



Finance Subcommittee Meeting

May 15, 2024 at 1:00 p.m. CT

Gulf Breeze Council Chambers

1070 Shoreline Drive, Gulf Breeze, FL 32561

1. Call to Order

2. Roll Call

3. Approval of the Agenda

Recommend the Subcommittee approve the May 15, 2024, meeting agenda.

4. Action Items

- a. Approval of January 31, 2024 Finance Subcommittee Meeting Minutes
Recommend the Subcommittee approve the January 31, 2024 Meeting Minutes.
- b. Approval of FY23-24 Second Quarter Financial Report
Recommend the Subcommittee approve, and recommend approval to the Board, the FY23-24 Second Quarter Financial Report.
- c. Approval of FY23-24 Mid-Year Budget Amendment
Recommend the Subcommittee approve, and recommend approval to the Board, the FY23-24 Mid-year Budget Amendment.
- d. Conceptual Approval of Proposed FY24-25 Operating Budget
Recommend the Subcommittee conceptually approve, and recommend approval to the Board, the FY24-25 Operating Budget.
- e. Approval of Local Government Contribution Requests for FY24-25
Recommend the Subcommittee approve, and recommend approval to the Board, the FY24-25 local government contribution requests.

5. Subcommittee Member Comments

6. Public Comment

7. Adjourn



Finance Subcommittee Meeting

January 31, 2024 at 1:00 p.m. CT

Escambia County Commission Chambers

221 Palafox Place, Pensacola, FL 32502

[Meeting Recording](#)

Members Present

Woody Speed, Chair	City of Orange Beach
Colten Wright	Santa Rosa County
Mike Norberg	Okaloosa County

Members Absent

Cherry Fitch, Vice Chair	City of Gulf Breeze
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Interested Parties Present

Matt Posner	PPBEP
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1. Call to Order

2. Roll Call

Matt Posner (Executive Director) called the roll. A quorum was present. Due to Robert Bender's appointment as Escambia County Supervisor of Elections, the fifth Finance Subcommittee position is currently vacant.

3. Approval of the Agenda

Commissioner Colten Wright (Santa Rosa County) made a motion to approve the agenda. Mike Norberg (Okaloosa County) seconded the motion. The motion passed unanimously.

4. Action Items

- a. Election of 2024 Chairman and Vice Chairman
Mike Norberg (Okaloosa County) made a motion to reappoint Woody Speed as Chair and Mayor Cherry Fitch as Vice Chair for the 2024 term. Commissioner Colten Wright (Santa Rosa County) seconded the motion. The motion passed unanimously.
- b. Approval of November 8, 2023 Finance Subcommittee Meeting Minutes
Commissioner Colten Wright (Santa Rosa County) made a motion to approve the meeting minutes. Mike Norberg (Okaloosa County) seconded the motion. The motion passed unanimously.
- c. Approval of FY23-24 First Quarter Financial Report



Mr. Posner provided a brief overview of the fiscal year 2023-2024 first quarter financial report and noted expenditures thus far are on target. Commissioner Colten Wright (Santa Rosa County) made a motion to approve the FY23-24 First Quarter Financial Report. Mike Norberg (Okaloosa County) seconded the motion. The motion passed unanimously.

5. Subcommittee Member Comments

None.

6. Public Comment

None.

7. Adjourn



Agenda Item 4.b.

Approval of FY23-24 Second Quarter Financial Report

Background: The enclosed fiscal year 2023-2024 second quarter financial report covers the period January 1, 2024 through March 31, 2024. Included is the Statement of Financial Position, Statement of Activity by Class, Statement of Activity, and the General Ledger.

Recommendation: Recommend the Subcommittee approve, and recommend approval to the Board, the FY23-24 Second Quarter Financial Report.

Financial Impact: As of March 31, 2024, PPBEP has \$127,007.83 in assets and \$127,007.83 in liabilities and equity. It should be noted that as of May 3, 2024, PPBEP's pending reimbursement request from Florida DEP, in the amount of \$384,161.86, was deposited. A separate reimbursement request from UWF, in the amount of \$75,505.91 is currently pending.

Legal Review: N/A

Pensacola and Perdido Bays Estuary Program, Inc.

Statement of Financial Position

As of March 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
PPBEP DONATION ACCOUNT (7423)	26,936.42
PPBEP GENERAL OPERATING ACCOUNT (7393)	85,594.38
PPBEP PAYROLL ACCOUNT (7407)	10,868.79
Total Bank Accounts	\$123,399.59
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Payroll in Transit	0.00
Prepaid expenses	3,608.24
Total Other Current Assets	\$3,608.24
Total Current Assets	\$127,007.83
TOTAL ASSETS	\$127,007.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	11,959.43
Total Accounts Payable	\$11,959.43
Credit Cards	
HW Purchasing Card	1,877.26
Total Credit Cards	\$1,877.26
Other Current Liabilities	
Insurance Payable	2,507.70
Payroll wages and tax to pay	3,221.53
FL SUI Payable	1,820.33
Total Payroll wages and tax to pay	5,041.86
Total Other Current Liabilities	\$7,549.56
Total Current Liabilities	\$21,386.25
Total Liabilities	\$21,386.25
Equity	
Retained Earnings	256,192.56
Net Revenue	-150,570.98
Total Equity	\$105,621.58
TOTAL LIABILITIES AND EQUITY	\$127,007.83

Pensacola and Perdido Bays Estuary Program, Inc.

Statement of Activity

January - March, 2024

	TOTAL
Revenue	
Contributed income	6,601.10
Investment income	
Interest Income	2,353.55
Total Investment income	2,353.55
Services	540.00
Total Revenue	\$9,494.65
GROSS PROFIT	\$9,494.65
Expenditures	
Advertising & marketing	
Website ads	244.00
Total Advertising & marketing	244.00
Contract & professional fees	
Accounting fees	14,914.43
Legal fees	3,510.00
Total Contract & professional fees	18,424.43
Insurance	4,712.46
Meals	137.50
Occupancy	
Utilities	151.53
Total Occupancy	151.53
Office expenses	-0.06
Bank fees & service charges	3.50
Equipment lease & maintenance	42.01
Memberships & subscriptions	778.68
Merchant account fees	116.86
Office supplies	942.47
Parking	10.19
Printing & photocopying	141.00
Shipping & postage	9.65
Small tools & equipment	1,503.11
Software & apps	1,056.54
Total Office expenses	4,603.95
Other Business Expenses	750.00
Payroll expenses	670.00
FICA tax	6,809.45
FL SUI	956.35
Health insurance & accident plans	15,832.11
HSA ER	4,000.00
Reimbursement	4,884.93

Pensacola and Perdido Bays Estuary Program, Inc.

Statement of Activity

January - March, 2024

	TOTAL
Salaries & wages	89,011.77
Total Payroll expenses	122,164.61
Service Charges	70.00
Supplies	259.14
Supplies & materials	786.28
Total Supplies	1,045.42
Travel	
Conference Expense	1,250.00
Hotels	5,189.00
Vehicle rental	1,139.74
Total Travel	7,578.74
Total Expenditures	\$159,882.64
NET OPERATING REVENUE	\$ -150,387.99
Other Expenditures	
Vehicle expenses	
Vehicle gas & fuel	182.99
Total Vehicle expenses	182.99
Total Other Expenditures	\$182.99
NET OTHER REVENUE	\$ -182.99
NET REVENUE	\$ -150,570.98

Pensacola and Perdido Bays Estuary Program, Inc.

Statement of Activity by Class

January - March, 2024

	DONATIONS	FDEP OWP02	FLRACEP	GENERAL OPERATING	NOAA IJA PERDIDO	NOAA IJA RAE	UWF FY23-24 APPROPRIATION	TOTAL
Revenue								
Contributed income	1,000.00			5,601.10				\$6,601.10
Investment income								\$0.00
Interest Income				2,353.55				\$2,353.55
Total Investment income				2,353.55				\$2,353.55
Services	540.00							\$540.00
Total Revenue	\$1,540.00	\$0.00	\$0.00	\$7,954.65	\$0.00	\$0.00	\$0.00	\$9,494.65
GROSS PROFIT	\$1,540.00	\$0.00	\$0.00	\$7,954.65	\$0.00	\$0.00	\$0.00	\$9,494.65
Expenditures								
Advertising & marketing								\$0.00
Website ads				244.00				\$244.00
Total Advertising & marketing				244.00				\$244.00
Contract & professional fees								\$0.00
Accounting fees				14,914.43				\$14,914.43
Legal fees				3,510.00				\$3,510.00
Total Contract & professional fees				18,424.43				\$18,424.43
Insurance				4,712.46				\$4,712.46
Meals				137.50				\$137.50
Occupancy								\$0.00
Utilities				151.53				\$151.53
Total Occupancy				151.53				\$151.53
Office expenses				-0.06				\$ -0.06
Bank fees & service charges	3.50							\$3.50
Equipment lease & maintenance				42.01				\$42.01
Memberships & subscriptions				778.68				\$778.68
Merchant account fees	14.98			101.88				\$116.86
Office supplies				942.47				\$942.47
Parking				10.19				\$10.19
Printing & photocopying				141.00				\$141.00
Shipping & postage				9.65				\$9.65
Small tools & equipment			1,503.11					\$1,503.11
Software & apps				1,056.54				\$1,056.54
Total Office expenses	18.48		1,503.11	3,082.36				\$4,603.95
Other Business Expenses				750.00				\$750.00

Pensacola and Perdido Bays Estuary Program, Inc.

Statement of Activity by Class

January - March, 2024

	DONATIONS	FDEP OWP02	FLRACEP	GENERAL OPERATING	NOAA IJA PERDIDO	NOAA IJA RAE	UWF FY23-24 APPROPRIATION	TOTAL
Payroll expenses				670.00				\$670.00
FICA tax	32.13	607.09	434.59	3,916.05		276.43	1,543.16	\$6,809.45
FL SUI	0.74	148.79	29.76	713.44		19.05	44.57	\$956.35
Health insurance & accident plans	69.29	1,679.40	1,120.28	13,442.84	162.70	351.62	-994.02	\$15,832.11
HSA ER				4,000.00				\$4,000.00
Reimbursement				570.68			4,314.25	\$4,884.93
Salaries & wages	420.00	7,935.63	5,680.83	50,994.06		3,613.51	20,367.74	\$89,011.77
Total Payroll expenses	522.16	10,370.91	7,265.46	74,307.07	162.70	4,260.61	25,275.70	\$122,164.61
Service Charges				70.00				\$70.00
Supplies			24.82	234.32				\$259.14
Supplies & materials			55.39	730.89				\$786.28
Total Supplies			80.21	965.21				\$1,045.42
Travel								\$0.00
Conference Expense							1,250.00	\$1,250.00
Hotels				2,459.20			2,729.80	\$5,189.00
Vehicle rental							1,139.74	\$1,139.74
Total Travel				2,459.20			5,119.54	\$7,578.74
Total Expenditures	\$540.64	\$10,370.91	\$8,848.78	\$105,303.76	\$162.70	\$4,260.61	\$30,395.24	\$159,882.64
NET OPERATING REVENUE	\$999.36	\$ -10,370.91	\$ -8,848.78	\$ -97,349.11	\$ -162.70	\$ -4,260.61	\$ -30,395.24	\$ -150,387.99
Other Expenditures								
Vehicle expenses								\$0.00
Vehicle gas & fuel							182.99	\$182.99
Total Vehicle expenses							182.99	\$182.99
Total Other Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$182.99	\$182.99
NET OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -182.99	\$ -182.99
NET REVENUE	\$999.36	\$ -10,370.91	\$ -8,848.78	\$ -97,349.11	\$ -162.70	\$ -4,260.61	\$ -30,578.23	\$ -150,570.98

Pensacola and Perdido Bays Estuary Program, Inc.

General Ledger

January - March, 2024

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
PPBEP DONATION ACCOUNT (7423)								
Beginning Balance								25,097.87
01/01/2024	Payment	Bloom91 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	25,197.87
01/04/2024	Expenditure		No			Office expenses:Bank fees & service charges	-3.50	25,194.37
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	105.59	25,299.96
02/01/2024	Payment	Bloom92 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	25,399.96
02/05/2024	Expenditure		No			Office expenses:Merchant account fees	-3.50	25,396.46
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	99.56	25,496.02
03/01/2024	Deposit		No		DEPOSIT	Contributed income	1,000.00	26,496.02
03/01/2024	Expenditure		No			Office expenses:Merchant account fees	-7.98	26,488.04
03/01/2024	Expenditure		No			Office expenses:Merchant account fees	-3.50	26,484.54
03/01/2024	Payment	Bloom93 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	26,584.54
03/01/2024	Payment	Bloom94 (1)	No	Brister, Dalton		Accounts Receivable (A/R)	240.00	26,824.54
03/01/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	111.88	26,936.42
Total for PPBEP DONATION ACCOUNT (7423)							\$1,838.55	
PPBEP GENERAL OPERATING ACCOUNT (7393)								
Beginning Balance								222,413.26
01/03/2024	Expenditure		No		WC INS Bridgefield Casu 010324 - NORMAL ACH DEBIT	Insurance	-190.45	222,222.81
01/04/2024	Transfer		No		01/04 10:32 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP PAYROLL ACCOUNT (7407)	-32,143.25	190,079.56
01/04/2024	Expenditure		No		INS.PREM Cincinnati Insur 010424 - NORMAL ACH DEBIT	Insurance	-1,277.00	188,802.56
01/18/2024	Transfer		No		CARD PYMT HANCOCK WHITNEY 011824 - NORMAL ACH DEBIT	HW Purchasing Card	-405.07	188,397.49
01/29/2024	Transfer		No		01/29 17:33 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP PAYROLL ACCOUNT (7407)	-22,629.53	165,767.96
01/30/2024	Bill Payment (Check)		No	Carr Riggs & Ingram, LLC		Accounts Payable (A/P)	-11,475.00	154,292.96
01/31/2024	Bill Payment (Check)	1004	No	Pensacola Community Action Network		Accounts Payable (A/P)	-1,200.00	153,092.96
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	791.97	153,884.93
02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	-Split-	-3,790.10	150,094.83
02/02/2024	Expenditure		No		WC INS Bridgefield Casu 020224 - NORMAL ACH DEBIT	Insurance	-190.45	149,904.38
02/21/2024	Credit Card Payment		No	Hancock Whitney		HW Purchasing Card	-4,487.94	145,416.44
02/28/2024	Transfer		No		02/28 13:48 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP PAYROLL ACCOUNT (7407)	-25,162.81	120,253.63
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	576.21	120,829.84
03/04/2024	Expenditure		No		WC INS Bridgefield Casu 030424 - NORMAL ACH DEBIT	Insurance	-190.45	120,639.39
03/04/2024	Expenditure		No		INS.PREM Cincinnati Insur 030424 - NORMAL ACH DEBIT	Insurance	-1,240.00	119,399.39
03/08/2024	Bill Payment (Check)		No	Carr Riggs & Ingram, LLC		Accounts Payable (A/P)	-3,705.00	115,694.39
03/12/2024	Bill Payment (Check)	1009	No	Beggs & Lane, RLLP		Accounts Payable (A/P)	-3,015.00	112,679.39
03/13/2024	Bill Payment (Check)	1006	No	Beggs & Lane, RLLP		Accounts Payable (A/P)	-495.00	112,184.39
03/18/2024	Credit Card Payment		No		PAYMENT RECEIVED -- THANK	HW Purchasing Card	-7,630.58	104,553.81
03/21/2024	Transfer		No		03/21 08:50 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP PAYROLL ACCOUNT (7407)	-25,000.00	79,553.81
03/22/2024	Deposit		No		DIRECT PAY FLORIDA STATE UN 032224 - ACH CREDIT	Contributed income	5,601.10	85,154.91
03/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	439.47	85,594.38
Total for PPBEP GENERAL OPERATING ACCOUNT (7393)							\$ -136,818.88	
PPBEP PAYROLL ACCOUNT (7407)								
Beginning Balance								17,749.11
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	Payroll expenses	-180.00	17,569.11
01/04/2024	Transfer		No		01/04 10:32 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP GENERAL OPERATING ACCOUNT (7393)	32,143.25	49,712.36
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	-Split-	-10,442.26	39,270.10
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	38,940.10
01/05/2024	Expenditure		No		CORP PAY PPBEP PRA 010524 - NORMAL ACH DEBIT	-Split-	-3,790.10	35,150.00
01/05/2024	Expenditure		No		BACK HSA PPBEP PRA 010524 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-150.00	35,000.00
01/10/2024	Expenditure		No	IRS	USATAXPYMT IRS 011024 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,157.29	31,842.71
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	-Split-	-11,738.49	20,104.22
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	19,774.22
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	Payroll expenses	-236.50	19,537.72
01/23/2024	Expenditure		No		PAYROLL NATPAY-13694854 012324 - NORMAL ACH DEBIT	Payroll expenses:HSA ER	-4,000.00	15,537.72
01/24/2024	Expenditure		No	IRS	USATAXPYMT IRS 012424 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,157.25	12,380.47
01/26/2024	Expenditure		No		EMPL FEE HSA BANK 012624 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-10.00	12,370.47
01/29/2024	Transfer		No		01/29 17:33 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP GENERAL OPERATING ACCOUNT (7393)	22,629.53	35,000.00
01/31/2024	Deposit		No		PAYROLL 50350003 PENSACO 013124 - ACH CREDIT	Insurance	180.00	35,180.00
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	108.50	35,288.50
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	-Split-	-10,514.07	24,774.43
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	24,444.43
02/07/2024	Expenditure		No	IRS	USATAXPYMT IRS 020724 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,157.29	21,287.14
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	20,957.14
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	Payroll expenses	-121.50	20,835.64
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	-Split-	-10,998.45	9,837.19
02/22/2024	Expenditure		No	IRS	USATAXPYMT IRS 022224 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,157.25	6,679.94

Pensacola and Perdido Bays Estuary Program, Inc.

General Ledger

January - March, 2024

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
02/27/2024	Expenditure		No		EMPL FEE HSA BANK 022724 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-10.00	6,669.94
02/28/2024	Transfer		No		02/28 13:48 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP GENERAL OPERATING ACCOUNT (7393)	25,162.81	31,832.75
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	66.22	31,898.97
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	-Split-	-10,442.25	21,456.72
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	21,126.72
03/01/2024	Expenditure		No		CORP PAY PPBEP PRA 030124 - NORMAL ACH DEBIT	-Split-	-3,790.10	17,336.62
03/06/2024	Expenditure		No	IRS	USATAXPYMT IRS 030624 - NORMAL ACH DEBIT	Payroll wages and tax to pay	-3,157.31	14,179.31
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	-Split-	-13,531.58	647.73
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	317.73
03/21/2024	Transfer		No		03/21 08:50 TM XFR TO XXXXXXXX727407 - TREASURY MANAGER DR	PPBEP GENERAL OPERATING ACCOUNT (7393)	25,000.00	25,317.73
03/21/2024	Expenditure		No	IRS	USATAXPYMT IRS - FORCE PAY-DR	Payroll wages and tax to pay	-3,200.95	22,116.78
03/26/2024	Expenditure		No		EMPL FEE HSA BANK 032624 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-10.00	22,106.78
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	Payroll expenses	-132.00	21,974.78
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	-Split-	-10,830.14	11,144.64
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	Payroll expenses:Health insurance & accident plans	-330.00	10,814.64
03/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	Investment income:Interest Income	54.15	10,868.79
Total for PPBEP PAYROLL ACCOUNT (7407)							\$ -6,880.32	
Accounts Receivable (A/R)								
01/01/2024	Pledge	Bloom91 (1)	No	Miyatsu, Toshiya		Services	100.00	100.00
01/01/2024	Payment	Bloom91 (1)	No	Miyatsu, Toshiya		PPBEP DONATION ACCOUNT (7423)	-100.00	0.00
02/01/2024	Pledge	Bloom92 (1)	No	Miyatsu, Toshiya		Services	100.00	100.00
02/01/2024	Payment	Bloom92 (1)	No	Miyatsu, Toshiya		PPBEP DONATION ACCOUNT (7423)	-100.00	0.00
03/01/2024	Payment	Bloom94 (1)	No	Brister, Dalton		PPBEP DONATION ACCOUNT (7423)	-240.00	-240.00
03/01/2024	Payment	Bloom93 (1)	No	Miyatsu, Toshiya		PPBEP DONATION ACCOUNT (7423)	-100.00	-340.00
03/01/2024	Pledge	Bloom93 (1)	No	Miyatsu, Toshiya		Services	100.00	-240.00
03/01/2024	Pledge	Bloom94 (1)	No	Brister, Dalton		Services	240.00	0.00
Total for Accounts Receivable (A/R)							\$0.00	
Payroll in Transit								
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	10,442.25	10,442.25
03/01/2024	Journal Entry	CRI 7	Yes		To reverse the payroll in transit entry from February	-Split-	-10,442.25	0.00
Total for Payroll in Transit							\$0.00	
Prepaid expenses								
Beginning Balance								5,412.35
01/31/2024	Journal Entry	CRI 3 Prepaid Insurc.	Yes		Monthly Prepaid JE	-Split-	-601.37	4,810.98
02/29/2024	Journal Entry	CRI 5	Yes		Monthly Prepaid JE	-Split-	-601.37	4,209.61
03/31/2024	Journal Entry	CRI 8	Yes		Monthly Prepaid JE	-Split-	-601.37	3,608.24
Total for Prepaid expenses							\$ -1,804.11	
Accounts Payable (A/P)								
Beginning Balance								12,675.00
01/29/2024	Bill	1	No	SafeNav Marine, LLC		Other Business Expenses	750.00	13,425.00
01/30/2024	Bill Payment (Check)		No	Carr Riggs & Ingram, LLC		PPBEP GENERAL OPERATING ACCOUNT (7393)	-11,475.00	1,950.00
01/31/2024	Bill Payment (Check)	1004	No	Pensacola Community Action Network		PPBEP GENERAL OPERATING ACCOUNT (7393)	-1,200.00	750.00
02/28/2024	Bill	127699	No	Beggs & Lane, RLLP		Contract & professional fees:Legal fees	3,015.00	3,765.00
03/08/2024	Bill	128172	No	Beggs & Lane, RLLP		Contract & professional fees:Legal fees	495.00	4,260.00
03/08/2024	Bill Payment (Check)		No	Carr Riggs & Ingram, LLC		PPBEP GENERAL OPERATING ACCOUNT (7393)	-3,705.00	555.00
03/12/2024	Bill Payment (Check)	1009	No	Beggs & Lane, RLLP		PPBEP GENERAL OPERATING ACCOUNT (7393)	-3,015.00	-2,460.00
03/13/2024	Bill Payment (Check)	1006	No	Beggs & Lane, RLLP		PPBEP GENERAL OPERATING ACCOUNT (7393)	-495.00	-2,955.00
03/29/2024	Bill	17900948	No	Carr Riggs & Ingram, LLC		Contract & professional fees:Accounting fees	14,914.43	11,959.43
Total for Accounts Payable (A/P)							\$ -715.57	
HW Purchasing Card								
Beginning Balance								405.07
01/03/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	Office expenses:Software & apps	90.00	495.07
01/04/2024	Expenditure		No	Verizon	VZWRLSS*APOCC VISB	Occupancy:Utilities	50.51	545.58
01/04/2024	Expenditure		No	Gulf of Mexico Alliance	GULF MEX ALLIANCE	Travel:Conference Expense	1,250.00	1,795.58
01/08/2024	Expenditure		No	USPS	USPS PO XXXXXX0002	Office expenses:Shipping & postage	9.65	1,805.23
01/10/2024	Expenditure		No	Best Buy	BESTBUYCOMXXXXXXXXX0535	Office expenses:Office supplies	169.98	1,975.21
01/15/2024	Expenditure		No	Four Points	FOUR POINTS TALLAHASSE	Travel:Hotels	199.00	2,174.21
01/16/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	Advertising & marketing:Website ads	81.00	2,255.21
01/16/2024	Expenditure		No		CULLIGAN OF FORT WALTON	Office expenses:Merchant account fees	25.47	2,280.68
01/18/2024	Expenditure		No	CoCo Designs	IN *COCO DESIGN	Supplies:Supplies & materials	378.00	2,658.68
01/18/2024	Transfer		No		CARD PYMT HANCOCK WHITNEY 011824 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	-405.07	2,253.61
01/23/2024	Expenditure		No	Fondriest Environmental, Inc	FONDRIEST ENVIRONMENTAL I	Office expenses:Small tools & equipment	1,503.11	3,756.72
01/26/2024	Expenditure		No		CPC OFFICE TECHNOLOGIES	Office expenses:Equipment lease & maintenance	5.70	3,762.42
01/26/2024	Expenditure		No	Bloomerang	BLOOMERANG	Office expenses:Memberships & subscriptions	725.52	4,487.94

Pensacola and Perdido Bays Estuary Program, Inc.

General Ledger

January - March, 2024

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
02/05/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	Office expenses:Software & apps	90.00	4,577.94
02/05/2024	Expenditure		No	Verizon	VZWLSS*APOCC VISB	Occupancy:Utilities	50.51	4,628.45
02/05/2024	Expenditure		No	Amazon	AMAZON.COM*R26D758P2	Supplies	24.82	4,653.27
02/12/2024	Expenditure		No	Wufoo	SMK*WUFOO.COM CHARGE	Office expenses:Software & apps	349.00	5,002.27
02/12/2024	Expenditure		No	State of Florida	Registration Fee NIC*-FL SUNBIZ.ORG	Service Charges	70.00	5,072.27
02/16/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	Advertising & marketing:Website ads	81.00	5,153.27
02/16/2024	Expenditure		No		CULLIGAN OF FORT WALTON	Office expenses:Merchant account fees	42.45	5,195.72
02/19/2024	Expenditure		No	Exxon	EXXON FAST TRACK #200	Vehicle expenses:Vehicle gas & fuel	65.65	5,261.37
02/19/2024	Expenditure		No	AnyPromo	ANYPROMO.COM	Office expenses:Office supplies	340.17	5,601.54
02/19/2024	Expenditure		No	Bluehost	WEB*BLUEHOST.COM	Office expenses:Software & apps	89.88	5,691.42
02/20/2024	Expenditure		No	Amazon	AMZN MKTP US*RI0P16PU1	Supplies:Supplies & materials	131.72	5,823.14
02/21/2024	Credit Card Payment		No	Hancock Whitney	CARD PYMT HANCOCK WHITNEY 022124 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	-4,487.94	1,335.20
02/26/2024	Expenditure		No	Hilton	HILTON HOTELS	Travel:Hotels	1,195.00	2,530.20
02/26/2024	Expenditure		No	Hilton	HILTON HOTELS	Travel:Hotels	1,285.30	3,815.50
02/26/2024	Expenditure		No	Hilton	HILTON HOTELS	Travel:Hotels	1,363.00	5,178.50
02/26/2024	Expenditure		No	Hilton	HILTON HOTELS	Travel:Hotels	1,195.00	6,373.50
02/26/2024	Expenditure		No	Raceway	RACEWAY6855 97768550	Vehicle expenses:Vehicle gas & fuel	58.76	6,432.26
02/26/2024	Expenditure		No	Chevron	CHEVRON 0042059	Vehicle expenses:Vehicle gas & fuel	58.58	6,490.84
02/26/2024	Expenditure		No	Enterprise Rent-A-Car	ENTERPRISE RENT-A-CAR	Travel:Vehicle rental	1,139.74	7,630.58
02/29/2024	Expenditure		No	Publix	PUBLIX #1522	Supplies	39.11	7,669.69
03/01/2024	Expenditure		No	GoDaddy	DNH*GODADDY.COM	Office expenses:Memberships & subscriptions	4.99	7,674.68
03/01/2024	Expenditure		No	Bay Area Printing	BAY AREA PRINTING & GRAPH	Office expenses:Printing & photocopying	141.00	7,815.68
03/01/2024	Expenditure		No	Panera Bread	PANERA BREAD #600912 O	Meals	68.34	7,884.02
03/01/2024	Expenditure		No	Publix	PUBLIX #1522	Supplies	195.21	8,079.23
03/04/2024	Expenditure		No	GoDaddy	DNH*GODADDY.COM	Office expenses:Memberships & subscriptions	48.17	8,127.40
03/04/2024	Expenditure		No	Verizon	VZWLSS*APOCC VISB	Occupancy:Utilities	50.51	8,177.91
03/04/2024	Expenditure		No		GANNETT MEDIA CO	Advertising & marketing:Website ads	1.00	8,178.91
03/04/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	Office expenses:Software & apps	90.00	8,268.91
03/04/2024	Expenditure		No	Enterprise Rental Car Toll Payment	ERAC TOLL 857739222	Office expenses:Parking	6.03	8,274.94
03/05/2024	Expenditure		No	Amazon	AMZN MKTP US*RZ72R2511	Supplies:Supplies & materials	14.83	8,289.77
03/07/2024	Expenditure		No	Amazon	AMZN MKTP US*RN2ED7I80	Supplies:Supplies & materials	55.39	8,345.16
03/12/2024	Expenditure		No	pc/Nametag	Lanyards and badgholders	Office expenses:Office supplies	409.86	8,755.02
03/12/2024	Expenditure		No	Amazon	AMZN MKTP US*R617X26K0	Supplies:Supplies & materials	206.34	8,961.36
03/14/2024	Expenditure		No	Mickeys Nametags	Staff nametags	Office expenses:Office supplies	22.53	8,983.89
03/15/2024	Expenditure		No	Glaze Communications	GLAZE COMMUNICATIONS SERV	Office expenses:Software & apps	347.66	9,331.55
03/18/2024	Expenditure		No	City of Gulf Breeze	CITY OF GULF BREEZE PARKI	Office expenses:Parking	4.16	9,335.71
03/18/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	Advertising & marketing:Website ads	81.00	9,416.71
03/18/2024	Credit Card Payment		No		PAYMENT RECEIVED -- THANK	PPBEP GENERAL OPERATING ACCOUNT (7393)	-7,630.58	1,786.13
03/18/2024	Expenditure		No		CULLIGAN OF FORT WALTON	Office expenses:Merchant account fees	33.96	1,820.09
03/19/2024	Credit Card Credit		No	Hilton	HILTON HOTELS	Travel:Hotels	-6.30	1,813.79
03/19/2024	Credit Card Credit		No	Hilton	HILTON HOTELS	Travel:Hotels	-42.00	1,771.79
03/25/2024	Expenditure		No	Panera Bread	PANERA BREAD #600912 O	Meals	69.16	1,840.95
03/28/2024	Expenditure		No		CPC OFFICE TECHNOLOGIES	Office expenses:Equipment lease & maintenance	36.31	1,877.26
Total for HW Purchasing Card							\$1,472.19	
Insurance Payable								
Beginning Balance								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	835.90	1,371.80
01/05/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	-535.90	835.90
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	835.90	1,671.80
02/02/2024	Expenditure		No			PPBEP GENERAL OPERATING ACCOUNT (7393)	-1,671.80	0.00
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	835.90	835.90
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	835.90	1,671.80
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	835.90	2,507.70
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-835.90	1,671.80
03/01/2024	Expenditure		No		CORP PAY PPBEP PRA 030124 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-1,671.80	0.00
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	835.90	835.90
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	835.90	1,671.80
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	835.90	2,507.70
Total for Insurance Payable							\$1,971.80	
Payroll wages and tax to pay								
Beginning Balance								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	3,157.29	3,157.35
01/10/2024	Expenditure		No	IRS	USATAXPYMT IRS 011024 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-3,157.29	0.06
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	3,157.25	3,157.31
01/24/2024	Expenditure		No	IRS	USATAXPYMT IRS 012424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-3,157.25	0.06

Pensacola and Perdido Bays Estuary Program, Inc.

General Ledger

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DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
01/31/2024	Journal Entry	CRI 4	Yes		To adjust payroll liability	-Split-	-0.06	0.00
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,157.29	3,157.29
02/07/2024	Expenditure		No	IRS	USATAXPYMT IRS 020724 -	PPBEP PAYROLL ACCOUNT (7407)	-3,157.29	0.00
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,157.25	3,157.25
02/22/2024	Expenditure		No	IRS	USATAXPYMT IRS 022224	PPBEP PAYROLL ACCOUNT (7407)	-3,157.25	0.00
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-3,157.31	-3,157.31
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,157.31	0.00
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	3,157.31	3,157.31
03/06/2024	Expenditure		No	IRS	USATAXPYMT IRS 030624 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	-3,157.31	0.00
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,200.95	3,200.95
03/21/2024	Expenditure		No	IRS	USATAXPYMT IRS - FORCE PAY-DR	PPBEP PAYROLL ACCOUNT (7407)	-3,200.95	0.00
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,221.53	3,221.53
Total for Payroll wages and tax to pay							\$3,221.47	
FL SUI Payable								
Beginning Balance								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	341.08	1,205.08
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	319.41	1,524.49
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	165.38	1,689.87
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	102.92	1,792.79
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-16.20	1,776.59
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	16.20	1,792.79
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	16.20	1,808.99
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	11.34	1,820.33
Total for FL SUI Payable							\$956.33	
Total for Payroll wages and tax to pay with sub-accounts							\$4,177.80	
Retained Earnings								
Beginning Balance								
Total for Retained Earnings								256,192.56
Contributed income								
03/01/2024	Deposit		No		DEPOSIT	PPBEP DONATION ACCOUNT (7423)	1,000.00	1,000.00
03/22/2024	Deposit		No		DIRECT PAY FLORIDA STATE UN 032224 - ACH CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	5,601.10	6,601.10
Total for Contributed income							\$6,601.10	
Investment income								
Interest Income								
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP PAYROLL ACCOUNT (7407)	108.50	108.50
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP DONATION ACCOUNT (7423)	105.59	214.09
01/31/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	791.97	1,006.06
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP PAYROLL ACCOUNT (7407)	66.22	1,072.28
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	576.21	1,648.49
02/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP DONATION ACCOUNT (7423)	99.56	1,748.05
03/01/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP DONATION ACCOUNT (7423)	111.88	1,859.93
03/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP PAYROLL ACCOUNT (7407)	54.15	1,914.08
03/29/2024	Deposit		No		IOD INTEREST PAID - DDA CREDIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	439.47	2,353.55
Total for Interest Income							\$2,353.55	
Total for Investment income							\$2,353.55	
Services								
01/01/2024	Pledge	Bloom91 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	100.00
02/01/2024	Pledge	Bloom92 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	200.00
03/01/2024	Pledge	Bloom93 (1)	No	Miyatsu, Toshiya		Accounts Receivable (A/R)	100.00	300.00
03/01/2024	Pledge	Bloom94 (1)	No	Brister, Dalton		Accounts Receivable (A/R)	240.00	540.00
Total for Services							\$540.00	
Advertising & marketing								
Website ads								
01/16/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	HW Purchasing Card	81.00	81.00
02/16/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	HW Purchasing Card	81.00	162.00
03/04/2024	Expenditure		No		GANNETT MEDIA CO	HW Purchasing Card	1.00	163.00
03/18/2024	Expenditure		No	Constant Contact	EIG*CONSTANTCONTACT.COM	HW Purchasing Card	81.00	244.00
Total for Website ads							\$244.00	
Total for Advertising & marketing							\$244.00	
Contract & professional fees								
Accounting fees								
03/29/2024	Bill	17900948	No	Carr Riggs & Ingram, LLC	General ledger accounting services for February	Accounts Payable (A/P)	14,914.43	14,914.43
Total for Accounting fees							\$14,914.43	

Pensacola and Perdido Bays Estuary Program, Inc.

General Ledger

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DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Legal fees								
02/28/2024	Bill	127699	No	Beggs & Lane, RLLP	Beggs & Lane, RLLP	Accounts Payable (A/P)	3,015.00	3,015.00
03/08/2024	Bill	128172	No	Beggs & Lane, RLLP	Beggs & Lane, RLLP	Accounts Payable (A/P)	495.00	3,510.00
Total for Legal fees							\$3,510.00	
Total for Contract & professional fees							\$18,424.43	
Insurance								
01/03/2024	Expenditure		No		WC INS Bridgefield Casu 010324 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	190.45	190.45
01/04/2024	Expenditure		No		INS.PREM Cincinnati Insur 010424 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	1,277.00	1,467.45
01/31/2024	Deposit		No		PAYROLL 50350003 PENSACO 013124 - ACH CREDIT	PPBEP PAYROLL ACCOUNT (7407)	-180.00	1,287.45
01/31/2024	Journal Entry	CRI 3 Prepaid Insurc.	Yes		Monthly Prepaid JE	-Split-	601.37	1,888.82
02/02/2024	Expenditure		No		WC INS Bridgefield Casu 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	190.45	2,079.27
02/29/2024	Journal Entry	CRI 5	Yes		Monthly Prepaid JE	-Split-	601.37	2,680.64
03/04/2024	Expenditure		No		WC INS Bridgefield Casu 030424 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	190.45	2,871.09
03/04/2024	Expenditure		No		INS.PREM Cincinnati Insur 030424 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	1,240.00	4,111.09
03/31/2024	Journal Entry	CRI 8	Yes		Monthly Prepaid JE	-Split-	601.37	4,712.46
Total for Insurance							\$4,712.46	
Meals								
03/01/2024	Expenditure		No	Panera Bread	PANERA BREAD #600912 O	HW Purchasing Card	68.34	68.34
03/25/2024	Expenditure		No	Panera Bread	PANERA BREAD #600912 O	HW Purchasing Card	69.16	137.50
Total for Meals							\$137.50	
Occupancy								
Utilities								
01/04/2024	Expenditure		No	Verizon	VZWLSS*APOCC VISB	HW Purchasing Card	50.51	50.51
02/05/2024	Expenditure		No	Verizon	VZWLSS*APOCC VISB	HW Purchasing Card	50.51	101.02
03/04/2024	Expenditure		No	Verizon	VZWLSS*APOCC VISB	HW Purchasing Card	50.51	151.53
Total for Utilities							\$151.53	
Total for Occupancy							\$151.53	
Office expenses								
01/31/2024	Journal Entry	CRI 4	Yes		To adjust payroll liability	-Split-	-0.06	-0.06
Total for Office expenses							\$ -0.06	
Bank fees & service charges								
01/04/2024	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	3.50	3.50
Total for Bank fees & service charges							\$3.50	
Equipment lease & maintenance								
01/26/2024	Expenditure		No		CPC OFFICE TECHNOLOGIES	HW Purchasing Card	5.70	5.70
03/28/2024	Expenditure		No		CPC OFFICE TECHNOLOGIES	HW Purchasing Card	36.31	42.01
Total for Equipment lease & maintenance							\$42.01	
Memberships & subscriptions								
01/26/2024	Expenditure		No	Bloomerang	BLOOMERANG	HW Purchasing Card	725.52	725.52
03/01/2024	Expenditure		No	GoDaddy	DNH*GODADDY.COM	HW Purchasing Card	4.99	730.51
03/04/2024	Expenditure		No	GoDaddy	DNH*GODADDY.COM	HW Purchasing Card	48.17	778.68
Total for Memberships & subscriptions							\$778.68	
Merchant account fees								
01/16/2024	Expenditure		No		CULLIGAN OF FORT WALTON	HW Purchasing Card	25.47	25.47
02/05/2024	Expenditure		No			PPBEP DONATION ACCOUNT (7423)	3.50	28.97
02/16/2024	Expenditure		No		CULLIGAN OF FORT WALTON	HW Purchasing Card	42.45	71.42
03/01/2024	Expenditure		No		Dalton Brister	PPBEP DONATION ACCOUNT (7423)	7.98	79.40
03/01/2024	Expenditure		No		Miyatsu, Toshiya	PPBEP DONATION ACCOUNT (7423)	3.50	82.90
03/18/2024	Expenditure		No		CULLIGAN OF FORT WALTON	HW Purchasing Card	33.96	116.86
Total for Merchant account fees							\$116.86	
Office supplies								
01/10/2024	Expenditure		No	Best Buy	Projector and portable stand	HW Purchasing Card	169.98	169.98
02/19/2024	Expenditure		No	AnyPromo	Reusable utensil kits	HW Purchasing Card	340.17	510.15
03/12/2024	Expenditure		No	pc/Nametag	Lanyards and badgholders	HW Purchasing Card	409.86	920.01
03/14/2024	Expenditure		No	Mickeys Nametags	Staff nametags	HW Purchasing Card	22.53	942.54
03/31/2024	Journal Entry	CRI 10	Yes		To adjust the Wages and salaries to match quarterly return	-Split-	-0.07	942.47
Total for Office supplies							\$942.47	
Parking								
03/04/2024	Expenditure		No	Enterprise Rental Car Toll Payment	ERAC TOLL 857739222	HW Purchasing Card	6.03	6.03
03/18/2024	Expenditure		No	City of Gulf Breeze	CITY OF GULF BREEZE PARKI	HW Purchasing Card	4.16	10.19
Total for Parking							\$10.19	
Printing & photocopying								
03/01/2024	Expenditure		No	Bay Area Printing	BAY AREA PRINTING & GRAPH	HW Purchasing Card	141.00	141.00

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Total for Printing & photocopying							\$141.00	
Shipping & postage								
01/08/2024	Expenditure		No	USPS	USPS PO XXXXXX0002	HW Purchasing Card	9.65	9.65
Total for Shipping & postage							\$9.65	
Small tools & equipment								
01/23/2024	Expenditure		No	Fondriest Environmental, Inc	Turbidity sensor	HW Purchasing Card	1,503.11	1,503.11
Total for Small tools & equipment							\$1,503.11	
Software & apps								
01/03/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	HW Purchasing Card	90.00	90.00
02/05/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	HW Purchasing Card	90.00	180.00
02/12/2024	Expenditure		No	Wufoo	Wufoo form Annual Subscription	HW Purchasing Card	349.00	529.00
02/19/2024	Expenditure		No	Bluehost	Estuary 101 SSL Renewal	HW Purchasing Card	89.88	618.88
03/04/2024	Expenditure		No	QuickBooks Payments	INTUIT *QBOOKS ONLINE	HW Purchasing Card	90.00	708.88
03/15/2024	Expenditure		No	Glaze Communications	GLAZE COMMUNICATIONS SERV	HW Purchasing Card	347.66	1,056.54
Total for Software & apps							\$1,056.54	
Total for Office expenses with sub-accounts							\$4,603.95	
Other Business Expenses								
01/29/2024	Bill	1	No	SafeNav Marine, LLC	Kayak Safety Training	Accounts Payable (A/P)	750.00	750.00
Total for Other Business Expenses							\$750.00	
Payroll expenses								
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	180.00	180.00
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	236.50	416.50
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524	PPBEP PAYROLL ACCOUNT (7407)	121.50	538.00
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	132.00	670.00
Total for Payroll expenses							\$670.00	
FICA tax								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	327.21	327.21
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	404.31	731.52
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	67.93	799.45
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	166.99	966.44
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	658.88	1,625.32
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	237.13	1,862.45
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	70.41	1,932.86
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	96.58	2,029.44
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	316.23	2,345.67
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	412.81	2,758.48
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	140.83	2,899.31
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	88.02	2,987.33
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	316.23	3,303.56
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	465.61	3,769.17
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	96.57	3,865.74
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-451.62	3,414.12
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-48.29	3,365.83
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-358.82	3,007.01
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	48.29	3,055.30
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	37.31	3,092.61
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	451.62	3,544.23
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	70.42	3,614.65
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	358.82	3,973.47
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-70.42	3,903.05
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-37.31	3,865.74
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	358.82	4,224.56
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	451.62	4,676.18
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	70.42	4,746.60
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	48.29	4,794.89
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	37.31	4,832.20
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	489.34	5,321.54
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	489.34	5,810.88
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	32.13	5,843.01
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	171.19	6,014.20
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	193.15	6,207.35
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	145.04	6,352.39
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	70.42	6,422.81
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	386.64	6,809.45

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03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	-1,227.20	5,582.25
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	1,227.20	6,809.45
Total for FICA tax							\$6,809.45	
FL SUI								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	110.85	110.85
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	17.05	127.90
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	68.22	196.12
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	144.96	341.08
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	207.62	548.70
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	79.85	628.55
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	31.94	660.49
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	49.61	710.10
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	16.54	726.64
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	66.15	792.79
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	33.08	825.87
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	30.88	856.75
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	10.29	867.04
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	48.89	915.93
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	12.87	928.80
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	7.90	936.70
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-0.81	935.89
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	0.41	936.30
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	0.81	937.11
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1.62	938.73
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-0.41	938.32
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-7.90	930.42
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-1.62	928.80
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	5.47	934.27
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-5.47	928.80
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	0.81	929.61
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	0.41	930.02
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	1.62	931.64
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	5.47	937.11
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	7.90	945.01
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1.06	946.07
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	4.24	950.31
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1.59	951.90
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2.12	954.02
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	0.74	954.76
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1.59	956.35
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	273.31	1,229.66
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	-273.31	956.35
Total for FL SUI							\$956.35	
Health insurance & accident plans								
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	207.25	207.25
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	292.70	499.95
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	330.00	829.95
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	318.77	1,148.72
01/04/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	17.18	1,165.90
01/05/2024	Expenditure		No		CORP PAY PPBEP PRA 010524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1,138.97	2,304.87
01/05/2024	Expenditure		No		CORP PAY PPBEP PRA 010524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	813.56	3,118.43
01/05/2024	Expenditure		No		CORP PAY PPBEP PRA 010524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	162.70	3,281.13
01/05/2024	Expenditure		No		CORP PAY PPBEP PRA 010524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1,138.97	4,420.10
01/05/2024	Expenditure		No		BACK HSA PPBEP PRA 010524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	150.00	4,570.10
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	493.83	5,063.93
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	300.55	5,364.48
01/18/2024	Expenditure		No		Employee HSA Contribution	PPBEP PAYROLL ACCOUNT (7407)	330.00	5,694.48
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	41.52	5,736.00
01/26/2024	Expenditure		No		EMPL FEE HSA BANK 012624 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	10.00	5,746.00
02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	661.97	6,407.97
02/02/2024	Expenditure		No		HSA EE Contribution	PPBEP PAYROLL ACCOUNT (7407)	330.00	6,737.97
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	83.05	6,821.02
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	210.70	7,031.72
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	376.43	7,408.15
02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	17.65	7,425.80

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02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	176.53	7,602.33
02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	962.06	8,564.39
02/02/2024	Expenditure		No		FMIT PPBEP GOA 020224 - NORMAL ACH DEBIT	PPBEP GENERAL OPERATING ACCOUNT (7393)	300.09	8,864.48
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	165.73	9,030.21
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	165.73	9,195.94
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	407.57	9,603.51
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	210.70	9,814.21
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	51.90	9,866.11
02/15/2024	Expenditure		No		HSA Contribution	PPBEP PAYROLL ACCOUNT (7407)	330.00	10,196.11
02/27/2024	Expenditure		No		EMPL FEE HSA BANK	PPBEP PAYROLL ACCOUNT (7407)	10.00	10,206.11
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	242.90	10,449.01
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-82.86	10,366.15
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-0.86	10,365.29
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-467.76	9,897.53
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-41.52	9,856.01
02/29/2024	Journal Entry	CRI 6	Yes			-Split-	-242.90	9,613.11
02/29/2024	Expenditure		No		Employee HSA Contribution	PPBEP PAYROLL ACCOUNT (7407)	330.00	9,943.11
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	82.86	10,025.97
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	0.86	10,026.83
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	467.76	10,494.59
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	41.52	10,536.11
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	82.86	10,618.97
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	197.97	10,816.94
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	925.52	11,742.46
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	0.86	11,743.32
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	467.76	12,211.08
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	98.99	12,310.07
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	41.52	12,351.59
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	242.90	12,594.49
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	69.29	12,663.78
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	678.05	13,341.83
03/01/2024	Expenditure		No		FMIT Payment	PPBEP PAYROLL ACCOUNT (7407)	148.48	13,490.31
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	417.95	13,908.26
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	330.00	14,238.26
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	417.95	14,656.21
03/26/2024	Expenditure		No		EMPL FEE HSA BANK 032624 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	10.00	14,666.21
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	43.25	14,709.46
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	331.46	15,040.92
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	167.45	15,208.37
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	252.22	15,460.59
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	330.00	15,790.59
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	41.52	15,832.11
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	-6,535.75	9,296.36
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	6,535.75	15,832.11
Total for Health insurance & accident plans							\$15,832.11	
HSA ER								
01/23/2024	Expenditure		No		PAYROLL NATPAY-13694854 012324 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	4,000.00	4,000.00
Total for HSA ER							\$4,000.00	
Reimbursement								
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	142.00	142.00
01/18/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	1,154.20	1,296.20
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	71.81	1,368.01
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	316.12	1,684.13
02/15/2024	Expenditure		No			PPBEP PAYROLL ACCOUNT (7407)	240.05	1,924.18
03/14/2024	Expenditure		No		Gulf of Mexico Conference February 2024 - per diem	PPBEP PAYROLL ACCOUNT (7407)	1,380.00	3,304.18
03/14/2024	Expenditure		No		February 2024 Mileage	PPBEP PAYROLL ACCOUNT (7407)	40.75	3,344.93
03/14/2024	Expenditure		No		Gulf of Mexico Conference February 2024 - per diem and hotel charged to personal card	PPBEP PAYROLL ACCOUNT (7407)	1,540.00	4,884.93
Total for Reimbursement							\$4,884.93	
Salaries & wages								
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	5,285.10	5,285.10
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	4,277.19	9,562.29
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2,182.85	11,745.14
01/04/2024	Expenditure		No		PAYROLL 50350003 PENSACO 010424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	887.97	12,633.11
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	8,416.88	21,049.99
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	3,295.79	24,345.78

Pensacola and Perdido Bays Estuary Program, Inc.

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DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
01/18/2024	Expenditure		No		PAYROLL 50350003 PENSACO 011824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	920.45	25,266.23
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224	PPBEP PAYROLL ACCOUNT (7407)	4,133.70	29,399.93
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224	PPBEP PAYROLL ACCOUNT (7407)	1,840.89	31,240.82
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224	PPBEP PAYROLL ACCOUNT (7407)	5,396.10	36,636.92
02/02/2024	Expenditure		No		PAYROLL 50350003 PENSACO 020224	PPBEP PAYROLL ACCOUNT (7407)	1,262.40	37,899.32
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524	PPBEP PAYROLL ACCOUNT (7407)	1,150.55	39,049.87
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524	PPBEP PAYROLL ACCOUNT (7407)	1,262.41	40,312.28
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524	PPBEP PAYROLL ACCOUNT (7407)	6,086.43	46,398.71
02/15/2024	Expenditure		No		PAYROLL 50350003 PENSACO 021524	PPBEP PAYROLL ACCOUNT (7407)	4,133.70	50,532.41
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924	PPBEP PAYROLL ACCOUNT (7407)	487.71	51,020.12
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924	PPBEP PAYROLL ACCOUNT (7407)	5,903.40	56,923.52
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924	PPBEP PAYROLL ACCOUNT (7407)	4,690.33	61,613.85
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924	PPBEP PAYROLL ACCOUNT (7407)	920.45	62,534.30
02/29/2024	Journal Entry	CRI 6	Yes		To reverse the payroll into payroll in transit	-Split-	-4,690.33	57,843.97
02/29/2024	Journal Entry	CRI 6	Yes		To reverse the payroll into payroll in transit	-Split-	-920.45	56,923.52
02/29/2024	Journal Entry	CRI 6	Yes		To reverse the payroll into payroll in transit	-Split-	-5,903.40	51,020.12
02/29/2024	Journal Entry	CRI 6	Yes		To reverse the payroll into payroll in transit	-Split-	-487.71	50,532.41
02/29/2024	Journal Entry	CRI 6	Yes		To reverse the payroll into payroll in transit	-Split-	-631.20	49,901.21
02/29/2024	Expenditure		No		PAYROLL 50350003 PENSACO 022924	PPBEP PAYROLL ACCOUNT (7407)	631.20	50,532.41
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	920.45	51,452.86
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	4,690.33	56,143.19
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	631.20	56,774.39
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	487.71	57,262.10
03/01/2024	Journal Entry	CRI 7	Yes			-Split-	5,903.40	63,165.50
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	6,396.55	69,562.05
03/14/2024	Expenditure		No		PAYROLL 50350003 PENSACO 031424 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	6,396.55	75,958.60
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	1,895.87	77,854.47
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	5,054.14	82,908.61
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	920.44	83,829.05
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	420.00	84,249.05
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2,524.82	86,773.87
03/28/2024	Expenditure		No		PAYROLL 50350003 PENSACO 032824 - NORMAL ACH DEBIT	PPBEP PAYROLL ACCOUNT (7407)	2,237.83	89,011.70
03/31/2024	Journal Entry	CRI 10	Yes		To adjust the Wages and salaries to match quarterly return	-Split-	0.07	89,011.77
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	16,041.86	105,053.63
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	-16,041.86	89,011.77
Total for Salaries & wages							\$89,011.77	
Total for Payroll expenses with sub-accounts							\$122,164.61	
Service Charges								
02/12/2024	Expenditure		No	State of Florida	Annual State registration Fee	HW Purchasing Card	70.00	70.00
Total for Service Charges							\$70.00	
Supplies								
02/05/2024	Expenditure		No	Amazon	5 Gallon carboy for DI Water	HW Purchasing Card	24.82	24.82
02/29/2024	Expenditure		No	Publix	PUBLIX #1522	HW Purchasing Card	39.11	63.93
03/01/2024	Expenditure		No	Publix	PUBLIX #1522	HW Purchasing Card	195.21	259.14
Total for Supplies							\$259.14	
Supplies & materials								
01/18/2024	Expenditure		No	CoCo Designs	PPBEP annual hosting	HW Purchasing Card	378.00	378.00
02/20/2024	Expenditure		No	Amazon	Easels and sticker dots for workshop	HW Purchasing Card	131.72	509.72
03/05/2024	Expenditure		No	Amazon	AMZN MKTP US*RZ72R25I1	HW Purchasing Card	14.83	524.55
03/07/2024	Expenditure		No	Amazon	AMZN MKTP US*RN2ED7I80	HW Purchasing Card	55.39	579.94
03/12/2024	Expenditure		No	Amazon	AMZN MKTP US*R617X26K0	HW Purchasing Card	206.34	786.28
Total for Supplies & materials							\$786.28	
Total for Supplies with sub-accounts							\$1,045.42	
Travel								
Conference Expense								
01/04/2024	Expenditure		No	Gulf of Mexico Alliance	Conference Registration (5 staff)	HW Purchasing Card	1,250.00	1,250.00
Total for Conference Expense							\$1,250.00	
Hotels								
01/15/2024	Expenditure		No	Four Points	FOUR POINTS TALLAHASSE	HW Purchasing Card	199.00	199.00
02/26/2024	Expenditure		No	Hilton	Hotel - Conference	HW Purchasing Card	1,363.00	1,562.00
02/26/2024	Expenditure		No	Hilton	Hotel - Conference	HW Purchasing Card	1,195.00	2,757.00
02/26/2024	Expenditure		No	Hilton	Hotel stay - conference	HW Purchasing Card	1,195.00	3,952.00
02/26/2024	Expenditure		No	Hilton	Hotel - Conference	HW Purchasing Card	1,285.30	5,237.30
03/19/2024	Credit Card Credit		No	Hilton	HILTON HOTELS	HW Purchasing Card	-42.00	5,195.30

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DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03/19/2024	Credit Card Credit		No	Hilton	HILTON HOTELS	HW Purchasing Card	-6.30	5,189.00
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	-2,308.50	2,880.50
03/31/2024	Journal Entry	CRI 9	Yes		To reclass all items on UWF to General Fund	-Split-	2,308.50	5,189.00
Total for Hotels							\$5,189.00	
Vehicle rental								
02/26/2024	Expenditure		No	Enterprise Rent-A-Car	Car rental - Conference at gulf of Mexico	HW Purchasing Card	1,139.74	1,139.74
Total for Vehicle rental							\$1,139.74	
Total for Travel							\$7,578.74	
Vehicle expenses								
Vehicle gas & fuel								
02/19/2024	Expenditure		No	Exxon	Gas- Gulf of Mexico conference travel	HW Purchasing Card	65.65	65.65
02/26/2024	Expenditure		No	Raceway	Gas - Conference travel to gulf of Mexico	HW Purchasing Card	58.76	124.41
02/26/2024	Expenditure		No	Chevron	Gas - Conference travel to gulf of Mexico	HW Purchasing Card	58.58	182.99
Total for Vehicle gas & fuel							\$182.99	
Total for Vehicle expenses							\$182.99	



Agenda Item 4.c.

Approval of FY23-24 Mid-Year Budget Amendment

Background: Based on revenue and expenditures through the 2nd quarter of FY2023-2024, staff propose the following mid-year budget amendments to the initial budget adopted by the Board in July 2023.

Recommendation: Recommend the Subcommittee approve, and recommend approval to the Board, the FY23-24 Mid-year Budget Amendment.

Financial Impact: The Board adopted operating budget for FY23-24 is currently \$967,117.78. The proposed mid-year amendment for the FY23-24 operating budget totals \$959,555.59. Sufficient revenue exists to cover expenditures.

Legal Review: N/A

Pensacola & Perdido Bays Estuary Program FY 2023-2024 Proposed Operating Budget Mid-Year Amendment

Revenue	FY23-24 Adopted	FY23-24 Proposed Amendment	
Local Contributions	\$ 299,000.00	\$ 277,350.00	Amendment reflects actual local government contributions
<i>Escambia</i>	\$ 133,000.00	\$ 126,350.00	
<i>Gulf Breeze</i>	\$ 10,000.00	\$ 10,000.00	
<i>Milton</i>	\$ 10,000.00	\$ 10,000.00	
<i>Okaloosa</i>	\$ 10,000.00	\$ 5,000.00	
<i>Orange Beach</i>	\$ 20,000.00	\$ 10,000.00	
<i>Pensacola</i>	\$ 30,000.00	\$ 30,000.00	
<i>Santa Rosa</i>	\$ 86,000.00	\$ 86,000.00	
State Contributions	\$ 950,000.00	\$ 1,149,999.00	Amendment reflects state contributions for State FY23-24 (7/1/23-6/30/24)
<i>Legislative Appropriation</i>	\$ 700,000.00	\$ 750,000.00	
<i>Legislative NWFL WQ Appropriation</i>	\$ 250,000.00	\$ 399,999.00	
Competitive Grants	\$ 3,215,524.00	\$ 3,295,413.00	Amendment reflects competitive grants and associated budget for FY23-24
<i>NOAA BWET</i>	\$ 50,000.00	\$ 50,000.00	
<i>Resilient Florida</i>	\$ 450,000.00	\$ 450,000.00	
<i>NOAA IJA Pensacola</i>	\$ 2,183,946.00	\$ 2,183,946.00	
<i>NOAA IJA Perdido</i>	\$ 367,533.00	\$ 367,533.00	
<i>NOAA IJA RAE</i>	\$ 100,000.00	\$ 186,253.00	
<i>FLRACEP</i>	\$ 50,000.00	\$ 57,681.00	
Donations and Sponsorships	\$ -	\$ 18,117.92	Amendment reflects donations and sponsorships received as of 3/31/24
Interest	\$ -	\$ 5,294.63	Amendment reflects interest earned as of 3/31/24
FY22-23 Carry Forward	\$ 60,000.00	\$ 74,000.00	Amendment reflects FY22-23 carry forward from County. An additional \$40,000 is expected
Total Revenue	\$ 4,524,524.00	\$ 4,814,879.92	
Expenditures			
Personnel	\$ 508,605.76	\$ 433,559.70	
Executive Director	\$ 97,714.86	\$ 101,628.80	Amendment reflects Board action in September 2023
Senior Scientist	\$ 84,646.22	\$ 84,646.22	
Community Outreach Coordinator	\$ 58,444.67	\$ 58,444.67	
Environmental Scientist	\$ 61,880.00	\$ 61,880.00	
Community Outreach Assistant	\$ 41,600.00	\$ 41,600.00	
Operations Manager	\$ 52,000.00	\$ 15,500.00	Amendment reflects anticipation position not onboarding until July 2024
Project Coordinator	\$ 52,000.00	\$ 15,500.00	Amendment reflects anticipation position not onboarding until July 2024
Assistant Project Coordinator	\$ 41,600.00	\$ 25,000.00	Amendment reflects anticipation position not onboarding until April 2024
Environmental Technician	\$ 18,720.00	\$ 9,360.00	Amendment reflects anticipation position not onboarding until July 2024
Internships	\$ -	\$ 20,000.00	Amendment reflects reclassification from contractual to personnel
Fringe Benefits	\$ 178,012.02	\$ 144,745.89	
<i>Total Personnel</i>	\$ 686,617.78	\$ 578,305.59	
Travel	\$ 18,000.00	\$ 20,000.00	Amendment reflects minor increase in travel
Equipment	\$ 70,000.00	\$ 125,000.00	
<i>Truck</i>	\$ -	\$ 50,000.00	Amendment reflects inclusion on truck as approved by the Board and funded through DEP OWPO2
<i>Vessel</i>	\$ 70,000.00	\$ 75,000.00	Amendment reflects minor increase in anticipated cost of vessel
Supplies	\$ 24,000.00	\$ 33,500.00	
<i>Office Supplies</i>	\$ 3,000.00	\$ 5,000.00	Amendment reflects minor increase in office supply costs
<i>Office Equipment</i>	\$ 6,000.00	\$ 7,000.00	Amendment reflects minor increase in office supply costs
<i>Field Supplies</i>	\$ 3,000.00	\$ 3,000.00	
<i>Fuel</i>	\$ 2,000.00	\$ 2,000.00	
<i>Maintenance</i>	\$ -	\$ -	
<i>Workshop/Meeting Refreshments/Rentals</i>	\$ -	\$ 6,500.00	Amendment reflects inclusion of funding for workshop/meeting refreshments and rentals
<i>Education and Outreach</i>	\$ 10,000.00	\$ 10,000.00	
Communications	\$ 8,500.00	\$ 4,750.00	
<i>Phones</i>	\$ 2,000.00	\$ 750.00	Amendment reflects reduction in cost
<i>Internet</i>	\$ 3,500.00	\$ 500.00	Amendment reflects reduction in cost and installation of a new fiber network drop in office
<i>Website Hosting/Maintenance</i>	\$ 3,000.00	\$ 3,500.00	Amendment reflects minor increase in website costs
Fees and Dues	\$ 20,500.00	\$ 21,000.00	
<i>Subscriptions</i>	\$ 9,000.00	\$ 9,000.00	
<i>Memberships</i>	\$ 4,500.00	\$ 4,500.00	
<i>Sponsorship</i>	\$ 2,000.00	\$ 2,500.00	
<i>Professional Development</i>	\$ 4,500.00	\$ 4,500.00	
<i>Other Fees</i>	\$ 500.00	\$ 500.00	
Contractual	\$ 30,000.00	\$ 10,000.00	
<i>Contracted Personnel (Intern Program)</i>	\$ 20,000.00	\$ -	Amendment reflects reclassification from contractual to personnel
<i>Printer Lease</i>	\$ 2,500.00	\$ 2,500.00	
<i>Marketing Services</i>	\$ 7,500.00	\$ 7,500.00	
Administrative Services	\$ 109,500.00	\$ 155,000.00	
<i>Office Lease & Utilities</i>	\$ 42,000.00	\$ 42,000.00	
<i>Accounting</i>	\$ 30,000.00	\$ 60,000.00	Amendment reflects increase in accounting costs due to not filling the Operations/Finance Manager
<i>Auditing</i>	\$ 15,000.00	\$ 15,000.00	
<i>Legal</i>	\$ 10,000.00	\$ 20,000.00	Amendment reflects increase in legal costs associated with organizational transition/501c3 designation
<i>Insurance</i>	\$ 12,500.00	\$ 18,000.00	Amendment reflects anticipated increase for auto insurance once truck is delivered
Other	\$ -	\$ 12,000.00	
<i>Fundraising</i>	\$ -	\$ 12,000.00	Amendment reflects cost associated with fundraising (i.e. Evening for the Estuaries Gala)
<i>Total Operating</i>	\$ 280,500.00	\$ 381,250.00	
Total Personnel + Operating	\$ 967,117.78	\$ 959,555.59	



Agenda Item 4.d.

Conceptual Approval of Proposed FY24-25 Operating Budget

Background: Staff has prepared the enclosed conceptual operating budget for FY2024-2025. The conceptual operating budget is intended to serve as a high-level overview for planning purposes only. Several assumptions have been made in the preparation of this conceptual budget. The budget proposes no new staffing over FY2023-2024 levels and includes a 3% cost of living increase for all staff. Several decisions over the summer will ultimately inform the formal operating budget proposal to come before the Board. That includes the Governor's approval of the State of Florida's FY2024-2025 budget, local government contribution determinations, and announcement of several pending grant applications. The conceptual budget includes only base operating costs, not project specific activities included in the Program Annual Workplan. Those details will be forthcoming in July.

The detailed FY2024-2025 proposed budget will be presented to the Board in July, with the final budget presented to the Board for approval in September.

Recommendation: Recommend the Subcommittee conceptually approve, and recommend approval to the Board, the FY24-25 Operating Budget.

Financial Impact: Assuming the FY24-25 Operating Budget were approved today, the operating budget would be \$962,483.76. As mentioned above, the detailed proposed operating budget will be brought forward in July with the final budget brought to the Board for approval in September.

Legal Review: N/A

Pensacola & Perdido Bays Estuary Program FY 2024-2025 Conceptual Operating Budget		
Revenue	FY23-24 Adopted	FY24-25 Conceptual
Local Contributions	\$ 277,350.00	\$ 307,350.00
<i>Escambia</i>	\$ 126,350.00	\$ 126,350.00
<i>Gulf Breeze</i>	\$ 10,000.00	\$ 20,000.00
<i>Milton</i>	\$ 10,000.00	\$ 15,000.00
<i>Okaloosa</i>	\$ 5,000.00	\$ 10,000.00
<i>Orange Beach</i>	\$ 10,000.00	\$ 20,000.00
<i>Pensacola</i>	\$ 30,000.00	\$ 30,000.00
<i>Santa Rosa</i>	\$ 86,000.00	\$ 86,000.00
State Contributions	\$ 549,999.00	\$ 650,000.00
<i>Legislative Appropriation</i>	\$ 150,000.00	\$ 150,000.00
<i>Legislative NWFL WQ Appropriation</i>	\$ 399,999.00	\$ 500,000.00
Competitive Grants	\$ 997,835.00	\$ 688,000.00
<i>NOAA BWET</i>	\$ -	\$ 25,000.00
<i>Resilient Florida</i>	\$ -	\$ 75,000.00
<i>DEP RESTORE 3b Carpenter Creek</i>	\$ -	\$ 50,000.00
<i>NOAA IJA Pensacola</i>	\$ 200,000.00	\$ 200,000.00
<i>NOAA IJA Perdido</i>	\$ 200,000.00	\$ 200,000.00
<i>NOAA IJA RAE</i>	\$ 10,000.00	\$ 25,000.00
<i>FLRACEP</i>	\$ 57,000.00	\$ 113,000.00
Donations and Sponsorships	\$ 100,000.00	\$ 50,000.00
Total Revenue	\$ 2,010,184.00	\$ 1,695,350.00
Expenditures		
Personnel	\$ 508,605.76	\$ 594,372.12
Fringe Benefits	\$ 178,012.02	\$ 178,311.64
<i>Total Personnel</i>	\$ 686,617.78	\$ 772,683.76
Travel	\$ 18,000.00	\$ 20,000.00
Equipment	\$ 70,000.00	\$ -
Supplies	\$ 24,000.00	\$ 36,500.00
<i>Office Supplies</i>	\$ 3,000.00	\$ 3,000.00
<i>Office Equipment</i>	\$ 6,000.00	\$ 6,000.00
<i>Field Supplies</i>	\$ 3,000.00	\$ 3,000.00
<i>Fuel</i>	\$ 2,000.00	\$ 3,000.00
<i>Maintenance</i>	\$ -	\$ 5,000.00
<i>Workshop/Meeting Refreshments/Rentals</i>	\$ -	\$ 6,500.00
<i>Education and Outreach</i>	\$ 10,000.00	\$ 10,000.00
Communications	\$ 8,500.00	\$ 4,800.00
<i>Phones</i>	\$ 2,000.00	\$ 1,800.00
<i>Internet</i>	\$ 3,500.00	\$ -
<i>Website Hosting/Maintenance</i>	\$ 3,000.00	\$ 3,000.00
Fees and Dues	\$ 20,500.00	\$ 24,500.00
<i>Subscriptions</i>	\$ 9,000.00	\$ 10,000.00
<i>Memberships</i>	\$ 4,500.00	\$ 5,000.00
<i>Sponsorship</i>	\$ 2,000.00	\$ 2,500.00
<i>Professional Development</i>	\$ 4,500.00	\$ 6,000.00
<i>Other Fees</i>	\$ 500.00	\$ 1,000.00
Contractual	\$ 30,000.00	\$ 22,000.00
<i>Contracted Personnel (Intern Program)</i>	\$ 20,000.00	\$ -
<i>Consulting/Lobbying</i>	\$ -	\$ 12,000.00
<i>Printer Lease</i>	\$ 2,500.00	\$ 2,500.00
<i>Marketing Services</i>	\$ 7,500.00	\$ 7,500.00
Administrative Services	\$ 109,500.00	\$ 96,000.00
<i>Office Lease & Utilities</i>	\$ 42,000.00	\$ 42,000.00
<i>Accounting</i>	\$ 30,000.00	\$ 12,000.00
<i>Auditing</i>	\$ 15,000.00	\$ 15,000.00
<i>Legal</i>	\$ 10,000.00	\$ 12,000.00
<i>Insurance</i>	\$ 12,500.00	\$ 15,000.00
Other	\$ -	\$ 12,000.00
<i>Fundraising</i>	\$ -	\$ 12,000.00
Total Operating	\$ 280,500.00	\$ 215,800.00
Total Personnel + Operating	\$ 967,117.78	\$ 988,483.76



Agenda Item 4.e.

Approval of Local Government Contribution Requests for FY24-25

Background: Local government contributions are critical to PPBEP operations and implementation of the PPBEP Comprehensive Conservation and Management Plan (CCMP). The table below summarizes the FY2023-2024 requests, actuals, and staff’s recommendation for FY2024-2025.

Entity	FY23-24 Request	FY23-24 Actuals	FY24-25 Proposed
City of Gulf Breeze	\$10,000	\$10,000	\$20,000
City of Milton	\$10,000	\$10,000	\$15,000
City of Orange Beach	\$20,000	\$10,000	\$20,000
City of Pensacola	\$30,000	\$30,000	\$30,000
Escambia County	\$133,000	\$126,350	126,350
Okaloosa County	\$10,000	\$5,000	\$10,000
Santa Rosa County	\$86,000	\$86,000	\$86,000
Total:	\$299,000	\$277,350	\$307,350

Recommendation: Recommend the Subcommittee approve, and recommend approval to the Board, the FY24-25 local government contribution requests.

Financial Impact: Assuming all jurisdictions commit to the proposed FY2024-2025 local government contributions, this will increase revenue by \$307,350 in the General Operating Account beginning October 2024.

Legal Review: N/A