



Rizzetta & Company

# Palmetto Ridge Community Development District

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**Adopted Budget  
for  
Fiscal Year 2022/2023**

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**Adopted Budget  
Palmetto Ridge Community Development District  
General Fund  
Fiscal Year 2022-2023**

Chart of Accounts Classification	Budget for 2022/2023
<b>REVENUES</b>	
Contributions & Donations from Private Sources	
Developer Contributions	\$ 175,000
<b>TOTAL REVENUES</b>	<b>\$ 175,000</b>
<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 175,000</b>
<b>EXPENDITURES - ADMINISTRATIVE</b>	
Financial & Administrative	
Administrative Services	\$ 4,200
District Management	\$ 21,000
District Engineer	\$ 7,500
Disclosure Report	\$ 5,000
Trustees Fees	\$ 5,000
Assessment Roll	\$ 5,000
Financial & Revenue Collections	\$ 3,600
Accounting Services	\$ 19,200
Auditing Services	\$ 3,500
Arbitrage Rebate Calculation	\$ 700
Miscellaneous Mailings	\$ -
Public Officials Liability Insurance	\$ 2,500
Legal Advertising	\$ 5,000
Dues, Licenses & Fees	\$ 175
Miscellaneous Fees	\$ 300
Tax Collector /Property Appraiser Fees	\$ 250
Website Hosting, Maintenance, Backup (and Email)	\$ 5,000
Legal Counsel	
District Counsel	\$ 30,000
<b>Administrative Subtotal</b>	<b>\$ 117,925</b>
<b>EXPENDITURES - FIELD OPERATIONS</b>	
Other Physical Environment	
General Liability Insurance	\$ 3,075
Property Insurance	\$ 4,000
Contingency	
Miscellaneous Contingency	\$ 50,000
<b>Field Operations Subtotal</b>	<b>\$ 57,075</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 175,000</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ -</b>

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

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### EXPENDITURES – ADMINISTRATIVE:

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad Valorem assessment for operating and debt service expenses.



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**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Miscellaneous Mailings:** The District could incur miscellaneous expenses for mailings throughout the year, which may not fit into any standard categories.

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

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## EXPENDITURES - FIELD OPERATIONS:

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs.

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.



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