

Willow Creek

Community Development District

5385 N. Nob Hill Road, Sunrise, and Florida 33351 • (954) 721-8681 ~ Fax: (954) 721-9202

June 5, 2020

Mr. Stockton Whitten
Brevard County Manager
County Manager's Office
2725 Judge Fran Jamieson Way
Building C
Viera, FL 32940

RECEIVED

JUN 22 2020

County Manager's
Office

Ms. Wanda Wells
Titusville City Clerk
555 South Washington Avenue
Titusville, FL 32796

RECEIVED

JUN 25 2020

BUDGET OFFICE

Re: Willow Creek Community Development District
Proposed Budget Fiscal Year 2021

Dear Mr. Whitten and Ms. Wells,

In accordance with chapter 190.008 (2) (b), Florida Statutes, enclosed please find one copy of the District's proposed budget for Fiscal Year 2021 for purposes of disclosure and information only. The District will schedule a public hearing no less than 60 days from the date of this letter for adoption of the same.

Should you have any questions regarding the enclosed, please feel free to contact me.

Sincerely,



Tiziana Cessna
District Accountant

Enclosure

***Approved Budget
Fiscal Year 2021***

***Willow Creek
Community Development District***

June 5, 2020



Willow Creek

Community Development District

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Willow Creek

Community Development District

General Fund

Description	Adopted Budget FY 2020	Actual Thru 4/30/2020	Projected for 5 months	Total Projected 9/30/2020	Proposed Budget FY 2021
Revenues					
Developer Contributions	\$33,329	\$15,970	\$6,079	\$22,049	\$34,167
Total Revenues	\$33,329	\$15,970	\$6,079	\$22,049	\$34,167
Expenditures					
<u>Administrative</u>					
Supervisor Fees	\$2,400	\$600	\$800	\$1,400	\$2,400
Fica Expenditures	\$184	\$46	\$61	\$107	\$184
Engineering Fees	\$2,000	\$0	\$0	\$0	\$2,000
Attorney Fees	\$5,000	\$1,596	\$1,000	\$2,596	\$5,000
Annual Audit	\$2,500	\$2,500	\$0	\$2,500	\$2,600
Management Fees	\$10,000	\$3,500	\$2,500	\$6,000	\$10,000
Website Compliance	\$1,000	\$583	\$417	\$1,000	\$1,000
Telephone	\$25	\$6	\$19	\$25	\$25
Postage	\$300	\$61	\$239	\$300	\$300
Insurance	\$6,325	\$5,894	\$0	\$5,894	\$6,483
Printing & Binding	\$450	\$182	\$268	\$450	\$450
Legal Advertising	\$2,500	\$203	\$500	\$703	\$2,500
Other Current Charges	\$420	\$608	\$240	\$848	\$1,000
Office Supplies	\$50	\$16	\$34	\$50	\$50
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Total Administrative	\$33,329	\$15,970	\$6,079	\$22,049	\$34,167
Excess Revenues/(Expenditures)	\$0	(\$0)	\$0	(\$0)	\$0

REVENUES:

Developer Contributions

The District entered into a funding agreement with the developer to fund all general operating expenditures for the Fiscal Year.

EXPENDITURES:

Administrative:

Supervisor Fees

The Florida Statutes allows each board member to receive \$200 per meeting no to exceed \$4,800 in one year. The amount for the fiscal year is based upon all four supervisors attending the estimated 3 annual meetings.

FICA Expenditures

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

Engineering Fees

The District's engineer will be providing general engineering services to the District including attendance and preparation for board meetings, etc.

Attorney Fees

The District's legal counsel will be providing general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services. These services are further outlined in Exhibit "A" of the Management Agreement.

Website Compliance

Per section 189.069 F.S, all Districts must have a website by October 1, 2015 to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS-SF, LLC and updated as required by the statute.

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Willow Creek

Community Development District

General Fund

Administrative: (continued)

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

Printing & Binding

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

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 that are incurred during the year.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

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