

***Adopted Budget  
Fiscal Year 2024***

***Portofino Vineyards  
Community Development District***

***June 7, 2023***



# Portofino Vineyards

Community Development District

General Fund  
Budget  
Narrative

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# Portofino Vineyards

## Community Development District

General Fund

Description	FY2023 Adopted Budget	Actual thru 4/30/2023	Projected Next 5 Months	Total Projected at 9/30/2023	FY2024 Adopted Budget
<b>Revenues</b>					
Developer Contributions	\$0	\$104,303	\$0	\$104,303	\$0
Special Assessment - On Roll	\$69,925	\$71,415	\$0	\$71,415	\$69,925
<b>Total Revenues</b>	<b>\$69,925</b>	<b>\$175,718</b>	<b>\$0</b>	<b>\$175,718</b>	<b>\$69,925</b>
<b>Expenditures</b>					
<i>Administrative</i>					
Engineering	\$2,500	\$0	\$2,500	\$2,500	\$2,500
Attorneys Fees	\$5,000	\$1,920	\$3,080	\$5,000	\$5,000
Annual Audit	\$5,000	\$4,100	\$0	\$4,100	\$5,000
Management Fees	\$32,445	\$18,926	\$13,519	\$32,445	\$32,445
Computer Time	\$1,000	\$583	\$313	\$896	\$1,000
Website Compliance	\$1,000	\$583	\$417	\$1,000	\$1,000
Telephone	\$100	\$0	\$100	\$100	\$100
Postage	\$750	\$5	\$50	\$55	\$750
Printing & Binding	\$1,500	\$43	\$100	\$143	\$1,500
Insurance	\$6,100	\$6,008	\$0	\$6,008	\$6,609
Legal Advertising	\$2,400	\$0	\$2,400	\$2,400	\$2,400
Other Current Charges	\$500	\$37	\$31	\$68	\$500
Office Supplies	\$500	\$0	\$70	\$70	\$500
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Capital Outlay	\$250	\$0	\$104	\$104	\$250
First Quarter Operating	\$9,205	\$0	\$3,835	\$3,835	\$8,696
Contingency	\$1,500	\$0	\$625	\$625	\$1,500
<b>Administrative Expenditures</b>	<b>\$69,925</b>	<b>\$32,381</b>	<b>\$27,143</b>	<b>\$59,524</b>	<b>\$69,925</b>
<b>Unassigned Fund Balance</b>	<b>\$0</b>	<b>\$143,337</b>	<b>(\$27,143)</b>	<b>\$116,194</b>	<b>\$0</b>

FY2024	
Total Assessments - Net	\$69,925
Discount/Commission	\$4,463
Total Assessments - Gross	\$74,388
Units	844
Per Unit- Net	\$82.85
Per Unit - Gross	\$88.14

**Portofino Vineyards**  
**Community Development District**  
GENERAL FUND BUDGET

**REVENUES:**

**Maintenance Assessments**

The District will levy a Non-Ad Valorem assessment on all the platted lots within the District to pay all of the operating expenses for the Fiscal Year in accordance with the adopted budget.

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**EXPENDITURES:**

**Administrative:**

**Engineering Fees**

The District's engineer will be providing general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review invoices, etc.

**Attorney Fees**

The District's legal counsel will be providing general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, resolutions etc.

**Annual Audit**

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Per Section 218.39 of the Florida Statutes, each special district with total revenues or expenditures in excess of \$100,000 *OR* any special district with revenue or expenses between \$50,000 and \$100,000 that has not been subject to a financial audit in the 2 preceding fiscal years must perform an independent annual audit.

**Management Fees**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services – South Florida, LLC.

**Computer Time**

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by Governmental Management Services – South Florida, LLC.

**Website Compliance**

Per Chapter 2014-22, Laws of Florida, all District must have a website by October 1, 2015 to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS-SF, LLC and updated monthly.

**Telephone**

Telephone and fax machine.

**Portofino Vineyards**  
**Community Development District**  
GENERAL FUND BUDGET

**Administrative (continued)**

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc in a newspaper of general circulation.

Other Current Charges

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

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Capital Outlay

Represents any minor capital expenditures the District may need to make during the Fiscal Year such as a file cabinet for District files.

Contingency

Unexpected expenses not accounted for.