

ATTACHMENT 3

**HEATHER GARDENS ASSOCIATION & DISTRICT
CAPITAL RESERVE EXPENDITURE ADVISORY**

PROJECT: _____

DEPT: _____ DATE: _____

BUDGET	Budget Amount: \$ _____	Contract Amount: \$ _____
Year: _____	Expended YTD: \$ _____	Change Order Res.: \$ _____
Tab: _____	Unexp. Balance: \$ _____	Total Project Cost: \$ _____
Pg: _____		Add. Funds Request: \$ _____

BUDGET & FINANCE REVIEW:

- Project has been evaluated by recommending Committee.
- Project/Expenditure is planned & part of the Approved Capital Reserve Budget?
- Three (3) Bids were evaluated & part of the due diligence of project.
 - If No, Is this Explained & Reasoning Provided within bid comparison section?
- Project Meets or is Below the Approved Expenditure Budget?
- Will additional monies be required to complete the project?
 - If Yes, will the project still meet or be below budget.
- Has the Expenditure taken place?
 - If no, when will the expense occur?
- Have all Required Signatures for Approval been obtained at the time of review?

JUSTIFICATION: (Attach backup material as required)

BID COMPARISON: (If required, summarize or attach separate schedule.)

- 1.
- 2.
- 3.

ADDITIONAL INFORMATION: (Attach backup material as required)

1. Department Head	2. CFO	3. CEO	4. Department Comm. Chair	5. Budget & Fin. Committee	6. HGA President	7. HGMD President
<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Concur with Justification	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur

Check concur, non-concur or concur with justification, then initial. Attach comment sheet if you like.

**Capital expenditures, except emergency replacements and weatherproofing performed by HGA labor, are approved/revised as follows:
All items require Block 1, 2 (when needed), and 3 through 8 completed.*

ATTACHMENT 3

**HEATHER GARDENS ASSOCIATION & DISTRICT
CAPITAL RESERVE EXPENDITURE ADVISORY**

PROJECT: Vehicle 508 Replacement F855

DEPT: Golf and Landscape

DATE: 2/5/24

BUDGET	Budget Amount: \$ 56,925.00	Contract Amount: \$44,920.44
Year: 2024	Expended YTD: \$	Change Order Res.: \$
Tab:	Unexpended Balance: \$	Total Project Cost: \$44,920.44
Pg:		Add. Funds Requested:

BUDGET & FINANCE AND COMMITTEE REVIEW:

Project was budgeted and completed under budget.

_____ Approved by the General Manager

_____ Minimum required number of bids received (if not explained below)

Project completed and will not require additional funds

_____ Project was an emergency expenditure approved by the General Manager

JUSTIFICATION: (Attach backup material as required)

Vehicle 508 was a 2011 Chevy 1500 quad cab truck. It had multiple issues one being the need for a new/rebuilt engine. It was determined in 2022 that an engine rebuild would cost approximately \$14,000 and the decision was made to replace the truck. We were granted a 2-year extension from the state to bypass the emissions testing and could still register and plate the vehicle; the truck was to be replaced after the 2-year extension was up (2024). 508 was replaced with a used 2017 Ford F-250 quad cab. The cost of the Ford was approximately \$12k under the budgeted amount.

BID COMPARISON: (If required, summarize or attach a separate schedule.)

- 1.
2. N/A
- 3.

ADDITIONAL INFORMATION: (Attach backup material as required)

1. Dept. Head	2. Controller	3. General Manager	4. Dept. Chair	5. B&F Chair	6. HGA President	7. HGMD President
MM	<i>[Signature]</i>		<i>[Signature]</i>			
X Concur Y Non-concur	X Concur Y Non-concur Y Concur with Justification	Y Concur Y Non-concur	Y Concur Y Non-concur	Y Concur Y Non-concur	Y Concur Y Non-concur	Y Concur Y Non-concur

Check to concur, non-concur, or concur with justification, then initial. Attach a comment sheet if you like.

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