

**WESTCHESTER**  
Special Dependent District

***Annual Operating and Debt Service Budget***  
Fiscal Year 2021

Adopted Budget:  
(Adopted at 6/24/20 Meeting)

Prepared by:



# WESTCHESTER

Special Dependent District

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**Westchester**  
Special Dependent District

**Operating Budget**  
Fiscal Year 2021

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2019	BUDGET FY 2020	THRU APR-2020	MAY - SEPT-2020	PROJECTED FY 2020	BUDGET FY 2021
<b>REVENUES</b>						
Interest - Investments	\$ 82	\$ 150	\$ 41	\$ 29	\$ 70	\$ 150
Interest - Tax Collector	16	-	12	-	12	-
Special Assmnts- Tax Collector	66,868	91,972	63,923	28,049	91,972	91,972
Special Assmnts- Discounts	(2,303)	(4,606)	(2,526)	-	(2,526)	(4,606)
Other Miscellaneous Revenues	522	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>65,185</b>	<b>87,516</b>	<b>61,450</b>	<b>28,078</b>	<b>89,528</b>	<b>87,516</b>
<b>OTHER FUNDING SOURCES</b>						
Use of Fund Balance (Carry-over Balance)	-	60,927	126,417	-	126,417	64,702
<b>TOTAL OTHER FUNDING SOURCES</b>	<b>-</b>	<b>60,927</b>	<b>126,417</b>	<b>-</b>	<b>126,417</b>	<b>64,702</b>
<b>TOTAL REVENUE AND OTHER FUNDING</b>	<b>65,185</b>	<b>148,443</b>	<b>187,867</b>	<b>28,078</b>	<b>215,945</b>	<b>152,218</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
ProfServ-Legal Services	3,767	2,600	641	1,959	2,600	2,600
ProfServ-Mgmt Consulting Serv	11,000	12,000	7,000	5,000	12,000	12,000
Auditing Services	1,100	1,200	1,100	-	1,100	1,200
Contract-Website Hosting	-	200	873	168	1,041	670
Postage and Freight	107	250	296	211	507	525
Insurance - General Liability	100	2,414	5,009	-	5,009	5,510
Printing and Binding	426	170	295	211	506	525
Legal Advertising	714	1,900	608	1,292	1,900	1,900
Misc-Assessmnt Collection Cost	1,291	3,679	1,228	561	1,789	1,839
Misc-Contingency	-	-	70	-	70	100
Office Supplies	-	50	-	50	50	50
Annual District Filing Fee	175	175	175	-	175	175
<b>Total Administrative</b>	<b>18,680</b>	<b>24,638</b>	<b>17,295</b>	<b>9,452</b>	<b>26,747</b>	<b>27,094</b>
<i>Field</i>						
Contracts-Lake and Wetland	2,724	2,724	1,631	1,170	2,801	2,808
Contracts-Landscape	32,725	33,300	19,425	13,875	33,300	33,300
Contracts-Irrigation	2,805	3,060	1,785	1,275	3,060	3,060
Utility - Water	5,664	5,000	5,926	4,233	10,159	11,000
R&M-General	1,933	40,378	3,252	1,748	5,000	40,378
R&M-Fertilizer	220	2,500	140	100	240	240
Misc-Contingency	349	24,744	25	10,000	10,025	26,337
Capital Improvements	59,998	-	-	-	-	-
<b>Total Field</b>	<b>106,418</b>	<b>111,706</b>	<b>32,184</b>	<b>32,401</b>	<b>64,585</b>	<b>117,123</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>125,098</b>	<b>144,344</b>	<b>49,479</b>	<b>41,852</b>	<b>91,331</b>	<b>152,218</b>
<b>Revenues minus Expenditures</b>	<b>(59,913)</b>	<b>4,099</b>	<b>138,388</b>	<b>(13,774)</b>	<b>124,614</b>	<b>(0)</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2019	BUDGET FY 2020	THRU APR-2020	MAY - SEPT-2020	PROJECTED FY 2020	BUDGET FY 2021
Net change in fund balance	(59,913)	(56,828)	11,971	(13,774)	(1,803)	(64,702)
<b>FUND BALANCE, BEGINNING</b>	126,418	66,505	66,505	-	66,505	64,702
<b>FUND BALANCE, ENDING</b>	<b>\$ 66,505</b>	<b>\$ 9,677</b>	<b>\$ 78,476</b>	<b>\$ (13,774)</b>	<b>\$ 64,702</b>	<b>\$ (0)</b>

**Budget Narrative**  
Fiscal Year 2021**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 5% of the anticipated Non-Ad Valorem assessments.

**EXPENDITURES****Administrative****Professional Services-Legal Services**

The District's Attorney, Persson and Cohen provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

**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-Website Hosting**

CDD website services (hosting, support, and training) and CDD ongoing PDF accessibility services to comply with new State Statutes. Innersync Studio, LTD manages the website.

**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.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

**Budget Narrative**  
Fiscal Year 2021**EXPENDITURES****Administrative** (Continue)**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.

**Miscellaneous-Contingency**

This is for miscellaneous expenses that the District may incur.

**Office Supplies**

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

**Annual District Filing Fee**

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

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

The District has a contract with Solitude Lake Management, LLC to maintain the lakes for the District.

**Contracts-Landscape**

The District has a contract with U.S. Lawns of North Tampa, Inc. and Brightview Landscape Service, Inc. to maintain the landscape for the District.

**Contracts-Irrigation**

The District has a contract with U.S. Lawns of North Tampa, Inc. and Brightview Landscape Service, Inc. to maintain the irrigation 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**

This fertilizer service is provided by U.S. Lawns of North Tampa, Inc. 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**

**Supporting Budget Schedule**  
Fiscal Year 2021



**WESTCHESTER**

Special Dependent District

**Comparison of Assessments Rates  
Fiscal Year 2021 vs. Fiscal Year 2020**

Category	Product	General Fund 001			# of
		FY 2021	FY 2020	% 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>