

CHECKLIST FOR THE BEGINNING OF FY 25

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
1. As soon as possible, for trustees whose terms end September 2024, appoint trustees if the incumbents do not want to remain on the board. Do this before November 30th.	
2. Elect the four officers required in the ordinance establishing the district as soon as possible in the new fiscal year by a quorum of the trustees. Do this before November 30th.	
3. As soon as possible in the new fiscal year, approve the FY 25 regular meeting schedule by a quorum of trustees. Do this before November 30th.	
4. Using the standard wording, advertise the FY 25 regular meeting schedule in a newspaper of general circulation - the Tampa Bay Times - immediately after the board approved the regular meeting schedule. Do this before November 30th.	
5. Email minutes of the meeting where we acted on Items #1, #2 and #3 to Mary Mahoney in the Management and Budget Department, mahoneym@hillsboroughcounty.org. Do this before November 30th.	
6. Email copy of the advertisement of the FY 25 regular meeting schedule to Mary Mahoney in the Management and Budget Department, mahoneym@hillsboroughcounty.org. Do this before November 30th.	
7. If necessary, appoint a new registered agent and send a copy of the minutes of the meeting where new agent was appointed and a revised Special District Form to the parties listed on the bottom of the form.	
8. Send a copy of the current Special District Information Form to the parties listed on the bottom of the form. The version sent to the Management and Budget Department can be sent by email. Do this by November 30 th .	
9. If preparing an unaudited Financial Statement for FY 24, email a signed copy of the minutes of the meeting where the board approved submitting an unaudited FY 24 financial statement, a copy of the letter notifying taxpayers and two copies of the financial statement to Mary Mahoney in the Management and Budget Department. A copy should also be emailed to Ms. Mahoney until further notice. Do this before November 30th.	
10. If preparing an audited Financial Statement for FY 24, send two copies of it to Mary Mahoney in the Management and Budget Department. Do this before November 30th. A copy should also be emailed to Ms. Mahoney.	
11. Enter the district's Financial Statement Information for FY 24 into the State's Financial Reporting System, LODGER.	
12. Send a copy of the FY 24 audited or unaudited Financial Statement to the State.	
13. Send the completed Public Depositor Annual Report to the Chief Financial Officer (Form DFS-J1 -1009). Do no later than November 30, 2024.	

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