

Willowbrook
Community Development District

Adopted Budget
FY2024



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Willowbrook
Community Development District
Adopted Budget
General Fund

Description	Adopted Budget FY2024*
Revenues	
Developer Contributions	\$ 162,003
Total Revenues	\$ 162,003
Expenditures	
<i>Administrative</i>	
Supervisor Fees	\$ 11,000
FICA Expenses	\$ 825
Engineering	\$ 13,750
Attorney	\$ 22,917
Annual Audit	\$ 4,000
Assessment Administration	\$ 6,000
Arbitrage	\$ 450
Dissemination	\$ 5,000
Dissemination Software	\$ 1,500
Trustee Fees	\$ 3,600
Management Fees	\$ 36,667
Information Technology	\$ 1,650
Website Maintenance **	\$ 2,850
Telephone	\$ 275
Postage & Delivery	\$ 917
Insurance	\$ 5,000
Printing & Binding	\$ 917
Legal Advertising	\$ 13,750
Contingency	\$ 4,583
Office Supplies	\$ 573
Travel Per Diem	\$ 605
Dues, Licenses & Subscriptions	\$ 175
Total Administrative	\$ 137,003
<i>Operations & Maintenance</i>	
Field Contingency	\$ 25,000
Total Operations & Maintenance	\$ 25,000
Total Expenditures	\$ 162,003
Excess Revenues/(Expenditures)	\$ -

* Budget is prorated from November 2023 to September 2024.

** Budget amount includes a one-time website creation fee.

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Revenues:

Developer Contributions

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

Expenditures:

General & Administrative:

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

Engineering

The District's engineer will be providing general engineering services to the District, e.g., attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

Attorney

The District's legal counsel will be providing general legal services to the District, e.g., attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

Assessment Administration

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

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Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance.

Dissemination Software

The District may request the dissemination agent use of EMMA Filing Assistance Software, to file required disclosure reports.

Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Telephone

Telephone and fax machine.

Postage & Delivery

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

Insurance

The District's general liability and public official's liability insurance coverages.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes, etc.

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Legal Advertising

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

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Operations & Maintenance:

Field Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any field category.