WEST LAKELAND

Water Control District

Annual Operating Budget

Fiscal Year 2022

Version 1 - Final Budget:

(Adopted at July 19, 2021 meeting)

Prepared by:

INFRAMARK

INFRASTRUCTURE MANAGEMENT SERVICES

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West Lakeland

Water Control District

Operating Budget

Fiscal Year 2022

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2020	ADOPTED BUDGET FY 2021	ACTUAL THRU JUNE-2021	PROJECTED JULY - SEP-2021	TOTAL PROJECTED FY 2021	ANNUAL BUDGET FY 2022
REVENUES						
Interest - Investments	$ 1,174	$ 2,000	$ 422	$ 141	$ 563	$ 2,000
Interest - Tax Collector	16	-	2	-	2	-
Special Assmnts- Tax Collector	28,095	40,002	39,979	23	40,002	41,207
Special Assmnts- Discounts	(920)	(1,600)	(1,457)	-	(1,457)	(1,648)
TOTAL REVENUES	**28,365**	**40,402**	**38,946**	**164**	**39,110**	**41,559**
EXPENDITURES						
Administrative						
P/R-Board of Supervisors	-	300	-	300	300	300
FICA Taxes	-	23	-	23	23	23
ProfServ-Engineering	1,253	2,872	6,208	500	6,708	2,872
ProfServ-Mgmt Consulting Serv	9,428	9,428	7,071	2,357	9,428	9,428
ProfServ-Property Appraiser	400	306	-	306	306	306
Postage and Freight	16	100	10	75	85	100
Insurance - General Liability	5,900	6,293	6,010	-	6,010	6,293
Printing and Binding	30	200	-	150	150	200
Legal Advertising	1,502	2,000	-	2,000	2,000	2,000
Misc-Bank Charges	-	150	-	50	50	150
Misc-Assessmnt Collection Cost	254	538	385	0	385	538
Misc-Web Hosting	388	1,000	-	1,000	1,000	1,000
Office Supplies	-	150	-	50	50	150
Annual District Filing Fee	175	175	175	-	175	175
Total Administrative	**19,346**	**23,535**	**19,859**	**6,811**	**26,670**	**23,535**
Field						
R&M-General	4,500	14,591	8,834	1,325	10,159	14,591
R&M-Drainage	-	2,276	-	1,000	1,000	2,276
Total Field	**4,500**	**16,867**	**8,834**	**2,325**	**11,159**	**16,867**
TOTAL EXPENDITURES	**23,846**	**40,402**	**28,693**	**8,136**	**36,829**	**40,402**
Excess (deficiency) of revenues Over (under) expenditures	4,519	-	10,253	(7,972)	2,281	1,157
OTHER FINANCING SOURCES (USES)						
Contribution to (Use of) Fund Balance	-	-	-	-	-	1,157
TOTAL OTHER SOURCES (USES)	**-**	**-**	**-**	**-**	**-**	**1,157**
Net change in fund balance	4,519	-	10,253	(7,972)	2,281	(0)
FUND BALANCE, BEGINNING	105,102	121,164	109,620	-	109,620	111,901
FUND BALANCE, ENDING	**$ 109,621**	**$ 121,164**	**$ 119,873**	**$ (7,972)**	**$ 111,901**	**$ 111,900**

Budget Narrative
Fiscal Year 2022

REVENUES

Interest-Investments

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

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order 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

P/R-Board of Supervisors

Board of Supervisors elected to be paid $100 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending all of the meetings.

Professional Services-Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

Professional Services-Legal Services

The District's Attorney 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 included are costs for Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Inframark in accordance with the management contract and the charge for rentals. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Professional Services-Property Appraiser

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. 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 budget for property appraiser costs was based on 1% of gross assessments.

Budget Narrative
Fiscal Year 2022

EXPENDITURES (continued)

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 is with Public Risk Insurance Agency, Inc. They specialize in providing insurance coverage to governmental agencies. The budgeted amount is based upon a 15% increase.

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.

Miscellaneous Bank Charges

The District occasionally incurs bank charges.

Miscellaneous-Assessment Collection Costs

The District reimburses the Polk County Tax Collector for her or his 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-Web Hosting

The District will contract with Inframark to provide website maintenance.

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 Department of Community Affairs.

Field

R&M - General

The District has a contract with Florida Permitting to maintain Steeplechase common area for a monthly fee of $375.

R&M - Drainage

The District has a contract with Estate Management Services for the removal of vegetation in the drainage swales on a monthly basis.

Exhibit "A"

Allocation of Fund Balances

AVAILABLE FUNDS

		Amount
Beginning Fund Balance - Fiscal Year 2022	$	111,901
Net Change in Fund Balance - Fiscal Year 2022		(0)
Reserves - Fiscal Year 2022 Additions		-
Total Funds Available (Estimated) - 9/30/2022		**111,900**

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance		
Operating Reserve - First Quarter Operating Capital		10,101 (1)
Total Allocation of Available Funds		**10,101**
Total Unassigned (undesignated) Cash	**$**	**101,800**

Notes

(1) Represents approximately 3 months of operating expenditures

West Lakeland

Water Control District

Supporting Budget Schedules

Fiscal Year 2022

Comparison of Assessment Rates
Fiscal Year 2021 vs Fiscal Year 2022

	O&M Assessment		
Product	FY 2021	FY 2022	Percent Change
All Units	$ 11.70	$ 11.70	0.0%

* $11.70 x 3,522 units = $41,207 Special Assessments-Tax Collector