

FY 25

**SPECIAL DEPENDENT DISTRICT BUDGET PREPARATION CHECKLIST**

|                       |                       |
|-----------------------|-----------------------|
| <b>DISTRICT NAME:</b> |                       |
| <b>REVIEWER:</b>      | <b>DATE REVIEWED:</b> |
| <b>COMMENTS:</b>      |                       |

**NOTE: PLEASE MAKE COMMENTS AND HIGHLIGHT THOSE ITEMS NEEDING CORRECTION:**

| YES | NO | ITEMS TO BE REVIEWED   |
|-----|----|--|
|     |    | <b>1. Copy of advertisement of the public budget hearing</b>   |
|     |    | In Tampa Bay Times?  |
|     |    | Date of meeting on 15th day after date of ad or more?          |
|     |    | If "NO" - How many days notice actually given?                 |
|     |    | Was standard advertisement from Budget Preparation Guide used? |

| YES | NO | 2. Minutes of the public hearing: Do the minutes contain the following?             |
|-----|----|---|
|     |    | Do minutes say this is a public budget hearing?                                     |
|     |    | Date of hearing same as in advertisement and as on resolution?                      |
|     |    | Place and time same as in advertisement?  |
|     |    | Hearing conducted separately from another meeting?                                  |
|     |    | Amount of approved assessment same as in resolution and budget?                     |
|     |    | Number of trustees attending  |
|     |    | Is this a quorum? (i.e. five or more)   |
|     |    | Majority of trustees in attendance approve assessment and budget?                   |
|     |    | Do trustee names in attendance and voting correspond to names of Trustee Data Base? |
|     |    | Was public comment requested, heard and taken?                                      |
|     |    | Do minutes show specific approval of budget and assessment resolution?              |
|     |    | Are minutes signed by the President and the Recording Secretary?                    |

| YES | NO | 3. Resolution: Does the resolution contain the following information:  |
|-----|----|--|
|     |    | Is date of hearing same as in advertisement and as in minutes of meeting?  |
|     |    | Is assessment rate same as in minutes and budget?  |
|     |    | Is the number of trustees approving resolution same as in minutes?   |
|     |    | Are the names of trustees making and seconding motion same as in minutes?  |
|     |    | Is the resolution signed by two trustees: one attesting to signature, other actually signing?                    |
|     |    | Does the ordinance number establishing the district correspond with the number on Attachment I for the district? |
|     |    | Is the tax year 2024 and the fiscal year 2025?   |

| YES | NO | 4. District Budget  |
|-----|----|---|
|     |    | Is the assessment rate same as in resolution and minutes?   |
|     |    | Are all units assessed in compliance with ordinance establishing district?  |
|     |    | Is the assessment rate less than or equal to maximum specified in ordinance?  |
|     |    | Is 5% reduction of assessment and interest revenue correctly calculated and applied?  |
|     |    | Is Est. Fund Balance more than or equal to amount shown on Est. Fund Balance Form?  |
|     |    | Is there money budgeted for public official bond?   |
|     |    | For preparation of financial statement or audit if required?  |
|     |    | For Special District Information Program Fee - \$175?   |
|     |    | For website?  |
|     |    | Are backup schedules for revenues and expenditures included?  |
|     |    | Are expenses shown in proper categories and properly numbered?  |
|     |    | Is 4% of budgeted assessment revenue for collection calculated correctly?   |
|     |    | Are items budgeted in 60.00 series and/or Reserve for Capital Outlay supported by <b>Capital Outlay and Project Information Form?</b> |
|     |    | Is Reserve for Contingency less than or equal to 10% of total budgeted revenues?  |
|     |    | Does budget balance?  |

| YES | NO | 5. Estimating Fund Balance Form  |
|-----|----|--|
|     |    | Do amounts in <b>Budget</b> column match Adopted or Amended Budget for FY 24?                                      |
|     |    | Do amounts in <b>Projection</b> column seem realistic?   |
|     |    | In <b>YTD</b> column, does the Actual Fund Balance amount match the amount shown in the FY 23 Financial Statement? |
|     |    | Are any expenditures made from Reserves?   |
|     |    | Do the amounts in the <b>Actual</b> column appear to exceed the Adopted Budget?                                    |
|     |    | Do the amounts in the <b>Total</b> column appear to exceed the Adopted Budget?                                     |

| YES | NO | 6. Capital Project Information Form: Does it contain the following information? |
|-----|----|---|
|     |    | Name of the project?  |
|     |    | Description?  |
|     |    | Correct expense category?   |
|     |    | Estimated completion date?  |
|     |    | Does amount budgeted for each project correspond realistically to budget?       |

**OTHER COMMENTS:**