

Windsor Cay
Community Development District

Adopted Budget
FY2023



Table of Contents

1 General Fund

2-3 General Fund Narrative

Windsor Cay
Community Development District
Adopted Budget
General Fund

Description	Proposed Budget FY2023*
Revenues	
Developer Contributions	\$ 92,248
Total Revenues	\$ 92,248
Expenditures	
<i>General & Administrative</i>	
Supervisor Fees	\$ 8,000
FICA Expenses	\$ 600
Engineering	\$ 10,000
Attorney	\$ 16,667
Management Fees	\$ 26,667
Information Technology	\$ 1,200
Website Maintenance **	\$ 2,550
Telephone	\$ 200
Postage & Delivery	\$ 667
Insurance	\$ 5,000
Printing & Binding	\$ 667
Legal Advertising	\$ 15,000
Other Current Charges	\$ 4,000
Office Supplies	\$ 417
Travel Per Diem	\$ 440
Dues, Licenses & Subscriptions	\$ 175
Total Expenditures	\$ 92,248
Excess Revenues/(Expenditures)	\$ -

* Budget is prorated from February 2023 to September 2023.

** Budget amount includes a one-time website creation fee.

Windsor Cay Community Development District General Fund Budget

Revenues:

Developer Contributions

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

Expenditures:

General & Administrative:

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

FICA Expense

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

Engineering

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

Attorney

The District's legal counsel will be providing general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Windsor Cay Community Development District General Fund Budget

Telephone

Telephone and fax machine.

Postage & Delivery

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

Insurance

The District's general liability and public official's liability insurance coverages.

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 incurred during the year.

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

Dues, Licenses & Subscriptions

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