remembered

This month the prize is \$500

Go to [www.thingsremembered.com/survey](http://www.thingsremembered.com/survey)

Enter survey code: 193067767

To view sweepstake rules, go to  
<http://www.thingsremembered.com/rules>

\*\*\*\*\*

Shop on-line @ [www.thingsremembered.com](http://www.thingsremembered.com)

WPA  
1/15/15

001-512-510-000 \$ 144.99

Last Name: huipers First Name: Town of Loxahatchee Groves Today's Date: 1/9/14 Store # 193  
 Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel #: \_\_\_\_\_ Mobile #: 430-567-3367 Sign up for e-mail and get \$5 off your next purchase. (One time coupon only)  
 Email: \_\_\_\_\_ Teammate Name: jen Cashier # 43  
 Are You A Rewards Club Member?  Yes  No Pick-up date: \_\_\_\_\_ Pick-up Time: \_\_\_\_\_

Occasion:  Wedding  Baby  Business  Self Purchase  Graduation  Birthday  Anniversary  Religious  Holiday (Specify) \_\_\_\_\_

SKU#/Description	QTY	Message \$	Design \$	Color Fill Choice	Font	Message (specify engraving area - front, back, top, bottom)
<u>1030</u> <u>800</u> <u>service</u> <u>pl</u>	<u>1</u>				<u>Bob</u>	<u>MAJOR</u> <u>DAVID W. BROWNING</u> <u>VICE MAJOR</u> <u>RONALD D. JARRIEL</u> <u>TOWN MANAGER, WILLIAM F. UNDERWOOD II</u> <u>COUNCIL</u> <u>THOMAS R. GOLTZENÉ</u> <u>RYAN P. LIANG</u> <u>JAMES M. ROCKETT</u>
	Price	Color <input type="checkbox"/> Gravox. <input type="checkbox"/>	Premium Font <input type="checkbox"/>	Design # or Thread Color		
		Engraving Total \$ <u>80</u> <u>-\$3 from other</u> <u>Tax from other = 77</u>				

SKU#/Description	QTY	Message \$	Design \$	Color Fill Choice	Font	Message (specify engraving area - front, back, top, bottom)
	Price	Color <input type="checkbox"/> Gravox. <input type="checkbox"/>	Premium Font <input type="checkbox"/>	Design # or Thread Color		
		Engraving Total \$				

<b>Gravity Pen Stand 50% Off!</b> With Purchase Above  # 780579 Chrome	QTY	Message \$	Design \$	Font	The Gravity Pen Stand is perfect for: - Thank you gifts - Business Gifts - Home - College Dorms - Teachers - Coaches	Your purchase today <u>QUALIFIES</u> you to purchase unlimited quantities of <u>The Gravity Pen Stand</u> at 50% off. How many would you like today?	
	Price	Color <input type="checkbox"/> Gravox. <input type="checkbox"/>	Premium Font <input type="checkbox"/>	Design # or Thread Color			
		Engraving Total \$					

Recommend?:  PWP  RC Total Sale: 91.99 Trans #: 273605 FC Order #:

Ship To: <input type="checkbox"/> To Store (No charge if to Store ground) <input type="checkbox"/> To Customer (Address Above) <input type="checkbox"/> Alternate Shipping Address * Cannot ship to a P.O. Box	Name	Special Order Shipping (From TR Direct): <input type="checkbox"/> Standard to Store (no charge) <input type="checkbox"/> Standard to Customer \$8 (583857) <input type="checkbox"/> Express to Store or Customer \$10 (527376) <input type="checkbox"/> Express Plus to Store or Customer \$16 (527392)	Shipping From Store to Customer: <input type="checkbox"/> Ground \$8 (583857) <input type="checkbox"/> 2nd Business Day \$10 (527376) <input type="checkbox"/> Next Business Day \$16 (527392)
	Street		
	City Zip		
	Phone		

Last Name: KUIPERS First Name: TOWN OF LOXAHATCHEE GROVES Today's Date: 12/12/15 Store #: \_\_\_\_\_  
 Street: 155 F ROAD City: LOX. GROVES State: FL Zip: 33470 Teammate Name: \_\_\_\_\_ Cashier #: 10  
 Tel #: 561-793-2418 Mobile #: (33) 567-3317 Sign up for e-mail and get \$5 off your next purchase. (One time coupon only)  
 Email: BKUIPERS@LOXAHATCHEEGROVES.COM Pick-up date: 12/14/15 Pick-up Time: \_\_\_\_\_  
 Are You A Rewards Club Member?  Yes  No

Occasion:  Wedding  Baby  Business  Self Purchase  Graduation  Birthday  Anniversary  Religious  Holiday (Specify) \_\_\_\_\_

SKU#/Description <u>568872</u> SPC PLATE	QTY	Message \$ <u>35</u>	Color Fill Choice	Font	Message (specify engraving area - front, back, top, bottom) <u>PALM BEACH STATE COLLEGE</u> <u>LOXAHATCHEE GROVES CAMPUS</u> <u>NOVEMBER 7, 2014</u>
		Design \$		<u>BODR</u>	
	Price	Color <input type="checkbox"/> Gravox. <input type="checkbox"/>	Design # or Thread Color		
	<u>14.99</u>	Premium Font <input type="checkbox"/>	Engraving Total \$		

SKU#/Description	QTY	Message \$	Color Fill Choice	Font	Message (specify engraving area - front, back, top, bottom) <u>* TOP LINE ALL CAPS.</u>
		Design \$			
	Price	Color <input type="checkbox"/> Gravox. <input type="checkbox"/>	Design # or Thread Color		
		Premium Font <input type="checkbox"/>	Engraving Total \$		

Gravity Pen Stand <b>50% Off!</b> With Purchase Above # 780579 Home	QTY	Message \$	The Gravity Pen Stand is perfect for: - Thank you gifts - Business Gifts - Home - College Dorms - Teachers - Coaches	Your purchase today <u>QUALIFIES</u> you to purchase unlimited quantities of The Gravity Pen Stand at 50% off. How many would you like today?	
		Design \$		<u>TAX EXEMPT</u>	
	Price	Font			
		Premium Font <input type="checkbox"/>			
	Engraving Total \$				

Recommend?:  WP  RC Total Sale: 52.99 Trans #: 27193 FC Order #: \_\_\_\_\_ Custom Engraved By: \_\_\_\_\_  
 Ship To:  To Store (No charge if to Store ground) Name: \_\_\_\_\_  
 \* Cannot ship to a P.O. Box  To Customer (Address Above) Street: \_\_\_\_\_  
 Alternate Shipping Address City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Special Order Shipping (From TR Direct):**  
 Standard to Store (no charge)  
 Standard to Customer \$8 (583857)  
 Express to Store or Customer \$10 (527376)  
 Express Plus to Store or Customer \$16 (527392)

**Shipping From Store to Customer:**  
 Ground \$8 (583857)  
 2nd Business Day \$10 (527376)  
 Next Business Day \$16 (527392)

Occasionally, we make our street addresses available to select companies and organizations that may be of interest to you. We never share your email addresses. Please check here if you do not want your postal address made available. Things Remembered shall have no responsibility for the return or payment of the declared value of items left in our possession for more than 60 days after the item's designated pick-up date.

## The Financial Edge Implementation Project Plan, v 1.05 2/18/2016

Task	Status
<b>PREPARE</b>	Scheduled
Onboarding	Completed
Distribution	
Pre-consultation survey	Completed
Completion	
Return Survey(s)	Completed
Accompanying support, reports, documents, etc.	Completed
<u>Schedule users for Product Training</u>	
Financial Edge: Fundamentals-Overview	Completed
*Additional trainings to follow	
Kick-Off Call	Completed
Call Scheduled after Onboarding completed	Completed
Hold a project Kick-Off call	Completed
Confirm the agenda for the project work	Completed
Review Timeline	Completed
Review completed pre-consultation survey	Completed
Review Blackbaud.com/Hosting	Completed
Review Training	Completed
Discuss On-site Trainings/Options	Completed
Review Imports	Completed
Application Credentials	Not Scheduled
Review Hosting Security	
<a href="#">Blackbaud Hosting Services</a>	Completed
<a href="#">How to add or remove a Blackbaud Hosting Services user</a>	Completed
<a href="#">What are the Blackbaud Application Hosting user groups?</a>	Completed
Create/Update Blackbaud Hosting Credentials	
FE Users	Completed
Confirm SQL Hosting version	Not Scheduled
Prepare Imports	Completed
One-hour, import check-in call	Completed
System Configuration & Administration	
<a href="#">User Groups</a>	Completed
<a href="#">Users</a>	Completed
General Ledger	
<a href="#">Grants</a>	Completed
<a href="#">0 - Ending Balances</a>	Completed
<a href="#">1 - History</a>	Completed
<a href="#">2 - History</a>	Completed
<a href="#">Current Year History</a>	Completed
<a href="#">Other Lists</a>	Completed
<a href="#">Budget</a>	Completed
Accounts Payable	
<a href="#">Bank Information</a>	Completed
<a href="#">Outstanding Checks</a>	Completed
<a href="#">AP Vendor</a>	Completed
<a href="#">AP Open Invoices</a>	Completed
Accounts Receivable and Misc. Cash Receipts	
<a href="#">AR Client</a>	Completed

## The Financial Edge Implementation Project Plan, v 1.05 2/18/2016

Task	Status
Payee Relationships	Completed
Client Beginning Balances	Completed
<a href="#">AR Flat Rate Item</a>	Completed
<a href="#">AR Product</a>	Completed
<a href="#">AR Per Usage Item</a>	Completed
<a href="#">AR Refund Item</a>	Completed
<a href="#">AR Finance Charge</a>	Completed
<a href="#">AR Sales Tax Item</a>	Completed
<a href="#">AR Invoices</a>	Completed
<a href="#">AR Charges</a>	Completed
Fixed Assets	
<a href="#">Asset Records</a>	Completed
<a href="#">Asset Acquisitions</a>	Completed
<a href="#">Accumulated Depreciation</a>	Completed
<b>DESIGN</b>	<b>Not Scheduled</b>
Prepare for Design Session	Completed
Financial Edge: Fundamentals-Overview	Completed
Design Phase Review	Completed
Review: GL Design	Completed
Review: Project Plan	Completed
Notify Blackbaud when above tasks complete	Completed
Schedule Design Call	Past Due
Design Session	Completed
Review Imports	Completed
Design Session	
Review current processes	Completed
Discuss existing Chart of Accounts structure	Completed
Review Sample Reports	Completed
Design General Ledger	
Discuss Chart of Accounts design incl. projects, grants, and endowments	Completed
Discuss GL fund structure and closing methods	Completed
Discuss query and reporting needs	Completed
Design Subsidiary Modules and Process Review	
Budget Management	Completed
Allocation Management	Completed
F9	Completed
Accounts Payable	Completed
Purchase Orders: WebPurchasing/WebInvoicing	Completed
Accounts Receivable and Misc. Cash Receipts	Completed
Fixed Assets	Completed
Design ADD-ON Modules and Process Review	
3 Year GL History	Completed
Finalize Design	Upcoming
Provide Overview of Design Decisions	Completed
Review design decisions	Completed
Sign Off On design decisions	Completed
Prepare a Project Plan and Timeline	Completed
Review project plan timeline	Past Due
Sign Off on project plan and timeline	Past Due
Order Check Stock from Blackbaud Forms	Not Scheduled

## The Financial Edge Implementation Project Plan, v 1.05 2/18/2016

Task	Status
Schedule Trainings for Testing	Not Scheduled
Schedule Mid-Project Check-In Call	Not Scheduled
Create new database	Not Scheduled
<b>BUILD</b>	Not Scheduled
General Ledger	Not Scheduled
<b>General Ledger</b>	
Business rules	Not Scheduled
Posting Information	Not Scheduled
Queries and exports (up to 4 each), if applicable	Not Scheduled
Dashboard Reports (up to 1), if applicable	Not Scheduled
Standard Visual Chart Organizer	Not Scheduled
Standard Balance Sheet and Income Statement (up to 1 each)	Not Scheduled
Configure two processing queues, if applicable	Not Scheduled
Recurring journal entry templates, if applicable	Not Scheduled
Projects and Transaction Codes	Not Scheduled
Fiscal Years	Not Scheduled
Fund Structure with closing methods and balancing requirements	Not Scheduled
Account Categories	Not Scheduled
Account Segments	Not Scheduled
IMPORT REVIEW/TWEAKS <b>[RED tabs in this Excel, hyperlink below]</b>	
<a href="#">Account Structure</a>	Completed
<a href="#">Funds</a>	Completed
<a href="#">Account Codes</a>	Past Due
<a href="#">Segment</a>	Completed
<a href="#">Complete Accounts</a>	Past Due
<a href="#">Mapping File</a>	Past Due
Projects	Completed
T-Code	Completed
Grants	Completed
<a href="#">0 - Ending Balances</a>	Past Due
<a href="#">1 - History</a>	Completed
<a href="#">2 - History</a>	Completed
<a href="#">Current Year History</a>	Completed
	Through 12/31/2015
Budget Management	Scheduled
Build 1 budget scenario	Past Due
IMPORT REVIEW/TWEAKS <b>[light RED tabs in this Excel, hyperlink below]</b>	
<a href="#">Budget</a>	Completed
Allocation Management	Not Scheduled
F9	Not Scheduled
Link F9 to 1 Financial Edge database	Scheduled
Review current reports, processes, and structure and work with client to determine best approach	Scheduled
Work with client to create up to 3 reports in F9	Scheduled
Provide end user training on F9 to include:	
Introduction to F9	Scheduled
GL Formula	Scheduled
GL Formula Parameters	Scheduled
Other F9 Functions	Scheduled
Report Wizard/Design	Scheduled
GL Wizard	Scheduled
Distributing F9 Reports	Scheduled
Accounts Payable	Not Scheduled
Interfund Sets	Not Scheduled

## The Financial Edge Implementation Project Plan, v 1.05 2/18/2016

Task	Status
Terms (up to 2)	Not Scheduled
Bank Accounts (up to 2) including:	Not Scheduled
Bank Information	Not Scheduled
Payment Information, including EFT	Not Scheduled
Cash Management and Adjustments to complete reconciliation of system go live	Not Scheduled
Configure up to 5 expense categories for WebInvoicing	Not Scheduled
Configure My Account settings for up to 2 users	Not Scheduled
Configure up to 5 approval rules	Not Scheduled
IMPORT REVIEW/TWEAKS <a href="#">[BLUE tabs in this Excel, hyperlink below]</a>	
<a href="#">Bank Information</a>	Completed
<a href="#">Outstanding Checks</a>	Not Scheduled
<a href="#">AP Vendor</a>	Not Scheduled
<a href="#">AP Open Invoices</a>	Not Scheduled
Purchase Orders	Completed
WebPurchasing	
Products and Product Categories	Completed
Miscellaneous Line Items	Completed
One purchase order template	Completed
Demonstrate purchasing and encumbrance process	Completed
Demonstrate creating asset record through purchasing	Completed
WebPurchasing distributions	Completed
Approval rules (up to 5)	Completed
WebInvoicing	
Expense Categories	Completed
5 User accounts in WebInvoicing	Completed
Demonstrate creating an invoice record through process	Completed
WebInvoicing distributions	Completed
Approval rules (up to 5)	Completed
Accounts Receivable and Misc. Cash Receipts	Completed
Products/ Billing Items	Completed
Statement Information	Completed
Interfund sets	Scheduled
Invoice and Statement parameters (one each)	Completed
IMPORT REVIEW/TWEAKS <a href="#">[ORANGE tabs in this Excel, hyperlink below]</a>	
<a href="#">AR Client</a>	Completed
Payee Relationships	Completed
Client Beginning Balances	Completed
<a href="#">AR Flat Rate Item</a>	Completed
<a href="#">AR Product</a>	Completed
<a href="#">AR Per Usage Item</a>	Completed
<a href="#">AR Refund Item</a>	Completed
<a href="#">AR Finance Charge</a>	Completed
<a href="#">AR Sales Tax Item</a>	Completed
<a href="#">AR Invoices</a>	Completed
<a href="#">AR Charges</a>	Completed
Fixed Assets	Not Scheduled
Build Wrap-up	Not Scheduled
Review built database before testing	Not Scheduled
Review signing into Hosting	Not Scheduled
Deliver test database to Hosting	Not Scheduled
<b>TRAINING &amp; TESTING</b>	Not Scheduled
Complete remaining Trainings during Testing	Not Scheduled
General Ledger Data Entry	Not Scheduled

Through  
12/31/2015

Through  
12/31/2015

## The Financial Edge Implementation Project Plan, v 1.05 2/18/2016

Task	Status
General Ledger Data Analysis	Not Scheduled
Accounts Payable Data Entry	Not Scheduled
Accounts Payable Data Processing	Not Scheduled
Accounts Receivable	Not Scheduled
Fixed Assets	Not Scheduled
Best Practices	Not Scheduled
Financial Edge Onsite Training	Completed
Testing	Not Scheduled
Database testing - <b>The Customer is responsible for determining the processes and reports that are critical to their organization. Examples are listed below</b>	
Historical Transactions	
Confirm Historical Data	Not Scheduled
Validate and Post Historical Batches	Not Scheduled
Financial Reporting	
Develop financial reporting formats (VCO)	Not Scheduled
Statement of Financial Position	Not Scheduled
Statement of Activities	Not Scheduled
Budget to Actual Reporting	Not Scheduled
General Ledger	
Review Create Manual Journal Entries	Not Scheduled
Review Post journal entry batches	Not Scheduled
Review Delete/Reverse/Copy journal entry batches	Not Scheduled
Review Add/Edit Delete Accounts	Not Scheduled
Review Reports - Balance Sheet, Income Statements, Trial Balance	Not Scheduled
Budget Management	
Create Budget Scenario	Not Scheduled
Import budget data	Not Scheduled
Review Budget Management Tools	Not Scheduled
Allocation Management Functions	
Discuss the differences in distributions and allocations, and assist with setup of distribution sets if applicable (up to 5)	Not Scheduled
Provide assistance building recurring journal entries for recurring distributions, if applicable (up to 3)	Not Scheduled
Assist with building allocation reports (up to 4)	Not Scheduled
Demonstrate process for calculating and posting one allocation	Not Scheduled
Accounts Payable Functions	
Review Web Portal Functionality (if applicable)	Completed
Review Add/Edit/Delete Vendor Record	Not Scheduled
Review Add/Edit/Delete Vendor Invoices	Not Scheduled
Review Pay invoices and print checks	Not Scheduled
Review Void vendor payment and delete open invoice	Not Scheduled
Review Void and purge vendor check	Not Scheduled
Import Outstanding Checks	Not Scheduled
Accounts Receivable Functions	
Review Add/Edit/Delete Client Record	Completed
Review Add/Edit/Delete Billing Items	Completed
Review Add/Edit/Delete Payments	Completed
Review Application of Payments	Completed
Review Print client statements	Completed
Review Reports - Aged Receivable, Transaction List	Completed
Fixed Assets Functions	
Calculate depreciation	Not Scheduled
Create at least three fixed asset reports	Not Scheduled
Enter a new fixed assets from purchase orders	Not Scheduled
Post to General Ledger	
Submit Changes Document and sign-off to Consultant	Not Scheduled
Send e-mail confirmation of historical postings	Not Scheduled
Update Database	Not Scheduled

**The Financial Edge Implementation Project Plan, v 1.05  
2/18/2016**

Task	Status
<b>LIVE &amp; PROJECT CLOSURE</b>	Not Scheduled
<u>LIVE Checklist</u>	Not Scheduled
Live Support	Not Scheduled
Outstanding Build Deliverables	Not Scheduled
Project Closure	
Perform Bank reconciliation	Not Scheduled
Project Closure e-mail	Not Scheduled
Create and invite users to NXT	Not Scheduled
NXT review	Not Scheduled
Remove Blackbaud Consultant as user	Not Scheduled
<b>PARTNER PROJECTS</b>	Completed
PaperSave	
Advanced Budget Management	
CounterPoint	