



Wednesday, August 2, 2018, 1:30 PM
4902 Eisenhower Blvd., Ste. 250, Tampa, FL
Conference Dial: 1-800-511-7985
Conference Code: 605-9608#

**CareerSource Tampa Bay/Hillsborough County
Audit Committee
Agenda**

- I. **Welcome and Introductions** Sophia West, Incoming Chair

- II. **Public Comments**

- III. **Action/Discussion Items**
 - 1. Approval of Minutes – February 5, 2018 Audit Committee Meeting Page 2
 - 2. Supportive Services Card Page 4
 - 3. Consolidate Audit & Finance Committees Page 6

- IV. **Adjournment**

CareerSource Tampa Bay/Hillsborough County
Audit Committee Meeting

Date, Time: February 5, 2018, 2:30PM

Location: Tele-conference

Call to Order

Audit Chair Darren Veneri called the CareerSource Tampa Bay/Hillsborough County Audit Committee meeting to order at 2:30 p.m. There was a quorum present with the following Audit Committee members participating.

Directors in Attendance

Kenneth Jones, Commissioner Sandra Murman, Darren Veneri

Staff Present

Anna Munro, Mai Russell

Action/Discussion Items

Action Item 1 – Approval of Minutes

The minutes of July 27, 2017 Audit Committee meeting was presented for approval. There was no further discussion.

Motion: Commissioner Sandra Murman

Second: Kenneth Jones

The minutes were approved as presented.

The motion carried.

Action Item 2 – Annual Financial Audit Report for Fiscal Year Ended June 30, 2017

The audit firm of Powell & Jones has completed the annual financial audit of the accounting records and systems of Tampa Bay WorkForce Alliance, Inc. for the fiscal year ended June 30, 2017. A copy of the draft audit report was provided in the meeting packet.

Auditor Richard Powell reviewed the financial statements and concluded the following:

- No significant deficiencies or material weaknesses relating to the audit of the financial statements reported on internal controls over financial reporting and on compliance in accordance with Government Auditing Standards.
- No instances of noncompliance material to the financial statements were disclosed.
- No significant deficiencies or material weaknesses relating to the audit of the major federal awards programs are reported in the report on compliance with requirements applicable to each major federal program and on internal control over compliance in accordance with *OMB Circular A-133*
- Tampa Bay WorkForce Alliance determined to be a low-risk auditee.
- No findings with the audit of the financial statements
- No findings and questioned costs related to the audit of the major federal programs
- No corrective action plan is required
- No prior audit findings.

Motion: Commissioner Sandra Murman

Second: Kenneth Jones

The Audit Committee approved the Annual Financial Audit Report for the fiscal year ended June 30, 2017

The motion carried.

Action Item 3 – Management Representation Letter

A copy of the management representation letter was provided in the packet.

Motion: Commissioner Sandra Murman

Second: Kenneth Jones

The Audit Committee approved the Management Representation Letter.

The motion carried.

Other Administrative Matters

No item was brought forward for action.

Information Item

Communication with those charged with Governance

A copy of the letter was provided in the packet. There was no further discussion.

Public Comments

There was none.

The meeting was adjourned at approximately 2:50 p.m.



Action Item

Supportive Services Card

On July 19, 2018, the Board of Directors approved the motion and directed staff to move forward with the audit review of the Supportive Services Cards process.

Objective

Review the policies in place related to the receipt, distribution, issuance, monitoring and storage of supportive service cards to ensure compliance.

Proposed procedures to be performed are noted below and in the attached.

- Obtain written CareerSource policies relating to the administration of the supportive services card program.
- Review these policies and procedures for compliance with the Welfare Transition and Workforce Innovation and Opportunity Act requirements regarding the utilization of supportive services cards.
- Review the established procedures relating to internal controls over this process.
- Select a sample of the cards issued to participants consisting of 35 payments over the three-year period. Request backup documentation relating to these participants to verify that the cards issued were in compliance with the policies of CareerSource and the federal regulations.
- Select a sample of monthly inventory reconciliations and reviewed the amounts and documentation for the monthly inventories.

Recommendation

Approve the agreed-upon procedures for an independent audit review of the Supportive Services Card.

Estimated Fee	Area	Overview	Objective	Documents to provided to CPA	Procedures to be performed by CPA
\$6k - \$8k	Supportive Service Cards	Eligible participants receive supportive service cards. Finance and Program Staff maintain the inventory of supportive service cards prior to issuance. Various controls are in-place over the supportive service cards to safeguard from theft, ensure amounts on-hand agree to amount recorded in the general ledger, etc.	Review the policies in place related to the receipt, distribution, issuance, monitoring and storage of supportive service cards to ensure compliance.	Period of review: FY14, FY15, FY16, FY17: (1) Finance Policy over Supportive Service Cards (2) Program Policy over Supportive Service Cards (3) Access to Monthly Supportive Service Card Reconciliation (4) Access to Inventory of Support Service Cards	(1) Review Finance and Program Policy, should additional controls/best practices be considered? (2) Review amounts paid to each individual to ensure amounts do not exceed the CAP. (3) Select a sample of montly reconciliation to verify amounts agree to accounting records and underlying support.



Action Item

Consolidate Audit & Finance Committees

Current			Proposed	
Committee	No of Annual Meetings for 2018 – 2019		Committee	No of Annual Meetings for 2018 - 2019
Finance	5		Finance	5
Audit	2		Audit	As needed
Total	7		Total	5

Excerpt taken from CareerSource Tampa Bay Bylaws

SECTION 7 – Finance Committee Membership, Duties and Responsibilities

The Finance Committee shall be chaired by the Treasurer, and shall consist of those members deemed appropriate and appointed to the Committee by the Treasurer. The Finance Committee shall be the Committee of the Board charged with oversight responsibilities regarding the fiscal affairs of the Agency. The Committee’s responsibilities shall include, but are not limited to:

- *Reviewing a draft of the annual budget and submitting the tentative annual budget, along with a recommendation, to the Board of Directors for action;*
- *Reviewing and approving all subsequent modifications to the budget;*
- *Reviewing the annual audit and accompanying management letters with agency responses;*
- *Providing oversight through review of monitoring reports;*
- *Reviewing the agency’s periodic financial statements and report on the organizations financial status at each meeting of the Executive Committee; and*
- *Serving on procurement review panels at the request of the President and CEO and/or CFO.*

SECTION 8 – Audit Committee Membership, Duties and Responsibilities

The Audit Committee shall consist of the County Commissioner serving on the CareerSource Tampa Bay Board of Directors, an Assistant County Administrator or one at large county staff person, the Chair of the CareerSource Tampa Bay Finance Committee, and the CareerSource Tampa Bay President and CEO. The Administrator of Hillsborough County will select the Assistant County Administrator or the at-large county staff person to serve on the Committee.

Next ►

The Audit Committee shall be responsible for:

- *Arranging and procuring the annual audit of any and all programs operated by CareerSource Tampa Bay in compliance with OMB Circular A-133, including the selection of an audit firm;*
- *Reviewing reports on the monitoring of activities, operations and expenditures under the programs operated by CareerSource Tampa Bay; and*
- *Reviewing such other interim or annual reviews and reports, whether conducted by an audit firm, entities expert in evaluation and/or monitoring of CareerSource Tampa Bay programs or county staff as determined by the Audit Committee.*

Recommendation

Consolidate Audit & Finance Committees.