

CHECKLIST FOR THE BEGINNING OF FY 24

Use this checklist to insure your district sends the necessary documents to the proper places. It is not necessary to send this checklist with the documents. Keep it for the district's records.

Action	Date Done
<p>1. Send a copy of the current Special District Information Form to the parties listed on the bottom of the form. If there are any changes since the last form was sent, then include the minutes of the meeting where the board approved those changes. This also applies to a change in the Registered Agent. The version sent to the Management and Budget Department can be sent by email as an Acrobat or image file.</p> <p style="text-align: center;">Do this by November 30th.</p>	
<p>2. As soon as possible in the new fiscal year, approve the FY 24 regular meeting schedule by a quorum of trustees. Do this before November 30th. Then using the standard wording, advertise the FY 24 regular meeting schedule in a newspaper of general circulation - the Tampa Bay Times - immediately after the board approved the regular meeting schedule.</p> <p>Finally, email minutes of the meeting where board approved the FY 24 meeting schedule and evidence that the ad appeared in a newspaper of general circulation to Mary Mahoney in the Management and Budget Department, mahoneym@hillsboroughcounty.org.</p> <p style="text-align: center;">Do this by November 30th.</p>	
<p>3. A. If preparing an unaudited Financial Statement for FY 23, email a signed copy of the minutes of the meeting where the board approved submitting an unaudited FY 23 financial statement and a copy of the letter notifying taxpayers. Two copies of the financial statement should be mailed by USPS to Mary Mahoney in the Management and Budget Department. Do this before November 30th.</p> <p>B. If preparing an audited Financial Statement for FY 23, send two copies of it to Mary Mahoney in the Management and Budget Department. Do this before November 30th. A copy can also be emailed to Ms. Mahoney.</p> <p>C. Enter the district's Financial Statement Information for FY 23 into the State's Financial Reporting System, LODGER.</p> <p>D. Send a copy of the FY 23 audited or unaudited Financial Statement to the State.</p> <p>E. Send the completed Public Depositor Annual Report to the Chief Financial Officer (Form DFS-J1 - 1009).</p> <p style="text-align: center;">Do this by November 30, 2023.</p>	

When emailing documents to the Management and Budget Department, documents must be converted to Adobe Acrobat or image files formats. Do not email Word or Excel files. Ms. Mahoney's email address is mahoneym@hillsboroughcounty.org

If sending by USPS, the address is Mary Mahoney, Hillsborough County Management and Budget Dept., County Center 26th Floor, PO Box 1110, Tampa, FL 33601.