

Beacon Meadows Special Dependent District Periodic Responsibilities

Revised 10/1/24

Monthly Meeting Agenda – post on Beacon Meadows website (at least two business days before meeting)

New Trustees (as necessary)

- Appoint trustees
- Update Hillsborough County Special District Information Form and submit with minutes
- Update Beacon Meadows website
- Activate e-mail addresses for new trustees

Meeting Room – complete Northdale Recreation Center form(s) to reserve room for monthly Board meetings for calendar year (January)

Public Budget Hearing (June)

- Advertise public budget hearing (May - based on established timeframes)
- Prepare proposed budget for following fiscal year
- Conduct public budget hearing to approve budget and special assessment for following fiscal year
- Submit approved budget package to Hillsborough County (by established deadline)

Backflow Prevention Device Inspection Reports – submit to Hillsborough County (by July 28)

Assessment Roll – submit to Hillsborough County (by last business day of August)

Board Meeting Schedule – approve schedule of monthly Board meetings for following fiscal year and advertise in newspaper (September)

Certificate to Non-Ad Valorem Assessment Roll – submit to Hillsborough County (by September 15)

Notification of Unaudited Financial Statements – mail notification of Board's annual approval of unaudited financial statements to property owners and Hillsborough County (by September 30)

Financial Records – submit to CPA for annual audit (by October 1 for November 30 deadline)

Beginning of New Fiscal Year (October)

- Appoint or reappoint trustees to expiring seats (even-numbered years)
- Appoint officers (as necessary or reappoint officers even-numbered years)
- Appoint registered agent (as necessary)
- Update Beacon Meadows website (as necessary)
- Activate e-mail addresses for new trustees/officers (as necessary)
- Schedule time for new officers to meet at bank to sign signature card (as necessary)
- Change names of officers on public official bond (as necessary)
- Update Hillsborough County Special District Information Form and submit with minutes (by November 30)

Public Official Bond – pay annually (when statement is received)

Goals & Objectives/Performance Measures & Standards – establish for fiscal year (by October)

Special District Fee – submit to Florida Dept. of Economic Opportunity (by November 30)

Public Depositor Annual Report – submit to Florida Dept. of Financial Services/Bureau of Collateral Management (by November 30)

Report of Goals & Objectives/Performance Measures & Standards (post on Beacon Meadows website by December 1)

Public Deposit & Acknowledgement (change of bank or change of bank name) – submit to Florida Dept. of Financial Services/Bureau of Collateral Management (as soon as signature of bank representative is obtained)

Records Management Compliance Statement – submit to Florida Dept. of State (by December 29)