**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)