

Beacon Meadows Special Dependent District
Periodic Responsibilities

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 of new trustees

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

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

Meeting Room (September) – contact staff of Northdale Recreation Center to reserve room for monthly Board meetings for following fiscal year

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

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

Beginning of New Fiscal Year (October)

- Appoint officers
- Appoint registered agent
- Approve schedule of monthly Board meetings
- Advertise schedule of approved monthly Board meetings in newspaper
- Update Beacon Meadows website
- Activate e-mail addresses of new 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)

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

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

Public Deposit & Acknowledgement Form (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)