

Minutes of the Facilities Council Meeting – September 12, 2018

Members Present: Al Parmentier, Joe Hardy, Lisa Turano, Katrina Pascale, Woody Sutton, Jan Mathrani, Kristy O’Neil

Members Absent: Jack Siplak, Jack Quinn

Guests Attending: Rebecca Hornbuckle, Elizabeth Bourne and Cate Wenzing

Check-In: Chairman, Al Parmentier Conducted a Check-in

Minutes of August 14, 2018 Meeting were approved with no revisions.

Unfinished Business Proceedings: These comments pertain to Projects open prior to this meeting. Status of Projects without comment did not change during the meeting.

- A. Building Interior – 1 Item Closed; Items No Updated.
- B. Building Exterior – No Items Closed; No Items Updated.
- C. Landscaping and Grounds – 1 Item Closed; No items Updated.
- D. Equipment – 1 Item Closed; No items Updated; 1 Item On-Hold.
- E. Bridges – No Items Closed; No Items Updated.
- F. Sexton House – No Items Closed; No items Updated.
- G. Other – No Items Closed; No Items Updated.

New Business: These comments pertain to Projects opened during this meeting or discovered before the Minutes were prepared. Five new items were added.

- A. Building Interior – A.138, A.140, A.144, A.145 Added.
- B. Building Exterior – Item B.139, B.141, B.142 Added.
- C. Landscaping and Grounds – Item C.136 Added.
- D. Equipment – Item D.137 Added.
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – Item G.146 Added

Number of Projects Reviewed: 25 Projects were reviewed this meeting.

Any Other Business: Elizabeth Bourne and Rebecca Hornbuckle presented an update on the new financial accounts schema and overhead costs allocations. Sample copies are attached to these Minutes.

Minutes of the Facilities Council Meeting – September 12, 2018

Items Approved by Member Vote:

1. Joe Hardy moved to accept the Tree Trimmers USA quotation in amount \$1200 to remove six trees from the 16th Street canal; Lisa Turano Seconded and the Motion Carried.
2. Woody Sutton moved to accept the Roof Authority quotation in amount \$1300 to repair the roof; Jan Mathrani Seconded and the Motion Carried.

Adjourn: The meeting adjourned at 11:40am.

Next Meeting: The next meeting is October 10th, 2018 at 10:00am.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

5 Attachments:

- Project Status Report September 12, 2018 - Printed September 17, 2018; 8 Pages, 25 Projects
- Projects Assignments List Printed September 17, 2018; 1 Page
- Project Summary Report Printed September 17, 2018; 2 Pages
- Roof Authority Proposal; Dated September 10th, 2018; 1 Page
- Elizabeth Bourne and Rebecca Hornbuckle Sample Financial Statements; 2 Sheets

Facilities Council Minutes - Addendum

Project Status Report Information: The project status report presented here is prepared using Microsoft Access. The Access database allows us to record and report Facilities Council projects and status in one place year after year.

The Project Index in Column 1 is a database assigned identifier used for each project record. The letter left of the decimal (A-G) corresponds to the seven project categories shown in Old and New Business. The number right of the decimal is the record identifier for that project. These numbers are not sequential in a category, but are sorted numerically for the specific project category.

Status of each project is highlighted in the last column. The Project status identifiers are described in the Notes at end of the report. Closed projects will not be shown in subsequent Minutes. The value under the status represents the number of days this project has been open. The “Days Open” value counts from the date the project was opened to the Facilities Council Meeting date reported here. For closed projects the value is the number of days from project open to project closed.

For upcoming Meetings, the status report attached to the Agenda will be only the open projects. However, other reports are available from the Secretary upon request.

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, September 12, 2018

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.045 Building Interior Adjustment	Chancel Chalice light is off center. There is a shadow in the upper right corner of the Chalice. Light has been adjusted numerous times but slips down after warmup.	Adjust the light and tighten mounting bracket.	14-Jun-2017	Al Parmentier Self Help	Open-NC 456 Days
A.117 Building Interior Upgrade	A wall mounted fan is needed in the Olympia Brown to improve air conditioning efficiency and cool the room with afternoon sun.	Al installed the fan.	16-May-2018 12-Sep-2018	Al Parmentier Self Help	Closed 120 Days
A.131 Building Interior Inspection	Indian River Fire Prevention Bureau conducted a detailed inspection of UUFVB facilities on 3 July 2018. The Deficiency Report describes seven required corrective actions. We can expect a reinspection in 30 days. If all deficiencies not corrected, a fee will be charged for a third inspection.	All deficiencies corrected. Awaiting reinspection.	18-Jul-2018	Al Parmentier Self Help	Open-NC 56 Days

UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.132 Building Interior Cleaning	The entire balcony area needs a thorough cleaning. There are candy wrappers, cups and old programs scattered on and between the pews on both sides. There are stains on the pews and on the carpet between the pews.	Pick up the trash, vacuum the carpet, clean stains from the carpet and the pews.	18-Jul-2018	Kristy O'Neil Self Help	Open-NC 57 Days
A.133 Building Interior Replace	There are water stained ceiling tiles in the balcony area north of the entry doors.	Match pattern and replace four ceiling tiles.	18-Jul-2018	Kristy O'Neil Self Help	Open-NC 57 Days
A.134 Building Interior Repair	Two fluorescent lights out in Olympia Brown Room.	Kristy will replace bulbs.	14-Aug-2018	Kristy O'Neil Self Help	Open-NC 30 Days
A.138 Building Interior Repair	Roof leak next to Fair Trade door. Roof Authority quoted \$1300 to repair the leak.	Woody Sutton Moved to approve \$1300 for the repairs; Jan Mathrani Seconded. Motion passed.	12-Sep-2018	Katrina Pascale Roof Authority	Open-New 0 Days

UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.140 Building Interior Painting	Main lobby east wall and bulletin board wall requires painting due to scuffs, scrapes and wrong color paint used for touchup.	AI will paint the walls.	12-Sep-2018	AI Parmentier Self Help	Open-New 0 Days
A.144 Building Interior Painting	Reverend Alexander requests kitchen walls be painted.	AI will schedule the Can-Do-Crew to paint the kitchen.	12-Sep-2018	AI Parmentier Can-Do-Crew	Open-New 0 Days
A.145 Building Interior Painting	Reverend Alexander requests kitchen floor be painted. To paint the floor properly, all equipment must be removed and the floor thoroughly cleaned before paint is applied.	AI will schedule the Can-Do-Crew to paint the kitchen floor.	12-Sep-2018	AI Parmentier Can-Do-Crew	Open-New 0 Days
10 Project(s) Reviewed for Building Interior					
B.109 Building Exterior Upgrade	Kitchen door stepping stones must be stabilized to prevent movement.	Poured slab needed to stabilize the area. AI will investigate who can do the work. If Corey Martin cannot do the work, call Panda Construction.	11-Apr-2018	Katrina Pascale Corey Martin	Open-NC 154 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
B.135 Building Exterior Cleaning	At the west building entry door, there is mold and algae growing on the sidewalk and building.	AI will repair leaking gutter above the door and power wash contractor will clean the area.	14-Aug-2018	Kristy O'Neil Self Help	Open-NC 30 Days
B.139 Building Exterior Painting	Front portico entrance requires painting due to scuffs, scrapes and wrong color paint used for touchup.	AI will paint the portico entry.	12-Sep-2018	AI Parmentier Self Help	Open-New 0 Days
B.141 Building Exterior Cleaning	All exterior gutters require cleaning.	Contact contractor and schedule cleaning.	12-Sep-2018	Katrina Pascale TBD	Open-New 0 Days
B.142 Building Exterior Cleaning	All sidewalks require power washing.	Contact contractor and schedule power wash.	12-Sep-2018	Katrina Pascale TBD	Open-New 0 Days
5 Project(s) Reviewed for Building Exterior					

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.099 Landscaping and Grounds Repair	The wooden back plate and mounts supporting the sprinkler zone electrical controller and yard lights timer located next to the Sexton House is rotted. Al upgraded the attaching hardware to better support devices and the backing plate. Kristy coordinate Cliff attaching electrical devices to the backboard and frame.	This item has been open for far too long. New backplate and new plywood needed. We need positive effort to investigate and correct the problem.	10-Jan-2018	Kristy O'Neil Cliff Ruff	Open-NC 245 Days
C.111 Landscaping and Grounds Upgrade	Water stains on the buildings and walkways can be eliminated by converting some sprinkler head zones to a drip system.	Contractor proposed solution and is prepared to do the work.	11-Apr-2018	Al Parmentier Flood Irrigation	Open-NC 154 Days
C.122 Landscaping and Grounds Repair	The Marquee Signs north and west require repairs. Plastic bases and decals deteriorating and lighting is failing.	Katrina will prepare new UUFVB logo and text design for FC review and approval.	16-May-2018	Katrina Pascale Brister Signs	Open-NC 120 Days

UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.126 Landscaping and Grounds Repair	There are several sidewalk areas where tree roots have pushed up the concrete presenting a tripping hazard to those on the sidewalk.	Remove the raised concrete sections; remove the tree roots; and pour new concrete sections to match the adjacent sidewalk. If Corey Martin cannot this work, Call Panda Construction.	12-Jun-2018	Katrina Pascale Corey Martin	Open-NC 93 Days
C.136 Landscaping and Grounds Other	There are six palm trees growing near the drainage ditch on 16th Street just east of the UUFVB driveway. These trees block view of the driveway the UUFVB sign.	Tree Trimmers USA removed the trees. Cost was \$1200.	14-Aug-2018 12-Sep-2018	Al Parmentier Tree Trimmers USA	Closed 30 Days
5 Project(s) Reviewed for Landscaping and Grounds					
D.110 Equipment Upgrade	Emerson Center (Amy) requests an ice maker be installed in the kitchen. Recent events require purchasing ice off site and transporting to the facility for each event.	Project On-Hold pending decision on funding.	11-Apr-2018	Al Parmentier TBD	Open-Hold 154 Days

UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.124 Equipment Service	The Barker AC Tech who services our systems has moved to new firm and wants our AC service business for Smith Systems.	Contract signed with Smith Systems First Service EOM September 2018	16-May-2018 12-Sep-2018	Katrina Pascale Smith Systems	Closed 120 Days
D.137 Equipment Repair	Duct sensor removed from AC duct in closet next to upstairs toilet. Duct sensor requires repair then light must be reinstalled in ceiling	Katrina contact contract and schedule repairs.	12-Sep-2018	Katrina Pascale TBD	Open-New 0 Days
3 Project(s) Reviewed for Equipment					
F.066 Sexton House Repair	The back door area and one window needs significant repairs to the door/window and framing.	Trembly Builders, Inc. no longer interested in the work. Katrina contact other firms solicit bids. Farrow or Panda Services under consideration.	05-Sep-2017	Al Parmentier TBD	Open-NC 372 Days
1 Project(s) Reviewed for Sexton House					
G.146 Other Other	Chruch Mutual Insurance company conducted a risk assessment and asked that a checklist be completed.	Katrina will evaluate and report at next meeting.	12-Sep-2018	Katrina Pascale Self Help	Open-New 0 Days

1 Project(s) Reviewed for Other

UUFVB Facilities Council - Minutes Project Status Report

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Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

Minutes Notes

Total Reviewed	25
Open-NC	12
Open-Mod	0
Open-New	9
Open-Hold	1
Closed	3

Project Status Explanation

There are five Project Status Levels used in this Minutes report

1. Open-NC: Project previously opened but there is no change in this report
2. Open-Mod: Some Project information changed in this report from last Minutes report.
3. Open-New: New Project opened not previously reported.
4. Open-Hold: No action planned for this project; it remains open for now.
5. Closed: Project information updated and closed this report period.

Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, September 12, 2018**

Index	Project Category	Open Date	Status	Close Date
A.045	Building Interior	14-Jun-2017	Open-NC	
A.131	Building Interior	18-Jul-2018	Open-NC	
A.132	Building Interior	18-Jul-2018	Open-NC	
A.133	Building Interior	18-Jul-2018	Open-NC	
A.134	Building Interior	14-Aug-2018	Open-NC	
A.117	Building Interior	16-May-2018	Closed	12-Sep-2018
A.138	Building Interior	12-Sep-2018	Open-New	
A.140	Building Interior	12-Sep-2018	Open-New	
A.144	Building Interior	12-Sep-2018	Open-New	
A.145	Building Interior	12-Sep-2018	Open-New	

10 Project(s) This Category

B.109	Building Exterior	11-Apr-2018	Open-NC	
B.135	Building Exterior	14-Aug-2018	Open-NC	
B.139	Building Exterior	12-Sep-2018	Open-New	
B.141	Building Exterior	12-Sep-2018	Open-New	
B.142	Building Exterior	12-Sep-2018	Open-New	

5 Project(s) This Category

Facilities Council Minutes - Project Summary

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Index	Project Category	Open Date	Status	Close Date
C.099	Landscaping and Grounds	10-Jan-2018	Open-NC	
C.111	Landscaping and Grounds	11-Apr-2018	Open-NC	
C.122	Landscaping and Grounds	16-May-2018	Open-NC	
C.126	Landscaping and Grounds	12-Jun-2018	Open-NC	
C.136	Landscaping and Grounds	14-Aug-2018	Closed	12-Sep-2018
5 Project(s) This Category				
D.124	Equipment	16-May-2018	Closed	12-Sep-2018
D.110	Equipment	11-Apr-2018	Open-Hold	
D.137	Equipment	12-Sep-2018	Open-New	
3 Project(s) This Category				
F.066	Sexton House	05-Sep-2017	Open-NC	
1 Project(s) This Category				
G.146	Other	12-Sep-2018	Open-New	
1 Project(s) This Category				

25 Projects This Actions Report

Facilities Council - Project Assignments

Meeting Date Wednesday, September 12, 2018

Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.045	Building Interior	Self Help	14-Jun-2017	456
Al Parmentier	A.131	Building Interior	Self Help	18-Jul-2018	56
Al Parmentier	A.140	Building Interior	Self Help	12-Sep-2018	0
Al Parmentier	A.144	Building Interior	Can-Do-Crew	12-Sep-2018	0
Al Parmentier	A.145	Building Interior	Can-Do-Crew	12-Sep-2018	0
Al Parmentier	B.139	Building Exterior	Self Help	12-Sep-2018	0
Al Parmentier	C.111	Landscaping and Grounds	Flood Irrigation	11-Apr-2018	154
Al Parmentier	D.110	Equipment	TBD	11-Apr-2018	154
Al Parmentier	F.066	Sexton House	TBD	05-Sep-2017	372

9 Projects for Al Parmentier

Kristy O'Neil	A.132	Building Interior	Self Help	18-Jul-2018	57
Kristy O'Neil	A.133	Building Interior	Self Help	18-Jul-2018	57
Kristy O'Neil	A.134	Building Interior	Self Help	14-Aug-2018	30
Kristy O'Neil	B.135	Building Exterior	Self Help	14-Aug-2018	30
Kristy O'Neil	C.099	Landscaping and Grounds	Cliff Ruff	10-Jan-2018	245

5 Projects for Kristy O'Neil

Katrina Pascale	A.138	Building Interior	Roof Authority	12-Sep-2018	0
Katrina Pascale	B.109	Building Exterior	Corey Martin	11-Apr-2018	154
Katrina Pascale	B.141	Building Exterior	TBD	12-Sep-2018	0
Katrina Pascale	B.142	Building Exterior	TBD	12-Sep-2018	0
Katrina Pascale	C.122	Landscaping and Grounds	Brister Signs	16-May-2018	120
Katrina Pascale	C.126	Landscaping and Grounds	Corey Martin	12-Jun-2018	93
Katrina Pascale	D.137	Equipment	TBD	12-Sep-2018	0
Katrina Pascale	G.146	Other	Self Help	12-Sep-2018	0

8 Projects for Katrina Pascale

22 Projects This Report

The Roof Authority, Inc.

"Your Quality Leader"

State License # CC C056933
6771 North Old Dixie Highway, Fort Pierce, FL 34946
(772) 468-7870 • Fax (772) 468-2247
www.theroofauthority.com

PROPOSAL

Date: 09/10/2018

Submitted to:

Unitarian Universalists Fellowship of VB
(772) 778-5880
administrator@uufvb.org

Job Name: Unitarian Universalists Fellowship of VB 9-06-18

1590 27th Avenue
Vero Beach
FL

WE ARE PLEASED TO SUBMIT THE FOLLOWING PROPOSAL FOR YOUR CONSIDERATION ON THE ABOVE REFERENCED PREMISES AS FOLLOWS. WE AGREE TO PROVIDE ALL LABOR, MATERIAL, TOOLS, EQUIPMENT, AND THE PROPER INSURANCE IN EXCESS OF TWO MILLION DOLLARS.

Work Scope:

1. Remove shingles and underlayment over leak an area approx. 6ft x 6ft
2. Remove and replace rotted plywood
3. Install new self adhering TRI-Built Sand underlayment and seal with modified roof cement
4. Install new color to match possible shingles

QUOTATION FOR THE SUM OF: \$1,300.00

50% DUE UPON ACCEPTANCE OF PROPOSAL AND BALANCE DUE UPON COMPLETION

ADDITIONAL 3% FEE IF PAYING WITH CREDIT CARD

IF CONTRACTOR INCURS ANY EXPENSES IN COLLECTING MONEY DUE UNDER THE CONTRACT, OWNER SHALL REIMBURSE CONTRACTOR FOR ALL SUCH EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES. CONTRACTOR IS ENTITLED TO INTEREST AT THE RATE OF 1.5% PER MONTH ON ALL AMOUNTS NOT PAID WHEN DUE.

IF YOU HAVE ANY QUESTIONS OR NEED ANY ADDITIONAL INFORMATION DO NOT HESITATE TO CALL.
*PLEASE NOTE: REPAIRS ARE A PROCESS OF ELIMINATION AND THEREFORE CANNOT BE GUARANTEED.
THERE IS NO WARRANTY EXPRESSED OR IMPLIED.*

I, Unitarian Universalists Fellowship of VB 9-06-18 ACCEPT ALL THE TERMS AND CONDITIONS STATED IN THIS PROPOSAL. UPON ACCEPTANCE, THIS PROPOSAL SHALL BECOME A LEGAL AND BINDING CONTRACT BETWEEN CONTRACTOR AND OWNER. THIS PROPOSAL AND THE PLANS, SPECIFICATIONS AND OTHER DOCUMENTS, IF ANY, REFERENCED IN THIS PROPOSAL, SHALL CONSTITUTE THE AGREEMENT BETWEEN THE PARTIES.

SIGNATURE OF OWNER OR AUTHORIZED AGENT

09/10/2018

DATE

A new law took effect on July 1, 2016, which requires us to add the specific provision below to all residential contracts

FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND PAYMENT, UP TO A LIMITED AMOUNT, MAY BE AVAILABLE FROM THE FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT, WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATIONS OF FLORIDA LAW BY A LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM, CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS

Division of Professions
Construction Industry Licensing Board
2601 Blair Stone Rd
Tallahassee, FL 32399-0783
Website: www.myfloridalicense.com

STATUTORY WARNINGS
LIEN LAW

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001--713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND SERVICES AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS, THOSE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE ALREADY PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR SUBCONTRACTOR MAY HAVE FAILED TO PAY. TO PROTECT YOURSELF YOU SHOULD STIPULATE IN THIS CONTRACT THAT BEFORE ANY PAYMENT IS MADE, YOUR CONTRACTOR IS REQUIRED TO PROVIDE YOU WITH A WRITTEN RELEASE OF LIEN FROM ANY PERSON OR COMPANY THAT HAS PROVIDED TO YOU A "NOTICE TO OWNER". FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX AND IT IS RECOMMENDED THAT YOU CONSULT AN ATTORNEY.

CHAPTER 558 NOTICE OF CLAIM

ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.

FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND

PAYMENT, UP TO A LIMITED AMOUNT, MAY BE AVAILABLE FROM THE FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT, WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATIONS OF FLORIDA LAW BY A LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM, CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS

850-487-1395, 2601 Blair Stone Road, Tallahassee, FL 32399-0783 WWW.MYFLORIDALICENSE.COM

Unitarian Universalist Fellowship
01 P & L Ministry Actual v Budget
August 2018

	<u>Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Aug 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
8400 · Facilities Expense							
8410 · Grounds-Equip & Maintenance	1,238.61	1,500.00	(261.39)	5,023.61	3,000.00	2,023.61	17,000.00
8415 · Handyman	125.00	140.00	(15.00)	250.00	275.00	(25.00)	1,625.00
8425 · Fire Alarm & Equip	880.00	200.00	680.00	1,200.00	400.00	800.00	2,500.00
8430 · Utilities							
8431 · Utilities - Campus	3,463.73	3,198.49	265.24	6,684.72	6,531.83	152.89	34,000.00
8432 · Utilities - Sexton	490.17	383.00	107.17	1,015.44	766.00	249.44	4,600.00
8430 · Utilities - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 8430 · Utilities	3,953.90	3,581.49	372.41	7,700.16	7,297.83	402.33	38,600.00
8440 · Facility Supplies	699.82	229.19	470.63	1,088.20	694.42	393.78	4,000.00
8450 · Interior Repairs							
8451 · Building Repairs	1,565.00	2,672.09	(1,107.09)	1,565.00	2,794.86	(1,229.86)	16,000.00
8452 · Maintenance Reserve	0.00			0.00			7,813.21
8453 · Elevator Maintenance	0.00	0.00	0.00	643.40	0.00	643.40	2,111.20
8450 · Interior Repairs - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 8450 · Interior Repairs	1,565.00	2,672.09	(1,107.09)	2,208.40	2,794.86	(586.46)	25,924.41
8460 · Annex Repair & Maintenance	0.00	0.00	0.00	0.00	119.00	(119.00)	3,500.00
8470 · A/V Expenses	8.22	100.00	(91.78)	8.22	469.73	(461.51)	2,000.00
8480 · Insurance Expense							
8481 · Insurance - Multi Peril	0.00	2,640.00	(2,640.00)	3,041.28	5,280.00	(2,238.72)	31,680.00
8482 · Insurance - Umbrella	0.00	159.00	(159.00)	0.00	318.00	(318.00)	1,900.00
Total 8480 · Insurance Expense	0.00	2,799.00	(2,799.00)	3,041.28	5,598.00	(2,556.72)	33,580.00
8489 · Overhead Allocation	(4,291.08)	(5,000.00)	708.92	(12,038.27)	(10,000.00)	(2,038.27)	(60,000.00)
Total 8400 · Facilities Expense	4,179.47	6,221.77	(2,042.30)	8,481.60	10,648.84	(2,167.24)	68,729.41

Monthly Overhead Allocation

31-Jul-18

GJE 38 - RH

8310	Mortgage Interst Expense	\$ 2,919.39
8360	Accounting Fees	\$ -
8410	Grounds / Equip Maintenance	\$ 5,023.61
8425	Fire Alarm & Equip	\$ 1,200.00
8431	Utilities - Campus	\$ 3,310.09
8480	Insurance - Multi Peril & Umbrella	\$ 3,041.28
		<u>\$ 15,494.37</u>

			Debit	Credit
8489	50%	Ministry O/H		\$ 7,747.19
7999	40%	Bridges O/H	\$ 6,197.75	
8999	10%	Emerson O/H	\$ 1,549.44	
			<u>\$ 7,747.19</u>	<u>\$ 7,747.19</u>