



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, February 17, 2022 – 10:00AM

Agenda

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

January 17, 2022 Regular Board Meeting (motion)

PUBLIC COMMENT - NON-AGENDA ITEMS

ADMINISTRATION'S REPORT

Financial Report for January

Monthly Verification

January Expenditures (motion)

Labor Report

Covid-19 (motion)

Travel Policy

Purchasing Procedures

Purchasing Policy

LEGAL

January Billing (motion)

New Counsel

OPERATIONS

January Summary

DAG Changes (motion)

COMMISSIONERS

Seat – 1 Doug Liles

Seat – 2 Donna Johns

Travel and Expense

Seat – 3 Kristine Faulk

Review Credit Card, time, and travel policies

774 North County Hwy 393
Santa Rosa Beach, FL 32459
(850) 267-2112 Office
(850) 267-2712 Fax



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, February 17, 2022 – 10:00AM

OLD BUSINESS

NEW BUSINESS

COMMENTS BY COMMISSION AND PUBLIC

ADJOURNMENT

Next Scheduled Meeting(s):

Regular Board Meeting: March 17, 2022 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459

774 North County Hwy 393
Santa Rosa Beach, FL 32459
(850) 267-2112 Office
(850) 267-2712 Fax



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, January 25, 2022 – 10:00 AM
Minutes of Meeting

The Board of Commissioners of the South Walton County Mosquito Control District held its Regular Board Meeting at the District Office at 774 North Highway 393, Santa Rosa Beach, Florida on January 25, 2022 @ 10:00 AM.

Madam Chairman Faulk called the meeting to order at 10:00 AM and opened with a Prayer and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were Kristine Faulk, Doug Liles, and Donna Johns. Laura Donaldson, attorney, phoned in for the meeting.

Staff Present: Darrin Dunwald, Director
 Cammie Henderson, Office Manager
 Rich Mitchell, Environmental Ops Manager

Public: Suzanne Harris Beth Norris
 Bonnie McQuiston Connie Hansen
 Alan Osborne Susan Bland
 Kevin Howard Mona Howard

APPROVAL OF MINUTES

December 16, 2021 Regular Board Meeting Minutes motion to approve.

Motioned by: Commissioner Donna Johns
 Seconded by: Doug Liles

Motion approved: Unanimously

January 10, 2022 Special Board Meeting – Auditor Selection Minutes motion to approve.

Motioned by: Commissioner Donna Johns
 Seconded by: Doug Liles

Motion approved: Unanimously

January 10, 2022 Special Board Meeting Minutes motion to approve.

Motioned by: Commissioner Doug Liles
 Seconded by: Donna Johns

Motion approved: Unanimously

Chairman Kristine Faulk moved to nominations of new Chairman of Board, Treasurer, and Secretary for current year.

Chairman Faulk motioned to nominated Donna Johns for Chairman.
Seconded by: Commissioner Doug Liles
Motion approved: Unanimously

Chairman Faulk motioned to nominated Doug Liles for Secretary.
Seconded by: Commissioner Donna Johns
Motion approved: Unanimously

Chairman Faulk motioned to nominated herself for Treasurer.
Seconded by: Commissioner Doug Liles
Motion approved: Unanimously



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, January 25, 2022 – 10:00 AM

Former Chairman Kristine Faulk passed the gavel to the new Chairman Donna Johns.

PUBLIC COMMENT - NON-AGENDA ITEMS

Alan Osborne – Formerly went to Bob Hudson that agreed to the standard deemed by Dr. Harper. Standard 6" retain water in ditches. Asking Mosquito Control to require a standard in our ditches. Dr. Harper set a standard from a report he did years previously. Discussion ensued.

Motion to request permission for Donna Johns, Rich Mitchell, & Darrin Dunwald to meet with Alan Osborne to review information regarding retaining of water in ditches.

Motion by Commissioner Doug Liles

Seconded by Commissioner Kristine Faulk

Motion approved: Unanimously

Suzanne Harris questions the reference of "good relations" with the county made by the attorney. The county has owed you all money for a long time and they have refused to pay SWCMCD. Suzanne Harris asked what the attorney has done about this? Discussion ensued.

Bonnie McQuiston in the forum for the grant \$250,000 that Doug Liles and was asking for clarification. Doug Liles responded. Discussion ensued.

Kevin Howard 39 homes of HOA Palmetto asking us to reconsider our vote from last year regarding the fence between the properties. Discussion ensued.

Mona Howard for the HOA Palmetto stated there are 6 ladies that have come down with breast cancer and doesn't know if the chemicals are causing it. Discussion ensued.

Sue Bland for the HOA Palmetto property borders SWCMCD. Doesn't care for the chain link. Concern about openness and chemical. Asking for a barrier. Discussion ensued.

Suzanne Harris stated that Edgewater faced the same issue and as long as it on their property they can do it.

Recess Break – at 11:23 AM - Come back at 11:35

Back in Session - at 11:35

ADMINISTRATION'S REPORT

Financial Report for December – discussion ensued

Monthly Verification – discussion ensued

December Expenditures

Request for motion to approve December Expenditures as presented by Chairman Donna Johns.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Labor Report

New Lead Mosquito Control Tech position, discussion ensued

Covid-19 Policy – Tabled until February meeting



South Walton County Mosquito Control District

2021-2022 Regular Board Meeting

Thursday, January 25, 2022 – 10:00 AM

LEGAL

December Billing

Request for motion to approve Legal expenditures as presented by Chairman Donna Johns.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

OPERATIONS

December Summary – Discussion ensued

Educational Sessions – Teahna Ratliff has started school education programs

Doug Liles questioned the Performance Evaluation and matrix for the upcoming audit.

Discussion ensued

Albrecht Engineering Group LLC – Blanket Contract - Discussion ensued

Motion to approve the Albrecht Engineering contract for 90-days.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Additional discussion ensued.

Through further discussion we are changing the prior motion for Albrecht Engineering to state:

Motion for Director Darrin Dunwald to enter into a contract for impact to the district's mosquito control with Albrecht Engineering contract for no more than \$20,000.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

DAG Changes

Discussion ensued regarding billing and change orders.

Tabled the changes orders after additional information collected. Director is to get additional information and/or have DAG attend the next meeting through Zoom. Why move Civil Engineering out of service order?

Motion to approve the December invoice for \$10,068.75 for prior services rendered and for DAG to attend next meeting.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Recess – 1:16 PM

Back in Session – 1:20 PM

COMMISSIONERS

Seat – 1 Doug Liles

House bill 4011 – this was discussed prior in the meeting. Writing a letter to Darrin about what happened so it will be there for public record.

November 2021 board minutes correction – no corrections needed. Hydro Solution payments done, are we still working with them? Rich stated we are no longer working with Hydro Solutions.



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, January 25, 2022 – 10:00 AM

Zoom meetings and more accurate board minutes for increased transparency.

We have decided to record the meeting this point forward.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Consultant library – in process

Signers of the bank account – wants access to online bank. Doug wants to see the back side of the check. We will provide the access for commissioners to have online access.

Doug wants a report that shows who has signed into the account and when.

Seat – 2 Donna Johns

Legal Representation – discussion ensued about a day-to-day attorney and let Laura handle the major items. Commissioner Doug Liles disagreed with the discussion.

Motion to Darrin Dunwald to sign an engagement letter seeking an attorney as needed not to exceed \$200 per hour.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Commissioners – all being on the same page. Discussion ensued.

Seat – 3 Kristine Faulk

Vote For Chairman, Treasurer, Secretary

Moved to the beginning of the meeting.

OLD BUSINESS

Consultant Library – Discussed above

Auditor Selection – Have received phone calls and emails requesting additional information. Auditor Selection meeting is scheduled for 9AM February 17th meeting.

NEW BUSINESS – None

COMMENTS BY COMMISSION AND PUBLIC – None

Adjourn meeting by Madam Chairman Donna Johns at 2:10 PM.

Madam Chairman Kristine Faulk: _____

Commissioner Doug Liles: _____

Commissioner Donna Johns: _____



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, January 25, 2022 – 10:00 AM

Next Scheduled Meeting(s):

Special Board Meeting – Auditor Selection: February 17, 2022 – 9 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459

Regular Board Meeting: February 17, 2022 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459



JANUARY
2021-2022

TO: BOARD OF COMMISSIONERS

FROM: CAMMIE HENDERSON, OFFICE MANAGER

SUBJECT: JANUARY REVIEW

CC: DARRIN DUNWALD, DIRECTOR

Attached for your review are the financial statement for January. The following is a summary of those reports:

At the close of January, we have received \$4.6 million, or 87.83%, of Ad Valorem revenue.

The breakdown of January expenses by category is as follows:

Category	January 2021		
	Amount	Total YTD	YTD % of Budget Used
Personnel	\$105,124.66	403,727.12	22%
Operating	\$52,050.18	324,361.27	18%
Capital	\$84,574.11	337,704.62	3.47%
Total Expenses	\$241,748.95	1,065,793.01	7.63%

General Fund cash balances as of 1-31-2022:

Trustmark Checking	\$ 166,888.94
Trustmark Savings	\$ 9,543,525.67
FL FIT Investment	\$ 1,543,397.68
FL Class Investment	\$ 2,054,604.51



Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

Submit to:
Mosquito Control Program
3125 Conner Blvd, Suite E
Tallahassee, FL 32399-1650

MOSQUITO CONTROL MONTHLY REPORT

NICOLE "NIKKI" FRIED
COMMISSIONER

Section 388.341 F.S., Rule 5E-13.027, F.A.C.
Telephone: (850) 617-7911; Fax (850) 617-7939

COUNTY/ DISTRICT South Walton County Mosquito

FISCAL YEAR: 2021-2022

MONTH: January

LOCAL FUNDS RECEIPTS AND BALANCES

ACCT NO	DESCRIPTION	Budgeted Receipts	Monthly Receipts	Receipts Year to Date	Balance to Be Collected
311	Ad Valorem (Current/Delinquent)	\$ 5,336,318.00	\$ 275,682.46	\$ 4,687,142.66	\$ 649,175.34
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ 20,000.00	\$ 731.67	\$ 3,272.22	\$ 16,727.78
364	Equipment and/or Other Sales	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
369	Misc./Refunds (prior yr expenditures)	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
380	Other Sources	\$ 2,000.00	\$ 31.43	\$ 501.90	\$ 1,498.10
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 5,374,818.00	\$ 276,445.56	\$ 4,690,916.78	\$ 683,901.22
BEGINNING FUND BALANCE		\$ 9,623,094.09	\$ -	\$ -	\$ 9,623,094.09
Total Receipts & Balance		\$ 14,997,912.09	\$ 276,445.56	\$ 4,690,916.78	\$ 10,306,995.31

LOCAL FUNDS EXPENDITURES AND BALANCES

ACCT NO	Uniform Accounting System Transaction Code	Budgeted Expenditures	Monthly Expenditures	Expenditures Year to Date	Balance to Be Expended
10	Personal Services	\$ 1,227,130.35	\$ 64,064.92	\$ 254,489.05	\$ 972,641.30
20	Personal Services Benefits	\$ 596,279.00	\$ 41,059.74	\$ 149,238.07	\$ 447,040.93
30	Operating Expense	\$ 420,000.00	\$ 27,779.33	\$ 162,107.24	\$ 257,892.76
40	Travel & Per Diem	\$ 78,000.00	\$ 3,332.51	\$ 15,019.81	\$ 62,980.19
41	Communication Services	\$ 24,500.00	\$ 2,487.21	\$ 7,806.61	\$ 16,693.39
42	Freight Services	\$ 3,000.00	\$ 24.13	\$ 797.91	\$ 2,202.09
43	Utility Service	\$ 10,600.00	\$ 701.65	\$ 3,001.96	\$ 7,598.04
44	Rentals & Leases	\$ 52,310.00	\$ -	\$ 371.28	\$ 51,938.72
45	Insurance	\$ 95,000.00	\$ -	\$ 35,379.00	\$ 59,621.00
46	Repairs & Maintenance	\$ 77,710.00	\$ 1,083.68	\$ 15,419.15	\$ 62,290.85
47	Printing and Binding	\$ 2,500.00	\$ 54.56	\$ 293.93	\$ 2,206.07
48	Promotional Activities	\$ 20,000.00	\$ (990.00)	\$ (990.00)	\$ 20,990.00
49	Other Charges	\$ 7,975.00	\$ 40.85	\$ 1,187.86	\$ 6,787.14
51	Office Supplies	\$ 40,000.00	\$ 238.64	\$ 4,118.25	\$ 35,881.75
52.1	Gasoline/Oil/Lube	\$ 52,000.00	\$ 2,420.20	\$ 7,708.60	\$ 44,291.40
52.2	Chemicals	\$ 625,167.00	\$ 6,433.17	\$ 43,540.69	\$ 581,626.31
52.3	Protective Clothing	\$ 16,500.00	\$ 20.71	\$ 772.17	\$ 15,727.83
52.4	Misc. Supplies	\$ 171,000.00	\$ 2,564.99	\$ 6,074.58	\$ 164,925.42
52.5	Tools & Implements	\$ 28,000.00	\$ 4,253.55	\$ 4,272.54	\$ 23,727.46
54	Publications & Dues	\$ 21,781.40	\$ -	\$ 4,221.00	\$ 17,560.40
55	Training	\$ 80,000.00	\$ 1,605.00	\$ 13,258.69	\$ 66,741.31
60	Capital Outlay	\$ 9,718,459.34	\$ 84,574.11	\$ 337,704.62	\$ 9,380,754.72
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 600,000.00	\$ -	\$ -	\$ 600,000.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 13,967,912.09	\$ 241,748.95	\$ 1,065,793.01	\$ 12,902,119.08
0.001	Reserves - Future Capital Outlay	\$ 700,000.00	\$ -	\$ -	\$ 700,000.00
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00
0.004	Reserves - Sick and Annual Leave	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
TOTAL RESERVES ENDING BALANCE		\$ 1,030,000.00	\$ -	\$ -	\$ 1,030,000.00
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 14,997,912.09	\$ 241,748.95	\$ 1,065,793.01	\$ 13,932,119.08
ENDING FUND BALANCE		\$ -	\$ 34,696.61	\$ 3,625,123.77	\$ (3,625,123.77)

By submission of this monthly report of receipts, expenditures, and balances, I attest it is true and correct.

 2/14/22
Director Signature Date

Acct #	2021-2022		Budget		Oct-21 Receipts October	Nov-21 Receipts November	Dec-21 Receipts December	Jan-22 Receipts January	YTD		YTD % of Budget
	Budget	Budget Amend #1 (12-2021)	Adjusted Budget	Total Expenses YTD					Remaining Budget		
311 Ad Valorem (Current/Delinquent)	\$ 5,336,318.00		\$ 5,336,318.00		\$ 37,298.98	\$ 2,683,876.82	\$ 1,690,284.40	\$ 275,665.17	\$ 4,687,125.37	\$ 649,192.63	87.83%
334.1 State Grant			\$ -								
362 Equipment Rental			\$ -								
337 Grants and Donations	\$ 20,000.00		\$ 20,000.00		\$ 1,047.04	\$ 257.74	\$ 1,235.77	\$ 731.67	\$ 3,272.22	\$ 16,727.78	16.36%
361 Interest Earnings	\$ 15,000.00		\$ 15,000.00						\$ -	\$ 15,000.00	0.00%
364 Equipment and/or Other Sales	\$ 1,500.00		\$ 1,500.00						\$ -	\$ 1,500.00	0.00%
369 Misc./Refund (Prior year expenditures)	\$ 2,000.00		\$ 2,000.00						\$ 501.90	\$ 1,498.10	25.10%
380 Other Sources			\$ -								
389 Loans			\$ -								
Total Receipts	\$ 5,374,818.00		\$ 5,374,818.00		\$ 38,346.02	\$ 2,684,134.56	\$ 1,691,990.64	\$ 276,428.27	\$ 4,690,899.49	\$ 683,918.51	87.28%
Beginning Fund Balance		\$ 9,623,094.09	\$ 9,623,094.09								
Total Receipts & Balance	\$ 5,374,818.00		\$ 5,374,818.00		\$ 38,346.02	\$ 2,684,134.56	\$ 1,691,990.64	\$ 276,428.27	\$ 4,690,899.49	\$ 683,918.51	87.28%
Acct #											
10 Personal Services	\$ 1,047,130.35	\$ 180,000.00	\$ 1,227,130.35		\$ 58,489.54	\$ 70,491.15	\$ 61,443.44	\$ 64,064.92	\$ 254,489.05	\$ 972,641.30	20.74%
20 Personal Services Benefits	\$ 596,279.00		\$ 596,279.00		\$ 34,453.76	\$ 35,946.74	\$ 37,777.83	\$ 41,059.74	\$ 149,238.07	\$ 447,040.93	25.03%
30 Operating Expenses	\$ 420,000.00		\$ 420,000.00		\$ 19,432.65	\$ 76,469.73	\$ 38,425.53	\$ 27,779.33	\$ 162,107.24	\$ 257,892.76	38.60%
40 Travel & Per Diem	\$ 43,000.00	\$ 35,000.00	\$ 78,000.00		\$ 2,712.46	\$ 7,964.76	\$ 1,010.08	\$ 3,332.51	\$ 15,019.81	\$ 62,980.19	19.26%
41 Communication Services	\$ 24,500.00		\$ 24,500.00		\$ 1,726.75	\$ 2,157.38	\$ 1,435.27	\$ 2,487.21	\$ 7,806.61	\$ 16,693.39	31.86%
42 Freight Services	\$ 3,000.00		\$ 3,000.00		\$ 128.33	\$ 147.12	\$ 498.33	\$ 24.13	\$ 797.91	\$ 2,202.09	26.60%
43 Utility Service	\$ 10,600.00		\$ 10,600.00		\$ 1,011.99	\$ 621.82	\$ 666.50	\$ 701.65	\$ 3,001.96	\$ 7,598.04	28.32%
44 Rentals & Leases	\$ 52,310.00		\$ 52,310.00				\$ 371.28		\$ 371.28	\$ 51,938.72	0.71%
45 Insurance	\$ 50,000.00	\$ 45,000.00	\$ 95,000.00		\$ 35,379.00	\$ 3,488.46	\$ 6,137.52	\$ 1,083.68	\$ 35,379.00	\$ 59,621.00	37.24%
46 Repairs & Maintenance	\$ 77,710.00		\$ 77,710.00		\$ 4,709.49	\$ 3,488.46	\$ 6,137.52	\$ 1,083.68	\$ 15,419.15	\$ 62,290.85	19.84%
47 Printing and Binding	\$ 2,500.00		\$ 2,500.00		\$ 106.63	\$ 132.74		\$ 54.56	\$ 293.93	\$ 2,206.07	11.76%
48 Promotional Activities	\$ 20,000.00		\$ 20,000.00					\$ (990.00)	\$ (990.00)	\$ 20,990.00	-4.95%
49 Other Charges	\$ 7,975.00		\$ 7,975.00		\$ 438.11	\$ 619.02	\$ 89.88	\$ 40.85	\$ 1,187.86	\$ 6,787.14	14.89%
51 Office Supplies	\$ 15,000.00	\$ 25,000.00	\$ 40,000.00		\$ 554.42	\$ 1,252.34	\$ 2,072.85	\$ 238.64	\$ 4,118.25	\$ 35,881.75	10.30%
52.1 Gasoline/Oil/Lube	\$ 37,000.00	\$ 15,000.00	\$ 52,000.00		\$ 1,485.33	\$ 2,858.93	\$ 944.14	\$ 2,420.20	\$ 7,708.60	\$ 44,291.40	14.82%
52.2 Chemicals	\$ 375,167.00	\$ 250,000.00	\$ 625,167.00		\$ 20,907.07	\$ 287.22	\$ 16,200.45	\$ 6,433.17	\$ 43,540.69	\$ 581,626.31	6.96%
52.3 Protective Clothing	\$ 16,500.00		\$ 16,500.00		\$ 239.07	\$ 287.22	\$ 225.17	\$ 20.71	\$ 772.17	\$ 15,727.83	4.68%
52.4 Misc Supplies	\$ 41,000.00	\$ 130,000.00	\$ 171,000.00		\$ 1,322.28	\$ 591.78	\$ 1,595.53	\$ 2,564.99	\$ 6,074.58	\$ 164,925.42	3.55%
52.5 Tools & Implements	\$ 3,000.00	\$ 25,000.00	\$ 28,000.00				\$ 18.99	\$ 4,253.55	\$ 4,272.54	\$ 23,727.46	15.26%
54 Publications & Dues	\$ 21,781.40		\$ 21,781.40		\$ 221.00	\$ 4,000.00			\$ 4,221.00	\$ 17,560.40	19.38%
55 Training	\$ 20,000.00	\$ 60,000.00	\$ 80,000.00		\$ 3,253.69	\$ 100.00	\$ 8,300.00	\$ 1,605.00	\$ 13,258.69	\$ 66,741.31	16.57%
60 Capital Outlay	\$ 860,365.25	\$ 8,858,094.09	\$ 9,718,459.34			\$ 243,061.76	\$ 10,068.75	\$ 84,574.11	\$ 337,704.62	\$ 9,380,754.72	3.47%
71 Principal											
72 Interest											
81 Aids to Government Agencies											
83 Other Grant and Aids											
89 Contingency (Current Year)											
99 Payment of Prior Year Accounts	\$ 600,000.00		\$ 600,000.00						\$	\$ 600,000.00	
Total Budget and Charges	\$ 4,344,818.00	\$ 9,623,094.09	\$ 13,967,912.09		\$ 186,571.57	\$ 450,190.95	\$ 187,281.54	\$ 241,748.95	\$ 1,065,793.01	\$ 12,902,119.08	7.63%
0.001 Reserves - Future Capital Outlay	\$ 700,000.00		\$ 700,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000.00	
0.002 Reserves - Self-Insurance	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
0.003 Reserves - Cash Balance to be Carried Forward	\$ 300,000.00		\$ 300,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	
0.004 Reserves - Sick and Annual Leave	\$ 30,000.00		\$ 30,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	
Total Reserves	\$ 1,030,000.00		\$ 1,030,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,030,000.00	
Total Budgetary Expenditure and Balances	\$ 5,374,818.00		\$ 14,997,912.09		\$ 186,571.57	\$ 450,190.95	\$ 187,281.54	\$ 241,748.95	\$ 1,065,793.01	\$ 13,932,119.08	7.11%

South Walton County Mosquito Control District Profit & Loss Prev Year Comparison October 2021 through January 2022

	Oct '21 - Jan 22	Oct '20 - Jan 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
311.000 · AD VALOREM	726.23	404.26	321.97	79.6%
311.001 · Prior Year Taxes/Other	4,686,416.43	4,291,774.06	394,642.37	9.2%
311.000 · AD VALOREM - Other				
Total 311.000 · AD VALOREM	4,687,142.66	4,292,178.32	394,964.34	9.2%
364.000 · Disposition of Fixed Assets	0.00	39,862.00	-39,862.00	-100.0%
380 · Other Sources	0.00	253.20	-253.20	-100.0%
402.001 · Interest income	2,441.10	3,243.69	-802.59	-24.7%
Total Income	4,689,583.76	4,335,537.21	354,046.55	8.2%
Expense				
10 · PERSONAL SERVICES				
10.4 · LIBERTY NATIONAL	0.00	0.00	0.00	0.0%
10.7 · AFLAC	477.18	489.47	-12.29	-2.5%
11 · Commissioner Salaries	4,430.88	4,430.86	0.02	0.0%
12 · Regular Salaries and wages	228,742.83	193,033.35	35,709.48	18.5%
14 · Overtime	461.07	91.19	369.88	405.6%
16 · Compensated annual leave	17,294.21	28,191.53	-10,897.32	-38.7%
18 · Compensated Compensatory Leave	3,082.88	479.22	2,603.66	543.3%
10 · PERSONAL SERVICES - Other	0.00	0.00	0.00	0.0%
Total 10 · PERSONAL SERVICES	254,489.05	226,715.62	27,773.43	12.3%
20 · PERSONAL SERVICES BENEFITS				
21 · FICA Taxes	18,807.01	17,156.74	1,650.27	9.6%
21.3 · Federal Unemployment	927.62	5.39	922.23	17,110.0%
22 · Retirement contributions				
22.2 · FRS paid by District	32,603.39	25,958.17	6,645.22	25.6%
Total 22 · Retirement contributions	32,603.39	25,958.17	6,645.22	25.6%
23 · Life and Health Insurance				
23.2 · Walton County Group Medical	72,845.69	87,236.04	-14,390.35	-16.5%
23.3 · Walton County Vision	-20.56	751.76	-772.32	-102.7%
23.35 · Walton County Life (OCHS)	-332.26	0.00	-332.26	-100.0%
23.4 · METLIFE	1,061.60	2,778.60	-1,717.00	-61.8%
23.5 · Unum	4,557.64	3,081.77	1,475.87	47.9%
23.55 · Unum Dental	2,062.76	0.00	2,062.76	100.0%
23.6 · Guardian	0.00	4,946.30	-4,946.30	-100.0%
23.7 · Supplement Insurance Program	108.00	2,536.91	-2,428.91	-95.7%
23 · Life and Health Insurance - Other	0.00	1,161.00	-1,161.00	-100.0%
Total 23 · Life and Health Insurance	80,282.87	102,492.38	-22,209.51	-21.7%
24 · WORKERS COMP	6,228.50	5,997.50	231.00	3.9%
25 · Unemployment Compensation	-1,422.35	1,975.16	-3,397.51	-172.0%
26 · Other postemployment benefits				
26.2 · Jose Hernandez	7,230.06	6,227.30	1,002.76	16.1%
26.3 · Geraldine Via	4,580.97	6,079.15	-1,498.18	-24.6%
Total 26 · Other postemployment benefits	11,811.03	12,306.45	-495.42	-4.0%
Total 20 · PERSONAL SERVICES BENEFITS	149,238.07	165,891.79	-16,653.72	-10.0%
30 · OPERATING EXPENSES				
30.1 · Expense John Magee	0.00	300.00	-300.00	-100.0%
30.3 · Kristine Faulk	600.00	450.00	150.00	33.3%
30.4 · Donna Johns	600.00	600.00	0.00	100.0%
30.5 · J Doug Liles	600.00	600.00	0.00	100.0%

**South Walton County Mosquito Control District
Profit & Loss Prev Year Comparison
October 2021 through January 2022**

Accrual Basis

	Oct '21 - Jan 22	Oct '20 - Jan 21	\$ Change	% Change
31 · Professional Services				
31.1 · Property Appraiser Fees	61,881.65	19,555.92	42,325.73	216.4%
31.2 · Tax Collector Fees	64,234.02	85,309.01	-21,074.99	-24.7%
31.4 · Medical Services	501.00	160.00	341.00	213.1%
Total 31 · Professional Services	126,616.67	105,024.93	21,591.74	20.6%
31.3 · Legal and Engineering Service				
31.5 · Hydro Engineering Services	6,170.00	670.00	5,500.00	820.9%
31.6 · Legal Services	9,663.80	16,925.00	-7,261.20	-42.9%
Total 31.3 · Legal and Engineering Service	15,833.80	17,595.00	-1,761.20	-10.0%
32 · ACCOUNTING & AUDITING				
34.00 · Other Services	0.00	1,200.00	-1,200.00	-100.0%
34.12 · Other services IT Hosting				
34.125 · Cumulus	1,811.48	0.00	1,811.48	100.0%
34.12 · Other services IT Hosting - Other	339.34	147.00	192.34	130.8%
Total 34.12 · Other services IT Hosting	2,150.82	147.00	2,003.82	1,363.1%
34.20 · UNIFIRST				
34.31 · IFIXCOMPUTERS MONTHLY FEES	1,382.45	1,230.41	152.04	12.4%
34.32 · IFIX COMPUTERS	1,025.25	2,802.50	-1,777.25	-63.4%
34.33 · Other Contractual Services	2,203.50	2,260.60	-57.10	-2.5%
34.00 · Other Services - Other	222.31	0.00	222.31	100.0%
486.50	0.00	486.50	100.0%	
Total 34.00 · Other Services	7,470.83	6,440.51	1,030.32	16.0%
30 · OPERATING EXPENSES - Other	10,420.94	0.00	10,420.94	100.0%
Total 30 · OPERATING EXPENSES	162,142.24	131,010.44	31,131.80	23.8%
40 · TRAVEL & PER DIEM				
40.1 · PER DIEM OR MEALS	4,022.49	3.56	4,018.93	112,891.3%
40.2 · INCIDENTAL TRAVEL	496.14	113.00	383.14	339.1%
40.3 · PRIVATE VEHICLES	3,766.68	0.00	3,766.68	100.0%
40.4 · Hotel	7,473.13	1,393.04	6,080.09	436.5%
40.5 · Air Lines	817.32	0.00	817.32	100.0%
40 · TRAVEL & PER DIEM - Other	56.45	0.00	56.45	100.0%
Total 40 · TRAVEL & PER DIEM	16,632.21	1,509.60	15,122.61	1,001.8%
41 · COMMUNICATION SERVICES				
41.1 · Cellular Service	3,638.51	2,740.12	898.39	32.8%
41.2 · Office Phone & Internet	2,499.25	1,952.38	546.87	28.0%
41 · COMMUNICATION SERVICES - Other	1,668.85	0.00	1,668.85	100.0%
Total 41 · COMMUNICATION SERVICES	7,806.61	4,692.50	3,114.11	66.4%
42 · FREIGHT SERVICES				
43 · UTILITY SERVICES	797.91	970.12	-172.21	-17.8%
43.04 · GARBAGE SOLID WASTE SERVICES				
43 · UTILITY SERVICES - Other	547.32	296.58	250.74	84.5%
2,454.64	2,390.72	63.92	2.7%	
Total 43 · UTILITY SERVICES	3,001.96	2,687.30	314.66	11.7%
44 · RENTALS & LEASES				
44.001 · LEASE OF KONICA COPIER	0.00	765.65	-765.65	-100.0%
44 · RENTALS & LEASES - Other	371.28	19.02	352.26	1,852.1%
Total 44 · RENTALS & LEASES	371.28	784.67	-413.39	-52.7%
45 · INSURANCE				
45.6 · General liability	35,379.00	22,763.67	12,615.33	55.4%
Total 45 · INSURANCE	35,379.00	22,763.67	12,615.33	55.4%

South Walton County Mosquito Control District Profit & Loss Prev Year Comparison October 2021 through January 2022

	Oct '21 - Jan 22	Oct '20 - Jan 21	\$ Change	% Change
46 · REPAIR & MAINTENANCE SERVICES				
46.11 · Maint Bldg/Ground by others	1,112.00	15,367.42	-14,255.42	-92.8%
46.2 · Maintenance of Automotive Equip	0.00	557.08	-557.08	-100.0%
46.3 · Maintenance of other equipment	417.00	902.53	-485.53	-53.8%
46.31 · Software Maintenance Office Eq	11,001.40	12,303.94	-1,302.54	-10.6%
46.5 · Maint of Build & Grounds by Dis	518.18	652.98	-134.80	-20.6%
46.6 · Maint of equipment by District	2,436.57	3,067.35	-630.78	-20.6%
46.61 · Maintenance material	0.00	1,025.89	-1,025.89	-100.0%
46 · REPAIR & MAINTENANCE SERVICES - Other	0.00	-14,816.00	14,816.00	100.0%
Total 46 · REPAIR & MAINTENANCE SERVICES	15,485.15	19,061.19	-3,576.04	-18.8%
47 · PRINTING & BINDING	293.93	318.41	-24.48	-7.7%
48 · PROMOTIONAL ACTIVITIES	-990.00	-2,250.20	1,260.20	56.0%
49 · OTHER CURRENT CHARGES				
49.1 · Other Government Agencies	675.00	175.00	500.00	285.7%
49.2 · advertising required by law	430.86	1,550.59	-1,119.73	-72.2%
49 · OTHER CURRENT CHARGES - Other	82.00	52.05	29.95	57.5%
Total 49 · OTHER CURRENT CHARGES	1,187.86	1,777.64	-589.78	-33.2%
50 · SUPPLIES/MATERIALS				
50.1 · Culligan	209.50	38.10	171.40	449.9%
50.3 · Sunshine Committee	1,579.33	628.37	950.96	151.3%
51 · Office Supplies	2,307.46	5,304.17	-2,996.71	-56.5%
50 · SUPPLIES/MATERIALS - Other	21.96	0.00	21.96	100.0%
Total 50 · SUPPLIES/MATERIALS	4,118.25	5,970.64	-1,852.39	-31.0%
52 · Operating Supplies				
52.1 · Gasoline Oil Lubricant	6,244.51	2,676.11	3,568.40	133.3%
52.11 · Gasoline	1,464.09	0.00	1,464.09	100.0%
52.12 · Diesel	7,708.60	2,676.11	5,032.49	188.1%
Total 52.1 · Gasoline Oil Lubricant	13,953.11	5,352.22	8,600.89	153.4%
52.2 · Chemicals Solvents Additives				
52.20 · VECTOLEX FG	0.00	10,038.00	-10,038.00	-100.0%
52.202 · Fyfanon	16,421.00	0.00	16,421.00	100.0%
52.22 · VLX VCTOLEX WDG	4,486.07	2,956.88	1,529.19	51.7%
52.25 · Fourstar BTI CRG 35 lb	16,200.45	8,353.40	7,847.05	93.9%
52.2 · Chemicals Solvents Additives - Other	6,433.17	0.00	6,433.17	100.0%
Total 52.2 · Chemicals Solvents Additives	43,540.69	21,348.28	22,192.41	104.0%
52.3 · Clothing and Wearing Apparel				
52.31 · uniforms	0.00	1,328.51	-1,328.51	-100.0%
52.32 · Boots	751.46	868.52	-117.06	-13.5%
52.33 · Misc. clothing	20.71	225.92	-205.21	-90.8%
Total 52.3 · Clothing and Wearing Apparel	772.17	2,422.95	-1,650.78	-68.1%
52.4 · Misc Supplies & Incidentals				
52.42 · Mosquito	262.65	2,031.71	-1,769.06	-87.1%
52.43 · DITCHES	0.00	747.04	-747.04	-100.0%
52.44 · Safety	265.92	81.90	184.02	224.7%
52.441 · COVID	857.42	76.51	780.91	1,020.7%
52.44 · Safety - Other	1,123.34	158.41	964.93	609.1%
Total 52.4 · Safety	1,123.34	158.41	964.93	609.1%

**South Walton County Mosquito Control District
Profit & Loss Prev Year Comparison
October 2021 through January 2022**

	Oct '21 - Jan 22	Oct '20 - Jan 21	\$ Change	% Change
52.45 · Shop	1,716.93	131.90	1,585.03	1,201.7%
52.47 · Chickens	1,368.48	5,624.58	-4,256.10	-75.7%
52.48 · Lab	1,166.29	2,209.13	-1,042.84	-47.2%
52.49 · Fish	0.00	16.65	-16.65	-100.0%
52.4 · Misc Supplies & Incidentals - Other	211.84	0.00	211.84	100.0%
Total 52.4 · Misc Supplies & Incidentals	5,849.53	10,919.42	-5,069.89	-46.4%
52.5 · Tool and small implements	4,272.54	1,011.62	3,260.92	322.4%
52 · Operating Supplies - Other	225.05	0.00	225.05	100.0%
Total 52 · Operating Supplies	62,368.58	38,378.38	23,990.20	62.5%
54 · BOOKS, DUES & SUBSCRIPTIONS	4,155.00	6,706.21	-2,551.21	-38.0%
55 · TRAINING				
55.1 · Conferences	4,343.69	0.00	4,343.69	100.0%
55.2 · Classroom Education	-885.00	0.00	-885.00	-100.0%
55 · TRAINING - Other	9,800.00	3,630.65	6,169.35	169.9%
Total 55 · TRAINING	13,258.69	3,630.65	9,628.04	265.2%
60 · CAPITAL OUTLAY				
60.1 · DAG	10,068.75	49,755.33	-39,686.58	-79.8%
60 · CAPITAL OUTLAY - Other	327,635.87	66,982.83	260,653.04	389.1%
Total 60 · CAPITAL OUTLAY	337,704.62	116,738.16	220,966.46	189.3%
66900 · Reconciliation Discrepancies	0.00	-5,044.28	5,044.28	100.0%
Total Expense	1,067,440.41	742,312.51	325,127.90	43.8%
Net Ordinary Income	3,622,143.35	3,593,224.70	28,918.65	0.8%
Other Income/Expense				
Other Income	509.40	131,688.52	-131,179.12	-99.6%
369,000 · Other Misc Revenues	509.40	131,688.52	-131,179.12	-99.6%
Total Other Income	509.40	131,688.52	-131,179.12	-99.6%
Net Other Income	3,622,652.75	3,724,913.22	-102,260.47	-2.8%

South Walton County Mosquito Control District

2/14/2022 12:49 PM

Register: 102.001 · Local Fund Checking

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/01/2022	ACH	AFLAC	10 · PERSONAL SER...		1,035.38	X		47,788.28
01/03/2022	ACH	FRS Employee FLD...	-split-		9,731.00	X		38,057.28
01/03/2022	ACH	UNUM	-split-	0298361-001	1,653.33	X		36,403.95
01/03/2022	ACH	Lumen	41 · COMMUNICATI...	311800522	867.96	X		35,535.99
01/03/2022	ACH	METLIFE	20 · PERSONAL SER...	tm0556200000...	270.10	X		35,265.89
01/03/2022	ACH	RETIF	202.000 · Accounts Pa...		2,106.34	X		33,159.55
01/03/2022	6837	AIRGAS	202.000 · Accounts Pa...		88.28	X		33,071.27
01/03/2022	6838	Capital One BLUE T...	202.000 · Accounts Pa...		160.05	X		32,911.22
01/03/2022	6839	CDW-G	202.000 · Accounts Pa...		75.75	X		32,835.47
01/03/2022	6840	CLARKE	202.000 · Accounts Pa...	S01461	6,433.17	X		26,402.30
01/03/2022	6841	COASTAL EQUIPM...	202.000 · Accounts Pa...		267.74	X		26,134.56
01/03/2022	6842	CULLIGAN	202.000 · Accounts Pa...		59.30	X		26,075.26
01/03/2022	6843	DEFUNIAK HERALD	202.000 · Accounts Pa...		78.38	X		25,996.88
01/03/2022	6844	FLORIDA HOSE & ...	202.000 · Accounts Pa...	VOID:		X		25,996.88
01/03/2022	6845	MBDV	202.000 · Accounts Pa...	439.01	4,660.00	X		21,336.88
01/03/2022	6846	MELHORNS	202.000 · Accounts Pa...		327.80			21,009.08
01/03/2022	6847	OREILLY	202.000 · Accounts Pa...	300737	288.97	X		20,720.11
01/03/2022	6848	QUILL	202.000 · Accounts Pa...		109.55			20,610.56
01/03/2022	6849	REGIONAL UTILIT...	202.000 · Accounts Pa...		73.95	X		20,536.61
01/03/2022	6850	WALTON COUNTY...	202.000 · Accounts Pa...		21,435.97	X		-899.36
01/03/2022	6851	XEROX CORPOPR...	202.000 · Accounts Pa...		66.46			-965.82
01/04/2022	ACH	J Doug Liles	202.000 · Accounts Pa...		1,132.40	X		-2,098.22
01/04/2022	ACH	Donna Johns	30 · OPERATING EX...		150.00	X		-2,248.22
01/04/2022	ACH	Kristine A Faulk	30 · OPERATING EX...		150.00	X		-2,398.22
01/04/2022	ACH	Doug Liles	30 · OPERATING EX...		150.00	X		-2,548.22
01/04/2022	ACH	CREATIVE WEB S...	46 · REPAIR & MAIN...	11495	99.00	X		-2,647.22
01/04/2022	6832	Geraldine C Via	202.000 · Accounts Pa...	Record Disposi...	450.00	X		-3,097.22
01/04/2022	6833	VATLAND	202.000 · Accounts Pa...		32,280.00	X		-35,377.22
01/04/2022	6834	VATLAND	202.000 · Accounts Pa...		32,271.00	X		-67,648.22
01/04/2022	6835	WALTON COUNTY...	202.000 · Accounts Pa...		16,499.16	X		-84,147.38
01/05/2022	E-pay	United States Treasury	-split-	59-1089665 Q...	7,120.16	X		-91,267.54
01/05/2022		Alejandro F Rodriguez	-split-		1,176.91	X		-92,444.45
01/05/2022		Arnold Joe Deel	-split-		1,583.48	X		-94,027.93
01/05/2022		Bernadette K Canut	-split-		1,348.31	X		-95,376.24
01/05/2022		Cameron L Williams	-split-		1,391.82	X		-96,768.06
01/05/2022		Joseph Wallace	-split-		1,202.70	X		-97,970.76
01/05/2022		Kenneth Hobbs	-split-		1,206.36	X		-99,177.12
01/05/2022		Kenneth M McDaniel	-split-		693.22	X		-99,870.34
01/05/2022		Lindsey M Ashman	-split-		1,370.81	X		-101,241.15
01/05/2022		Norman E Pruett	-split-		1,488.44	X		-102,729.59

South Walton County Mosquito Control District

2/14/2022 12:49 PM

Register: 102.001 · Local Fund Checking

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/05/2022		Shad A Farmer	-split-		1,405.27	X		-104,134.86
01/05/2022		Teahna Ratliff	-split-		1,366.24	X		-105,501.10
01/05/2022		Thomas Hilaman	-split-		1,131.69	X		-106,632.79
01/05/2022		Cammie L Henderson	-split-		2,020.86	X		-108,653.65
01/05/2022		Darrin E Dunwald	-split-		2,522.49	X		-111,176.14
01/05/2022		Donna Johns	-split-		164.95	X		-111,341.09
01/05/2022		Doug Liles	-split-		164.95	X		-111,506.04
01/05/2022		Gerald Williams	-split-		1,662.82	X		-113,168.86
01/05/2022		Kristine A Faulk	-split-		163.95	X		-113,332.81
01/05/2022		Richard Mitchell	-split-		1,507.34	X		-114,840.15
01/07/2022			102.002 · Local Fund ...	Deposit		X	200,000.00	85,159.85
01/07/2022	ACH	FL DOR	208.000 · Payroll Liabi...		301.85	X		84,858.00
01/07/2022	ACH	NATIONWIDE	235.900 · Net pension l...		550.00	X		84,308.00
01/10/2022	ACH	Trustmark Credit Card	204.000 · Trustmark C...	Pymt Confirma...	6,269.31	X		78,038.69
01/12/2022	ACH	Lumen	41 · COMMUNICATI...	311800522	857.15			77,181.54
01/12/2022	6852	UNIFIRST	202.000 · Accounts Pa...	331036	113.58	X		77,067.96
01/14/2022			-split-	Deposit		X	232.50	77,300.46
01/14/2022	ACH	GO DADDY	30 · OPERATING EX...		42.34	X		77,258.12
01/18/2022	ACH	FEDEX	42 · FREIGHT SERVI...	7-633-25464	16.75	X		77,241.37
01/18/2022	6853	ACE HARDWARE	202.000 · Accounts Pa...	166	18.40			77,222.97
01/19/2022	E-pay	United States Treasury	-split-	59-1089665 Q...	7,278.20	X		69,944.77
01/19/2022	E-pay	United States Treasury	208.000 · Payroll Liabi...	59-1089665 Q...	553.86	X		69,390.91
01/19/2022		Alejandro F Rodriguez	-split-		1,176.93	X		68,213.98
01/19/2022		Bernadette K Canut	-split-		1,329.02	X		66,884.96
01/19/2022		Cameron L Williams	-split-		1,277.15	X		65,607.81
01/19/2022		Karl R Balder	-split-		607.45	X		65,000.36
01/19/2022		Teahna Ratliff	-split-		1,367.96	X		63,632.40
01/19/2022		Thomas Mahn	-split-		84.95	X		63,547.45
01/19/2022		Arnold Joe Deel	-split-		1,583.48	X		61,963.97
01/19/2022		Joseph Wallace	-split-		1,202.72	X		60,761.25
01/19/2022		Kenneth Hobbs	-split-		1,359.23	X		59,402.02
01/19/2022		Kenneth M McDaniel	-split-		667.02	X		58,735.00
01/19/2022		Lindsey M Ashman	-split-		1,336.86	X		57,398.14
01/19/2022		Norman E Pruett	-split-		1,488.44	X		55,909.70
01/19/2022		Shad A Farmer	-split-		1,405.27	X		54,504.43
01/19/2022		Thomas Hilaman	-split-		1,235.60	X		53,268.83
01/19/2022		Cammie L Henderson	-split-		2,020.85	X		51,247.98
01/19/2022		Darrin E Dunwald	-split-		2,522.48	X		48,725.50
01/19/2022		Donna Johns	-split-		164.97	X		48,560.53
01/19/2022		Doug Liles	-split-		164.97	X		48,395.56

South Walton County Mosquito Control District

2/14/2022 12:49 PM

Register: 102.001 - Local Fund Checking

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/19/2022		Gerald Williams	-split-		1,662.82	X		46,732.74
01/19/2022		Kristine A Faulk	-split-		163.97	X		46,568.77
01/19/2022		Richard Mitchell	-split-		1,507.32	X		45,061.45
01/20/2022	ACH	Cameron L Williams	40 · TRAVEL & PER ...		188.00	X		44,873.45
01/20/2022	ACH	Darrin E Dunwald	40 · TRAVEL & PER ...		188.00	X		44,685.45
01/20/2022	ACH	Gerald Williams	40 · TRAVEL & PER ...		188.00	X		44,497.45
01/20/2022	ACH	NATIONWIDE	235.900 · Net pension l...		550.00	X		43,947.45
01/21/2022	ACH	AT&T	41 · COMMUNICATI...	287297285865	762.10	X		43,185.35
01/21/2022	ACH	FRS Employee FLD...	-split-		10,349.27	X		32,836.08
01/21/2022	ACH	FL DOR	208.000 · Payroll Liabi...		301.85	X		32,534.23
01/21/2022	ACH	WASTE MANAGE...	43 · UTILITY SERVI...	9244666-4814-5	90.58	X		32,443.65
01/24/2022	6854	FLORIDA HOSE & ...	202.000 · Accounts Pa...		151.50			32,292.15
01/25/2022	ACH	FNBT	108001 · FNBT Bank	202201252133...	6,797.58	X		25,494.57
01/26/2022	ACH	CHELCO	43 · UTILITY SERVI...	29115885	487.19	X		25,007.38
01/27/2022			102.002 · Local Fund ...	Deposit		X	200,000.00	225,007.38
01/27/2022			55 · TRAINING:55.2 ...	Deposit		X	660.00	225,667.38
01/27/2022			20 · PERSONAL SER...	Deposit		X	700.00	226,367.38
01/27/2022	Ach	Lindsey M Ashman	40 · TRAVEL & PER ...	DODD Advanc...	188.00	X		226,179.38
01/27/2022	ACH	Arnold Joe Deel	40 · TRAVEL & PER ...	DODD Advanc...	188.00	X		225,991.38
01/27/2022	ACH	Cameron L Williams	40 · TRAVEL & PER ...	DODD Advanc...	188.00	X		225,803.38
01/27/2022	ACH	Gerald Williams	40 · TRAVEL & PER ...	DODD Advanc...	188.00	X		225,615.38
01/27/2022	ACH	Karl R Balder	40 · TRAVEL & PER ...	DODD Advanc...	188.00	X		225,427.38
01/27/2022	ACH	Kenneth Hobbs	40 · TRAVEL & PER ...	DODD Advanc...	188.00	X		225,239.38
01/27/2022	ACH	Norman E Pruet	40 · TRAVEL & PER ...	DODD Advanc...	210.00	X		225,029.38
01/27/2022	ACH	Teahna Ratliff	40 · TRAVEL & PER ...	DODD Advanc...	188.00	X		224,841.38
01/27/2022	ACH	Thomas Hilaman	40 · TRAVEL & PER ...	DODD Advanc...	188.00	X		224,653.38
01/27/2022	6855	ACE HARDWARE	202.000 · Accounts Pa...	166	4.59			224,648.79
01/27/2022	6856	COASTAL EQUIPM...	202.000 · Accounts Pa...		212.26			224,436.53
01/27/2022	6857	DEFUNIAK HERALD	202.000 · Accounts Pa...		8.25			224,428.28
01/27/2022	6858	FLORIDA U.C. FUND	202.000 · Accounts Pa...		1,772.91			222,655.37
01/27/2022	6859	MASSMUTUAL	202.000 · Accounts Pa...		2,492.80			220,162.57
01/27/2022	6860	OREILLY	202.000 · Accounts Pa...	300737	22.78			220,139.79
01/27/2022	6861	Pc Fence and Decks ...	202.000 · Accounts Pa...		10,400.00			209,739.79
01/27/2022	6862	QUILL	202.000 · Accounts Pa...		116.64			209,623.15
01/27/2022	6863	UNIFIRST	202.000 · Accounts Pa...	331036	257.07			209,366.08
01/31/2022			402.001 · Interest inco...	Interest		X	6.78	209,372.86
01/31/2022			49 · OTHER CURREN...	Service Charge	32.60	X		209,340.26

South Walton County Mosquito Control District

2/14/2022 12:49 PM

Register: 102.002 · Local Fund Savings

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/07/2022		Trustmark	102.001 · Local Fund ...	Tranfer	200,000.00	X		9,473,004.25
01/27/2022		Trustmark	102.001 · Local Fund ...	TRANSFER T...	200,000.00	X		9,273,004.25
01/27/2022			402.001 · Interest inco...	Deposit		X	352.61	9,273,356.86
01/28/2022			-split-	Deposit		X	16.94	9,273,373.80
01/31/2022			-split-	Deposit		X	270,151.87	9,543,525.67

South Walton County Mosquito Control District

2/14/2022 12:49 PM

Register: 104.001 · FL CLASS

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2022			402.001 · Interest inco...	Interest		X	170.99	2,054,604.51

South Walton County Mosquito Control District

2/14/2022 12:49 PM

Register: 104.002 · FL FIT

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2022			402.001 · Interest inco...	Interest		X	201.29	1,543,397.68



South Walton County Mosquito Control District District Policy

Travel Policy

The District shall comply with the following travel and per diem reimbursement requirements, as well as all other reimbursement requirements set forth in general or special law and specifically Section 112.061 Florida Statute, as may be amended:

- A. All travelers require advance approval shall originate the *Permission to Travel Form* requesting approval which shall include such items as the name of the traveler, the dates and purpose of travel, and estimated cost. The Director must authorize this form for all employees. Travel approval for the Director shall be authorized by the Board of Commissioners. Travel approval for a Commissioner shall be authorized by the Board of Commissioners.
- B. For reimbursement, the traveler must prepare a *Travel Expense Form* itemizing all expenses incurred, attach to it all required receipts, and submit to the Director or his designee for approval. Approval for the Director's reimbursement shall be authorized by the Board of Commissioners if reimbursement exceeds \$500.00 in any given month. If reimbursement is less than \$500.00 in any given month, authorization shall be given by the Chairman or Treasurer of the Board of Commissioners. There will be no reimbursement of expenses without the travel expense form. The District reimburses the traveler for any travel expenses incurred not included in an advance. If the travel expense form exceeds any advance, the traveler must return the excess to the District.
- C. The type of travel to be incurred governs the rates of travel reimbursement. If the travel requires overnight stay, the traveler is allowed a per diem allowance or subsistence allowance plus lodging; if the travel does not require overnight stay, only subsistence for meals allowed shall be reimbursed. Other expenses to be reimbursed include convention fees, transportation costs (taxi, bus fare, etc.), tolls, parking, and mileage (if traveler is using privately owned vehicle)

DEFINITIONS

- A. Traveler: A District officer, District employee, or authorized person, when performing authorized travel.
- B. Travel expense, traveling expenses, necessary expenses while traveling or actual expenses while traveling: The usual ordinary and incidental expenditures necessarily incurred by a traveler.
- C. Common carrier: Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
- D. Travel day: A period of 24 hours consisting of four quarters of 6 hours each.
- E. Travel period: A period of time between the time of departure and time of return.
- F. Official headquarters: The official headquarters, or immediate vicinity, of the District shall be the city or town in which the office is located.



South Walton County Mosquito Control District District Policy

AUTHORIZATION PROCESS

- A. Travel Requiring Authorization: The following travel must be authorized and approved by the Director or his or her designated representative for all employees; authorization and approval for the Director's travel shall be obtained from the Board of Commissioners:
- 1) Continuous travel of 24 hours or more away from official headquarters.
 - 2) Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
 - 3) Travel for short or day trips where the traveler is not away from his or her official headquarters overnight but involving travel for such items as conventions, seminars, continuing education, meetings, and testing.
- B. Permission to Travel Form: All District officials and employees and authorized persons shall use an authorization form to request approval for the performance of travel. This form shall include the name of each traveler, the purpose of travel, the period of travel, complete name of convention, association or meeting, place of travel, and estimated cost to the District. A copy of the program or agenda of the convention or conference, itemizing registration fees and any meals or lodging included in the registration fee, shall be attached to and filed with, the copy of the travel authorization request form on file with the District. The form shall be signed by the traveler and by the traveler's supervisor stating that the travel is to be incurred in connection with official business of the District. The Director or his or her designated representative shall not authorize or approve such request in the absence of the appropriate signatures. A copy of the travel authorization form shall be attached to, and become a part of, the support of the District's copy of the travel expense form.
- C. Limitations: Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the District and must be within the limitations prescribed by this Section.

REIMBURSEMENT PROCESS

- A. Travel time reimbursement: Time eligible for reimbursement shall be computed in accordance with the following:
- 1) If the travel requires overnight stay regardless of the time spent, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. This travel includes any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.



South Walton County Mosquito Control District District Policy

- 2) A traveler shall not be reimbursed on a per diem basis for short day trips requiring no overnight stay but shall receive subsistence as provided in this Section. Allowance for meals shall be based on the following schedule:
- Breakfast—When travel begins before 6 a.m. and extends beyond 8 a.m.
 - Lunch—When travel begins before 12 noon and extends beyond 2 p.m.
 - Dinner—When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment.

No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved.

- B. Rates of per diem and subsistence allowance: For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances shall be computed in accordance with the following.

- 1) All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide District business, which convention, conference, or business serves a direct and lawful purpose with relation to the District, either of the following for each day of such travel at the option of the traveler.
- Forty-two dollars per diem; or
 - If actual expenses exceed \$42, the amounts permitted in paragraph 2 for meals, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefore.

When lodging or meals are provided, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this Subsection.

- 2) All travelers shall be allowed the following amounts for subsistence while on official business as provided in paragraph A (2) above:
- Breakfast \$8
 - Lunch \$12
 - Dinner \$22
- 3) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the District. It is the



South Walton County Mosquito Control District District Policy

traveler's responsibility to make every reasonable effort to identify which meals are included in a convention or conference fee paid by the District, and to identify any meals provided with lodging accommodations.

C. Travel Route and Means

- 1) All travel must be by a usually traveled route. The Director or his designee shall designate the most economical method of travel for each trip, keeping in mind the nature of the business, the most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required), and the number of persons making the trip and amount of equipment or material to be transported.
- 2) Transportation by common carrier when traveling on official business and paid for personally by the traveler shall be substantiated by a receipt therefor. Federal tax shall not be reimbursable to the traveler. In the event transportation other than the most economical class as approved by the Director is provided by a common carrier on a flight check or credit card, the charges in excess of the most economical class shall be refunded by the traveler to the District charged with the transportation provided in this manner.
- 3) Use of Personal Vehicle--Mileage reimbursement for personal vehicle use when traveling on official business for the District shall be computed in accordance with the following:
 - a) The Director may authorize the use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers when a District vehicle is unavailable or whether otherwise deemed appropriate at the discretion of the Director. Whenever travel is by privately owned vehicle, the traveler shall be entitled to a mileage allowance at the rate established by the Internal Revenue Service as the business mileage reimbursement rate per mile or the common carrier fare for such travel, as determined by the Director or his designee. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on District business and reimbursement is made pursuant to this paragraph, except as provided in Subsection D.
 - b) All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the travel expense form.

- D. Other expenses: Reimbursement for expenses for traveling on official business for the District shall be computed in accordance with the following.



South Walton County Mosquito Control District District Policy

The following incidental travel expenses of the traveler may be reimbursed:

- 1) Taxi fare;
 - 2) Ferry fares; and bridge, road, and tunnel tolls;
 - 3) Storage or parking fees;
 - 4) Communication expense;
 - 5) Convention registration fee while attending a convention or conference which will serve a direct public purpose with relation to the District. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the District in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary.
- E. Advance payments: Notwithstanding any of the foregoing restrictions and limitations, the Director or his or her designated representative may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of conference registration fees, and of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his or her duties.
- F. Travel Expense Forms:
- 1) All District officers and employees and authorized persons shall use a travel expense form when submitting travel expense statements for approval and payment. No travel expense statement shall be approved for payment unless made on the form prescribed and furnished by the District.
 - 2) The travel expense form shall include the name of the traveler, the dates of travel, the place and purpose of the travel, and a certification or affirmation, to be signed by the traveler, indicating the truth and correctness of the claim in every material matter, that the travel expenses were actually incurred by the traveler as necessary in the performance of official duties, that per diem claimed has been appropriately reduced for any meals or lodging included in the convention or conference registration fees claimed by the traveler, and that the travel expense form conforms in every respect with the requirements of this Section. It shall also include an itemization of meals and lodging to be reimbursed, of travel by personal vehicle or common carrier, and of any other expenses incurred. Any advances made shall be deducted from amount requested; total expenses shall not exceed maximum authorized.



South Walton County Mosquito Control District District Policy

- 3) The traveler should attach receipts to the form for all expenses incurred except for mileage, tips, taxi, parking, or tolls. The receipts must be originals and not copies.

FRAUDULENT CLAIMS

- A. Claims submitted pursuant to this Section shall not be required to be sworn to before a notary public or other officer authorized to administer oaths, but any claim authorized or required to be made under any provision of this Section shall contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties and shall be verified by a written declaration that it is true and correct as to every material matter. Any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in or procures, counsels, or advises the preparation or presentation under the provisions of this Section of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree, punishable as provided in Section 775.082 or Section 775.083, F.S. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

TITLE	Travel and Per Diem
Board Adoption Date	
Resolution #	
Effective Date	
Revision Date	

PERMISSION TO TRAVEL

Employee Name	
Position	
Destination	

Departure Date	
Return Date	

Business Purpose Conference Training Legislator Meeting
 General/Other: _____

Explanation of Travel (attached Agenda if available)

Expense	Payment Method	Estimated Cost
Airfare	<input type="checkbox"/> Employee Reimb <input type="checkbox"/> Prepaid <input type="checkbox"/> Credit Card	
Mileage (<i>Personal Vehicle</i>)	<input type="checkbox"/> Employee Reimb <input type="checkbox"/> Prepaid <input type="checkbox"/> Credit Card	
Rental Vehicle	<input type="checkbox"/> Employee Reimb <input type="checkbox"/> Prepaid <input type="checkbox"/> Credit Card	
Other (uber, etc)	<input type="checkbox"/> Employee Reimb <input type="checkbox"/> Prepaid <input type="checkbox"/> Credit Card	

Expense	Payment Method	Estimated Cost
Lodging	<input type="checkbox"/> Employee Reimb <input type="checkbox"/> Prepaid <input type="checkbox"/> Credit Card	
Meals	<input type="checkbox"/> Employee Reimb <input type="checkbox"/> Prepaid <input type="checkbox"/> Credit Card	
Registration Fee	<input type="checkbox"/> Employee Reimb <input type="checkbox"/> Prepaid <input type="checkbox"/> Credit Card	
Other Expenses	<input type="checkbox"/> Employee Reimb <input type="checkbox"/> Prepaid <input type="checkbox"/> Credit Card	
Total Estimated Costs		

Employee/Commissioner Certification

By signing below, I certify the requested travel is appropriate and necessary for conducting official SWCMCD business, and agree to comply with the District's Travel Policy.

 Signature _____
Date

Director/Board Authorization

APPROVE DISAPPROVE

Printed Name & Title _____

Signature _____ Date _____



South Walton County Mosquito Control District Purchasing Procedure

In accordance with Chapter 287, Florida Statutes, and the District's Purchasing Policy, this procedure sets forth the process by which the District Commissioners and employees (collectively, "District employees") will purchase good and services for the performance of the District.

PURPOSE

To outline the actions to be taken for (1) the procurement of product, supplies and capital, (2) the continuous analysis of product usage and balances in order to minimize the over purchasing or lack of availability, and (3) the completion of related documentation.

SCOPE

This procedure applies to the purchase of all products, supplies, and capital property.

OVERVIEW

	< \$500	Between \$500 & \$999	Between \$1,000 & \$5,000	> \$5,000 but below \$35,000	\$35,000 +
Require Purchase Request?	No	Yes <i>*Unless exempt item.</i>	Yes	Yes	Yes
Require PO?	No	No	Yes	Yes	Yes
Bid Process Required?	No	No	No	Written	RFP
Minimum # of Bids	N/A	N/A	N/A	3	3
Submit bid documentation to Office Manager?	No	No	No	Yes	Yes

RESPONSIBILITIES

All Employees that require a product or service must complete Purchase Requests specifying items for purchase and obtain required approvals as indicated in the District Purchasing Policy.

The Managers are responsible for using good purchasing methods, optimizing price savings, quality or value of product, vendor working relationships, assuring quality of product through inspection, maintaining product inventories, placing orders with approved suppliers, negotiating pricing with suppliers, and forwarding all paperwork to the Administrative Assistant for processing.

Operation Managers or designee are responsible for receiving, inspecting materials, and forwarding all paperwork to the Administrative Assistant.



South Walton County Mosquito Control District Purchasing Procedure

The Administrative Assistant is responsible for verifying all paperwork is completed appropriately and input all invoices into the accounting system.

The Office Manager is responsible for processing all payment of invoices only after satisfactory completion or delivery of goods or services has been made. Office Manager must sign all purchase orders.

The Director is responsible for signing all checks and final approval of all purchases and purchase orders.

Chairman of the Board must sign purchase orders over \$5,000.

TITLE	Purchasing Procedures
Adoption Date	
Effective Date	
Revision Date	



South Walton County Mosquito Control District District Policy

PURCHASING POLICY

PURPOSE: To establish internal control over purchases, delegate purchasing responsibility and authority, and encourage competitive bidding, as well as to streamline purchasing of approved budgeted items by not requiring double approvals.

GENERAL

All vendors shall be subject to the public records requirements of Chapter 119 of the Florida Statutes. The District retains the right to request and obtain any and all documents pertaining to purchases and services provided. It is the District's policy to require that the following language be included in any and all contracts or agreements:

"Vendor acknowledges and agrees, pursuant to Chapter 119 of the Florida Statutes, that he/she shall comply with all terms and provisions of Chapter 119, the Public Records Act."

TYPES OF PURCHASES

After payroll costs, the next largest portion of expenditures is represented by purchases of supplies and equipment. There are six types of purchases made by the District:

- A. Petty Credit Card Purchases – This type encompasses all small purchases of materials, goods, or supplies purchased by a District employee that needs to be reconciled by the District's credit card process. These purchases are limited to \$500.
- B. Exempt Purchases – Certain other purchases are exempted from formal purchasing procedures because of the kind of expense. These include expenses which are under contract or are contractual in nature (consultant fees, rental expense) reimbursements subject to the District's Education Reimbursement Policy or ordinary, routine, unavoidable expenditures (payroll, utility, vehicle parts, repair and maintenance, etc.). While such purchases are exempt from formal purchasing procedures (i.e., submission of Purchase Request and Receipt of Purchase Order), these purchases are subject to the approval process as identified in District procedure. The Director and Office Manager or designee, where applicable, must approve these purchases prior to disbursement of funds.
- C. Purchases requiring a Purchase Request – ALL PURCHASES, except for exempt purchases, require a purchase request; it serves as the purchaser's approval to make the purchase.
- D. Purchases requiring a Purchase Order – All other purchases of goods or services in excess of \$1,000.00 require a Purchase Order.



South Walton County Mosquito Control District District Policy

- E. Purchases requiring Board Approval – All purchases in excess of \$5,000 require Board approval at a Public Meeting.
- F. Emergency Purchases – Emergency purchases are those which must be incurred by the District because of an unforeseen emergency, exceed the dollar limit that the Director has the authority to approve, and have not received prior Board approval. There is a limit of \$25,000 on this type of expense. The Director must approve the purchase prior to disbursement and must inform the Board of Commissioners at their next meeting of any disbursement of funds for emergency purchases. Construction services must be bid by statute. If an emergency purchase exceeds the limit of \$25,000, the Director may obtain verbal approval by a majority of the Board for the expenditure prior to disbursement, and then the Director must inform the Board of Commissioners of such a disbursement at their next meeting.
- G. Purchases Required During a Declared Emergency – In the event a state of emergency is declared by the Board of County Commissioners for Walton County, the Governor for the State of Florida, or the President of the United States, the Director is authorized to approve, via purchase order, the necessary purchase of goods or services, up to a maximum of \$50,000 for each purchase. This provision acknowledges that circumstances may arise which make it impossible to contact members of the Board for verbal approval. This provision does not provide the Director with the authority to sign District checks. The Director must inform the Board of Commissioners of any and all purchases under this provision at the next Board of Commissioners' meeting.
- H. Blanket Purchase Orders – Blanket purchase orders may be used for the purchase of commodities or services on an as needed basis without having to obligate the District to a total contract amount, as long as the monthly blanket purchase order does not exceed \$5,000, or when the Board has approved a fixed unit price or other predetermined pricing method.
- I. Leases, Contracts and Other Legal Documents – The Chairman, upon majority vote of the Board in open session, shall be the only authority to execute contracts or other legal documents having a binding effect upon the District; the Director may also execute contracts and legal documents when such action has been authorized by the Board in open session.



South Walton County Mosquito Control District District Policy

ACQUISITION OF PROFESSIONAL SERVICES

The District follows the guidelines established in Section 287.055, Florida Statutes, for the acquisition of professional services.

In addition, the District has established additional internal procedures for purchases as identified in the District's Purchase Procedures.

The purchase request and the purchase order are the instruments used to initiate and control purchases. All purchases must be initiated by an approved Purchase Request. If the purchase is in excess of \$1,000, the Purchase Request generates the processing of a Purchase Order. All purchases in excess of \$1,000 must have an approved Purchase Request and Purchase Order completed prior to initiation of the purchase so that effective managerial control over resources is continually maintained. The purpose of the system is to ensure that only those items needed by the District are purchased.

All capital purchases or purchases of materials, supplies, and services are coordinated through the Office Manager or designee who will oversee bid solicitation and sign purchase orders. Approval of the Board of Commissioners will be obtained for purchases in excess of \$5,000, by approval during the course of a Board Meeting. Approval of the Board of Commissioners will be obtained for items under \$5,000 by approval during Public Meeting or signature on the check or Purchase Order.

TITLE	Purchasing Policy
Board Adoption Date	
Resolution #	
Effective Date	
Revision Date	



JANUARY LAB REPORT

South Walton County Mosquito Control District

Teahna Ratliff

Larvicide

Only one Larvicide Mission on January 10TH 2022. Rain from the previous collection ranged from .34-.64 inches on an already saturated ground, leaving a lot of standing water in most routes. The routes below were larvicided with VectoBac WDG. Rain and colder weather prevented the other routes from being treated. Larvae was collected from each of the routes below.

Route	Average Rain (Last collection)	Standing water	Larvae Present (samples)
1A	0.46	Y	Y
1B	0.46	Y	N- Combined with Rt 1A
2	0.34	N	Y
3	n/a	n/a	Y
4	0.41	Y	Y
5	0.44	Y	Y
6	0.64	Y	Y

Adulticiding

Due to cold weather and decrease in Mosquito activity, there were NO adulticide missions in January.

Lab

1. Mosquito Surveillance

In all of January, there was a total of 163 adult mosquitoes collected and 56 larvae Id'ed.

2. School Season (Education Program)

Kicked off on January 24th with Emerald Coast Middle School, 6th Grade Critical Thinking classes. The really enjoyed learning about mosquitoes and how to prevent them around their homes.

Wintertime projects (still in process)

- **Articles: Field trials and Aedes Aegypti**
- **Moving 2 Sentinel chicken Coopsites**
- **Updating Live sample traps**
- **Mapping out container breeding surveillance sites**



South Walton County Mosquito Control District

District Policy

Credit Card Use

The purpose of the Credit Card Use Policy is to establish and maintain internal controls over the use of all District credit cards.

1. Issuance of Credit Cards. All credit cards will be kept by the Office Manager in a secure, locked location at the District office, except for the District’s Trustmark credit cards that are issued directly to an employee or Commissioner (“Individual Credit Card”) or the District’s Purchase Card Trustmark Visa (“P-Card”). Individual Credits Cards are the responsibility of the cardholder to maintain.

2. P-Card.
 - A. The P-Card may be provided to and retained by employees authorized by the District Director, Operations Manager, or Office Manager. The P-Card may only be utilized for approved District purchases in accordance with this Policy and District Policy – Purchase Policy. Purchasing documents must be completed and signed by appropriate management prior to purchase.

 - B. An employee may not break up a purchase into smaller purchases to avoid the requirement to have a signed Purchase Request or Purchase Order. In addition, an expense report must be submitted by the employee on a monthly basis , including receipts (“Expense Report”), within 10 days following a month in which expenses were charged to the P-Card.

3. Travel. Hotel reservations may be made with the P-Card. The actual hotel charges for accommodations will be paid with either the P-Card or Individual Credit Card. Purchases associated with travel must be in compliance with District Policy – Travel [insert full name if not correct]. In addition, an Expense Report must be submitted by the employee or Commissioner within 10 days following a month in which travel expenses were charged to the Individual Credit Card.

4. Credit Card Agreement. A Credit Card Agreement must be signed prior to receipt of an Individual Credit Card.

5. General Credit Card.
 - a. A. All other District credit cards (i.e., Home Depot, Publix, Wal-Mart, etc.)

Resolution #	21-
Effective Date	
Revision Dates	

("General Credit Card") will be signed out by the employee requesting use and must be used in accordance with a signed Purchase Request or Purchase Order that accompanies any request to use the General Credit Card if applicable (i.e., purchases over \$250.00 single transaction limit (See Policy #04-2015 – Purchasing Policy). An employee may not break up a purchase into smaller purchases to avoid the requirement to have a signed Purchase Request or Purchase Order.

B. All General Credit Cards signed out by an employee will be returned, along with the receipt for the purchase, to the Office Manager immediately after completion of purchase. If receipts are not returned within 10 days, the employee will be responsible for the receipt amounts not accounted for by deduction from his or her paycheck.

6. District Use Only. All District credit cards are for District use only and expenditures must serve a District purpose. No personal use of a P-Card, Individual Credit Card, or General Credit Cards, is authorized, including but not limited to entertainment, alcohol, meals (except as provided for in Policy – [insert title for travel policy]), cash withdrawals, etc. No spouses or children may use them. .
7. The Administrative Assistant will match all Expense Reports, Travel Forms, Purchase Requests, and Purchase Orders and accompanying receipts to the credit card statements, which will be reviewed and initialed by the Director and reviewed by the Board of Commissioners during monthly Board Meeting.
8. If the District changes the bank that issues the District's credit cards, references to "Trustmark" or a successor bank, this Policy shall automatically update to reflect the new bank name without further amendment to this Policy.



South Walton County Mosquito Control District District Policy

Credit Card Agreement

Cardholder: _____ Position: _____

I understand and agree that a South Walton County Mosquito Control District (District) credit card is issued to me on the express condition that I will at all times use the card in accordance with the District Credit Card, Travel, and Purchasing policies. Capitalized terms are defined in the applicable policy.

I agree to the following:

1. I will use the Individual Credit Card only for official District purposes and not for any private purposes.
2. I will account for my expenses by completing an Expense Report monthly, if applicable, in accordance with District policies.
3. I will submit all itemized receipts/invoices and other relevant documentation with an Expense Report. This includes itemized receipts for hotel, gas, meals, and such.
4. An Individual Credit Card is not to be used for the incidentals such as office supplies. Commissioners receive a monthly payment of \$150.00 for these supplies.
5. An Individual Credit Card may not be used to withdrawals cash.
6. I am aware that my Individual Credit Card transaction will be reviewed by District Director and the District Accounting department.
7. I have read the District Credit Card, Travel, and Purchasing policies and will adhere to them.
8. If Individual Credit Card is lost or stolen, I will report it immediately to the bank or credit card Provider and to the District Accounting department.

South Walton County Mosquito Control District District Policy

Credit Card Agreement (con't)

9. If I leave my employment at the District or my Commissioner term expires, I will return the Individual Credit Card to the District Accounting department with all outstanding expenditure on an Expense Report prior to departure.
10. I understand that billing statements and receipts associated with the use of an Individual Credit Card is a public record and a copy can be requested by any person at any time in accordance with Chapter 119, Florida Statutes.
11. An Individual Credit Card will be cancelled if:
 - a. Employment ends or a Commission term expires
 - b. There is a failure to timely submit Expense Reports, produce receipts, or documentation or respond to a request to submit an Expense Report, produce receipts, or documentation of expenditures.
 - c. The employee or Commissioner knowingly uses a District Credit Card for an unapproved or prohibited expenditure.

I have received an Individual Credit Card that has been issued in my name and accept full responsibility for the use of the card and the acquittal of the expenses incurred. I understand all items in policies and related to credit card usage and my responsibility with the Individual Credit Card.

Signature of Cardholder

Date

Resolution #	22-003
Effective Date	11-11-2021
Revision Dates	