

**WESTCHESTER**  
Special Dependent District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2019**

Version 2 - Adopted Budget:  
(Adopted at 5/31/2018 meeting)

Prepared by:



# WESTCHESTER

Special Dependent District

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**Westchester**  
Special Dependent District

**Operating Budget**  
Fiscal Year 2019

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	BUDGET FY 2018	THRU APR-2018	MAY - SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
<b>REVENUES</b>						
Interest - Investments	\$ 123	\$ 200	\$ 70	\$ 50	\$ 120	\$ 150
Special Assmnts- Tax Collector	59,423	88,000	39,631	52,341	91,972	91,972
Special Assmnts- Discounts	-	(4,410)	(9)	(4,401)	(4,410)	(3,679)
<b>TOTAL REVENUES</b>	<b>59,546</b>	<b>83,790</b>	<b>39,692</b>	<b>47,990</b>	<b>87,682</b>	<b>88,443</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
ProfServ-Mgmt Consulting Serv	-	13,120	8,537	4,583	13,120	11,000
Auditing Services	1,100	1,200	1,100	-	1,100	1,200
Contractual Services	18,803	-	-	-	-	-
Contract-Website Hosting	-	200	199	-	199	200
Insurance - General Liability	2,344	2,600	-	2,600	2,600	2,600
Printing and Binding	-	-	-	-	-	100
Misc-Assessmnt Collection Cost	-	-	21	-	21	1,839
Other Current Charges	585	-	-	-	-	-
Office Supplies	-	-	-	-	-	50
Annual District Filing Fee	-	175	175	-	175	175
<b>Total Administrative</b>	<b>22,832</b>	<b>17,295</b>	<b>10,032</b>	<b>7,183</b>	<b>17,215</b>	<b>17,164</b>
<i>Field</i>						
Contracts-Lake and Wetland	-	2,724	1,589	1,135	2,724	2,724
Contracts-Other Services	-	5,781	-	-	-	-
Contracts-Landscape	-	23,828	13,900	9,928	23,828	23,828
Contracts-Irrigation	-	2,400	1,400	1,000	2,400	2,400
Contracts-Trees & Trimming	-	360	210	150	360	360
Utility - Water	588	1,000	341	243.57	585	663
R&M-General	29,240	20,912	-	20,000	20,000	20,000
R&M-Fertilizer	-	2,500	1,458	1,042	2,500	2,500
Misc-Contingency	-	1,000	-	1,000	1,000	10,804
<b>Total Field</b>	<b>29,828</b>	<b>60,505</b>	<b>18,898</b>	<b>34,499</b>	<b>53,397</b>	<b>63,279</b>
<i>Capital Expenditures &amp; Projects</i>						
Capital Improvements	-	70,450	-	-	-	-
<b>Total Capital Expenditures &amp; Projects</b>	<b>-</b>	<b>70,450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Non-Operating</i>						
Reserve - Contingency	-	8,000	-	-	-	8,000
<b>Total Non-Operating</b>	<b>-</b>	<b>8,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,000</b>
<b>TOTAL EXPENDITURES</b>	<b>52,660</b>	<b>156,250</b>	<b>28,930</b>	<b>41,682</b>	<b>70,612</b>	<b>88,443</b>
Excess (deficiency) of revenues						
Over (under) expenditures	6,886	(72,460)	10,762	6,308	17,070	-

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU APR-2018	PROJECTED MAY - SEP-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
<b>OTHER FINANCING SOURCES (USES)</b>						
Other NonOperating Uses	-	(3,520)	-	-	-	-
Contribution to (Use of) Fund Balance	-	(75,980)	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>(79,500)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	6,886	(75,980)	10,762	6,308	17,070	-
<b>FUND BALANCE, BEGINNING</b>	<b>-</b>	<b>136,558</b>	<b>136,558</b>	<b>-</b>	<b>136,558</b>	<b>153,628</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 136,558</b>	<b>\$ 60,578</b>	<b>\$ 147,320</b>	<b>\$ 6,308</b>	<b>\$ 153,628</b>	<b>\$ 153,628</b>

**Budget Narrative**  
Fiscal Year 2019**REVENUES****Interest-Investments**

The District earns interest on the monthly average collected balance for their operating account.

**Special Assessments-Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the operating expenditures during the Fiscal Year.

**Special Assessments-Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**EXPENDITURES****Administrative****Professional Services-Management Consulting Services**

The District receives management, accounting and administrative services as part of a management agreement with Inframark Infrastructure Management Services. Also includes cost of Information Technology (GASB 54 Compliant Software System), transcription services, records management and long term offsite records storage. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the management agreement.

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter.

**Contracts-Web Hosting**

Web hosting of Budget and minutes to comply with new State Statutes.

**Postage and Freight**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Insurance-General Liability**

The District's General Liability & Public Officials Liability Insurance policy.

**Printing and Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Miscellaneous-Assessment Collection Costs**

The District reimburses the Hillsborough County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Budget Narrative**  
Fiscal Year 2019**EXPENDITURES****Administrative** (Continue)**Annual District Filing Fee**

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity.

**Field****Contracts-Lake and Wetland**

The District has a contract with Aquatic Systems, Inc. to maintain the lakes for the District.

**Contracts-Landscape**

The District has a contract with U.S. Lawns of North Tampa Inc. to maintain the landscape for the District.

**Contracts-Irrigation**

The District has a contract with U.S. Lawns of North Tampa Inc. to maintain the irrigation for the District.

**Contracts-Tree & Trimming**

The District has a contract with U.S. Lawns of North Tampa Inc. to maintain the trees for the District.

**Utility - Water**

The District has monthly water expenses with B.O.C.C..

**R&M-General**

This is to cover non-contractual expenses for the District.

**R&M-Fertilizer**

The District has a contract with U.S. Lawns of North Tampa Inc. to provide fertilizer services for the District.

**Miscellaneous-Contingency**

This is for miscellaneous expenses that the District may incur.

**Non-Operating****Reserve - Contingency**

This is for planned purchases that the District may want to incur.

# WESTCHESTER

Special Dependent District

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## Exhibit "A" Allocation of Fund Balances

### AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	\$ 153,628
Net Change in Fund Balance - Fiscal Year 2019	-
Reserves - Fiscal Year 2019 Additions	8,000
<b>Total Funds Available (Estimated) - 9/30/2019</b>	<b>161,628</b>

### ALLOCATION OF AVAILABLE FUNDS

#### *Assigned Fund Balance*

Operating Reserve - First Quarter Operating Capital	15,820 <sup>(1)</sup>
Reserves - Contingency 2018	8,000
Reserves - Contingency 2019	8,000
Subtotal	<u>31,820</u>
<b>Total Allocation of Available Funds</b>	<b>31,820</b>

<b>Total Unassigned (undesignated) Cash</b>	<b><u>\$ 129,809</u></b>
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### Notes

(1) Represents approximately 3 months of operating expenditures



**Westchester**  
Special Dependent District

**Supporting Budget Schedule**  
Fiscal Year 2019

**WESTCHESTER**

Special Dependent District

**Comparison of Assessments Rates  
Fiscal Year 2019 vs. Fiscal Year 2018**

Category	Product	General Fund 001			# of
		FY 2019	FY 2018	% Chg	Units/FF
1	Single Family	\$58.08	\$58.08	0%	368
2	Non-Single Family parcels with frontage on Countryway Blvd. within the boundaries of Westchester	\$12.00	\$12.00	0%	5830
3	Owned by HOAs, POAs, and Exempt Entities	\$0.00	\$0.00	n/a	21
4	Non-Single Family Parcels Embedded within Other Non-Single Family Parcels	\$58.08	\$58.08	0%	11
					<b>6,230</b>