



## North Bay Village

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**NORTH BAY VILLAGE**  
EST. 1945

DATE: August 23, 2023

FROM: Samantha Minns, Marketing and Events Coordinator

SUBJECT: July 4 Event

The Recreation & Human Services Department needs to transfer unused funds from the public relations/promotions event into the budget for the July 4th event. This is a larger scale event, and we need to use some of the funds in the public relations/promotions account to cover the remainder amount shown.

Approved by:

A handwritten signature in blue ink, appearing to read "Ralph Rosado".

Ralph Rosado, PhD, AICP  
Village Manager

Date: August 23, 2023



**Budget Amendment Form**

<b>Department</b> Recreation & Human Services	<b>Date</b> 8/23/2023
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**Fund(s) to be changed: General Fund**

GL Account	GL Line Item	Transfer to:	Transfer from:
<a href="#">001-72-572-4808</a>	Public Relations/Promotions	\$ -	\$1,771.20
<a href="#">001-71-571-5454</a>	4th of July Event	\$1,771.20	\$ -
<b>TOTAL (Columns must be equal)</b>		<b>\$ 1,771.20</b>	<b>\$1,771.20</b>

**Description:**

The Communications & Special Events Department needs to transfer unused funds from the public relations/promotions event into the budget for the July 4 event. This is a larger scale event and we need to use some of the funds in the public relations/promotions account to cover the remainder amount shown.

Department Director: *Dan Yee* date: 08/23/23

Chief Financial Officer: *Angela Robinson* date: 8/23/23

Village Manager: *[Signature]* date: 8/23/23



North Bay Village, FL

# Detail vs Budget Report

## Account Detail

Date Range: 10/01/2022 - 08/31/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>001 - GENERAL</b>								
<b>Expense</b>								
<u>001-72-572-4808</u>	Public Relations/Promotions	0.00	35,300.00	0.00	21,035.51	21,035.51	14,264.49	40.41%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
10/11/2022	APPKT09586	7861	112104	TIES-TOWNHALL-BOND-ROOM RESERVAT...	MDCPSR - MIAMI-DADE COUNTY PUBLIC SCH...		25.00	
10/21/2022	APPKT09647	14W4-HY6K-1WMH	12812	COMMS/EVENTS ORGANIZATIONAL STOR...	01763 - AMAZON CAPITAL SERVICES		114.30	
10/28/2022	APPKT09650	OCT 2022-SE	AMXDFT0001109	TARGET ORGANZIATIONAL SUPPLIES	AMEXPR - AMERICAN EXPRESS		32.00	
10/28/2022	APPKT09650	OCT 2022-SE	AMXDFT0001109	SPECIAL EVENT DISPENSER SUPPLY	AMEXPR - AMERICAN EXPRESS		35.00	
10/28/2022	APPKT09650	OCT 2022-SE	AMXDFT0001109	FASTSIGNS MIAAPPRECIATION PLAQUE F...	AMEXPR - AMERICAN EXPRESS		171.65	
10/28/2022	APPKT09650	OCT 2022-SE	AMXDFT0001109	GIVE MIAMI DAY MAILERS	AMEXPR - AMERICAN EXPRESS		170.00	
11/30/2022	APPKT09869	NOV 2022-SE	AMXDFT0001166	MAILCHIMP/ MONTHLY SUBSCRIPTION/N...	AMEXPR - AMERICAN EXPRESS		50.15	
11/30/2022	APPKT09869	NOV 2022-SE	AMXDFT0001166	TARGET/ EVENT DECOR ITEMS	AMEXPR - AMERICAN EXPRESS		8.00	
11/30/2022	APPKT09869	NOV 2022-SE	AMXDFT0001166	PUBLIX/ EVENT DECOR ITEMS	AMEXPR - AMERICAN EXPRESS		21.48	
11/30/2022	APPKT09869	NOV 2022-SE	AMXDFT0001166	NBV USPS MAILERS/GIVE MIAMI DAY	AMEXPR - AMERICAN EXPRESS		35.20	
11/30/2022	APPKT09869	NOV 2022-SE	AMXDFT0001166	AVENTURA CLEANERS/TABLECLOTH CLEAN..	AMEXPR - AMERICAN EXPRESS		75.00	
12/28/2022	APPKT10030	1C94-HCDW-WQHG	12985	COMMS/EVENTS ORGANIZATIONAL SUPPL...	01763 - AMAZON CAPITAL SERVICES		176.90	
01/19/2023	APPKT10145	13C4-LHG9-H3PN	12986	COMMS/EVENTS SUPPLIES/ 3 TENTS	01763 - AMAZON CAPITAL SERVICES		299.97	
01/19/2023	APPKT10145	1L6X-PLM7-3TNV	13024	COMMS/EVENTS ORGANIZATIONAL SUPPL...	01763 - AMAZON CAPITAL SERVICES		33.34	
01/19/2023	APPKT10145	DEC 2022-SE	AMXDFT0001201	DISPLAYS 2 GO/ BRANDED PODIUM/ PRO...	AMEXPR - AMERICAN EXPRESS		762.21	
01/19/2023	APPKT10145	DEC 2022-SE	AMXDFT0001201	IPROMPTU/ BRANDING ITEMS/PROMO	AMEXPR - AMERICAN EXPRESS		544.07	
01/19/2023	APPKT10145	DEC 2022-SE	AMXDFT0001201	DISPLAYS 2 GO/ TAX REFUND/ PODIUM/ P...	AMEXPR - AMERICAN EXPRESS		-49.86	
01/19/2023	APPKT10145	DEC 2022-SE	AMXDFT0001201	FLICKR ACCOUNT/ PHOTO REPOSITORY	AMEXPR - AMERICAN EXPRESS		71.99	
01/19/2023	APPKT10145	DEC 2022-SE	AMXDFT0001201	MAILCHIMP ACCOUNT MONTHLY RENEW...	AMEXPR - AMERICAN EXPRESS		50.15	
01/19/2023	APPKT10145	DEC 2022-SE	AMXDFT0001201	IPROMPTEU/ BRANDING ITEMS/ PROMO	AMEXPR - AMERICAN EXPRESS		3,204.47	
01/25/2023	APPKT10178	0128	13033	STATE OF THE VILLAGE VIDEO	02248 - SIRENA MEDIA LLC		850.00	
01/28/2023	APPKT10241	JAN 2023-SE	AMEX22823DFT0...	SCHAU PRODUCTIONS/ PHOTOGRAPHER/ ...	AMEXPR - AMERICAN EXPRESS		500.00	
02/02/2023	APPKT10243	1XMV-MRVF-CPRF	13041	COMMS BRANDING SUPPLIES/ TABLECLO...	01763 - AMAZON CAPITAL SERVICES		96.40	
02/02/2023	APPKT10242	11V1-QPM7-6X7D	13041	EVENT SUPPLY/CENTERPIECES	01763 - AMAZON CAPITAL SERVICES		38.97	
02/15/2023	APPKT10335	2068407JRW	AMEXONLINEPA...	Promo Entertainment Group NBV pins	AMEXPR - AMERICAN EXPRESS		499.00	
02/15/2023	APPKT10341	632	13114	VIDEO FOR STATE OF THE VILLAGE EVENT	01992 - REELLIFE STUDIO LLC		500.00	
03/03/2023	APPKT10517	COMMS MAR 3	AMEXCOMMDFT...	BITLY LINK SERVICES	AMEXPR - AMERICAN EXPRESS		348.00	
03/09/2023	APPKT10517	COMMS MAR 1	AMEXCOMMDFT...	GRAMMERLY WEB SERVICES	AMEXPR - AMERICAN EXPRESS		139.95	
04/30/2023	APPKT10759	COMMS DIR APR 2	AMXDFT0001357	MIAMI HERALD SUBSCRIPTION	AMEXPR - AMERICAN EXPRESS		90.37	
04/30/2023	APPKT10759	COMMS DIR APR 4	AMXDFT0001357	GROUNDBREAKING SHOVELS WITHOUT T...	AMEXPR - AMERICAN EXPRESS		1,766.76	
04/30/2023	APPKT10759	COMMS DIR APR 5	AMXDFT0001357	GROUNDBREAKING SHOVELS CREDIT	AMEXPR - AMERICAN EXPRESS		-2,217.64	
04/30/2023	APPKT10759	COMMS DIR APR 6	AMXDFT0001357	HARD HATS	AMEXPR - AMERICAN EXPRESS		415.17	
04/30/2023	APPKT10759	COMMS DIR APR 7	AMXDFT0001357	GROUNDBREAKING SHOVELS	AMEXPR - AMERICAN EXPRESS		2,217.64	

**Detail vs Budget Report**

Date Range: 10/01/2022 - 08/31/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining	
<a href="#">001-72-572-4808</a>	Public Relations/Promotions - Continued	0.00	35,300.00	0.00	21,035.51	21,035.51	14,264.49	40.41%	
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>		
04/30/2023	APPKT10759	COMMS DIR APR 9	AMEXDFT0001357	SURVEY MONKEY SUBSCRIPTION	AMEXPR - AMERICAN EXPRESS		468.00		
05/01/2023	APPKT10764	1295	13269	LOGO HARD HATS/SHOVELS FOR GROUN...	02364 - NATIONWIDE PAYMENT SYSTEMS INC		1,581.00		
05/02/2023	APPKT11020	COMMSMAY2	AMEXMAY2023D...	REFUND FOR CANCELLED ORDER - HARD ...	AMEXPR - AMERICAN EXPRESS		-415.17		
06/05/2023	APPKT11020	COMMSMAY1	AMEXMAY2023D...	MAILCHIMP SUBSCRIPTION	AMEXPR - AMERICAN EXPRESS		58.65		
06/08/2023	APPKT11241	1CYQ-TL6M-4FXQ	13360	4TH OF JULY PARTY SUPPLIES-PLATE/NAPK...	01763 - AMAZON CAPITAL SERVICES		155.93		
06/21/2023	APPKT11241	1GKC-WTT3-1WXF	13360	4TH OF JULY TABLE CLOTHS/WATER BOTT...	01763 - AMAZON CAPITAL SERVICES		61.96		
06/21/2023	APPKT11241	1L1F-WFFP-11JR	13360	4TH OF JULY GLOW STICKS	01763 - AMAZON CAPITAL SERVICES		99.99		
06/30/2023	APPKT11223	JUNE 2023- COMM DIR3	AMEXDFT0001385	IPROMOTEU NORTH BAY VILLAGE PINS	AMEXPR - AMERICAN EXPRESS		499.00		
06/30/2023	APPKT11390	JUNE 2023 - EVENTS7	AMEXDFT0001385	4IMPRINT NBV TOTE BAGS QTY(250)	AMEXPR - AMERICAN EXPRESS		667.51		
07/03/2023	APPKT11243	1QGH-1YK4-DPLP	13360	BOWSANDRIBBON	01763 - AMAZON CAPITAL SERVICES		48.34		
07/05/2023	APPKT11297	1811554379	112536	SOCCER CLINIC	PUBLIX - PUBLIX SUPER MARKETS, INC.		141.55		
07/05/2023	APPKT11297	1811560415	112536	TOWN HALL -STAFF TEAM BUILDING LUN...	PUBLIX - PUBLIX SUPER MARKETS, INC.		217.92		
07/31/2023	APPKT11553	JUL 2023-COMM DIR1		VIDEOGRAPHER FOR NBVPD VESSEL LAUN...	AMEXPR - AMERICAN EXPRESS		300.00		
07/31/2023	APPKT11553	JUL 2023-COMM DIR2		YOUTUBE PREMIUM MEMBERSHIP	AMEXPR - AMERICAN EXPRESS		13.53		
07/31/2023	APPKT11553	JUL 2023-COMM DIR4		VISION MOVIES LLC VIDEO PRODUCTION ...	AMEXPR - AMERICAN EXPRESS		4,950.00		
07/31/2023	APPKT11362	JUL 2023-EVENTS2		OFFICE DEPOT WHITE GLASS BOARD	AMEXPR - AMERICAN EXPRESS		144.99		
07/31/2023	APPKT11362	JUL 2023-EVENTS4		4IMPRINTS NBV EMBROIDERED HATS	AMEXPR - AMERICAN EXPRESS		562.08		
07/31/2023	APPKT11362	JUL 2023-EVENTS5		IMPRINT PR RIBBON	AMEXPR - AMERICAN EXPRESS		351.64		
08/08/2023	APPKT11589	1811571364	112583	VILLAGE MANAGER B-DAY CAKE	PUBLIX - PUBLIX SUPER MARKETS, INC.		52.95		
<a href="#">001-72-572-5454</a>	4th of July		0.00	7,933.18	0.00	9,704.88	9,704.88	-1,771.70	-22.33%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>		
10/07/2022	APPKT09633	INV0000497	112136	PARAMEDICS 4TH OF JULY	02222 - MIAMI-DADE FIRE RESCUE		840.00		
06/12/2023	APPKT11160	41671-000420	13347	4TH OF JULY/DIPP PHOTOBOOTH	02166 - DIPP PHOTOBOOTH, LLC.		750.00		
06/30/2023	APPKT11390	JUNE 2023 - EVENTS1	AMEXDFT0001385	4TH OF JULY BAY KING BAND DEPOSIT	AMEXPR - AMERICAN EXPRESS		800.00		
06/30/2023	APPKT11390	JUNE 2023 - EVENTS2	AMEXDFT0001385	ALL STAR EVENTS/ 4THOFJULY/FACE PAIN...	AMEXPR - AMERICAN EXPRESS		805.00		
06/30/2023	APPKT11390	JUNE 2023 - EVENTS5	AMEXDFT0001385	MEGA PARTY EVENTS/BOUNCE HOUSE FO...	AMEXPR - AMERICAN EXPRESS		335.40		
06/30/2023	APPKT11390	JUNE 2023-EVENTS6	AMEXDFT0001385	BAYKINGSBANDREMAINDERPAYMENT	AMEXPR - AMERICAN EXPRESS		1,860.00		
07/13/2023	APPKT11370	13H6-XYT7-3XFQ		4TH OF JULY DECORATIONS	01763 - AMAZON CAPITAL SERVICES		41.97		
07/31/2023	APPKT11362	JUL 2023-EVENTS10		MONTADITOS FOOD TRUCK FOURTH OF J...	AMEXPR - AMERICAN EXPRESS		1,250.00		
07/31/2023	APPKT11362	JUL 2023-EVENTS11		MEGA PARTY EVENTS BOUNCE HOUSE BA...	AMEXPR - AMERICAN EXPRESS		335.40		
07/31/2023	APPKT11362	JUL 2023-EVENTS12		RETURNED CUPS WALGREENS - FOURTH O...	AMEXPR - AMERICAN EXPRESS		-9.61		
07/31/2023	APPKT11362	JUL 2023-EVENTS13		WALGREENS CUPS FOURTH OF JULY	AMEXPR - AMERICAN EXPRESS		19.22		
07/31/2023	APPKT11362	JUL 2023-EVENTS14		SOPHIA'S BURGER FOOD TRUCK FOURTH ...	AMEXPR - AMERICAN EXPRESS		1,337.50		
08/17/2023	GLPKT21456	JN03882		JE RECLASS AMEX KINGS BAY BAND 4TH O...			1,471.00		
08/21/2023	GLPKT21456	JN03884		JE RECLASS SALES TAX CREDIT FROM AMEX..			-131.00		
<b>Expense Totals:</b>		<b>0.00</b>	<b>43,233.18</b>	<b>0.00</b>	<b>30,740.39</b>	<b>30,740.39</b>	<b>12,492.79</b>	<b>28.90%</b>	
<b>001 - GENERAL Totals:</b>		<b>0.00</b>	<b>43,233.18</b>	<b>0.00</b>	<b>30,740.39</b>	<b>30,740.39</b>	<b>12,492.79</b>	<b>28.90%</b>	
<b>Report Total:</b>		<b>0.00</b>	<b>43,233.18</b>	<b>0.00</b>	<b>30,740.39</b>	<b>30,740.39</b>	<b>12,492.79</b>	<b>28.90%</b>	

### Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - GENERAL	0.00	43,233.18	0.00	30,740.39	30,740.39	12,492.79	28.90%
<b>Report Total:</b>	<b>0.00</b>	<b>43,233.18</b>	<b>0.00</b>	<b>30,740.39</b>	<b>30,740.39</b>	<b>12,492.79</b>	<b>28.90%</b>