

**TRI-PAR ESTATES PARK AND RECREATION DISTRICT
POLICY AND PROCEDURE MANUAL**

ITEM 5.44 ANNUAL BUDGETING PROCESS

- A. The Park Manager will take the lead in working with the Treasurer and the trustees to prepare and adopt an annual budget for the following fiscal year beginning October 1.
- B. At the February regular Workshop set dates for special Budget Workshops.
- C. At the March regular Workshop present the proposed budget. Adopt motion to:
1. Set public hearing/adoption date for the April regular Trustee Board meeting.
 2. Post notice of hearing date and the proposed budget on public bulletin board.
 3. Post notice of hearing and the proposed budget on Tri-Par website.
 4. Get current list of owners from Property Appraiser and mail notice of hearing and copy of proposed budget to owners the second week of March.
 5. Advertise in Herald Tribune newspaper the second week of March.
 6. Print notice and proposed budget in the April Newsletter.
- D. After adoption of the budget:
1. Send letter certifying the resolution to the Sarasota County Tax Collector.
 2. Send copy of the letter to Sarasota County Property Appraiser.
 3. Remove the notice of hearing and proposed budget, and post the adopted budget on Tri-Par website.
- E. In May the Property Appraiser will request information for the annual TRIM notice. A specific format of an Excel spreadsheet is required.
1. Use the current list of owners received in item C.4 and adapt to the format requested. See prior year submission for guidance.
- F. Send same listing used in E above to the Tax Collector's office.

Adopted by Trustees – 10/20/2015
Amended 2/21/2017

SECTION 5: POLICY AND PROCEDURE