

**FloridaCommerce, Special District Accountability Program**

**Fiscal Year 2024 - 2025 Special District State Fee Invoice and Profile Update**

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/01/2024				Invoice No: 90565
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2024: \$175.00

**STEP 1:** Review the following profile and make any needed changes.

**1. Special District's Name, Registered Agent's Name and Registered Office Address:**

001912

**Walden Lake Community Association Local Government NID**

Mr. Bill McDaniel

P. O. Drawer C

Plant City, Florida 33564



- 2. Telephone:** 813-659-4200 Ext:
- 3. Fax:** 813-659-4232
- 4. Email:** accountspayable@plantcitygov.com
- 5. Status:** Dependent
- 6. Governing Body:** Identical to Local Governing Authority
- 7. Website Address:** plantcitygov.com
- 8. County(ies):** Hillsborough
- 9. Special Purpose(s):** Neighborhood Improvement - Local Gov.
- 10. Boundary Map on File:** 10/16/2020
- 11. Creation Document on File:** 01/22/1993
- 12. Date Established:** 01/11/1993
- 13. Creation Method:** Local Ordinance
- 14. Local Governing Authority:** City of Plant City
- 15. Creation Document(s):** City Ordinance 3-1993
- 16. Statutory Authority:** Section 163.506, Florida Statutes
- 17. Authority to Issue Bonds:** No
- 18. Revenue Source(s):** None

**STEP 2:** Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature:  Date 10/22/2024

**STEP 3:** Pay the annual state fee or certify eligibility for zero annual fee.

- a. Pay the Annual Fee:** Pay the annual fee by following the instructions at [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee).
- b. Or, Certify Eligibility for the Zero Fee:** By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1. \_\_\_ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2. \_\_\_ This special district is in compliance with its Fiscal Year 2022 - 2023 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2022 - 2023 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved: \_\_\_ Denied: \_\_\_ Reason: \_\_\_\_\_

**STEP 4:** Make a copy of this document for your records.

**STEP 5:** Email this document to [SpecialDistricts@Commerce.fl.gov](mailto:SpecialDistricts@Commerce.fl.gov) or mail it to FloridaCommerce, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to 850.717.8430.

## MEMORANDUM

**To:** All Special District Registered Agents  
**From:** Jack Gaskins Jr., Special District Accountability Program  
**Date:** October 1, 2024  
**Subject:** Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code - Fiscal Year 2024-25 Special District State Fee and Profile Update  
**Due by December 2, 2024**

This memorandum contains the guidance for complying with the annual state fee and update requirements using the enclosed *Fiscal Year 2024-2025 Special District State Fee Invoice and Profile Update* (enclosure).

### The Annual State Fee

Chapter 189, Florida Statutes, the Uniform Special District Accountability Act (Act), assigns duties to the Special District Accountability Program administered by FloridaCommerce and requires FloridaCommerce to annually collect a state fee from each special district to cover the costs of administering the Act. For additional information, visit [www.FloridaJobs.org/SpecialDistricts](http://www.FloridaJobs.org/SpecialDistricts).

The Fiscal Year 2024-25 state fee is now due. FloridaCommerce requests all special districts to visit [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee) and to pay the state fee by electronic check or by using a Visa or MasterCard. The state fee remains \$175, unless the special district certifies that it is eligible for a zero fee. To avoid a \$25 late fee, the payment must be completed by December 2, 2024. Paying online is fast, free, and convenient.

### Update Requirements

The Act, along with Rule Chapter 73C-24, Florida Administrative Code, requires each special district to maintain and update specific information with FloridaCommerce and requires FloridaCommerce to make that information available through the *Official List of Special Districts* ([www.FloridaJobs.org/OfficialList](http://www.FloridaJobs.org/OfficialList)). The Florida Legislature, state agencies, and local government officials use that information to monitor special districts, coordinate activities, collect and compile financial and other information, and to make informed policy decisions. To help ensure that each special district's profile is complete and accurate, each special district's registered agent must annually review the profile printed on the enclosure, mark any needed corrections or updates directly on it, sign and date it, and return it to FloridaCommerce at [SpecialDistricts@Commerce.fl.gov](mailto:SpecialDistricts@Commerce.fl.gov).

### The Florida Special District Handbook

The *Florida Special District Handbook* ([www.FloridaJobs.org/SpecialDistrictHandbook](http://www.FloridaJobs.org/SpecialDistrictHandbook)) covers the accountability and general operating requirements specified in the Act. Recent updates to the handbook include guidance about new laws effective July 1, 2024, including the requirement for all special districts to establish goals and objectives and performance measures and standards (see Chapter 10). FloridaCommerce encourages all special district staff and governing body members to regularly review the handbook.

### Thank You

Thank you in advance for complying with the state fee and profile update requirements. Detailed instructions follow on the opposite side of this memorandum.

**(TURN OVER FOR INSTRUCTIONS)**