

PH

# BUDGET AMENDMENT REQUEST

For Budget/Finance Use Only	
BA#	18-214
JE #	
BAR#	
APH Date	

001 General Fund  
Fund No. Fund Description (type on line above)

Date Prepared: 1/8/2018 (Attach Executive Summary)  
Approved by BCC on: 1/23/18 Item No. 1651 4587

### Expense Budget Detail

Fund Center Title: Criminal Justice Ed & Training Program Fund Center No.: 611651  
Funded Program (Project) Title: \_\_\_\_\_ 5-digit Fd Prog #: \_\_\_\_\_

(only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
611651	0	881400	Remittances to Sheriff	250,000.00	-	250,000.00

Net Change to Budget \$ 250,000.00

### Expense Budget Detail

Fund Center Title: Constitutional Officer Transfers Fund Center No.: 959010  
Funded Program (Project) Title: \_\_\_\_\_ 5-digit Fd Prog #: \_\_\_\_\_

(only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
959010	0	<del>481851</del> 486651	Transfer from 651 Clerk's Criminal Justice Ed & Training Fund	250,000.00		250,000.00

Net Change to Budget \$ 250,000.00

## EXPLANATION

Why are funds needed? (type below)

To reimburse the Sheriff for Training and Educational Expenses in accordance with Section 938.15 Florida Statutes

Where are funds available? (type below)

In accordance Section 318.18 (11)(c), Florida Statutes, a \$2.50 court cost must be paid for each Traffic infraction to help pay for criminal justice education and training programs pursuant to Section 938.15. The \$2.50 court costs are deposited into Fund 651.

## REVIEW PROCESS

Cost Center Director\*: \_\_\_\_\_ Date \_\_\_\_\_  
 Division Administrator\*: \_\_\_\_\_ Date \_\_\_\_\_  
 Budget Department: Laura Well Date 1/23/18  
 Agency Manager: [Signature] Kevin Rambosk, Sheriff Date 1-10-18  
 Finance Department: \_\_\_\_\_ Date \_\_\_\_\_  
 Clerk to the Board Admin: \_\_\_\_\_ Date \_\_\_\_\_  
 Inputted by: \_\_\_\_\_ Date \_\_\_\_\_  
 BA number (SAP) \_\_\_\_\_

**BUDGET AMENDMENT REQUEST**

For Budget/Finance Use Only	
BA#	18-216
JE #	
BAR#	
APH Date	

310                      Growth Management Transportation Capital  
 Fund No.                      Fund Description (type on line above)

Date Prepared: 1/16/2018 (Attach Executive Summary)  
 Approved by BCC on: 2/13/18                      Item No. 16A5                      4498

**Expense Budget Detail**

Fund Center Title: Transportation Capital                      Fund Center No.: 163670  
 Funded Program (Project) Title: PUD Monitoring/ Traffic                      5-digit Fd Prog #: 60088  
 (only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
163670	60088	763100	Improvements General	500.00	160,380.50	160,880.50

**Net Change to Budget**                      \$ 500.00

**Expense Budget Detail**

Fund Center Title: Transportation Capital                      Fund Center No.: 163670  
 Funded Program (Project) Title: District 1 Sidewalk 331                      5-digit Fd Prog #: 69331  
 (only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
163670	69331	763100	Improvements General	26,853.44	22,558.08	49,411.52

**Net Change to Budget**                      \$ 26,853.44

**Expense Budget Detail**

Fund Center Title: Transportation Capital                      Fund Center No.: 163670  
 Funded Program (Project) Title: District 2 Sidewalk 333                      5-digit Fd Prog #: 69333  
 (only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
163670	69333	763100	Improvements General	1,712.50	72,961.60	74,674.10

**Net Change to Budget**                      \$ 1,712.50

**Expense Budget Detail**

Fund Center Title: Transportation Capital                      Fund Center No.: 163670  
 Funded Program (Project) Title: District 4 Sidewalk 336                      5-digit Fd Prog #: 69336  
 (only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
163670	69336	763100	Improvements General	13,469.38	27,882.49	41,351.87

**Net Change to Budget**                      \$ 13,469.38

**Expense Budget Detail**

Fund Center Title: Transportation Capital                      Fund Center No.: 163670  
 Funded Program (Project) Title: District 6 Sidewalk 338                      5-digit Fd Prog #: 69338  
 (only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
163670	69338	763100	Improvements General	52,486.72	118,559.61	171,046.33

**Net Change to Budget**                      \$ 52,486.72

**Revenue Budget Detail**

Fund Center Title: Reserves Fund Center No.: 919010  
 Funded Program (Project) Title: Various 5-digit Fd Prog #: \_\_\_\_\_

(only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
919010	60088	489200	Carryforward	500.00	-	500.00
919010	69331	489200	Carryforward	26,853.44	-	26,853.44
919010	69333	489200	Carryforward	1,712.50	-	1,712.50
919010	69336	489200	Carryforward	13,469.38	-	13,469.38
919010	69338	489200	Carryforward	52,486.72	-	52,486.72
<b>Net Change to Budget</b>				<b>\$ 95,022.04</b>		

**EXPLANATION**

**Why are funds needed?** (type below)

To recognize revenue collected in excess of FY17 budgeted amounts in certain funded programs, and appropriate the funding for use in the current fiscal year.

**Where are funds available?** (type below)

Funds are available within the PUD Montinoring/Traff (60088), District 1 Sidewalk 331 (69331), District 2 Sidewalk 333 (69333), District 4 Sidewalk 336 (69336), District 6 Sidewalk 338 (69338) projects.

**REVIEW PROCESS**

Cost Center Director*:	_____	Date	_____
Department Head*:	_____	Date	_____
Budget Department:	_____	Date	_____
Agency Manager	_____	Date	_____
Finance Department:	_____	Date	_____
Clerk to the Board Admin:	_____	Date	_____
Inputted by:	_____	Date	_____
BA number (SAP)	_____		

**BUDGET AMENDMENT REQUEST**

For Budget/Finance Use Only	
BA#	<u>18-217</u>
JE #	_____
BAR#	_____
APH Date	_____

313 Road Construction - Gas Tax  
Fund No. Fund Description (type on line above)

Date Prepared: 1/16/2018 (Attach Executive Summary)  
Approved by BCC on: 2/13/18 Item No. 16A5 4798

**Expense Budget Detail**

Fund Center Title: Gas Tax Road Construction Fund Center No.: 163673  
Funded Program (Project) Title: TIS Review 5-digit Fd Prog #: 60085

(only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
163673	60085	763100	Improvements General	31,250.00	348,315.76	379,565.76

**Net Change to Budget** \$ 31,250.00

**Revenue Budget Detail**

Fund Center Title: Reserves Fund Center No.: 919010  
Funded Program (Project) Title: Fund 313 Res/Xfers 5-digit Fd Prog #: 99313 60085

(only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
919010	<u>99313</u>	489200	Carryforward	31,250.00	-	31,250.00

60085 **Net Change to Budget** \$ 31,250.00

**EXPLANATION**

**Why are funds needed?** (type below)

To recognize revenue collected in excess of FY17 budgeted amounts in certain funded programs, and appropriate the funding for use in the current fiscal year.

**Where are funds available?** (type below)

Funds are available within the TIS Review (60085) project.

**REVIEW PROCESS**

Cost Center Director\*: \_\_\_\_\_ Date \_\_\_\_\_  
 Department Head\*: \_\_\_\_\_ Date \_\_\_\_\_  
 Budget Department: \_\_\_\_\_ Date \_\_\_\_\_  
 Agency Manager \_\_\_\_\_ Date \_\_\_\_\_  
 Finance Department: \_\_\_\_\_ Date \_\_\_\_\_  
 Clerk to the Board Admin: \_\_\_\_\_ Date \_\_\_\_\_  
 Inputted by: \_\_\_\_\_ Date \_\_\_\_\_  
 BA number (SAP) \_\_\_\_\_

# BUDGET AMENDMENT REQUEST

For Budget/Finance Use Only	
BA#	<u>18-222</u>
JE #	_____
BAR#	_____
APH Date	_____

119  
Fund No.

PARKS AND REC GRANT  
Fund Description (type on line above)

Date Prepared: 12/13/2017 (Attach Executive Summary)  
Approved by BCC on: 2/13/18 Item No. 1607 4572

### Expense Budget Detail

Fund Center Title: PARKS AND REC GRANT Fund Center No.: 156337  
Funded Program (Project) Title: Sea Turtle Monitoring 5-digit Fd Prog #: 80377  
(only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
156337	80377	512100	REGULAR SALARIES	117,446.00		117,446.00
156337	80377	512600	ER 457	650.00		650.00
156337	80377	515000	VACATION SELL BACK	1,576.00		1,576.00
156337	80377	519100	RESERVE FOR SALARY	4,205.00		4,205.00
156337	80377	521100	SOCIAL SECURITY MATC	9,415.00		9,415.00
156337	80377	522100	RETIREMENT REGULAR	10,296.00		10,296.00
156337	80377	523150	HEALTH INSURANCE	23,842.00		23,842.00
156337	80377	523152	DENTAL INSURANCE	892.00		892.00
156337	80377	523153	SHORT TERM DISABILIT	164.00		164.00
156337	80377	523154	LONG TERM DISABILITY	346.00		346.00
156337	80377	523160	LIFE INSURANCE	342.00		342.00
156337	80377	524100	WORKERS COMPENSATIO	2,226.00		2,226.00
156337	80377	634207	IT CAP ALLOCAT	600.00		600.00
156337	80377	643210	IT OFFICE AUTOMATION	4,500.00		4,500.00
						-

**Net Change to Budget** \$ 176,500.00

### Revenue Budget Detail

Fund Center Title: Interfund Transfer - Board Fund Center No.: 929010  
Funded Program (Project) Title: \_\_\_\_\_ 5-digit Fd Prog #: 99119  
(only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
929010	99119	481195	TRANS FRM 195 TDC BE	166,500.00	-	166,500.00
929010	99119	481001	TRANS FRM 001 GEN FD	10,000.00		10,000.00

**Net Change to Budget** \$ 176,500.00

### EXPLANATION

Why are funds needed? (type below)

To segregate Sea Turtle Monitoring expenditures for potential reimbursement from Florida Department of Environmental Protections

**Where are funds available?** (type below)

Local funding is provided by Fund 195 TDC BE & Fund 001 General Fund

**REVIEW PROCESS**

<b>Cost Center Director*:</b> _____	Date	_____
<b>Division Administrator*:</b> _____	Date	_____
<b>Budget Department:</b> _____	Date	_____
<b>Agency Manager</b> _____	Date	_____
<b>Finance Department:</b> _____	Date	_____
<b>Clerk to the Board Admin:</b> _____	Date	_____
<b>Inputted by:</b> _____	Date	_____
<b>BA number (SAP)</b> _____		

If this is uploaded into Novus with an Executive Summary, no signatures are required from the Cost Center Director or Division Administer.

If this is uploaded into Novus, please do NOT sent a paper copy of the Budget Amendment to the Office of Management and Budget office, OMB will download all budget amendments from Novus and will process after the BCC meeting.

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**BUDGET AMENDMENT REQUEST**

For Budget/Finance Use Only	
BA#	18-227
JE #	
BAR#	
APH Date	

PH

418 Collier County Water Sewer District Special Assessments  
Fund No. Fund Description (type on line above)

Date Prepared: 1/26/2018 (Attach Executive Summary)  
Approved by BCC on: 12/12/2018 Item No. 17.G. 4218

**Expense Budget Detail**

Fund Center Title: Water Sewer Special Assessments Fund Center No.: 287140  
Funded Program (Project) Title: Cassena Road MSBU 5-digit Fd Prog #: 70225  
(only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
287140	70225	631400	Engineering Fees	50,000.00	-	50,000.00
<b>Net Change to Budget</b>				<b>\$ 50,000.00</b>		

**Expense Budget Detail**

Fund Center Title: Inter Fund Transfers Fund Center No.: 929010  
Funded Program (Project) Title: Cassena Road MSBU 5-digit Fd Prog #: 70225  
(only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
929010	70225	482111	Loan from fd 111	50,000.00	-	50,000.00
<b>Net Change to Budget</b>				<b>\$ 50,000.00</b>		

**EXPLANATION**

**Why are funds needed?** (type below)

BCC approved a Resolution to create the Cassena Road Potable Water MSBU on 12/12/17, agenda item 17.G. Under Fiscal Impact, the Unincorporated General Fund 111 is to loan money to the MSBU so that the capital improvements can be made and over a 5 year period, the money will be paid back including interest. Funds are needed to start the design of the Cassena Road Water Main Improvements.

**Where are funds available?** (type below)

Transfer in from fund 111.

**REVIEW PROCESS**

Cost Center Director\*: \_\_\_\_\_ Date \_\_\_\_\_  
 Department Heads: \_\_\_\_\_ Date \_\_\_\_\_  
 Office of Mgt & Budget: \_\_\_\_\_ Date \_\_\_\_\_  
 Agency Manager: \_\_\_\_\_ Date \_\_\_\_\_  
 Finance Department: \_\_\_\_\_ Date \_\_\_\_\_  
 Clerk to the Board Admin: \_\_\_\_\_ Date \_\_\_\_\_  
 Inputted by: \_\_\_\_\_ Date \_\_\_\_\_  
 BA number (SAP) \_\_\_\_\_

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**BUDGET AMENDMENT REQUEST**

For Budget/Finance Use Only	
BA#	18-237
JE #	
BAR#	
APH Date	

495                      Airport Operating  
 Fund No.                      Fund Description (type on line above)

Date Prepared: \_\_\_\_\_ (Attach Executive Summary)  
 Approved by BCC on: 2/13/18                      Item No. 14A                      4496

**Expense Budget Detail**

Fund Center Title: Interfund Transfers                      Fund Center No.: 929010  
 Funded Program (Project) Title: \_\_\_\_\_                      5-digit Fd Prog #: \_\_\_\_\_

(only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
929010	0	914960	Transfer out to fund 496	9,000,000.00	-	9,000,000.00
						-

**Net Change to Budget**                      \$ 9,000,000.00

**Expense Budget Detail**

Fund Center Title: Interfund Transfer                      Fund Center No.: 929010  
 Funded Program (Project) Title: \_\_\_\_\_                      5-digit Fd Prog #: \_\_\_\_\_

(only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
929010	0	482131	Adv/Loan from fd 131	9,000,000.00	-	9,000,000.00
						-

**Net Change to Budget**                      \$ 9,000,000.00

**EXPLANATION**

**Why are funds needed?** (type below)

Cash and budget are needed to fund the new terminal project at the Marco Island Executive Airport. FDOT 5-Year Plan has programmed funding of \$7,727,620 to the Airport Authority for the construction over a period of three consecutive years. However, there is no Grant Agreement or Contract with FDOT and future funding shown on the planning document can change without our consent. The Airport Authority has sufficient funding for the local match portion of the project. Interest will be calculated on the loan from Fund 131 and will be repaid as grant proceeds are received.

**Where are funds available?** (type below)

a loan from 131

**REVIEW PROCESS**

Cost Center Director\*: \_\_\_\_\_ Date \_\_\_\_\_  
 Department Heads: \_\_\_\_\_ Date \_\_\_\_\_  
 Office of Mgt & Budget \_\_\_\_\_ Date \_\_\_\_\_  
 Agency Manager \_\_\_\_\_ Date \_\_\_\_\_  
 Finance Department: \_\_\_\_\_ Date \_\_\_\_\_  
 Clerk to the Board Admin: \_\_\_\_\_ Date \_\_\_\_\_  
 Inputted by: \_\_\_\_\_ Date \_\_\_\_\_  
 BA number (SAP) \_\_\_\_\_



**BUDGET AMENDMENT REQUEST**

For Budget/Finance Use Only

BA# 18-238  
 JE # \_\_\_\_\_  
 BAR# \_\_\_\_\_  
 APH Date \_\_\_\_\_

496 Airport Capital  
 Fund No. Fund Description (type on line above)

Date Prepared: \_\_\_\_\_ (Attach Executive Summary)  
 Approved by BCC on: 2/13/18 Item No. 14A1 4496

**Expense Budget Detail**

Fund Center Title: Marco Island Airport Fund Center No.: 192341  
 Funded Program (Project) Title: Marco Island Terminal Replacement 5-digit Fd Prog #: 33484  
 (only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
192341	33484	762200	Building Improvements	10,900,000.00	-	10,900,000.00
						-
						-

**Net Change to Budget** \$ 10,900,000.00

**Expense Budget Detail**

Fund Center Title: Interfund Transfer Fund Center No.: 929010  
 Funded Program (Project) Title: Marco Island Terminal Replacement 5-digit Fd Prog #: 33484  
 (only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
929010	33484	481495	Transfer from 495	9,578,200.00	-	9,578,200.00
929010	33484	482001	Adv/Repay from 001	1,000,000.00	-	1,000,000.00
						-

**Net Change to Budget** \$ 10,578,200.00

**Expense Budget Detail**

Fund Center Title: Reserves Fund Center No.: 919010  
 Funded Program (Project) Title: Fund 496 Reserves/Transfers/Interest 5-digit Fd Prog #: 99496  
 (only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
919010	99496	993000	Reserves for Contingencies	(1,900,000.00)	1,954,686.19	54,686.19
						-
						-

**Net Change to Budget** \$ (1,900,000.00)

9,000,000.00 total exp

**Expense Budget Detail**

Fund Center Title: Interfund Transfers Fund Center No.: 929010  
 Funded Program (Project) Title: Fund 496 Reserves/Transfers/Interest 5-digit Fd Prog #: 99496  
 (only one Fund Center/Funded Program should be entered into this section. If amendment is for Funded Program, must enter Fund Center info)

Fund Center	Funded Program	Commit Item	Commitment Item Description	Increase (Decrease)	Current Budget	Revised Budget
929010	99496	482001	Adv/repay From 001	(1,000,000.00)	1,000,000.00	-
929010	99496	481495	Transfer from 495	(578,200.00)	578,200.00	-
						-

**Net Change to Budget** \$ (1,578,200.00)

9,000,000.00 total rev

## EXPLANATION

**Why are funds needed?** (type below)

Cash and budget are needed to fund the new terminal project at the Marco Island Executive Airport. FDOT 5-Year Plan has programmed funding of \$7,727,620 to the Airport Authority for the construction over a period of three consecutive years. However, there is no Grant Agreement or Contract with FDOT and future funding shown on the planning document can change without our consent. The Airport Authority has sufficient funding for the local match portion of the project. Interest will be calculated on the loan from Fund 131 to fund 495 and will be repaid as grant proceeds are received.

**Where are funds available?** (type below)

Money will come from the Airport Operating fund 495.

## REVIEW PROCESS

<b>Cost Center Director*:</b> _____	<b>Date</b> _____
<b>Department Heads:</b> _____	<b>Date</b> _____
<b>Office of Mgt &amp; Budget</b> _____	<b>Date</b> _____
<b>Agency Manager</b> _____	<b>Date</b> _____
<b>Finance Department:</b> _____	<b>Date</b> _____
<b>Clerk to the Board Admin:</b> _____	<b>Date</b> _____
<b>Inputted by:</b> _____	<b>Date</b> _____
<b>BA number (SAP)</b> _____	

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**BUDGET AMENDMENT REQUEST**

County Water and Sewer Debt Service 410  
 Fund Title Fund Number

Date Prepared: 2/15/2018

For Budget/Finance Use Only	
BA#	<u>18-270</u>
JE#	_____
BAR#	_____
APH Date	_____
To BCC	Yes      No

*PH*

Previously Approved, BCC Agenda Date: 1/23/2018      Item No. 11H (Attach Executive Summary)

**EXPENSE BUDGET DETAIL**

G/L Account	Title	Increase (Decrease)	Current Budget	Revised Budget
873850	Cost of issuance-other	\$ 160,000.00	\$ -	\$ 160,000.00
874200	Payment to refunding bond escrow agent	35,840,000.00	-	35,840,000.00
<b>Total Expense</b>		<b>\$ 36,000,000.00</b>	<b>\$ -</b>	<b>\$ 36,000,000.00</b>

**REVENUE BUDGET DETAIL**

G/L Account	Title	Increase (Decrease)	Current Budget	Revised Budget
484200	Bond proceeds	\$ 36,000,000.00	\$ -	\$ 36,000,000.00
<b>Total Revenue</b>		<b>\$ 36,000,000.00</b>	<b>\$ -</b>	<b>\$ 36,000,000.00</b>

**EXPLANATION**

**Why are funds needed?**

Funds are needed to record the previously approved issuance of the Collier County Water and Sewer Revenue Bond, Series 2018 for purposes of acquiring the Golden Gate System from the Florida Governmental Utility Authority.

**REVIEW PROCESS**

	<u>Date</u>
Prepared by: <u>Derek M. Johnssen</u>	<u>2/15/2018</u>
Reviewed by: _____	_____
Approved by: _____	_____
Input By: _____	_____
BA Number: _____	_____