

**Westchester
Special Dependent District
December 5, 2023 Meeting
AGENDA PACKAGE**

Westchester Special Dependent District

Governing Body Members

Cyndi Moses, President
Tim Schultz, Vice President
Jessica Weiss, Secretary
Alain De Delva, Trustee
Hernando Donosso, Trustee
Kim Ankney, Trustee

Staff

Brenden Crawford, District Manager
Andrew Cohen, District Counsel

Board of Trustees Meeting

Tuesday, December 5, 2023 – 6:30 p.m.

-
1. **Roll Call**
 2. **Approval of Agenda**
 3. **Audience Comments on Agenda Items**
 4. **Consent Agenda**
 - A. Approval of the Minutes of the October 17, 2023 Meeting
 - B. Financial Report as of October 31, 2023
 5. **Manager's Report**
 - A. Landscape Update – Davey
 - B. Acceptance of Fiscal Year 2023 Audit
 - C. Discussion of Next Meeting
 6. **Board Requests**
 7. **Audience Comments**
 8. **Adjournment**

District Office:
Inframark, Community Management Services
210 North University Drive, Suite 702
Coral Springs, Florida 33071
954-603-0033

Meeting Location:
Maureen B. Gauzza Regional Library
11211 Countryway Boulevard
Tampa, Florida 33626
813-273-3652

Fourth Order of Business

4A

**MINUTES OF MEETING
WESTCHESTER
SPECIAL DEPENDENT DISTRICT**

A meeting of the Governing Board of Trustees of the Westchester Special Dependent District was held Tuesday, October 17, 2023, at 6:30 p.m. at the Maureen B. Gauzza Regional Library, located at 11211 Countryway Boulevard, Tampa, Florida 33626.

Present and constituting a quorum were:

Cyndi Moses	President
Jessica Weiss	Secretary
Alain de Delva	Trustee
Hernando Donosso	Trustee
Kim Ankney	Trustee

Also present was:

Brenden Crawford	District Manager
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Following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS	Roll Call
A quorum was established.	

SECOND ORDER OF BUSINESS	Approval of Agenda
There being no amendments,	

On MOTION by Ms. Ankney, seconded by Ms. Weiss, with all in favor, the agenda was approved as presented. (5-0)

THIRD ORDER OF BUSINESS	Audience Comments on Audience Items
There being no audience members present, the next order of business followed.	

FOURTH ORDER OF BUSINESS	Organizational Matters
A. Acceptance of Resignation of Mr. Bryan Coward (Seat 6)	

A motion was made by Mr. de Delva, to accept the resignation of Mr. Bryan Coward, and Ms. Weiss seconded the motion.

SIXTH ORDER OF BUSINESS

Manager’s Report

A. Presentation of 2nd Quarter Website Audit Report

➤ Mr. Crawford noted the Website Audit Report shows that the District is fully compliant.

➤ Ms. Weiss asked Mr. Crawford if the vendor updates or changes the website. Mr. Crawford indicated the vendor, Campus Suite, makes all the changes, posts all meeting related information as well as update contact information.

B. Landscape Update- Davey Tree

• Mr. Crawford stated that Davey Tree staff are removing the dead plants on the median. They also adjudicated the rocks and added a new weed bearer for a fresher appearance. He is awaiting a proposal for trimming of palm trees, which will be presented at the next meeting.

• Ms. Moses asked Mr. Crawford about the bid for irrigation. Mr. Crawford noted the irrigation is on stand-by as it is the beginning of the Fiscal Year, and he wants to ensure the priority projects are handled first to avoid any further issues.

• The Board will assess irrigation bids during the middle of the Fiscal Year.

• Ms. Moses asked if the Board may discuss the irrigation bids at the next meeting. Mr. Crawford will add as this item to the agenda.

• The Board asked for Davey Tree to pay more attention to the weeds.

C. Consideration of Fiscal Year 2024 Meeting Schedule

Mr. Crawford and the Board briefly discussed holding monthly meetings for Fiscal Year 2024.

There being no changes requested,

On MOTION by Mr. de Delva seconded by Mr. Donosso, with all in favor, the Fiscal Year 2024 Meeting Schedule was approved. (5-0)

D. Discussion of Upcoming District Audit

E. Discussion of Next Meeting- November 2023

• Mr. Crawford stated the District Audit will be sent on November 30, 2023, and the Board will review and approve it at the December 5, 2023 meeting.

116 **SEVENTH ORDER OF BUSINESS** **Board Requests**
117 Hearing no requests from Trustees, the next order of business followed.

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119 **EIGHTH ORDER OF BUSINESS** **Audience Comments**
120 There being no audience members present, the next order of business followed.

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122 **NINTH ORDER OF BUSINESS** **Adjournment**
123 There being no further business,

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125 On MOTION by Ms. Weiss, seconded by Ms. Ankney, with all in
126 favor, the meeting was adjourned. (5-0)

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135 Jessica Weiss
136 Secretary

Cyndi Moses
President

4B

**Westchester
Special Dependent District**

Financial Report

October 31, 2023



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**Westchester
Special Dependent District**

Financial Statements

(Unaudited)

October 31, 2023

Balance Sheet
October 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Checking Account	\$ 27,921
Prepaid Items	2,788
Deposits	1,700
TOTAL ASSETS	\$ 32,409
<u>LIABILITIES</u>	
Accounts Payable	\$ 2,596
TOTAL LIABILITIES	2,596
<u>FUND BALANCES</u>	
Nonspendable:	
Prepaid Items	2,788
Deposits	1,700
Unassigned:	25,325
TOTAL FUND BALANCES	\$ 29,813
TOTAL LIABILITIES & FUND BALANCES	\$ 32,409

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-23 ACTUAL
REVENUES				
Interest - Investments	\$ 150	\$ 16	10.67%	\$ 15
Special Assmnts- Tax Collector	88,044	-	0.00%	-
Special Assmnts- Discounts	(4,410)	-	0.00%	-
TOTAL REVENUES	83,784	16	0.02%	15
EXPENDITURES				
Administration				
ProfServ-Legal Services	2,600	160	6.15%	160
ProfServ-Mgmt Consulting	12,000	1,000	8.33%	1,000
Auditing Services	2,400	-	0.00%	-
Contract-Website Hosting	670	168	25.07%	168
Postage and Freight	100	-	0.00%	-
Insurance - General Liability	6,301	-	0.00%	-
Printing and Binding	50	-	0.00%	-
Legal Advertising	1,900	310	16.32%	310
Misc-Assessment Collection Cost	1,761	-	0.00%	-
Misc-Contingency	100	15	15.00%	15
Office Supplies	50	-	0.00%	-
Annual District Filing Fee	175	-	0.00%	-
Total Administration	28,107	1,653	5.88%	1,653
Field				
Contracts-Lake and Wetland	3,283	274	8.35%	274
Contracts-Landscape	35,452	1,825	5.15%	1,825
Contracts-Irrigation	3,060	55	1.80%	55
Utility - Water	12,500	1,366	10.93%	1,366
R&M-General	28,948	-	0.00%	-
R&M-Fertilizer	240	20	8.33%	20
Misc-Contingency	100	17	17.00%	17
Total Field	83,583	3,557	4.26%	3,557
TOTAL EXPENDITURES	111,690	5,210	4.66%	5,210
Excess (deficiency) of revenues				
Over (under) expenditures	(27,906)	(5,194)	18.61%	(5,195)
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(27,906)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(27,906)	-	0.00%	-
Net change in fund balance	\$ (27,906)	\$ (5,194)	18.61%	\$ (5,195)
FUND BALANCE, BEGINNING (OCT 1, 2023)	35,007	35,007		
FUND BALANCE, ENDING	\$ 7,101	\$ 29,813		

**Westchester
Special Dependent District**

Supporting Schedules

October 31, 2023

Cash & Investment Report
October 31, 2023

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
OPERATING FUND			
Municipal Interest Checking	TD Bank	0.58%	\$ 2,790
		Total	\$ <u>2,790</u>

Westchester SDD

Bank Reconciliation

Bank Account No. 4104 TD Bank GF
 Statement No. 10-23
 Statement Date 10/31/2023

G/L Balance (LCY)	27,920.97	Statement Balance	28,970.98
G/L Balance	27,920.97	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	27,920.97	Subtotal	28,970.98
Negative Adjustments	0.00	Outstanding Checks	1,050.01
	<hr/>	Differences	0.00
Ending G/L Balance	27,920.97	Ending Balance	27,920.97
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
10/27/2023	Payment	5383	DAVEY TREE EXPERT COMPANY	1,050.01	0.00	1,050.01
Total Outstanding Checks.....				1,050.01		1,050.01

WESTCHESTER SDD
Payment Register by Bank Account
 For the Period from 10/1/23 to 10/31/23
 (Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
TD BANK GF - (ACCT#XXXXX4104)								
CHECK # 5379								
10/05/23	Vendor	INFRAMARK, LLC	101942	SEPT 2023 ADMIN CHGS	Postage and Freight	001-541006-51301	\$1.26	
							Check Total	<u>\$1.26</u>
CHECK # 5380								
10/05/23	Vendor	INNERSYNC	21644	QTRLY SVCS WEBSITE & ADA COMPLIANCE	Contract-Website Hosting	001-534384-51301	\$75.00	
10/05/23	Vendor	INNERSYNC	21644	QTRLY SVCS WEBSITE & ADA COMPLIANCE	Contract-Website Hosting	001-534384-51301	\$92.50	
							Check Total	<u>\$167.50</u>
CHECK # 5381								
10/05/23	Vendor	SOLITUDE LAKE MANAGEMENT LLC	PSI016335	OCT 2023 LAKE MAINT	Contracts-Lake and Wetland	001-534021-53901	\$273.58	
							Check Total	<u>\$273.58</u>
CHECK # 5382								
10/20/23	Vendor	FLA LANDSCAPES AND LAWNS	51217	OCT 2023 IRR / FERTILIZATION MAINT	Contracts-Irrigation	001-534073-53901	\$55.00	
10/20/23	Vendor	FLA LANDSCAPES AND LAWNS	51217	OCT 2023 IRR / FERTILIZATION MAINT	R&M-Fertilizer	001-546026-53901	\$20.00	
10/20/23	Vendor	FLA LANDSCAPES AND LAWNS	51217	OCT 2023 IRR / FERTILIZATION MAINT	Contracts-Landscape	001-534050-53901	\$775.00	
10/20/23	Vendor	FLA LANDSCAPES AND LAWNS	51217	OCT 2023 IRR / FERTILIZATION MAINT	FUEL SURCHG	001-549900-53901	\$17.00	
							Check Total	<u>\$867.00</u>
CHECK # 5383								
10/27/23	Vendor	DAVEY TREE EXPERT COMPANY	918063139	OCT 2023 LANDSCAPING	Contracts-Landscape	001-534050-53901	\$1,050.01	
							Check Total	<u>\$1,050.01</u>
							Account Total	<u><u>\$2,359.35</u></u>

Fifth Order of Business

5B

WESTCHESTER
SPECIAL DEPENDENT TAX DISTRICT
Hillsborough County, Florida
for the year ended SEPTEMBER 30, 2023
FINANCIAL STATEMENTS

King & Walker, CPAs, PL

Certified Public Accountants

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**WESTCHESTER
SPECIAL DEPENDENT TAX DISTRICT
HILLSBOROUGH COUNTY, FLORIDA**

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Members:
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Independent Auditor's Report

To the Board of Trustees, Westchester Special Dependent Tax District,
Hillsborough County, Florida
Tampa, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and each major fund of the Westchester Special Dependent Tax District ("District"), Hillsborough County, Florida, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District, as of September 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, the Budgetary Comparison Schedule, and Note to Required Supplementary Information, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report November 17, 2023, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's, internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "King & Walker, CPAs". The signature is written in a cursive, flowing style.

November 17, 2023
Tampa, Florida

WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
Hillsborough County, Florida
Management's Discussion and Analysis - Unaudited

As management of the Westchester Special Dependent Tax District, (the District), Hillsborough County, Florida, we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended September 30, 2023.

Background

The Westchester Special Dependent District, (District), was created by Hillsborough County Ordinance #05-3, pursuant to Section 189.4041(4), Florida Statutes, in March 2005, for the purpose of continued development, administration and maintenance of the common areas of Westchester, a subdivision in Hillsborough County, Florida.

The District is a special dependent tax district as defined in Section 189.403, Florida Statutes. The governing body of the District is the Board of Trustees, which is comprised of nine members. The general operating authority of the District is contained in Section 189.404, Florida Statutes.

Financial Highlights

- The assets of the District exceeded its liabilities (net position) at the close of the most recent fiscal year by \$34,753.
- The District's total net position increased by \$15,506 from the prior fiscal year.
- The District's general operating expenditures decreased by \$4,739 from the prior fiscal year primarily due to a decrease in repairs and maintenance.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

Government-Wide Financial Statements Reporting the District as a Whole.

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

The government-wide financial statements can be found on the pages that follow.

WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
Hillsborough County, Florida
Management's Discussion and Analysis - Unaudited

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are governmental funds.

Governmental Funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental funds financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District adopts an annual appropriated budget for its special revenue fund. A budgetary comparison statement has been provided for the special revenue fund to demonstrate compliance with this budget.

The basic government fund financial statements can be found on the pages that follow.

Notes to the Financial Statements

The notes provide additional information that is essential to full understanding of the data provide in the government-wide and fund financial statements. The notes to the financial statements can be found following the government-wide financial statements.

WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
Hillsborough County, Florida
Management's Discussion and Analysis - Unaudited

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net position may serve over time as a useful indicator of a government's financial position. The following is a summary of the District's net position as of September 30, 2022 and 2023:

	Net Position, End of Year		
	<u>Governmental Activities</u>		
	<u>9-30-22</u>	<u>9-30-23</u>	<u>Increase (Decrease)</u>
ASSETS			
Current Assets	<u>\$ 21,978</u>	<u>\$ 34,754</u>	<u>\$ 12,776</u>
Total Assets	<u>21,978</u>	<u>34,754</u>	<u>12,776</u>
LIABILITIES			
Current Liabilities	<u>2,731</u>	<u>1</u>	<u>(2,730)</u>
Total Liabilities	<u>2,731</u>	<u>1</u>	<u>(2,730)</u>
NET ASSETS			
Restricted	<u>19,247</u>	<u>34,753</u>	<u>15,506</u>
Total Net Position	<u><u>\$ 19,247</u></u>	<u><u>\$ 34,753</u></u>	<u><u>\$ 15,506</u></u>

WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
Hillsborough County, Florida
Management's Discussion and Analysis - Unaudited

The key elements of the changes in the District's net position for the fiscal year ended September 30, 2022 and 2023 are as follows:

	Operating Results for the Year		
	<u>Governmental Activities</u>		
	<u>9-30-22</u>	<u>9-30-23</u>	<u>Increase (Decrease)</u>
Revenues:			
Non-ad valorem Taxes	\$ 72,647	\$ 93,257	\$ 20,610
Interest & Other	75	364	289
Total Revenues	<u>72,722</u>	<u>93,621</u>	<u>20,899</u>
Expenses:			
Current Operations - Environment:			
Professional Fees	1,015	14,624	13,609
Accounting & Auditing	2,400	2,400	-
Contractual Services	12,000	37,520	25,520
Communication Services	731	727	(4)
Utilities	10,525	11,924	1,399
Insurance	5,532	5,728	196
Repairs and Maintenance	46,982	969	(46,013)
Printing & Binding	86	5	(81)
Other Charges & Fees	2,141	2,368	227
Tax Collector Fees	1,442	1,850	408
Total Expenses	<u>82,854</u>	<u>78,115</u>	<u>(4,739)</u>
Increase/(Decrease) in Net Position	<u>\$ (10,132)</u>	<u>\$ 15,506</u>	<u>\$ 25,638</u>

Other Information

Required supplementary information is required by the Governmental Accounting Standards Board and includes reports on internal control, compliance with laws and regulations, and budgeting comparisons. These reports are also an integral part of the audited financial statements.

WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2023

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 32,358
Due from Other Agency	696
Deposits	<u>1,700</u>
Total Assets	<u><u>34,754</u></u>
 LIABILITIES	
Accounts Payable	<u>1</u>
Total Liabilities	<u><u>1</u></u>
 NET POSITION	
Restricted	<u>34,753</u>
Total Net Position	<u><u>\$ 34,753</u></u>

The accompanying notes are an integral part of the basic financial statements.

**WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	Expenses	Program Revenues	Net Revenue/ (Expense) and Change in Net Position <u>Governmental</u> <u>Activities</u>
Functions/Programs:			
Governmental Activities:			
Environmental	\$ 78,115	\$ -	\$ (78,115)
 General Revenues			
Taxes:			
Property			93,257
Interest & Other			364
Total General Revenues			93,621
Change in Net Position			15,506
Net Position - Beginning			19,247
Net Position - Ending			\$ 34,753

The accompany notes are an integral part of the basic financial statements.

**WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
BALANCE SHEET - GOVERNMENTAL FUND
SEPTEMBER 30, 2023**

	Special Revenue Fund
ASSETS	
Cash	\$ 32,358
Due from Other Agency	696
Deposits	1,700
Total Assets	\$ 34,754
 LIABILITIES	
Accounts Payable	\$ 1
Total Liabilities	1
 FUND BALANCE	
Nonspendable	1,700
Restricted	33,053
Total Liabilities and Fund Balance	\$ 34,754

The accompanying notes are an integral part of the basic financial statements.

**WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - GOVERNMENTAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	Special Revenue Fund
REVENUES	
Non-ad valorem taxes	\$ 93,257
Interest & Other	364
Total Revenues	93,621
 EXPENDITURES	
Current Operations - Environment:	
Professional Services	14,624
Accounting & Auditing	2,400
Contractual Services	37,520
Communication	727
Utilities	11,924
Insurance	5,728
Repairs and Maintenance	969
Printing and Binding	5
Other Charges & Fees	2,368
Tax Collector Fees	1,850
Total Expenditures	78,115
Net Change in Fund Balance	15,506
Fund Balance - Beginning	19,247
Fund Balance - Ending	\$ 34,753

The accompanying notes are an integral part of the basic financial statements.

WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Westchester Special Dependent District, (District), Hillsborough County, Florida, was created by Hillsborough County Ordinance #05-3 pursuant to Section 189.4041(4), Florida Statutes, in March 2005, for the purpose of continued development, administration and maintenance of the common areas of Westchester, a subdivision in Hillsborough County, Florida.

The District is a special dependent tax district as defined in Section 189.403, Florida Statutes. The governing body of the District is the Board of Trustees, which is comprised of seven elected members who serve four-year terms of office. The general operating authority of the District is contained in Section 189.404, Florida Statutes.

Criteria for defining the reporting entity are identified and described in the Governmental Accounting Standards Board's (GASB) Codification of Governmental Accounting and Financial Reporting Standards, Sections 2800 and 2600. These criteria were used to evaluate potential component units for which the District is financially accountable and other organizations for which the nature and significance of their relationship with the District are such that exclusion would cause the District's basic financial statements to be misleading or incomplete. Based on the application of these criteria, no component units are included within the reporting entity of the District.

Basis of Presentation

Government-wide Financial Statements – The government-wide financial statements, including the statement of net position and statement of activities, present information about the District as a whole.

The government-wide financial statements are prepared using the economic resources measurement focus. Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented to better identify the relationship between the two types of statements.

The District operated one fund as follows:

GOVERNMENTAL FUND TYPE – Special Revenue Fund - to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Basis of Accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are prepared using the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized in the year which they are levied.

WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

The governmental fund financial statements are prepared using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District considers revenues to be available if they are collected within 30 days of the end of the current fiscal year.

Cash Deposits

Cash deposits are held by banks qualified as public depositories under Florida law. All deposits are insured by Federal depository insurance and collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The District does not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until then. The District does not have any items that qualify for reporting in this category.

Net Position and Fund Balance Classification

Government-wide Financial Statements

Net position is classified and reported in three components:

- Net Investment in Capital Assets – consists of capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any borrowings that are attributed to the acquisition or improvement of those assets.
- Restricted Net Position – consists of net position with constraints placed on their use either by external groups such as creditors, contributors, or laws or regulations of other governments.
- Unrestricted Net Position – all other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

Fund Financial Statements

GASB Codification Section 1800.142, *Fund Balance Reporting and Governmental Fund Type Definitions*, defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be reported within one of the following fund balance categories:

- Nonspendable – fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed or assigned). All nonspendable fund balances at year end relate to assets that are in nonspendable form.
- Restricted – fund balance that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
- Committed – fund balance that can be used only for the specific purposes determined by a formal action of the District’s Board of Governance.
- Assigned – fund balance that is intended to be used by the District’s management for specific purposes but does not meet the criteria to be classified as restricted or committed.
- Unassigned – fund balance that is the residual amount for the District’s general fund and includes all spendable amounts not contained in the other classifications.

Revenue Sources

The District’s primary source of revenue is a tax assessed in the Westchester Subdivision on all improved residential parcels. The District is authorized to levy a non-ad valorem tax up to \$100 on each improved residential parcel of property located within the District. Property taxes are recognized in the fiscal year when they become measurable and available. The taxes are collected by Hillsborough County and remitted to the District net of an early payment discount (4% starting in November and gradually decreasing by 1% per month until March) and net of a 2% fee retained by the Tax Collector. The District approved an assessment of varying amounts based on each parcel’s location within the District.

Estimates

In preparing the financial statements, management is required to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Subsequent Events

Management has evaluated all events subsequent to the balance sheet date and through the report date, which is the date these financial statements were available to be issued. Management determined there are no subsequent events which require disclosure.

**WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

NOTE 2: CASH DEPOSITS

Custodial Credit Risk – Deposits. In the case of deposits, this is the risk that in the event of a bank failure, the District’s deposits may not be returned to the District. The District does not have a custodial credit risk policy. All cash deposits are held in banks that qualify as public depositories under Florida law. All such deposits are insured by federal depository insurance and/or collateralized with securities held in Florida’s multiple financial institution collateral pool as required by Chapter 280, Florida Statutes.

NOTE 3: REVENUE

The 2022 tax roll assessments for the Westchester Special Dependent Tax District, Hillsborough County, Florida were as follows:

	<u>Amount</u>
Non-ad Valorem Taxes Assessed	\$ 99,053
Excess Fees and Interest	7,107
<i>Less: Discounts and unpaid taxes</i>	<u>(12,904)</u>
Total Non-ad Valorem Tax Revenue	<u>93,257</u>
 <i>Less: Tax Collector Fees</i>	 <u>(1,505)</u>
Total Remittances to the District	<u><u>\$ 91,752</u></u>

NOTE 4: MANAGEMENT COMPANY

The Inframark, LLC is responsible for performing general property management, record keeping and administrative duties associated with the operations of the District. The management company was paid approximately \$12,000 for the year ended September 30, 2023.

REQUIRED SUPPLEMENTARY INFORMATION

WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
BUDGETARY COMPARISON STATEMENT - GOVERNMENTAL FUND - Unaudited
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Original/ Final Budget	Actual	Variance with Final Budget Positive/ (Negative)
REVENUES			
Non-ad valorem Taxes	\$ 83,649	\$ 93,257	\$ 9,608
Interest & Other	40	364	324
Total Revenues	<u>83,689</u>	<u>93,621</u>	<u>9,932</u>
EXPENDITURES			
Professional Services	14,600	14,624	(24)
Accounting & Auditing	2,400	2,400	-
Contractual Services	40,340	37,520	2,820
Communication	770	727	43
Utilities	11,000	11,924	(924)
Insurance	5,975	5,728	247
Repairs and Maintenance	33,505	969	32,536
Printing and Binding	50	5	45
Other Charges & Fees	2,175	2,368	(193)
Office Supplies	50	-	50
Tax Collector Fees	1,761	1,850	(89)
Total Expenditures	<u>112,626</u>	<u>78,115</u>	<u>34,511</u>
Net Change in Fund Balance	(28,937)	15,506	44,443
Fund Balance - Beginning	28,937	19,247	(9,690)
Fund Balance - Ending	<u>\$ -</u>	<u>\$ 34,753</u>	<u>34,753</u>

See Independent Auditor's Report.

**WESTCHESTER SPECIAL DEPENDENT TAX DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
SEPTEMBER 30, 2023**

NOTE 1: BUDGETARY BASIS OF ACCOUNTING

The District prepares and adopts a budget for the Special Revenue Fund for the fiscal year commencing October 1 in accordance with Section 189.418(3), Florida Statutes. The operating budget is prepared on the accrual basis of accounting and presented as required supplementary information.



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Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Trustees, Westchester Special Dependent Tax District,
 Hillsborough County, Florida
 Tampa, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Westchester Special Dependent Tax District (“District”), Hillsborough County, Florida, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements, and have issued our report thereon dated November 17, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "King & Walker, CPAs". The signature is written in a cursive, flowing style.

November 17, 2023
Tampa, Florida



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Independent Auditor's Management Letter

To the Board of Trustees, Westchester Special Dependent Tax District,
 Hillsborough County, Florida
 Tampa, Florida

Report on the Financial Statements

We have audited the financial statements of the Westchester Special Dependent Tax District (“District”), Hillsborough County, Florida, as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated November 17, 2023.

Auditor’s Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in those reports and schedule, which are dated November 17, 2023, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. The District did not have findings and recommendations made in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The Westchester Special Dependent Tax District was established by Hillsborough County Ordinance #05-3, pursuant to Section 189.4041(4), Florida Statutes, in March 2005, for the purpose of continued development, administration and maintenance of the common areas of Westchester. The District does not have any component units.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Special District Component Units

Section 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

Specific Information

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the District reported:

- a. The total number of District employees compensated in the last pay period of the District's fiscal year as zero.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the District's fiscal year as four.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as zero.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$34,154.
- e. Each construction project with a total cost of at least \$65,000 approved by the District that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project as none.
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the District amends a final adopted budget under Section 189.016(6), Florida Statutes, as shown on page 16.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Hillsborough County, Florida, the Board of Trustees, and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink that reads "King & Walker, CPAs". The signature is written in a cursive, professional style.

November 17, 2023
Tampa, Florida