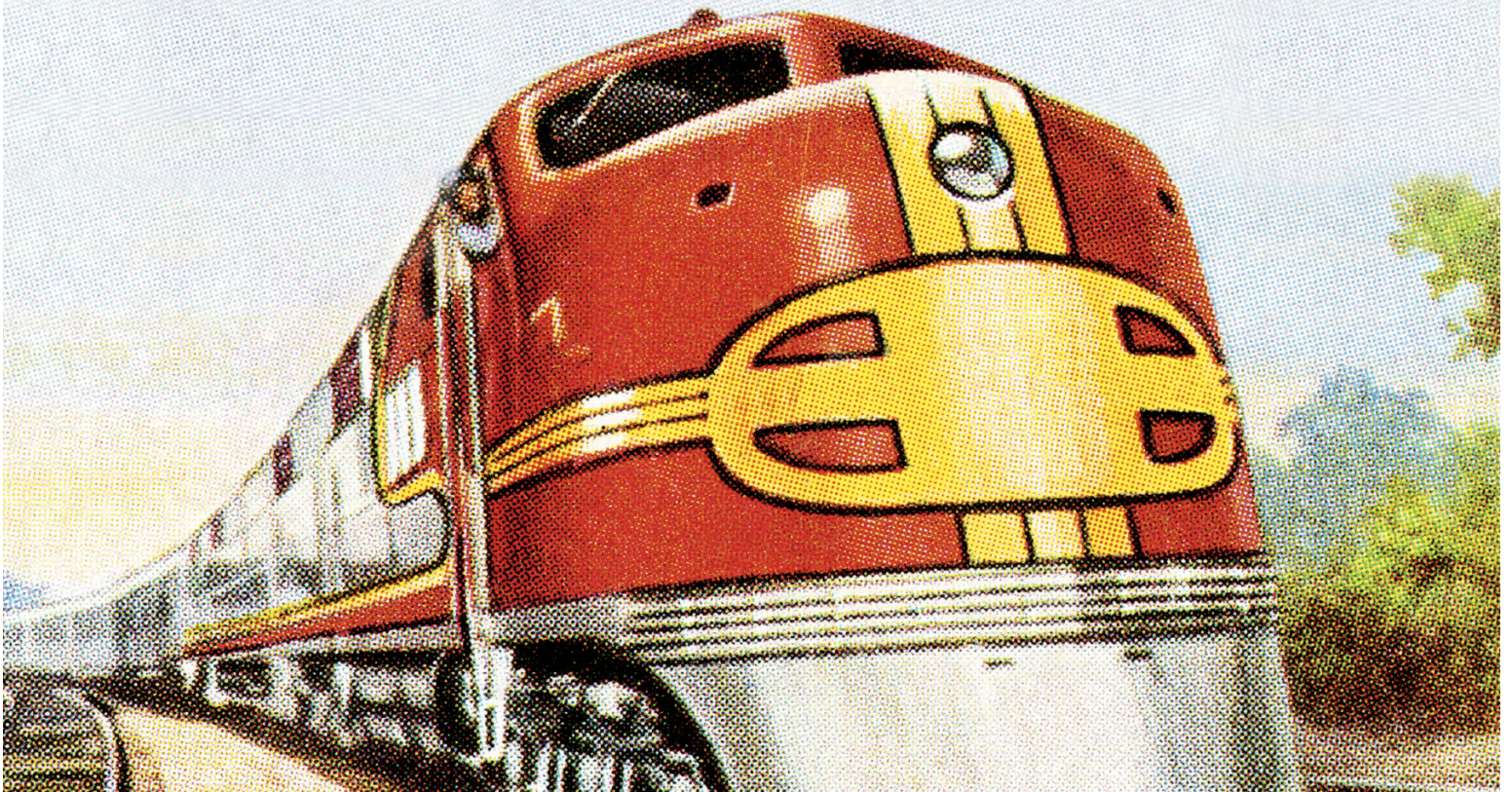




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Florida Transparency Checklist

Special district websites must meet the following minimum requirements, as applicable:

General Requirements

☐ **Independent Districts Maintain a Separate Website**

Independent districts must maintain a separate website. Dependent districts may instead maintain district information on the general-purpose government website the district is a part of.

☐ **Official Website on File**

Official website is on file with the Special District Accountability Program and published at specialdistrictreports.floridajobs.org

☐ **Site is Section 508 & WCAG 2.0 AA Compliant**

Website must be Section 508 compliant for visitors with disabilities to level WCAG 2.0 AA.

General Website Posting Requirements

☐ **Legal Name Cited**

Full legal name of the district (as cited in creation document) is published.

☐ **Contact Information on File**

General contact information for the district: mailing address, website address, email address, telephone number, and registered agent or office is on file with the Special District Accountability Program.

☐ **Public Purpose Statement Available on Website**

Your public purpose statement must be published on your website and easily accessible.

☐ **District Map**

Your district boundaries or service area(s)—a description, or map—is available on your website.

☐ **Services Description**

A statement describing the services the district provides is available on your website.

☐ **Special District Charter**

The full text of the special district's charter, or creation document, as amended—including date established and establishing entity—is available on your website.

☐ **District Statutes**

The statute(s) under which the special district operates (if different from the statute(s) under which the special district was established) are available on your website.

☐ **Regulatory Plan**

Your Annual Regulatory Plan (if applicable—applies to certain special districts with adopted rules) is available on your site.

☐ **Board Member Contact Information**

Contact information for each governing board member (name, official address, official email address, term and appointing authority, if applicable) is available on your site.

General Website Posting Requirements, Continued...

☐ **Code of Ethics**

Code of Ethics, if adopted, are available on your site with a link to generally applicable ethics provisions (one option is to link to the Florida Commission on Ethics—Ethics Laws webpage).

☐ **Facilities Report**

Public Facilities Reports, if applicable (to include Public Facilities Initial Report, Public Facilities Annual Notice of Any Changes, Public Facilities Update Report) are available on your website.

Financial Website Posting Requirements

☐ **Taxes, Fees, Charges & Rates**

Listing of all taxes, fees, assessments or charges imposed and collected, including rates or amounts for the current year, and the statutory authority for the levy of the tax, fee, assessment and/or charge(s) are available on your website.

☐ **Fiscal Year Description**

Fiscal year period (most special districts are required to use October 1 through September 30) is available on your website.

☐ **Financial Reporting Page**

A link to the Florida Department of Financial Services—Local Government Financial Reporting webpage—is available.

☐ **Fiscal Year Audit Report**

Final, complete audit report for the most recent completed fiscal year, and audit reports required by law or authorized by the governing body of the special district are available on your website.

☐ **Tentative Budget**

Tentative budget, if applicable is available on your website. Post at least two days prior to budget hearing and keep posted for at least 45 days.

☐ **Final Adopted Budget**

Final adopted budget is available on your website. Post within 30 days after adoption and keep posted for at least two years.

☐ **Budget Amendments**

Budget amendment(s) in which a resolution is required to adopt such an amendment is available on your website. Post within five days after adoption and keep on the website for at least two years.

Meeting Posting Requirements

☐ **Regular Meeting Schedule**

The regular public meeting schedule is available on your site.

☐ **Agendas**

Agendas for all meetings/workshops are available on your site. Post at least seven days before the event and maintain on the website for at least one year.

☐ **Meeting Materials**

Meeting materials, when available in an electronic format, excluding confidential and exempt information, are available on your website. Post at least seven days before the event and maintain on the website for at least one year.

Retirement System Posting Requirements

☐ **(1) Financial Statements
(Mortality Table)**

Annual financial statements using prescribed mortality table (RP-2000 Combined Healthy Participant Mortality Tables, by gender, with generational projection by Scale AA) are available on your website.

☐ **(2) Financial Statements
(Assumed ROR)**

Annual financial statements similar to those required above but which use an assumed rate of return on investments and an assumed discount rate that are equal to 200 basis points less than the plan's assumed rate of return, are available on your website.

☐ **Retirement Sustainability
Information**

Information indicating the number of months or years for which the current market value of assets are adequate to sustain the payment of expected retirement benefits as determined in the plan's latest valuation and under the financial statements prepared pursuant to (1) and (2) at left, are available on your website.

☐ **Recommended Contribution
Information**

Information indicating the recommended contributions to the plan based on the plan's latest valuation and the contributions necessary to fund the plan based on financial statements prepared pursuant to (1) and (2) above, stated as an annual dollar value and a percentage of valuation payroll, are available on your website.

☐ **Funded Ratio**

The funded ratio of the system or plan as determined in the most recent actuarial valuation as part of the disclosure, are available on your website.

☐ **Financial Statement &
Actuarial Valuation**

The plan's most recent financial statement and actuarial valuation, including a link to the Florida Department of Management Services, Division of Retirement Actuarial Summary Fact Sheet for that plan, is available on your website.

☐ **Side-by-side Comparison**

For the previous five years, beginning with 2013, a side-by-side comparison of the plan's assumed rate of return compared to the actual rate of return, as well as the percentages of cash, equity, bond and alternative investments in the plan portfolio, is available on your website.

☐ **User-Friendly Charts & Graphs**

Any charts and graphs of the data provided above presented in a standardized, user-friendly and easily interpretable format as prescribed by the Department of Management Services is available on your website.



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