

BUDGET AND FINANCE COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a BUDGET AND FINANCE committee to be chaired by the Treasurer Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the budgeting I needs of the District and submit a budget to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website; dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District.

The committee is charged with the following duties and responsibilities:

1. Prepare or cause to be prepared a monthly report of performance to budget at the monthly Board of Trustee meeting .
2. Work with Trustees at work sessions to prepare a budget.
3. Prepare a budget for the next fiscal year by June 1st annually
4. Present possible dates for Budget hearing to Board for approval
5. Monitor budgeted projects to insure they are within budget guidelines
6. Post budget on the website at least 2 days prior to hearing and adopted budget within 30 days of adoption . Must remain for 2 years
7. Post audit report on website when it is finalized.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19

Revised _____

Effective 3/19/19