

## FY 25 Special District Budget Package Cover Sheet

<b>DISTRICT NAME</b> <i>North Lakes Maintenance District</i>	<b>DATE</b> <i>6/3/24</i>
<b>CONTACT PERSON and E-Mail Address</b> <i>Monique Darby</i> E-mail: <i>Northlakesfl@hotmail.com</i>	<b>DAYTIME PHONE NUMBER</b> <i>813-404-7720</i>

When submitting the District Budget Package, please use this form as a cover sheet.  
Be sure to put a check mark beside each item included in the package:

- ☒ Copy of **ADVERTISEMENT OF NOTICE OF THE PUBLIC BUDGET HEARING** showing the date the advertisement was run and the name of the publication.
- ☒ **SIGNED MINUTES FROM THE PUBLIC BUDGET HEARING** where the budget and assessment rate were reviewed by the public and approved by the Board of Trustees.
- ☒ **SIGNED BUDGET RESOLUTION** from the Board of Trustees establishing the assessment rate and approving the budget.
- ☒ **DISTRICT BUDGET** as approved at the public hearing.
- ☐ **CAPITAL OUTLAY AND PROJECT INFORMATION FORM**
- ☒ **ESTIMATING THE BEGINNING FUND BALANCE FORM**

**SEND PACKAGE COVER SHEET AND THE BUDGET PACKAGE BY  
Monday, July 15, 2024**

**To  
Mary Mahoney  
Email [mahoneym@hillsboroughcounty.org](mailto:mahoneym@hillsboroughcounty.org)**

**Send as Adobe Acrobat or image files (.txt, .tif,, .jpg, or .png)**

**DO NOT SEND AS WORD OR EXCEL FILES!!!!**

**Do not send by USPS or try to hand deliver!**

**Tampa Bay Times**  
**Published Daily**

STATE OF FLORIDA  
 COUNTY OF Hillsborough

Before the undersigned authority personally appeared **Carol Chewning** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: The North Lakes Special Dependent Public Budget Hearing** was published in said newspaper by print in the issues of: **5/ 5/24** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hillsborough** County, Florida and that the said newspaper has heretofore been continuously published in said **Hillsborough** County, Florida each day and has been entered as a second class mail matter at the post office in said **Hillsborough** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

\_\_\_\_\_  
 Signature Affiant

Sworn to and subscribed before me this **05/05/2024**

\_\_\_\_\_  
 Signature of Notary Public

Personally known       X       or produced identification

Type of identification produced \_\_\_\_\_

**North Lakes**  
**Special Dependent District**

The North Lakes Special Dependent District is conducting a public budget hearing for the purpose of hearing public comment regarding its proposed FY 25 budget and 2024 assessment rate. The trustees will vote on the budget and assessment rate. The hearing will be conducted at the Northdale Community Center, 15510 Hooting Owls Place, May 21, 2024, at 7:30 p.m.

In accordance with Chapter 286, F.S., the public is advised that if a person decides to appeal any decision made by the Board of Trustees with respect to any matter considered at these meetings, he/she will need a record of the proceedings, and that, for such a purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

All meeting facilities are accessible in accordance with the American with Disabilities Act. Any additional necessary accommodations will be provided with a 48 hour notice. For more information call 813-960-5701.  
 05/05/2024 0000342317



**Minutes of the North Lakes Special District  
Public Budget Hearing**

The public budget hearing for the North Lakes Special Dependent District was convened by the President Mary Ellen Kilbride at 7:33 pm on May 21, 2024, at the Northdale Community Center, 15510 Hooting Owls Place, Tampa, Florida, 33624.

Trustees in Attendance: Mary Ellen Kilbride, President; Mike Williams, Vice President; Bill Guerra, Treasurer; Ann Williams, Secretary; Karen Emberton, Trustee; Kathy Moran, Trustee; ~~Kim Humphries, Trustee~~. This constituted a quorum.

Also Present: Monique Dailey – Manager

President Kilbride called the hearing to order at 7:33 pm. Each Board member was given a draft of the budget and Monique Dailey went over each line for clarification, explaining how the amounts were calculated. President Kilbride requested feedback from the Board members and their comments were addressed. President Kilbride then opened the floor for public discussion and questions, but no residents were present. Trustee Mike Williams moved to close public comment. The motion was seconded by Trustee Karen Emberton and approved by the Board unanimously.


Trustee Mike Williams then moved to approve the FY 25 budget, adopt the resolution, and to set the 2024 assessment rate at \$70. Trustee Ann Williams seconded the motion and the motion was approved by the Board unanimously.

Trustee Karen Emberton then moved to adjourn the hearing.

Trustee Mike Williams seconded the motion and the motion was approved unanimously.

President Kilbride adjourned the meeting at 7:52 pm.

  
Mary Ellen Kilbride  
President

  
Ann Williams  
Secretary

**RESOLUTION FIXING SPECIAL ASSESSMENT FOR THE YEAR 2024**

Upon the motion by Trustee Mike Williams, seconded by Trustee Ann Williams, the following Resolution was adopted by 6 votes to 0 vote.

WHEREAS, NORTH LAKES SPECIAL DEPENDENT DISTRICT is a special dependent district duly established and operating pursuant to Ordinance #85-39, amended by 98-26; and,

WHEREAS, Ordinance #85-39 amended by 98-26 provided that the Board of Trustees of NORTH LAKES SPECIAL DEPENDENT DISTRICT has the right, power and authority to levy a special assessment against RESIDENTIAL PROPERTY in the district for the purpose of MAINTENANCE and IMPROVING PUBLIC RIGHT OF WAY AND COMMON PROPERTY and,

WHEREAS, the Board of Trustees of NORTH LAKES SPECIAL DEPENDENT DISTRICT has determined that the assessment for the year 2024 shall be in the amount of \$70; and,

WHEREAS, the Board of Trustees of NORTH LAKES SPECIAL DEPENDENT DISTRICT has had a duly advertised public hearing on the 21st day of MAY, 2024; and,

WHEREAS, the Board of Trustees of NORTH LAKES SPECIAL DEPENDENT DISTRICT has presented the proposed assessment and proposed budget to the residents of NORTH LAKES SPECIAL DEPENDENT DISTRICT at the public hearing; and,

WHEREAS, the Board of Trustees of NORTH LAKES SPECIAL DEPENDENT DISTRICT has heard discussion and comments from the residents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF NORTH LAKES SPECIAL DEPENDENT DISTRICT, THIS 21st DAY OF MAY 2024;

1. That the above recitation of findings of fact is hereby incorporated into this Resolution;
2. The Board of Trustees of NORTH LAKES SPECIAL DEPENDENT DISTRICT approves the proposed budget for FY 25.
3. The Board of Trustees of NORTH LAKES SPECIAL DEPENDENT DISTRICT approves the proposed assessment of \$70 for 2024.
4. Upon adoption, this Resolution shall be transmitted by the Trustees, along with the approved budget and all other materials required by Hillsborough County to the Board of County Commissioners for their approval.

PRESIDENT: Mike Williams  
Signature

ATTEST: Ann Williams  
Signature

## ESTIMATING FUND BALANCE

DISTRICT:  
PERIOD ENDING:

North Lakes  
3/31/2024

BUDGET CATEGORIES	Adopted FY 24 BUDGET	ACTUAL	PROJECT	TOTAL
<b>REVENUES</b>				
363.10 SPECIAL ASSESSMENTS (Note A)	\$52,920	\$47,935	\$1,500	\$49,435
366.00 DONATIONS				\$0
361.00 INTEREST	\$4	\$2	\$2	\$4
<b>TOTAL GROSS REVENUES</b>	\$52,924	\$47,937	\$1,502	\$49,439
<b>MINUS 5%</b>	-\$2,646			
<b>PLUS:</b>				
384.00 DEBT PROCEEDS				\$0
389.00 BEGINNING FUND BALANCE (Note B)	\$37,460	\$54,653		\$54,653
<b>TOTAL REVENUES</b>	\$87,738	\$102,590	\$1,502	\$104,092

EXPENDITURES:	Adopted FY 24 BUDGET	ACTUAL	PROJECT	TOTAL
31.00 PROFESSIONAL SERVICES	\$12,000	\$6,000	\$6,000	\$12,000
32.00 ACCOUNTING AND AUDITING	\$3,000	\$2,500	\$0	\$2,500
34.00 OTHER CONTRACTUAL SERVICES				\$0
40.00 TRAVEL AND PER DIEM				\$0
41.00 COMMUNICATION SERVICES	\$6,200	\$687	\$4,000	\$4,687
42.00 TRANSPORTATION SERVICES				\$0
43.00 UTILITY SERVICES	\$6,600	\$1,951	\$2,500	\$4,451
44.00 RENTALS AND LEASES				\$0
45.00 INSURANCE	\$150	\$0		\$0
46.00 REPAIR AND MAINTENANCE	\$51,800	\$35,175	\$15,000	\$50,175
47.00 PRINTING AND BINDING				\$0
49.00 OTHER CHARGES AND OBLIGATIONS	\$5,271	\$339	\$1,500	\$1,839
51.00 OFFICE SUPPLIES	\$600	\$0	\$150	\$150
52.00 OPERATING SUPPLIES				\$0
54.00 BOOKS AND PUBLICATIONS				\$0
<b>TOTAL OP EXPENDITURES</b>	\$85,621	\$46,651	\$29,150	\$75,801

CAPITAL OUTLAY	Adopted FY 24 BUDGET	ACTUAL	PROJECT	TOTAL
61.00 LAND				\$0
62.00 BUILDINGS				\$0
63.00 IMPROVEMENTS	\$0	\$0		\$0
64.00 MACHINERY AND EQUIPMENT				\$0
<b>TOTAL CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0

DEBT SERVICE	Adopted FY 24 BUDGET	ACTUAL	PROJECT	TOTAL
71.00 PRINCIPAL				\$0
72.00 INTEREST				\$0
73.00 OTHER DEBT SERVICE COSTS				\$0
<b>TOTAL DEBT SERVICE</b>	\$0	\$0	\$0	\$0

## ESTIMATING FUND BALANCE

NON-OPERATING	Adopted FY 24 BUDGET	ACTUAL	PROJECT	TOTAL
90.93 BUDGET TRANSFERS (Note C)	\$2,117	<b>DO NOT USE</b>		
90.99 RESERVE FOR FUTURE CAPITAL (Note C)				
90.99 RESERVE FOR CONTINGENCY (Note C)				
<b>TOTAL NON-OPERATING</b>	\$2,117			
<b>TOTAL EXPEND AND NON-OPERATING</b>	\$87,738	\$46,651	\$29,150	\$75,801

SUMMARY OF FY 24 FUND BALANCE	ACTUAL	PROJECT	TOTAL
FY 24 REVENUE: TOTAL =	\$102,590	\$1,502	\$104,092
MINUS: FY 24 EXPENDITURES: TOTAL =	\$46,651	\$29,150	\$75,801
<b>ESTIMATED FUND BALANCE =</b>	<b>\$55,939</b>	<b>-\$27,648</b>	<b>\$28,291</b>

**NOTES:**

- (A) In "ACTUAL" column, use actual amount deposited to district account by Tax Collector's Office.
- (B) In "ACTUAL" column, enter the total fund balance amount from FY 23 Annual Financial Report. This includes all amounts even those reserved for capital projects.
- (C) There can be NO direct expenditures from any of these categories.

**DISTRICT NAME**

North Lakes

BUDGET CATEGORIES	FY 25 BUDGET
<b>REVENUES</b>	
325.20 SPECIAL ASSESSMENTS	\$52,920
366.00 DONATIONS	
361.00 INTEREST	\$4
<b>TOTAL GROSS REVENUES</b>	<b>\$52,924</b>
<b>MINUS 5%</b>	<b>-\$2,646</b>
<b>PLUS:</b>	
384.00 DEBT PROCEEDS	
389.90 EST BEGINNING FUND BALANCE	\$28,291
<b>TOTAL REVENUES</b>	<b>\$78,569</b>

EXPENDITURES:	FY 25 BUDGET
31.00 PROFESSIONAL SERVICES	\$12,000
32.00 ACCOUNTING AND AUDITING	\$3,000
34.00 OTHER CONTRACTUAL SERVICES	
40.00 TRAVEL AND PER DIEM	
41.00 COMMUNICATION SERVICES	\$3,710
43.00 UTILITY SERVICES	\$4,500
44.00 RENTALS AND LEASES	
45.00 INSURANCE	\$150
46.00 REPAIR AND MAINTENANCE	\$49,992
47.00 PRINTING AND BINDING	
49.00 OTHER CHARGES AND OBLIGATIONS	\$2,500
51.00 OFFICE SUPPLIES	\$600
52.00 OPERATING SUPPLIES	
54.00 BOOKS AND PUBLICATIONS	
<b>TOTAL OP EXPENDITURES</b>	<b>\$76,452</b>

CAPITAL OUTLAY	FY 25 BUDGET
61.00 LAND	
62.00 BUILDINGS	
63.00 IMPROVEMENTS	
64.00 MACHINERY AND EQUIPMENT	
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$0</b>

DEBT SERVICE	FY 25 BUDGET
71.00 PRINCIPAL	
72.00 INTEREST	
73.00 OTHER DEBT SERVICE COSTS	
<b>TOTAL DEBT SERVICE</b>	<b>\$0</b>

NON-OPERATING	FY 25 BUDGET
99.01 BUDGET TRANSFERS	\$2,117
99.02 RESERVE FOR FUTURE CAPITAL	
99.03 RESERVE FOR CONTINGENCY	
<b>TOTAL NON-OPERATING</b>	<b>\$2,117</b>
<b>TOTAL EXPEND AND NON-OPERATING</b>	<b>\$78,569</b>

Revenues Minus Expenditures Equals

\$0

**BACKUP SCHEDULES**

Show in the area below, how line items are calculated:

325.20 SPECIAL ASSESSMENTS

366.00 DONATIONS

361.00 INTEREST

31.00 PROFESSIONAL SERVICES

32.00 ACCOUNTING AND AUDITING

34.00 OTHER CONTRACTUAL SERVICES

40.00 TRAVEL AND PER DIEM

41.00 COMMUNICATION SERVICES

43.00 UTILITY SERVICES

44.00 RENTALS AND LEASES

45.00 INSURANCE

46.00 REPAIR AND MAINTENANCE

47.00 PRINTING AND BINDING

49.00 OTHER CHARGES AND OBLIGATIONS

51.00 OFFICE SUPPLIES

52.00 OPERATING SUPPLIES

54.00 BOOKS AND PUBLICATIONS

71.00 PRINCIPAL

72.00 INTEREST

73.00 OTHER DEBT SERVICE COSTS

99.01 BUDGET TRANSFERS

99.02 RESERVE FOR FUTURE CAPITAL

99.03 RESERVE FOR CONTINGENCY

756 homes @ \$70
Estimate on interest for funds held in bank
Management Services
Audited Financial Statements
Phone, \$80/mo; Mailings \$2000/yr; P.O. Box rental \$300/yr, website \$350/yr and postage \$100/yr
Water \$325/mo Electricity \$50/mo
Bonds \$150
Grounds maintenance \$2,000/mo; Wall maintenance, landscape replacement and irrigation repairs \$25,992/yr
Annual State Fee \$175; Legal Ads.
Approx \$50/mo
4% of Assessed Revenues