

May 20, 2016

VIA HAND DELIVERY AND CERTIFIED MAIL # 7012 2920 0001 0608 6680

Ms. Willye Watson
Healthy Food Healthy Living, Inc.
1101 Avenue E
Riviera Beach, FL 33404

RE: Healthy Food Healthy Living, Inc. Grant Award and Electrical Upgrade Request

Dear Ms. Watson,

Please find attached a report of Statement of Activities for the period ending May 17, 2016 pertaining to the Riviera Beach Community Development Corporation's (RBCDC) administration of your grant award for \$7,500 from the Riviera Beach Community Redevelopment Agency (RBCRA). Through the period reported, \$7,203.44 has been expended, which represents a remaining balance of \$296.56. We are informing you that your grant will be fully funded within the next 10 days and an over-funding situation must be avoided.

There are several options that I propose below to bring funding in balance. Please advise which options you recommend or are prepared to follow.

1. Remit a check in the amount of \$1,782.67 payable to RBCDC. This funding will cover the budget overage for the Utilities and Repairs and Maintenance line items.
2. Utilities are running approximately \$820.00 per month and thus \$4,100.00 in additional funding is needed. What course of action do you propose? In order of preference, we recommend the following:
 - a. Remit an additional check for \$4,100.00 payable to RBCDC and we will increase the utilities budget to \$7,518.00.
 - b. Request additional funding from RBCRA and we will seek RBCRA Board action for funding consideration. If you pursue this option then provide a copy of your most recent tax return and listing of all bank accounts. We will require copies of your most recent bank statements from the last three (3) months.

We understand that you are requesting \$2,774 in electrical upgrades to the building. This request was discussed with RBCRA Executive Director, Tony Brown. Mr. Brown informs us that funding is not available this year but your request will be considered as part of a total budget request for Fiscal Year 2017. The RBCRA Board of Commissioners would have to take action. Please reply with your actions and proposed next steps as outlined above.

Sincerely,


Annetta Jenkins
Executive Director

cc: Elizabeth Robinson, RBCDC Chairperson
Tony T. Brown, RBCRA Executive Director
RBCDC Board of Directors
RBCRA Board of Commissioners

Riviera Beach Community Development Corporation, Inc.
Transaction Detail By Account
October 1, 2015 through May 17, 2016

Type	Date	Num	Name	Memo	Class	Clr	Split	Debit	Credit	Balance
8200-XX - Facility Expenses, Equipment										
8200-02 - Utilities										
Bill	01/01/2016	94275...	Waste Management	Acct#241-012...	4:Healthy...		2010-00 - Acc...	303.37		303.37
Bill	01/01/2016		City of Riviera Beach	Acct # 62864 f...	4:Healthy...		2010-00 - Acc...	163.77		467.14
Bill	01/27/2016		City of Riviera Beach	Acct #62864 f...	4:Healthy...		2010-00 - Acc...	176.60		643.74
Bill	01/27/2016	12634...	Nozzle Nolen	01/2016 Acct...	4:Healthy...		2010-00 - Acc...	48.00		691.74
Bill	03/04/2016		City of Riviera Beach	Acct #62864 -...	4:Healthy...		2010-00 - Acc...	176.60		868.34
Bill	03/08/2016	12733...	Nozzle Nolen	02/2016 Acct...	4:Healthy...		2010-00 - Acc...	48.00		916.34
Bill	03/23/2016	12834...	Nozzle Nolen	03/2016 Acct...	4:Healthy...		2010-00 - Acc...	48.00		964.34
Bill	04/21/2016	12933...	City of Riviera Beach	04/2016 Acct...	4:Healthy...		2010-00 - Acc...	48.00		1,012.34
Bill	04/21/2016	62864...	City of Riviera Beach	62864 - 1101 ...	4:Healthy...		2010-00 - Acc...	168.14		1,180.48
Bill	04/21/2016	62864...	Riviera Beach CRA	Waste Mana...	4:Healthy...		2010-00 - Acc...	176.60		1,357.08
Bill	04/30/2016		Riviera Beach CRA	City of River...	4:Healthy...		2010-00 - Acc...	897.18		2,254.26
Bill	04/30/2016		Riviera Beach CRA	FPL	4:Healthy...		2010-00 - Acc...	1,597.90		3,852.16
Bill	04/30/2016		Riviera Beach CRA	Nozzle Nolen	4:Healthy...		2010-00 - Acc...	810.91		4,663.07
Bill	05/09/2016	62864...	City of Riviera Beach	62864 - 1101 ...	4:Healthy...		2010-00 - Acc...	176.60		4,839.67
								4,983.67	0.00	4,983.67
Total 8200-02 - Utilities										
8200-03 - Cleaning										
Bill	03/29/2016	49801...	Coverall North Ame...	A#498-5168 ...	4:Healthy...		2010-00 - Acc...	130.00		130.00
Bill	03/29/2016	49801...	Coverall North Ame...	A#498-5168 ...	4:Healthy...		2010-00 - Acc...	130.00		260.00
Bill	03/29/2016	49801...	Coverall North Ame...	A#498-5168 ...	4:Healthy...		2010-00 - Acc...	130.00		390.00
Bill	04/15/2016	49801...	Coverall North Ame...	A#498-5168 ...	4:Healthy...		2010-00 - Acc...	130.00		520.00
Bill	05/06/2016	49801...	Coverall North Ame...	A#498-5168 ...	4:Healthy...		2010-00 - Acc...	130.00		650.00
								650.00	0.00	650.00
Total 8200-03 - Cleaning										
8200-05 - Repairs & Maintenance										
Bill	04/11/2016	SR4591	John C. Cassidy Air...	12/12/15 AC ...	4:Healthy...		2010-00 - Acc...	393.00		393.00
Bill	04/30/2016		Riviera Beach CRA	Others 1101 ...	4:Healthy...		2010-00 - Acc...	160.00		553.00
Bill	05/06/2016	4-11-16	One World Realty, L...	Plumbing Re...	4:Healthy...		2010-00 - Acc...	288.00		841.00
								841.00	0.00	841.00
Total 8200-05 - Repairs & Maintenance										
Total 8200-XX - Facility Expenses, Equipment										
8100-XX - Administration & Office										
8100-01 - Postage & Shipping										
Bill	04/30/2016		Riviera Beach CRA	Fedex HFHL ...	4:Healthy...		2010-00 - Acc...	53.77		53.77
								53.77	0.00	53.77
Total 8100-01 - Postage & Shipping										
8100-09 - Liability Insurance										
Bill	04/12/2016	4/9/16...	Federated National ...	INSURANCE...	4:Healthy...		2010-00 - Acc...	675.00		675.00
								675.00	0.00	675.00
Total 8100-09 - Liability Insurance										
Total 8100-XX - Administration & Office										
TOTAL										
								7,203.44	0.00	7,203.44

RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION

Healthy Food Healthy Living, Inc

Budget FY 2015/2016

	<u>2015</u>	<u>2016</u>
<u>SOURCES</u>		
RBCRA - CDC Grant	\$ 6,000.00	\$ 7,500.00
Rent	\$ 1.00	\$ 1.00
Carried over	\$ -	\$ -
Total Sources	\$ 6,001.00	\$ 7,501.00
<u>USES</u>		
Utilities		
Electricity	\$ 2,530.74	\$ 2,000.00
Water	\$ 1,733.76	\$ 1,418.00
Garbage Collection	\$ 1,608.48	\$ 1,548.00
Maintenance		
Landscaping	\$ 400.00	\$ -
Extermination Services	\$ 624.00	\$ 624.00
Janitorial Services		\$ 1,000.00
Property Management	\$ 68.90	\$ -
Property Taxes	\$ 214.70	\$ 210.00
Insurance		
General Liability	\$ 695.00	\$ 700.00
Event	\$ 50.00	\$ -
Rent	\$ 1.00	\$ 1.00
Training	\$ -	\$ -
Legal	\$ -	\$ -
Capital Expenses	\$ -	\$ -
Cleaning Supplies	\$ -	\$ -
Internet Service	\$ -	\$ -
Refrigeration Maintenance	\$ -	\$ -
Transportation	\$ -	\$ -
Personnel	\$ -	\$ -
Total Uses	\$ 7,926.58	\$ 7,501.00
Unspent	\$ (1,925.58)	\$ -

*Budget does not include rent donation of \$12,000 per year