

Suwannee River Water Management District

Governing Board Materials

## Mission Support

The following materials have been reviewed and approved for distribution to the Governing Board and the public.

Director of Mission Support

Assistant Executive Director

Executive Director

## MEMORANDUM

TO: Governing Board  
FROM: Melanie Roberts, Director of Mission Support  
DATE: November 17, 2010  
RE: Approval of October Financial Report

### RECOMMENDATION

Staff recommends that the Governing Board approve the October Financial Report and confirm the expenditures of the District.

### BACKGROUND

Chapter 373.553(1), F.S., authorizes the delegation of authority by the Governing Board to the Executive Director to disburse District funds, providing certification is made to the Board at the next regular meeting that such disbursement is proper, in order, and within budgetary limits. In compliance with the statutory provisions in Chapter 373, the Governing Board of the Suwannee River Water Management District has directed staff to prepare a Financial Report in the manner presented.

As of October 31, 2010, total District expenditures were \$721,964. This is equal to 1% of the \$56,514,539 FY 2011 Budget, as approved by the Governing Board on September 28, 2010.

**The District Budget of \$56,514,539 contains \$11,570,000 earmarked for acquisition and \$15,733,820 earmarked for reserves. The District budget, exclusive of acquisition and reserves, is \$29,210,719.**

**Year-to-date expenditures, exclusive of land purchases, total \$721,964. This is equal to 2% of \$29,210,719.**

If you have any questions about this recommendation or if you would like any further information regarding the District's financial transactions, please contact me.

MR/kc

MONTHLY STATUS OF FY 2010/2011 BUDGET EXPENDITURES BY DEPARTMENT  
THROUGH 10/31/10

Land Acquisition & Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,181,142	\$117,766	\$136,286	86%
540 Other Personal Services	25,000	2,415	2,885	84%
580 Legal Services	117,500	0	9,792	0%
585 Audit Services	6,500	0	542	0%
586 Contractual Services	3,468,000	0	289,000	0%
590 Pmt. in Lieu of Taxes	360,000	0	30,000	0%
605 Printing & Binding	8,400	0	700	0%
606 Publication of Notices	3,000	35	250	14%
621 Meetings	1,500	0	125	0%
622 Registrations & Training	7,000	0	583	0%
626 Travel Expenses	6,000	116	500	23%
627 Utilities	11,500	0	958	0%
628 Communications	5,000	0	417	0%
629 Facilities Maintenance	7,000	0	583	0%
631 Equipment Maintenance	5,500	39	458	8%
701 Field Supplies	180,000	64	15,000	0%
702 Office Supplies	2,000	0	167	0%
703 Computer Supplies	4,500	0	375	0%
706 Books & Documents	1,500	0	125	0%
740 Office Support Equipment	3,000	0	250	0%
790 Other Commodities	1,000	0	83	0%
801 Computer Software	1,000	0	83	0%
802 Equipment Rental	2,500	0	208	0%
805 Property & Casualty Insurance	6,000	0	500	0%
809 Fees & Permits	8,500	0	708	0%
903 Office Equipment	2,500	0	208	0%
920 Acquisition	11,570,000	0	964,167	0%
924 Land Improvements	2,620,375	13,047	218,365	6%
930 Interagency Expenditures	440,500	0	36,708	0%
960 Reserves	9,356,620	0	779,718	0%
<b>TOTAL</b>	<b>\$29,413,037</b>	<b>\$133,481</b>	<b>\$2,451,086</b>	<b>5%</b>
<b>TOTAL W/O Acquisition/Reserves</b>	<b>\$8,486,417</b>	<b>\$133,481</b>	<b>\$707,201</b>	<b>19%</b>

MONTHLY STATUS OF FY 2010/2011 BUDGET EXPENDITURES BY DEPARTMENT  
THROUGH 10/31/10

Water Supply & Resource Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$2,501,061	\$287,559	\$288,584	100%
540 Other Personal Services	80,000	6,643	9,231	72%
580 Legal Services	164,200	0	13,683	0%
586 Contractual Services	12,342,654	677	1,028,555	0%
605 Printing & Binding	11,050	375	921	41%
606 Publication of Notices	12,980	25	1,082	2%
621 Meetings	2,700	0	225	0%
622 Registrations & Training	31,240	1,995	2,603	77%
626 Travel Expenses	29,170	45	2,431	2%
627 Utilities	1,500	0	125	0%
631 Equipment Maintenance	4,400	0	367	0%
690 Other Contractual Services	3,400	0	283	0%
701 Field Supplies	69,450	301	5,788	5%
703 Computer Supplies	600	0	50	0%
705 Maps & Aerials	1,000	0	83	0%
706 Books & Documents	2,080	0	173	0%
715 Photographic Supplies	2,350	0	196	0%
740 Office Support Equipment	3,100	0	258	0%
790 Other Commodities	900	0	75	0%
801 Computer Software	7,770	0	648	0%
802 Equipment Rental	1,750	0	146	0%
809 Fees & Permits	300	0	25	0%
903 Office Equipment	1,500	0	125	0%
905 Mobile Equipment	24,000	0	2,000	0%
906 Computer Equipment	7,000	0	583	0%
907 Lab & Field Equipment	26,000	0	2,167	0%
930 Interagency Expenditures	1,057,800	0	88,150	0%
960 Reserves	1,254,000	0	104,500	0%
<b>TOTAL</b>	<b>\$17,643,955</b>	<b>\$297,619</b>	<b>\$1,470,330</b>	<b>20%</b>
<b>TOTAL W/O Acquisition/Reserves</b>	<b>\$16,389,955</b>	<b>\$297,619</b>	<b>\$1,365,830</b>	<b>22%</b>

MONTHLY STATUS OF FY 2010/2011 BUDGET EXPENDITURES BY DEPARTMENT  
THROUGH 10/31/10

Executive Office

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$480,778	\$50,728	\$55,474	91%
580 Legal Services	43,319	0	3,610	0%
586 Contractual Services	50,000	0	4,167	0%
605 Printing & Binding	3,750	0	313	0%
622 Registrations & Training	6,525	0	544	0%
626 Travel Expenses	27,750	539	2,313	23%
650 Promotions	15,000	595	1,250	48%
706 Books & Documents	2,600	39	217	18%
715 Photographic Supplies	350	0	29	0%
930 Interagency Expenditures	7,000	0	583	0%
960 Reserves	5,123,200	0	426,933	0%
<b>TOTAL</b>	<b>\$5,760,272</b>	<b>\$51,901</b>	<b>\$480,023</b>	<b>11%</b>
<b>TOTAL W/O Acquisition/Reserves</b>	<b>\$637,072</b>	<b>\$51,901</b>	<b>\$53,089</b>	<b>98%</b>

MONTHLY STATUS OF FY 2010/2011 BUDGET EXPENDITURES BY DEPARTMENT  
THROUGH 10/31/10

Mission Support

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,568,475	\$154,269	\$180,978	85%
564 Property Appriaser	210,000	0	17,500	0%
579 Tax Collector	125,000	23	10,417	0%
580 Legal Services	5,000	0	417	0%
585 Audit Services	35,000	0	2,917	0%
586 Contractual Services	530,500	4,843	44,208	11%
605 Printing & Binding	35,000	112	2,917	4%
606 Publication of Notices	15,000	30	1,250	2%
607 Postage	30,000	44	2,500	2%
621 Meetings	1,000	0	83	0%
622 Registrations & Training	33,000	310	2,750	11%
626 Travel Expenses	24,000	919	2,000	46%
627 Utilities	90,000	134	7,500	2%
628 Communications	150,000	2,728	12,500	22%
629 Facilities Maintenance	75,000	3,127	6,250	50%
630 Vehicle Maintenance	40,000	1,057	3,333	32%
631 Equipment Maintenance	27,500	0	2,292	0%
690 Other Contractual Services	3,700	0	308	0%
702 Office Supplies	51,000	1,470	4,250	35%
703 Computer Supplies	26,000	761	2,167	35%
704 Fuel & Lubricants	100,000	0	8,333	0%
705 Maps & Aerials	2,000	0	167	0%
706 Books & Documents	7,800	125	650	19%
740 Office Support Equipment	11,000	0	917	0%
790 Other Commodities	4,000	0	333	0%
801 Computer Software	82,800	0	6,900	0%
802 Equipment Rental	60,000	2,577	5,000	52%
804 Workers Comp. Insurance	30,000	13,064	30,000	44%
805 Property & Casualty Insurance	65,000	53,372	65,000	82%
903 Office Equipment	17,500	0	1,458	0%
906 Computer Equipment	140,000	0	11,667	0%
907 Lab & Field Equipment	27,000	0	2,250	0%
930 Interagency Expenditures	75,000	0	6,250	0%
<b>TOTAL</b>	<b>\$3,697,275</b>	<b>\$238,963</b>	<b>\$308,106</b>	<b>78%</b>
<b>DISTRICT TOTAL</b>	<b>\$56,514,539</b>	<b>\$721,964</b>	<b>\$4,709,545</b>	<b>15%</b>
<b>TOTAL W/0 Acquisition/Reserves</b>	<b>\$29,210,719</b>	<b>\$721,964</b>	<b>\$2,434,227</b>	<b>30%</b>

## MEMORANDUM

TO: Governing Board

FROM: Melanie Roberts, Director of Mission Support

DATE: November 17, 2010

RE: Activity Report, Department of Mission Support

### DATA MANAGEMENT:

- Staff is working with contractors on the collection and quality control of GIS and LIDAR data.
- Staff continues to enhance and develop the water use database.
- Staff is evaluating the feasibility of transferring microfilm data to digital.

### INFORMATION TECHNOLOGY AND COMMUNICATIONS:

- Communications staff maintained a booth at the Columbia County Fair which included a graphic display, distribution of water conservation materials, and answering questions from attendees.
- Information Technology (IT) staff has began the computer rollout for Fiscal Year 2011 (FY11) and plans to be completed by the second quarter of FY11.
- IT staff is conducting a wireless network assessment of the District facilities.
- IT staff assisted the Environmental Resource Permitting (ERP) program by making modifications to the ERP permitting database application program.

### ADMINISTRATION:

- Staff prepared reports and assisted auditors with the Fiscal Year 2010 audit.
- Staff received confirmation from the Florida Department of Revenue that the District met the Truth in Millage (TRIM) certification requirements.

Thank you for your attention to this monthly activity report. If you would like any additional information or specifics on any of the above, please feel free to contact me.

MR/kc