

Use this checklist to make sure your district sends the necessary documents to the proper places.  
 It is not necessary to send this checklist with the documents  
 Keep it for the district's records.

### CHECKLIST FOR THE BEGINNING OF FY 17

The Board of Trustees has:

Action	Date Completed
1. As soon as possible, for trustees whose terms end September 2016, appointed trustees if the incumbents do not want to remain on the board.	
2. Elect the five officers required in the ordinance establishing the district as soon as possible in the new fiscal year by a quorum of the trustees.	
3. As soon as possible in the new fiscal year, approved the FY 17 regular meeting schedule by a quorum of trustees.	
4. Using the standard ad wording, advertised the FY 17 regular meeting schedule in a newspaper of general circulation - the Tampa Bay Times - immediately after the board approved the regular meeting schedule.	
5. Appointed a registered agent if needed.	
6. Sent minutes of the meeting where we acted on Items #1, #2, #3 and #5 with an updated <b>Special District Information Form</b> following the directions on that form. Do this before November 30 <sup>th</sup> .	
7. Sent a copy of the advertisement of the FY 17 regular meeting schedule and minutes of the meeting where the schedule was adopted to the Management and Budget Department. Do by November 30 <sup>th</sup> .	
8. Sent a copy of the minutes of the meeting where the board appointed a new registered agent, if done, to the Management and Budget Department. Do this before November 30 <sup>th</sup> .	
9. Send the original Public Official Bond for the President, Vice-president and Treasurer to the Clerk of the Circuit Court as soon as possible in FY 17. Do this before November 30 <sup>th</sup> .	
10. If preparing an unaudited Financial Statement, sent a signed copy of the minutes of the meeting where the board approved preparing an unaudited FY 16 financial statement, a copy of the letter notifying taxpayers and <b>two</b> copies of the financial statement to Mary Mahoney in the Management and Budget Department. Do this before November 30 <sup>th</sup> .	
11. If preparing an audited Financial Statement for FY 16, sent two copies of it to Mary Mahoney in the Management and Budget Department. Do this before November 30 <sup>th</sup> .	
12. Entered the district's Financial Statement Information into the State's Financial Reporting System, LODGER.	
13. Sent a copy of the audited or unaudited Financial Statement to the State	
14. Sent the completed Public Depositor Annual Report to the Chief Financial Officer (Form DFS-J1 -1009). Do no later than November 30, 2016.	