

**HERITAGE OAK PARK
COMMUNITY DEVELOPMENT DISTRICT
AGENDA PACKAGE FOR THE
DECEMBER 14, 2023
REGULAR MEETING**

Heritage Oak Park Community Development District
Inframark, Infrastructure Management Services
210 N. University Drive, #702, Coral Springs, FL 33071
Tel: 954-603-0033

December 7, 2023

Board of Supervisors
Heritage Oak Park Community Development District

Dear Board Members:

A regular meeting of the Board of Supervisors of the Heritage Oak Park Community Development District will be held **Thursday, December 14, 2023 at 10:00 a.m.**, at 19520 Heritage Oak Boulevard, Port Charlotte FL 33948. Following is the advanced agenda:

Agenda

Regular Meeting

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments on Agenda Items
4. Comments from the Chairman
5. Approval of Consent Agenda
 - A. Approval of the Revised Minutes of the October 26, 2023 Meeting
 - B. Approval of the Minutes of the November 16, 2023 Meeting
 - C. Financials and Check Register for November 30, 2023
6. New Business
 - Staff Holiday Bonuses
7. Staff Reports
8. Managers Report
9. Supervisor Requests
10. Audience Comments
11. Adjournment

Next meeting January 18, 2024

Any supporting material for the items listed above and not enclosed will be distributed at the meeting. I look forward to seeing you and, in the meantime, if you have any questions, please contact me.

Sincerely,
Bob Koncar
District Manager

Fifth Order of Business

5A

**REVISED MINUTES OF MEETING
HERITAGE OAK PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Heritage Oak Park Community Development District was held Thursday, October 26, 2023 and called to order at 10:00 a.m. at 19520 Heritage Oak Boulevard, Port Charlotte, Florida 33948.

Present and constituting a quorum were:

Paul Falduto, Jr.	Chairman
Steve Horsman	Vice Chairman
Vincent Scotto	Assistant Secretary
Jeanne Teter	Assistant Secretary
Carmen Russo	Assistant Secretary

Also present were:

Robert Koncar	District Manager, Inframark
Michelle Egan	Project Manager, Inframark
Ms. Wells	Activities Director

Following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Falduto called the meeting to order, and Mr. Koncar called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

During the November 16, 2023 Board meeting the following was requested to be added to Audience Comments:

Mr. Antosh requested an addition to the minutes specifically noting the following; he was in receipt of a photometrics file in response to a “Request for Information” from Inframark. The light heads are not currently aimed in accordance with that document. As a result, the light supplied by the lamps is not properly distributed throughout the play area. Following the discussion, the CDD Chair indicated that the lights would not be corrected.

After reviewing the audio from the October 26, 2023 CDD meeting, it was found that Mr. Falduto, the Chair, did not say that the lights would not be corrected. His actual response was “we have

been informed by our electrical company that they aimed it properly. I saw them doing it, a resident saw them doing it, we are not moving the lights. Thank you.”

FOURTH ORDER OF BUSINESS

Comments from the Chairman

Mr. Falduto noted we are moving forward on the things we need to do in the Park to recover from Ian. The lanai is now open, the wall is now painted and in the near future we will start working on filling in the gap of two inches under every section of the wall. We are still waiting to get the feature and the baseboards done. The guardhouse area is repaired.

FIFTH ORDER OF BUSINESS

Approval of the Consent Agenda

- A. Approval of the Minutes of the September 21, 2023 Meeting**
- B. Financials and Check Register for September 30, 2023**

On MOTION by Mr. Horsman seconded by Ms. Teter with all in favor, consent agenda items A and B were approved. 5-0

SIXTH ORDER OF BUSINESS

New Business

None.

SEVENTH ORDER OF BUSINESS

Staff Reports

Ms. Egan commented on the following:

- The wall is going up.

On MOTION by Mr. Russo seconded by Mr. Scotto with all in favor, authorization for District Counsel to assist with getting the pool lift permit issued if the County does not cooperate and continue passing the District through the levels was approved.
5-0

EIGHTH ORDER OF BUSINESS

Managers Report

- A. Consideration of Resolution 2024-01 Budget Amendment Resolution**

On MOTION by Mr. Scotto seconded by Mr. Russo with all in favor, consent agenda item A, the 2024-01 budget amendment resolution, was adopted. 5-0

- B. Motion to Assign Fund Balance as of September 30, 2023**

On MOTION by Mr. Horsman seconded by Ms. Teter with all in favor assigning fund balances as of September 30, 2023 was approved. 5-0

- **Consideration of Amending Meeting Dates for December 2023 and January 2024**

On MOTION by Ms. Teter seconded by Mr. Horsman, with all in favor, changing the December 21, 2023 HOPCDD meeting date to be held on **December 14, 2023** and the changing the January 25, 2024 meeting date to **January 18, 2024** was approved. 5-0

Ms. Wells commented on events that were held since the last meeting and noted activities continue to do well.

NINTH ORDER OF BUSINESS

There were none.

Supervisor Requests

TENTH ORDER OF BUSINESS

Comments were received regarding the lights at the courts and the chair lift at the pool.

Audience Comments

ELEVENTH ORDER OF BUSINESS

There being no further business,

Adjournment

On MOTION by Mr. Horsman, seconded by Mr. Scotto, with all in favor, the meeting was adjourned. 5-0

Robert Koncar
Secretary

Paul Falduto, Jr.
Chairman

5B

**MINUTES OF MEETING
HERITAGE OAK PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Heritage Oak Park Community Development District was held Thursday, November 16, 2023 and called to order at 10:00 a.m. at 19520 Heritage Oak Boulevard, Port Charlotte, Florida 33948.

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Jeanne Teter	Assistant Secretary
Carmen Russo	Assistant Secretary

Also present were:

Robert Koncar	District Manager, Inframark
Michelle Egan	Project Manager, Inframark
Ms. Wells	Activities Director

Following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Falduto called the meeting to order, and Mr. Koncar called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

A resident, Mr. Antosh, requested an addition to the minutes specifically noting the following; he was in receipt of a photometrics file in response to a "Request for Information" from Inframark. The light heads are not currently aimed in accordance with that document. As a result, the light supplied by the lamps is not properly distributed throughout the play area. Following the discussion, the CDD Chair indicated that the lights would not be moved.

FOURTH ORDER OF BUSINESS

Comments from the Chairman

Mr. Falduto noted we have issues with dog feces in the Park and it usually coincides with the return of the seasonal residents. Residents were reminded to clean up after their dogs.

Regarding irrigation, we are going into the 2023/2024 dry season already in a drought. We can only water so much in the Park as allowed by the SWFMUD and we will hopefully keep watering twice per week as we have been doing. There will be some brown spots in the lawns.

Mr. Falduto commented on the fiscal health of the CDD. We are \$330,000 in the hole from Hurricane Ian and that is expected to go up at least another \$20K to \$30K. We are diligently working to get more money from our insurance company and FEMA and hoping to be successful in those endeavors, however there is no guarantee.

During discussions with onsite staff, we are going to be as fiscally conservative as we can this year trying to build up our accounts again.

The roads and the parking lot took significant damage from Ian which we cannot go out to FEMA for or our insurance company as most of it was from heavy equipment removing debris. We will be doing more work on the roads.

FIFTH ORDER OF BUSINESS

Approval of the Consent Agenda

- A. Approval of the Minutes of the October 26, 2023 Meeting**
- B. Financials and Check Register for October 31, 2023**

Mr. Horsman MOVED seconded by Ms. Teter to approve the consent agenda items A and B.

Discussion ensued. Mr. Falduto noted the language requested to be added to the October 26, 2023 minutes by Mr. Ashton will be added to the meeting minutes.

On VOICE Vote with all in favor the consent agenda items A & B was approved as amended. 5-0

SIXTH ORDER OF BUSINESS

New Business

None.

SEVENTH ORDER OF BUSINESS

Staff Reports

Ms. Egan commented on the following:

- Work is being done on the baseboards in the fitness center.
- Not running electricity from the fitness center to the pool lift. We purchased new batteries and we are not running electrical.
- Front entrance.
- Issue calling our office phone.

On behalf of Ms. Wells, Mr. Falduto noted tickets are on sale for the Christmas party. He also noted there is no cook-out next week due to the Thanksgiving holiday. Ticket sales for all the events are going well and there is a lot of interest in the Park events.

EIGHTH ORDER OF BUSINESS

Managers Report

Mr. Koncar wished everyone a Happy Thanksgiving.

NINTH ORDER OF BUSINESS

Supervisor Requests

Mr. Horsman, Mr. Scotto, Mr. Russo wished everyone a Happy Thanksgiving.

Ms. Teter commented on Christmas décor and lighting at the front gate.

Mr. Falduto responded it is in the works.

Mr. Falduto wished everyone a Happy Thanksgiving.

TENTH ORDER OF BUSINESS

Audience Comments

Mr. Antosh noted according to the county record, the permit for the lift was rejected March of 2022.

Ms. Egan responded I will ask Michelle from the Health Department. She is the one we deal with. You need to go to the Health Department.

Ms. Wohlleber commented on the pool lift, the gate, the front entrance, and her concerns.

Ms. Padrucco commented on getting out of the gate.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Scotto, seconded by Mr. Russo, with all in favor, the meeting was adjourned. 5-0

Mr. Falduto reminded everyone that the next meeting is scheduled for December 14, 2023 instead of December 21, 2023

Robert Koncar
Secretary

Paul Falduto, Jr.
Chairman

5C

HERITAGE OAK PARK
Community Development District

Financial Report
November 30, 2023

Prepared by



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HERITAGE OAK PARK
Community Development District

Financial Statements

(Unaudited)

November 30, 2023

Balance Sheet
November 30, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2020 DEBT SERVICE FUND	SERIES 2020 CAPITAL PROJECTS FUND	TOTAL
ASSETS				
Cash - Checking Account	\$ 472,482	\$ -	\$ -	\$ 472,482
Cash On Hand/Petty Cash	200	-	-	200
Accounts Receivable - Other	3,099	-	-	3,099
Allow -Doubtful Accounts	(1,328)	-	-	(1,328)
Assessments Receivable	1,328	-	-	1,328
Due From Other Funds	-	36,056	-	36,056
Investments:				
Money Market Account	370,693	-	-	370,693
Construction Fund	-	-	68,974	68,974
Reserve Fund	-	19,789	-	19,789
Revenue Fund	-	141,140	-	141,140
Prepaid Items	6,701	-	-	6,701
Deposits	8,200	-	-	8,200
TOTAL ASSETS	\$ 861,375	\$ 196,985	\$ 68,974	\$ 1,127,334
LIABILITIES				
Accounts Payable	\$ 24,805	\$ -	\$ -	\$ 24,805
Accrued Expenses	3,997	-	-	3,997
Sales Tax Payable	16	-	-	16
Due To Other Funds	36,056	-	-	36,056
TOTAL LIABILITIES	64,874	-	-	64,874
FUND BALANCES				
Nonspendable:				
Prepaid Items	6,701	-	-	6,701
Deposits	8,200	-	-	8,200
Restricted for:				
Debt Service	-	196,985	-	196,985
Capital Projects	-	-	68,974	68,974
Assigned to:				
Operating Reserves	240,922	-	-	240,922
Reserves - Arbor	2,500	-	-	2,500
Reserves - Roads & Streetlights	210,865	-	-	210,865
Reserves - Roof	160,000	-	-	160,000
Reserves - Swimming Pools	29,239	-	-	29,239
Unassigned:	138,074	-	-	138,074
TOTAL FUND BALANCES	\$ 796,501	\$ 196,985	\$ 68,974	\$ 1,062,460
TOTAL LIABILITIES & FUND BALANCES	\$ 861,375	\$ 196,985	\$ 68,974	\$ 1,127,334

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-23 BUDGET	NOV-23 ACTUAL
REVENUES							
Interest - Investments	\$ 4,800	\$ 800	\$ 4,674	\$ 3,874	97.38%	\$ 400	\$ 2,178
Interlocal Agreement	3,000	750	750	-	25.00%	-	750
Interlocal Agreement-Irrigation	30,000	7,500	7,500	-	25.00%	-	7,500
Room Rentals	500	-	-	-	0.00%	-	-
Recreational Activity Fees	53,200	8,867	2,586	(6,281)	4.86%	4,433	2,586
Special Assmnts- Tax Collector	1,147,036	208,750	206,502	(2,248)	18.00%	208,750	206,502
Special Assmnts- Discounts	(45,881)	(8,192)	(8,104)	88	17.66%	(8,192)	(8,104)
Other Miscellaneous Revenues	3,800	-	-	-	0.00%	-	-
Gate Bar Code/Remotes	1,200	-	225	225	18.75%	-	225
Access Cards	600	-	12	12	2.00%	-	12
Insurance Reimbursements	-	-	20,707	20,707	0.00%	-	20,707
TOTAL REVENUES	1,198,255	218,475	234,852	16,377	19.60%	205,391	232,356
EXPENDITURES							
Administration							
P/R-Board of Supervisors	12,000	2,000	2,000	-	16.67%	1,000	1,000
FICA Taxes	918	153	153	-	16.67%	77	77
ProfServ-Engineering	10,000	-	-	-	0.00%	-	-
ProfServ-Legal Services	6,000	1,585	1,585	-	26.42%	500	500
ProfServ-Mgmt Consulting	71,628	11,938	11,938	-	16.67%	5,969	5,969
ProfServ-Special Assessment	12,142	-	-	-	0.00%	-	-
ProfServ-Trustee Fees	3,704	3,704	3,704	-	100.00%	-	-
Auditing Services	4,700	-	-	-	0.00%	-	-
Communication/Freight - Gen'l	1,500	250	128	122	8.53%	125	75
Insurance - General Liability	9,312	9,312	12,077	(2,765)	129.69%	-	-
R&M-ADA Compliance	1,553	1,553	1,553	-	100.00%	1,553	1,553
Legal Advertising	1,100	196	196	-	17.82%	89	89
Miscellaneous Services	3,000	500	17	483	0.57%	250	8
Misc-Assessment Collection Cost	22,941	4,175	3,968	207	17.30%	4,175	3,968
Office Supplies	360	60	-	60	0.00%	30	-
Annual District Filing Fee	175	175	175	-	100.00%	-	-
Total Administration	161,033	35,601	37,494	(1,893)	23.28%	13,768	13,239
Other Public Safety							
R&M-Gate	3,500	583	-	583	0.00%	292	-
R&M-Gatehouse	1,000	167	-	167	0.00%	83	-
R&M-Security Cameras	3,600	600	-	600	0.00%	300	-
Misc-Programming & Services	1,500	250	-	250	0.00%	125	-
Total Other Public Safety	9,600	1,600	-	1,600	0.00%	800	-
Field							
Contracts-Mgmt Services	139,731	23,289	23,289	-	16.67%	11,644	11,644
Contracts-Lake and Wetland	6,120	1,020	1,020	-	16.67%	510	510
Contracts-Landscape	100,720	16,787	16,787	-	16.67%	8,393	8,393
Contracts-Irrigation	51,640	8,607	8,523	84	16.50%	4,303	4,262
Utility - General	45,600	7,600	7,629	(29)	16.73%	3,800	3,696
Utility - Water & Sewer	13,600	2,000	1,741	259	12.80%	1,000	974
Insurance - General Liability	49,137	49,137	56,871	(7,734)	115.74%	-	-
R&M-Drainage	15,000	-	-	-	0.00%	-	-
R&M-Entry Feature	7,500	-	-	-	0.00%	-	-
R&M-Irrigation	31,400	5,233	9,426	(4,193)	30.02%	2,617	9,426
R&M-Lake	21,750	-	-	-	0.00%	-	-

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-23 BUDGET	NOV-23 ACTUAL
R&M-Plant Replacement	12,000	-	-	-	0.00%	-	-
R&M-Trees and Trimming	12,500	-	-	-	0.00%	-	-
R&M-Pumps	2,160	540	5,305	(4,765)	245.60%	-	-
Misc-Special Projects	10,930	-	-	-	0.00%	-	-
Misc-Hurricane Expense	50,000	1,500	1,500	-	3.00%	-	-
Misc-Contingency	93,780	970	970	-	1.03%	270	270
Capital Outlay	25,560	-	-	-	0.00%	-	-
Total Field	689,128	116,683	133,061	(16,378)	19.31%	32,537	39,175
<u>Road and Street Facilities</u>							
R&M-Parking Lots	1,000	-	-	-	0.00%	-	-
R&M-Roads & Alleyways	4,000	-	-	-	0.00%	-	-
R&M-Sidewalks	15,000	-	-	-	0.00%	-	-
R&M-Streetlights	10,000	-	-	-	0.00%	-	-
Misc-Contingency	3,000	-	-	-	0.00%	-	-
Cap Outlay - Sidewalk Impr	10,000	-	-	-	0.00%	-	-
Cap Outlay - Streetlight Impr	5,000	-	-	-	0.00%	-	-
Reserve - Roads & Streetlights	15,369	-	-	-	0.00%	-	-
Total Road and Street Facilities	63,369	-	-	-	0.00%	-	-
<u>Parks and Recreation - General</u>							
Contracts-Mgmt Services	36,681	6,114	6,114	-	16.67%	3,057	3,057
Contracts-Janitorial Services	18,960	3,160	3,160	-	16.67%	1,580	1,580
Contracts-Pools	11,134	1,856	1,856	-	16.67%	928	928
Contracts-Pest Control	1,100	1,100	170	930	15.45%	302	85
Communication - Telephone	8,580	1,430	1,254	176	14.62%	715	600
R&M-Clubhouse	50,000	1,000	845	155	1.69%	500	446
R&M-Parks	15,000	5,800	5,800	-	38.67%	-	-
R&M-Pools	4,500	750	126	624	2.80%	375	63
R&M-Tennis Courts	2,000	-	-	-	0.00%	-	-
Miscellaneous Services	2,400	400	1	399	0.04%	200	1
Holiday Decoration	750	-	-	-	0.00%	-	-
Misc-Cable TV Expenses	5,820	970	920	50	15.81%	485	460
Office Supplies	3,000	500	357	143	11.90%	250	166
Op Supplies - General	6,000	-	-	-	0.00%	-	-
Cap Outlay - Equipment	8,000	-	-	-	0.00%	-	-
Cap Outlay - Clubhouse	15,000	-	-	-	0.00%	-	-
Reserve - A/C	5,000	-	-	-	0.00%	-	-
Reserve - Roof	25,000	-	-	-	0.00%	-	-
Reserve - Swimming Pools	3,000	-	-	-	0.00%	-	-
Total Parks and Recreation - General	221,925	23,080	20,603	2,477	9.28%	8,392	7,386
<u>Special Recreation Facilities</u>							
Miscellaneous Services	4,500	750	62	688	1.38%	375	62
Misc-Event Expense	21,000	3,500	1,501	1,999	7.15%	1,750	906
Misc-Social Committee	26,700	4,450	777	3,673	2.91%	2,225	777
Misc-Trips and Tours	500	-	-	-	0.00%	-	-
Office Supplies	500	83	26	57	5.20%	42	26
Total Special Recreation Facilities	53,200	8,783	2,366	6,417	4.45%	4,392	1,771
TOTAL EXPENDITURES	1,198,255	185,747	193,524	(7,777)	16.15%	59,889	61,571

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>NOV-23 BUDGET</u>	<u>NOV-23 ACTUAL</u>
Excess (deficiency) of revenues							
Over (under) expenditures	-	32,728	41,328	8,600	0.00%	145,502	170,785
Net change in fund balance	\$ -	\$ 32,728	\$ 41,328	\$ 8,600	0.00%	\$ 145,502	\$ 170,785
FUND BALANCE, BEGINNING (OCT 1, 2023)	755,173	755,173	755,173				
FUND BALANCE, ENDING	\$ 755,173	\$ 787,901	\$ 796,501				

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-23 BUDGET	NOV-23 ACTUAL
REVENUES							
Interest - Investments	\$ -	\$ -	\$ 1,685	\$ 1,685	0.00%	\$ -	\$ 867
Special Assmnts- Tax Collector	197,323	36,000	35,596	(404)	18.04%	36,000	35,596
Special Assmnts- Discounts	(7,893)	(1,409)	(1,394)	15	17.66%	(1,409)	(1,394)
TOTAL REVENUES	189,430	34,591	35,887	1,296	18.94%	34,591	35,069
EXPENDITURES							
Administration							
Misc-Assessment Collection Cost	3,946	692	684	8	17.33%	692	684
Total Administration	3,946	692	684	8	17.33%	692	684
Debt Service							
Principal Debt Retirement	131,171	-	-	-	0.00%	-	-
Interest Expense	64,383	32,192	32,192	-	50.00%	32,192	32,192
Total Debt Service	195,554	32,192	32,192	-	16.46%	32,192	32,192
TOTAL EXPENDITURES	199,500	32,884	32,876	8	16.48%	32,884	32,876
Excess (deficiency) of revenues Over (under) expenditures	(10,070)	1,707	3,011	1,304	-29.90%	1,707	2,193
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	(10,070)	-	-	-	0.00%	-	-
TOTAL FINANCING SOURCES (USES)	(10,070)	-	-	-	0.00%	-	-
Net change in fund balance	\$ (10,070)	\$ 1,707	\$ 3,011	\$ 1,304	-29.90%	\$ 1,707	\$ 2,193
FUND BALANCE, BEGINNING (OCT 1, 2023)	193,974	193,974	193,974				
FUND BALANCE, ENDING	\$ 183,904	\$ 195,681	\$ 196,985				

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-23 BUDGET	NOV-23 ACTUAL
REVENUES							
Interest - Investments	\$ -	\$ -	\$ 612	\$ 612	0.00%	\$ -	\$ 312
TOTAL REVENUES	-	-	612	612	0.00%	-	312
EXPENDITURES							
TOTAL EXPENDITURES	-	-	-	-	0.00%	-	-
Excess (deficiency) of revenues Over (under) expenditures	-	-	612	612	0.00%	-	312
Net change in fund balance	\$ -	\$ -	\$ 612	\$ 612	0.00%	\$ -	\$ 312
FUND BALANCE, BEGINNING (OCT 1, 2023)	-	-	68,362				
FUND BALANCE, ENDING	\$ -	\$ -	\$ 68,974				

Notes to the Financial Statements
November 2023

Financial Overview / Highlights

- ▶ Total General Fund revenues are at approximately 19.6% of the Annual Budget.
- ▶ Total General Fund expenditures are at approximately 16.2% of the Annual Budget.

Balance Sheet

Account Name	Annual Budget	YTD Actual	Explanation
Assets			
Accounts Receivable-Other		3,099	Expenditures waiting on reimbursements.
Allowance-Doubtful Accounts		(1,328)	Allowance for assessments uncollected from FY 2013.
Assessments Receivable		1,328	Assessments uncollected from FY 2013.
Prepaid Items		6,701	Entertainment for end of 2023 plus 2024
Deposits		8,200	Deposits with FPL for sprinkler pumps and street lights.
Liabilities			
Accounts Payable		24,805	Invoices for current month but not paid in current month.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
General Fund 001				
Revenues				
Interest Income	4,800	4,674	97.38%	Interest Income on Operating Accounts and Money Market Acct.
Interlocal Agreement	3,000	750	25.00%	Thru 1st quarter agreement received.
Interlocal Agreement-Irrigation	30,000	7,500	25.00%	Thru 1st quarter agreement received.
Recreational Activity Fee	53,200	2,586	4.86%	Revenue collected for events less refunds.
Special Assessments-Tax Collector	1,147,036	206,502	18.00%	Collections were at 8.33% at this time last year.
Gate Bar Codes/Remotes	1,200	225	18.75%	Gate Openers less sales tax paid.
Insurance Reimbursements	-	20,707	N/A	Reimbursement for Guard Shack repairs.
Expenditures				
<u>Administrative</u>				
ProfServ-Legal Services	6,000	1,585	26.42%	Legal services include preparing for FEMA/FDEM reports and new FEMA attorney.
ProfServ-Trustee Fees	3,704	3,704	100.00%	Trustee fees paid for year.
Insurance-General Liability	9,312	12,077	129.69%	Insurance paid in full for year includes additional updated policy.
R&M-ADA Compliance	1,553	1,553	100.00%	Webhosting paid in full for the year.
Legal Advertising	1,100	196	17.82%	Meetings for year, ad for rescheduled meeting.
<u>Field</u>				
Insurance - General Liability	49,137	56,871	115.74%	Insurance paid in full for year includes additional updated policy.
R&M-Irrigation	31,400	9,426	30.02%	Monthly irrigation service and miscellaneous repairs including main line repair.
R&M-Pumps	2,160	5,305	245.60%	Quarterly VFD pump maint, repair Bent Oak pump, recharge well #1 pump station pump repair.

Notes to the Financial Statements
November 2023

<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
Expenditures (con't)				
<u>Parks & Recreation</u>				
R&M-Parks	15,000	5,800	38.67%	Remove/replace bocce court sideboards with Trek composite boards.
Debt Service Fund 203				
Revenues				
Special Assessments-Tax Collector	197,323	35,596	18.04%	Collections were at 8.33% at this time last year.
Expenditures				
<u>Debt Service</u>				
Principal Debt Retirement	131,171	-	0.00%	Next payment will be made in May.
Interest Expense	64,383	32,192	50.00%	Next payment will be made in May.

HERITAGE OAK PARK

Community Development District

Supporting Schedules

November 30, 2023

**Non-Ad Valorem Special Assessments - Charlotte County Tax Collector
Monthly Collection Distributions
For the Fiscal Year Ending September 30, 2024**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION	
					General Fund Assessments	Debt Service Fund Assessments
Assessments Levied				\$1,344,353	\$1,147,033	\$197,320
Allocation %				100%	85%	15%
11/03/23	\$ 36,274	\$ 1,511	\$ 740	\$ 38,526	\$ 32,847	\$ 5,679
11/09/23	14,583	608	298	15,488	13,230	2,258
11/16/23	9,153	381	187	9,722	8,270	1,451
11/22/23	167,937	6,997	3,427	178,362	152,155	26,207
TOTAL	\$ 227,948	\$ 9,498	\$ 4,652	\$ 242,098	\$ 206,502	\$ 35,596
% COLLECTED				18.0%	18.0%	18.0%
TOTAL OUTSTANDING				\$ 1,102,255	\$ 940,531	\$ 161,724

Activities Fund Deposits

Deposit

Date	Amount	Poolside Lunch	Morning Coffee Social	Craft Fair	Chillin Like a Villain	Yacht Club Party
11/03/23 Deposit	\$2,586	\$1,401		\$105	\$1,010	\$70
Total	\$2,586	\$1,401	\$0	\$105	\$1,010	\$70
Expenses	(\$2,278)	(\$465)	(\$106)	\$0	(\$751)	(\$955)
Profit / (Loss)	\$308	\$936	(\$106)	\$105	\$259	(\$885)
Other Expenses	(88.07)					
Total Profit / (Loss)	\$220					

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Revenue	31,238	5,994	40,206	32,172	2,586
Expenses	34,114	8,371	43,202	31,569	2,366
Profit(Loss)	(2,876)	(2,377)	(2,995)	603	220

Notes: Revenue and Expenses are per financial statements

Cash and Investment Report
November 30, 2023

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND			
Operating Checking Account	BankUnited	0.00%	\$340,981
Operating Checking Account	Valley Bank	5.38%	\$131,500
		Subtotal	\$472,482
Petty Cash - Property Manager	N/A	N/A	\$200
Money Market Account	BankUnited	5.45%	\$370,693
DEBT SERVICE FUND			
Series 2020 Reserve Fund	US Bank	5.30%	\$19,789
Series 2020 Revenue Fund	US Bank	5.30%	\$141,140
		Subtotal	\$160,929
CAPITAL PROJECTS FUND			
Series 2020 Construction Fund	US Bank	5.30%	\$68,974
		Grand Total	\$1,073,278

Heritage Oak Park CDD

Bank Reconciliation

Bank Account No. 7282 BankUnited GF
 Statement No. 11-23
 Statement Date 11/30/2023

G/L Balance (LCY)	340,981.28	Statement Balance	365,016.34
G/L Balance	340,981.28	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	365,016.34
Subtotal	340,981.28	Outstanding Checks	24,035.06
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	340,981.28	Ending Balance	340,981.28
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
3/10/2022	Payment	3040	PRECISION GATE & SECURITY, INC	393.75	0.00	393.75
11/3/2022	Payment	3251	JULLIAN DIBLASI	35.00	0.00	35.00
11/3/2022	Payment	3257	PATRICIA BENJAMIN	35.00	0.00	35.00
11/15/2023	Payment	3590	FLORIDA DEPARTMENT OF ECONOMIC OP	175.00	0.00	175.00
11/27/2023	Payment	3594	CLIFF'S AIR CONDITIONING &	359.00	0.00	359.00
11/27/2023	Payment	3595	FEDEX	12.36	0.00	12.36
11/27/2023	Payment	3596	INFRAMARK, LLC	20,678.33	0.00	20,678.33
11/27/2023	Payment	3597	MICHELE D SNYDER	1,560.00	0.00	1,560.00
11/27/2023	Payment	3598	NATURZONE ENVIRONMENTAL SERVICES	85.00	0.00	85.00
11/27/2023	Payment	3599	PAUL FALDUTO	5.99	0.00	5.99
11/27/2023	Payment	3600	RICHIE L HODGE	595.00	0.00	595.00
11/27/2023	Payment	3601	SUN NEWSPAPERS	88.66	0.00	88.66
11/29/2023	Payment	3602	INFRAMARK, LLC	11.97	0.00	11.97
Total Outstanding Checks.....				24,035.06		24,035.06

Heritage Oak Park CDD

Bank Reconciliation

Bank Account No. 0663 Valley Bank
 Statement No. 11-23
 Statement Date 11/30/2023

G/L Balance (LCY)	131,500.38	Statement Balance	131,500.38
G/L Balance	131,500.38	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	131,500.38
Subtotal	131,500.38	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	131,500.38	Ending Balance	131,500.38
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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HERITAGE OAK PARK

Community Development District

**Payment Register by Fund
For the Period from 11/01/23 to 11/30/23
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	3569	11/02/23	CENTURYLINK	081923-78717	ACCT #311078717 08/19/23-09/18/23	Communication - Telephone	541003-57201	\$644.94
001	3569	11/02/23	CENTURYLINK	101923-78717	ACCT #311078717 10/19/23-11/18/23	Communication - Telephone	541003-57201	\$653.57
001	3570	11/02/23	FEDEX	8-302-36021	SERVICE FOR 10/24/23	Communication/Freight - Gen'l	541001-51301	\$12.38
001	3571	11/02/23	FPL	102423-53151 ACH	ACCT #72189-53151 09/22/23-10/24/23	Utility - General	543001-53901	\$21.88
001	3572	11/02/23	MAINSCAPE	1294421	QTRLY VFD PUMP MAINTENANCE	R&M-Pumps	546138-53901	\$250.00
001	3573	11/02/23	THOMPSON'S AIR CONDITIONING	I107014	A/C REPAIR TO 20-TON UNIT	R&M-Clubhouse	546015-57201	\$230.00
001	3574	11/06/23	HOME DEPOT CREDIT SERVICES	10052023-6325 ACH	PURCHASES 09/05/23-10/04/23	Lanai Fans	546015-57201	\$357.00
001	3574	11/06/23	HOME DEPOT CREDIT SERVICES	10052023-6325 ACH	PURCHASES 09/05/23-10/04/23	Large Gazebo Fan	546066-57201	\$264.00
001	3575	11/06/23	MAINSCAPE	1294868	11/23 LANDSCAPE MAINTENANCE	Contracts-Landscape	534050-53901	\$8,393.33
001	3575	11/06/23	MAINSCAPE	1294741	11/23 IRRIGATION MAINT	Contracts-Irrigation	534073-53901	\$4,261.56
001	3576	11/07/23	COVERALL OF FT. MYERS	1160283647	CLEANING SERVICE 11/1-11/30/23	Contracts-Janitorial Services	534026-57201	\$1,580.00
001	3577	11/07/23	DISASTER LAW & CONSULTING LLC	110223	FEMA LEGAL COUNSEL 10/01/23-10/31/23	HURRICANE IAN - DR4673	531023-51401	\$937.50
001	3578	11/07/23	INFRAMARK, LLC	103634	10/23 MANAGEMENT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,969.00
001	3578	11/07/23	INFRAMARK, LLC	103634	10/23 MANAGEMENT SERVICES	Contracts-Mgmt Services	534001-53901	\$11,644.25
001	3578	11/07/23	INFRAMARK, LLC	103634	10/23 MANAGEMENT SERVICES	Contracts-Mgmt Services	534001-57201	\$3,056.75
001	3578	11/07/23	INFRAMARK, LLC	103634	10/23 MANAGEMENT SERVICES	Miscellaneous Services	549001-51301	\$8.33
001	3579	11/07/23	MAINSCAPE	1294939	BENT OAK PUMP-NEW PIPE	R&M-Pumps	546138-53901	\$2,807.07
001	3580	11/07/23	SOLITUDE LAKE MANAGEMENT	PSI023579	NOV23 LAKE & POND MAINTENANCE	Contracts-Lake and Wetland	534021-53901	\$510.00
001	3581	11/07/23	USBANK	7067220	TRUSTEE FEES 09/01/23-09/30/23	ProfServ-Trustee Fees	531045-51301	\$336.72
001	3581	11/07/23	USBANK	7067220	TRUSTEE FEES 10/01/23-08/31/24	Prepaid Items	155000	\$3,703.91
001	3582	11/10/23	ELECTRICAL SOLUTIONS OF SW	9509	INSTALLED 4 FANS ON LANAI/REPAIRED LANAI CAN LIGHT	Hurricane Ian Damage (PGIT)	549067-53901	\$1,500.00
001	3583	11/10/23	GOTHAM ENTERTAINMENT	11082023	ENTERTAINMENT FOR YACHT CLUB PARTY 11/16/23	Misc-Event Expense	549022-57501	\$750.00
001	3584	11/10/23	MAINSCAPE	1295073	RECHARGE WELL 1-PUMP STATION REPAIR	R&M-Pumps	546138-53901	\$2,247.50
001	3585	11/10/23	MATHEW MANN	10062023	REPAIR POLARIS SXS	Misc-Contingency	549900-53901	\$700.00
001	3585	11/10/23	MATHEW MANN	10302023	RMV/RPL BOCCO CRT SIDEBDS W/TREK COMPOSITE DECKING	Rpl old side boards with Trek brds	546066-57201	\$5,800.00
001	3586	11/10/23	NATURZONE ENVIRONMENTAL SERVICES	615584	11/23 PEST CONTROL	Contracts-Pest Control	534125-57201	\$85.00
001	3587	11/10/23	PERSSON, COHEN & MOONEY, P.A.	4307	LEGAL SERVICE FOR 10/23	ProfServ-Legal Services	531023-51401	\$147.00
001	3588	11/10/23	SOLITUDE LAKE MANAGEMENT	PSI07518	OCT23 LAKE & POND MAINTENANCE	Contracts-Lake and Wetland	534021-53901	\$510.00
001	3589	11/13/23	PRECISION GATE & SECURITY, INC	3670	LIFTMASTER MEGA ARM TOWERS W/BATTERY B/U	To be Reimb by Ins Co.	564043-52901	\$5,515.60
001	3590	11/15/23	FLA DEPT OF ECONOMIC OPPORTUNITY	88027	DISTRICT FILING FEE FY 2024	Annual District Filing Fee	554007-51301	\$175.00
001	3591	11/15/23	MAINSCAPE	1295226	10/23 IRRIGATION SERVICE	R&M-Irrigation	546041-53901	\$7,925.84
001	3592	11/20/23	RICHARD SNOWDEN	03012023	BACK WALL REPAIRS-WASTE HAULING-FINAL PAYMT	Final Payment	549067-53901	\$41,040.27
001	3594	11/27/23	CLIFF'S AIR CONDITIONING	23-1446	REPAIR 20 TON CLUBHOUSE A/C DRAIN	Lodge unit	546015-57201	\$359.00
001	3595	11/27/23	FEDEX	8-323-65217	SERVICE FOR 11/13/23	Communication/Freight - Gen'l	541001-51301	\$12.36
001	3596	11/27/23	INFRAMARK, LLC	104836	11/23 MANAGEMENT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,969.00
001	3596	11/27/23	INFRAMARK, LLC	104836	11/23 MANAGEMENT SERVICES	Contracts-Mgmt Services	534001-53901	\$11,644.25
001	3596	11/27/23	INFRAMARK, LLC	104836	11/23 MANAGEMENT SERVICES	Contracts-Mgmt Services	534001-57201	\$3,056.75
001	3596	11/27/23	INFRAMARK, LLC	104836	11/23 MANAGEMENT SERVICES	Miscellaneous Services	549001-51301	\$8.33
001	3597	11/27/23	MICHELE D SNYDER	11202023	HOLIDAY PARTY CATERING DEPOSIT	Prepaid Items	155000	\$1,560.00
001	3598	11/27/23	NATURZONE ENVIRONMENTAL SERVICES	599111	09/23 PEST CONTROL SVC	Contracts-Pest Control	534125-57201	\$85.00
001	3599	11/27/23	PAUL FALDUTO	110623	REIMBURSEMENT FOR OIL FOR GRILLS	Poolside Lunch	549051-57501	\$5.99
001	3600	11/27/23	RICHIE L HODGE	11202023	HOLIDAY PARTY ENTERTAINMENT 12/08/23	Prepaid Items	155000	\$595.00
001	3601	11/27/23	SUN NEWSPAPERS	110623-22267	AD FOR RESCHEDULED MEETING	Legal Advertising	548002-51301	\$88.66
001	3602	11/29/23	INFRAMARK, LLC	104989	10/23 VARIABLE CHARGES	Communication/Freight - Gen'l	541001-51301	\$11.97
001	DD00812	11/01/23	CHARLOTTE COUNTY UTILITIES	101123-101597 ACH	26307-101597 09/11/23-10/09/23	Utility - Water & Sewer	543021-53901	\$699.66
001	DD00812	11/01/23	CHARLOTTE COUNTY UTILITIES	101123-101597 ACH	26307-101597 09/11/23-10/09/23	Deposit Interest	361001	(\$29.38)
001	DD00813	11/01/23	CHARLOTTE COUNTY UTILITIES	101123-080703 ACH	26307-080703 09/11/23-10/09/23	Utility - Water & Sewer	543021-53901	\$67.59
001	DD00814	11/12/23	GREATAMERICA FINANCIAL SVCS	35113582	COPIER LEASE FOR 10/23	Office Supplies	551002-57201	\$104.86
001	DD00820	11/08/23	FPL	102423-90214 ACH	ACCT #65996-90214 09/22/23-10/24/23	Utility - General	543001-53901	\$190.63
001	DD00821	11/08/23	FPL	102423-28333 ACH	ACCT #36126-28333 09/22/23-10/24/23	Utility - General	543001-53901	\$441.51
001	DD00822	11/08/23	FPL	102423-74219 ACH	ACCT #89079-74219 09/22/23-10/24/23	Utility - General	543001-53901	\$111.56
001	DD00823	11/08/23	FPL	102423-93219 ACH	ACCT #25921-93219 09/22/23-10/24/23	Utility - General	543001-53901	\$368.02
001	DD00824	11/08/23	FPL	102423-29333 ACH	ACCT #90419-29333 09/22/23-10/24/23	Utility - General	543001-53901	\$201.56
001	DD00825	11/08/23	FPL	102423-85535 ACH	ACCT #92945-85535 09/22/23-10/24/23	Utility - General	543001-53901	\$86.35

HERITAGE OAK PARK

Community Development District

**Payment Register by Fund
For the Period from 11/01/23 to 11/30/23
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
001	DD00826	11/08/23	FPL	102423-59344	ACH ACCT #96809-59344	09/22/23-10/24/23	Utility - General	543001-53901	\$126.73
001	DD00827	11/08/23	FPL	102423-03218	ACH ACCT #01784-03218	09/22/23-10/24/23	Utility - General	543001-53901	\$110.47
001	DD00828	11/08/23	FPL	102423-32211	ACH ACCT #94620-32211	09/22/23-10/24/23	Utility - General	543001-53901	\$595.24
001	DD00829	11/08/23	FPL	102423-88335	ACH ACCT #87070-88335	09/22/23-10/24/23	Utility - General	543001-53901	\$1,679.39
001	DD00830	11/17/23	COMCAST	102623-34227	ACH ACCT #8535100601234227	10/30/23-11/29/23	Misc-Cable TV Expenses	549039-57201	\$460.16
001	DD00831	11/01/23	FPL	092223-29333	ACH ACCT #90419-29333	08/23/23-09/22/23	Utility - General	543001-53901	\$160.86
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Cricut Program for Computer	549001-57501	\$9.99
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$270.66
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Fuel - 2 Cans	549900-53901	\$33.85
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Work Phone iCloud Storage	549001-57201	\$0.99
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Staff Meeting Goodies	549001-57201	\$18.80
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Fuel - All Cans	549900-53901	\$79.40
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Polaris Fuel	549900-53901	\$38.24
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Movie Night-Mafia Mamma	549001-57501	\$2.41
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Monday Coffee Social	549051-57501	\$9.49
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Monday Coffee Social	549051-57501	\$15.28
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Monday Coffee Social	549051-57501	\$36.14
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Poolside Lunch	549051-57501	\$52.65
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Monday Coffee Social	549051-57501	\$42.08
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Wipes for Gym and Tables	552001-57201	\$156.05
001	DD00832	11/01/23	VALLEY NATIONAL BANK	10092023-7986	ACH 10/09/23	STATEMENT PURCHASES	Poolside Lunch	549022-57501	\$23.40
001	DD00833	11/20/23	PAUL J. FALDUTO, JR	PAYROLL	November 20, 2023	Payroll Posting			\$184.70
001	DD00834	11/20/23	STEPHEN R. HORSMAN	PAYROLL	November 20, 2023	Payroll Posting			\$184.70
001	DD00835	11/20/23	CARMEN RUSSO	PAYROLL	November 20, 2023	Payroll Posting			\$184.70
001	DD00836	11/20/23	JEANNE M. TETER	PAYROLL	November 20, 2023	Payroll Posting			\$184.70
001	DD00837	11/20/23	VINCENT F. SCOTTO	PAYROLL	November 20, 2023	Payroll Posting			\$184.70
Fund Total								\$142,522.85	
Total Checks Paid								\$142,522.85	