



Finance Committee Meeting

CareerSource Tampa Bay

Jan 27, 2022 9:00 AM - 10:00 AM EST

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A. Next Meeting: February 24, 2022	

Pledge of Allegiance





Finance Committee Meeting Minutes

CareerSource Tampa Bay
Oct 28, 2021 at 9:00 AM EDT

Attendance

Members Present (Remote):

Lindsey Kimball, Randall King, Karen Koundourakis, Ian Lieberman, Donald Noble, Richard Padilla

Members Absent:

Constance Daniels, Elizabeth Gutierrez, Pat Kemp

Attendance

Members Present (Remote):

Sheila Doyle, John Flanagan, Anna Munro, Tammy Stahlgren, Michelle Zieziula

Board Liaison Present (Remote):

Ken Jones

I. Call to Order, Roll Call and Welcome (Presenters: Donald Noble)

Chair Noble called the meeting to order at 9:00 a.m. There was a quorum present.

II. Pledge of Allegiance (Presenters: Donald Noble)

Chair Noble led the Pledge of Allegiance.

III. Action/Discussion Items

A. Approval of Minutes - August 26, 2021 (Presenters: Donald Noble)

Motion:

To approve the minutes of August 26, 2021 Finance Committee meeting.

Motion moved by Karen Koundourakis and motion seconded by Lindsey Kimball.

Motion carried.

IV. Other Administrative Matters

Chair Noble noted that we currently only have two board members serving with a finance background. He suggested that in the future we look for board members with finance backgrounds.

V. Information Items

A. DEO Monitoring Report (Presenters: Anna Munro)

The Department of Economic Opportunity (DEO) must perform annual monitoring of its subrecipient workforce entities as required by federal and state laws, rules, regulations and applicable DEO guidance.

Financial Monitoring Results:

- No findings or issues of noncompliance identified.
- No technical assistance issued identified.
- One observation pertaining to Board composition and structure.

B. Expenditure Reports for the Period Ending September 30, 2021 (Presenters: Sheila Doyle)

There was no discussion.

VI. Public Comments

There were none.

VII. Adjournment

The meeting adjourned at 9:08 a.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.



Action Item

Required Communication and Acceptance of Annual Financial Statement Audit For the Fiscal Year Ended June 30, 2021

The audit firm of James Moore, CPAs has completed the annual financial statement audit of Tampa Bay WorkForce Alliance, Inc. for the fiscal year ended June 30, 2021.

At the conclusion of the audit, the Auditor is required to communicate to those charged with governance matters that those individuals should be aware of (ie., scope of audit procedures performed, significant findings, and other information, such as disagreements with management, audit adjustments and significant estimates) that aren't communicated in the audited financial statements.

Enclosed is a copy of the required communication (SAS 114) and audit report. Representative from the audit firm will present the results to the Finance Committee.

Recommendation

Acceptance of the Annual Financial Statement Audit for the fiscal year ended June 30, 2021.

__/__/__

Board of Directors,
Tampa Bay Workforce Alliance, Inc.
4902 Eisenhower Blvd. Suite 250
Tampa FL 33634

We have audited the financial statements of Tampa Bay Workforce Alliance, Inc. (“the Organization”) as of and for the year ended June 30, 2021, and have issued our report thereon dated __/__/__. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated May 12, 2021 our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Organization solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

In order to eliminate threats to independence related to non-attest services that we provide you, we have instituted a quality control review over all non-attest work. Also, in the engagement letter, we identified a person within your organization with the skills, knowledge and expertise to review our non-attest work on your behalf.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Organization is included in Note 2 to the financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Management's estimate of the depreciation expense is based on the straight-line method of calculating depreciation over the useful life of the related asset. We evaluated the key factors and assumptions used to develop the depreciation expense and determined that it is reasonable in relation to the financial statements taken as a whole and in relation to the applicable opinion units.

Management's estimate of functional expense allocation is based on the costs of providing the various programs and other activities. We evaluated the key factors and assumptions used to develop the functional expense allocation in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Tampa Bay Workforce Alliance, Inc.'s financial statements relate to the disclosure of significant funding sources, risks and uncertainties and legal matters (including ongoing compliance investigation) in notes 14, 15 and 16.

Significant Difficulties Encountered during the Audit

We encountered no difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. There were no such misstatements identified during the 2021 audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were no such misstatements identified during the 2021 audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Organization's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated __/__/____.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Organization, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Organization's auditors.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Organization's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the information and agreed information to the underlying accounting records from which it was derived.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.


Board of Directors,
Tampa Bay Workforce Alliance, Inc.

____/____/____
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Upcoming Implementation of ASU 2016-02: *Leases (Topic 842)* – ASU 2016-02 is required to be implemented by private nonprofits with fiscal years beginning after December 15, 2021 (fiscal year ending June 30, 2023 for the Organization). We recommend that the Organization review its current leases in place and begin an evaluation of the effect that the upcoming standard will have on the Organization.

This report is intended solely for the use of the Board of Directors and management of the Organization and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



JAMES MOORE & CO., P.L.

DRAFT

TAMPA BAY WORKFORCE ALLIANCE, INC.

Financial Statements, Supplemental Information and Regulatory Reports

June 30, 2021 and 2020

(With Independent Auditor's Report Thereon)

DRAFT

TAMPA BAY WORKFORCE ALLIANCE, INC.

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors,
Tampa Bay Workforce Alliance, Inc.:

Report on the Financial Statements

We have audited the accompanying financial statements of Tampa Bay Workforce Alliance, Inc., which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tampa Bay Workforce Alliance, Inc. as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

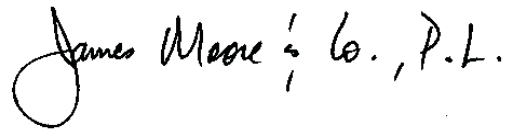
Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated ___/___/___ on our consideration of Tampa Bay Workforce Alliance, Inc. internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Tampa Bay Workforce Alliance, Inc. internal control over financial reporting and compliance.



Tallahassee, FL

___/___/___

TAMPA BAY WORKFORCE ALLIANCE, INC.
 Statements of Financial Position
 June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Assets		
Current assets:		
Cash and cash equivalents	\$ 965,678	\$ 1,157,266
Grants receivable	1,483,382	603,638
Accounts receivable	20,591	10,767
Prepaid expenses	653,406	520,865
Total current assets	<u>3,123,057</u>	<u>2,292,536</u>
Noncurrent assets:		
Investments held by others	25,000	-
Board designated - restricted cash	485,376	408,734
Property and equipment, net	504,571	572,045
Total noncurrent assets	<u>1,014,947</u>	<u>980,779</u>
Total assets	<u>\$ 4,138,004</u>	<u>\$ 3,273,315</u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable	\$ 308,751	\$ 109,466
Contracts payable	-	10,800
Customer payable	1,055,468	311,077
Related party payable	36,756	33,643
Accrued expenses	586,258	244,885
Accrued personal time off	485,376	408,734
Refundable advances	541,790	893,385
Deferred revenue	22,901	-
Total current liabilities	<u>3,037,300</u>	<u>2,011,990</u>
Net assets:		
Without donor restrictions		
Operating	<u>1,100,704</u>	<u>1,261,325</u>
Total net assets	<u>1,100,704</u>	<u>1,261,325</u>
Total liabilities and net assets	<u>\$ 4,138,004</u>	<u>\$ 3,273,315</u>

See accompanying independent auditor's report and notes to financial statements.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Statements of Activities
Year Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Net assets without donor restrictions		
Grants		
Federal	\$ 29,319,083	\$ 15,431,614
Local	107,902	93,568
In-Kind Revenue	4,060	6,426
Contribution and sponsorship	-	50,250
Other	<u>251,178</u>	<u>119,525</u>
Total Revenues	<u>29,682,223</u>	<u>15,701,383</u>
Expenses:		
Program services		
Workforce development	28,445,001	14,360,196
Supporting services		
General and administrative	<u>1,397,843</u>	<u>1,559,702</u>
Total Expenses	<u>29,842,844</u>	<u>15,919,898</u>
Changes in net assets without donor restrictions	(160,621)	(218,515)
Net assets at beginning of year	<u>1,261,325</u>	<u>1,479,840</u>
Net assets at end of year	<u>\$ 1,100,704</u>	<u>\$ 1,261,325</u>

See accompanying independent auditor's report and notes to financial statements

TAMPA BAY WORKFORCE ALLIANCE, INC.
 Statements of Functional Expenses
 Year Ended June 30, 2021

	Workforce Development	General and Administrative	Totals
Salaries	\$ 7,513,412	\$ 893,290	\$ 8,406,702
Retirement	316,575	37,832	354,407
Payroll taxes and fringe	1,052,118	116,908	1,169,026
Staff training and education	42,738	2,231	44,969
Accounting and professional	1,522,713	141,930	1,664,643
Community outreach	381,770	-	381,770
Communications	115,955	9,570	125,525
Office expenses	1,045,152	14,843	1,059,995
Licenses, dues and other fees	32,549	4,434	36,983
Other expenses	3,066	-	3,066
Occupancy	1,480,838	65,271	1,546,109
Travel	28,235	9,361	37,596
Meetings and conferences	123,387	3,066	126,453
Insurance	168,033	31,007	199,040
Customer training	14,488,434	-	14,488,434
In-Kind Expense	4,060	-	4,060
Loss on disposal	-	65,470	65,470
Depreciation	125,966	2,630	128,596
	<u>\$ 28,445,001</u>	<u>\$ 1,397,843</u>	<u>\$ 29,842,844</u>
Total expenses			

See accompanying independent auditor's report and notes to financial statements

TAMPA BAY WORKFORCE ALLIANCE, INC.
 Statements of Functional Expense
 Year Ended June 30, 2020

	Workforce Development	General and Administrative	Totals
Salaries	\$ 7,552,810	\$ 1,082,178	\$ 8,634,988
Retirement	349,268	47,967	397,235
Payroll taxes and fringe	616,843	82,450	699,293
Staff training and education	22,009	7,013	29,022
Accounting and professional	582,700	197,672	780,372
Community outreach	184,123	-	184,123
Communications	109,975	12,095	122,070
Office expenses	503,800	18,157	521,957
Licenses, dues and other fees	17,141	3,457	20,598
Other expenses	2,961	-	2,961
Occupancy	1,305,783	60,644	1,366,427
Travel	65,582	13,829	79,411
Meetings and conferences	82,193	11,082	93,275
Insurance	81,952	20,527	102,479
Service provider contracts	265,063	-	265,063
Customer training	2,471,300	-	2,471,300
In-Kind Expense	6,426	-	6,426
Depreciation	140,268	2,630	142,898
	<u>\$ 14,360,197</u>	<u>\$ 1,559,701</u>	<u>\$ 15,919,898</u>
Total expenses			

See accompanying independent auditor's report and notes to financial statements

TAMPA BAY WORKFORCE ALLIANCE, INC.

Statements of Cash Flows

Year Ended June 30, 2021

	<u>2021</u>	<u>2020</u>
Cash flows from operating activities:		
Change in net assets	\$ (160,621)	\$ (218,515)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	128,596	142,898
Loss on disposal	65,470	-
Changes in assets and liabilities:		
(Increase) Decrease in grants receivable	(879,744)	155,301
(Increase) Decrease in accounts receivable	(9,824)	84,393
Increase in prepaid expenses	(132,541)	(224,154)
Increase (Decrease) in accounts payable	199,285	(18,226)
Decrease in contracts payable	(10,800)	(341,408)
Increase (Decrease) in participants payable	744,391	(166,453)
Increase (Decrease) in related party payable	3,113	(131,422)
Increase (Decrease) in accrued expenses	341,373	(181,961)
Increase in accrued personal time off	76,642	90,623
Decrease in deferred grant revenue	(351,595)	(181,007)
Increase (Decrease) in deferred revenue	22,901	(3,221)
Net cash provided by (used in) operating activities	<u>36,646</u>	<u>(993,152)</u>
Cash flows from investing activities:		
Acquisition of property and equipment	(126,592)	-
Purchase of investments	(25,000)	-
Net cash used in investing activities	<u>(151,592)</u>	<u>-</u>
Net decrease in cash, cash equivalents, and restricted cash	(114,946)	(993,152)
Cash, cash equivalents, and restricted cash at beginning of year	<u>1,566,000</u>	<u>2,559,152</u>
Cash, cash equivalents, and restricted cash at end of year	<u>\$ 1,451,054</u>	<u>\$ 1,566,000</u>

See accompanying independent auditor's report and notes to financial statements

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements Year Ended June 30, 2021 and 2020

(1) Nature of Organization and Purpose

Effective February 10, 2014, Tampa Bay Workforce Alliance, Inc. (TBWA) began doing business as CareerSource Tampa Bay. The rebranding was in coordination with Florida's Workforce System to have a unified brand state-wide. The Tampa Bay Workforce Alliance, Inc. was organized on June 27, 2000, in Tampa, Florida, and created in accordance with the Florida Workforce Innovation Act of 2000 to serve as the administrative entity for programs of the Local Workforce Development Board in Hillsborough County (the Board). This public-private partnership supports and promotes economic growth through workforce development. The Board consists of representatives of business, education, labor, economic development, organizations identified as one stop partners, and other individuals as appointed by the Hillsborough County Board of County Commissioners. The Board is one of twenty-four Local Workforce Development Boards in the State of Florida providing for the development, planning, monitoring and administration of the following grants and programs:

- Corona Virus Relief Fund
- Temporary Assistance for Needy Families
- Workforce Innovation and Opportunity Act:
 - Adult
 - Dislocated Worker
 - Youth
- Wagner Peyser
- Military Spouse
- Disabled Veterans Outreach Program
- Local Veterans Employment Representative Program
- Trade Adjustment Assistance
- Supplemental Nutrition Assistance Program
- Reemployment Services and Eligibility Assessment
- H-1B Job Training (Tech Hire Partnership Grant and Tech Quest Apprenticeship)
- National Dislocated Worker Grants (Hurricanes and Wildfires and Disaster-FL-COVID 19)

(2) Summary of Significant Accounting Policies

The following is a summary of the significant accounting policies and practices of TBWA which affect the accompanying financial statements:

(a) Basis of Accounting

TBWA follows the provisions of the Financial Accounting Standards Board of Accounting Standards of Codification ("FASB ASC") and the standards of financial reporting for not-for-profit organizations as described in the American Institute of Certified Public Accountants' *Industry Guide for Not-for-Profit Organization*. Accordingly, the financial statements are prepared on the accrual basis of accounting. The financial statements of TBWA are the representation of management and include estimates of amounts and judgment it believes are reasonable under the circumstances.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2021 and 2020

(2) **Summary of Significant Accounting Policies – Continued**

(a) **Basis of Presentation**

Net assets of TBWA and changes therein are classified and reported as follows:

Net assets without donor restrictions

Net assets that are not subject to donor-imposed stipulations.

Net assets with donor restrictions

Net assets subject to donor-imposed restrictions are temporary in nature, such as those that will be met either by actions of TBWA and/or passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates those resources be maintained in perpetuity.

All other revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreased in net assets without donor restrictions. Gains and losses on assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulations or by laws. Expirations of net assets with donor restrictions (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time has elapsed) are reports as net assets released from restrictions.

The organization reports contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized.

(b) **Use of Estimates**

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

(c) **Financial Instruments Not Measured at Fair Value**

The Organization's financial instruments are not measured at fair value on a recurring basis; however, certain financial instruments are recorded at amounts that approximate fair value due to their liquid or short-term nature. Such financial assets and financial liabilities include cash and cash equivalents, grant receivables, prepaid expenses, accounts payable, accrued expenses and deferred revenue.

(d) **Cash and Cash Equivalents**

For purposes of reporting cash flows, all deposits with an original maturity of three months or less are considered to be cash equivalents. Cash designated to fund accrued paid time off is classified as restricted cash in the accompanying statement of financial position.

(e) **Grants Receivable**

TBWA's grants receivable consist of amounts to be received from governments and governmental agencies for grants and appropriations. TBWA considers its receivables to be fully collectible. Accordingly, no provision for uncollectible amounts has been made in the accompanying financial statements.

(f) **Accounts Receivable**

TBWA considers accounts receivable to be fully collectible at June 30, 2021 and 2020. Therefore, no provision for uncollectible amounts has been made in the accompanying financial statements.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2021 and 2020

(2) **Summary of Significant Accounting Policies – Continued**

(g) **Prepaid Expenses**

Prepaid expenses consist of prepaid insurance, rents, services and participant incentive cards. Incentive cards are Visa cards in various denominations. Unused incentive cards are recorded as prepaid expense. These incentive cards are used for providing support services to participants served by TBWA.

(h) **Investments Held by Others**

Investments held by others represent beneficial interest in assets held by others. In accordance with guidance related to accounting for contributions held by an organization for the benefit of another organization, which states that organization that transfer assets to other not-for-profit agencies who specify themselves as beneficiaries and has not granted variance power, are not considered expenses and recorded as an asset in the statement of financial position at fair value as investments.

(i) **Property and Equipment**

Property and equipment are stated at cost, if purchased, or at estimated fair value at date of receipt if acquired by gift. Depreciation is recognized over the estimated useful lives of the assets of three to seven years for property and equipment using the straight-line method. For leasehold improvements, the estimated useful life is between five to fifteen years or the lesser of the life of the asset or lease term, using the straight-line method. All expenditures for property less than \$5,000 are expensed when purchased.

In the event of disposal of property and equipment acquired through expenditures of federal funds, TBWA may be required to return the property and equipment to the funding source or obtain its approval to dispose of the property and equipment. Additionally, the proceeds from any disposal of property and equipment may be required to be refunded to the respective funding source.

(j) **Personal Time Off**

TBWA employees are entitled to personal time off (PTO). PTO is based on length of employment and other factors. PTO is accrued when earned. PTO of \$485,376 and \$408,734 and recorded as accrued personal time off in the Statement of Financial Position at June 30, 2021 and 2020, respectively.

(k) **Customer Payable**

TBWA provides eligible participants a forum for training in demand driven occupations through Incumbent Worker Training (IWT), On-the-Job Training (OJT) and Occupational Skills Training (Individual Training Account – ITA). With an OJT, a local employer provides on-the-job training for a full-time salary or hourly position listed in TBWA’s targeted occupation list.

TBWA reimburses the employer for a fixed portion of the OJT training costs. ITA provides eligible participants a pre-established amount of funding to access approved training programs, provided by eligible training providers, in order to qualify for occupations that are in high demand in the local area and throughout the state. IWT is training is developed with an employer or employer association to retain a skilled workforce or avert the need to lay off employees by assisting their workers in obtaining the necessary skills to retain employment. Costs associated with training services received but not paid as of the end of the fiscal year are \$1,055,468 and \$311,077 at June 30, 2021 and 2020, respectively, and recorded as customer payable in the Statements of Financial Position.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements

Year Ended June 30, 2021 and 2020

(2) **Summary of Significant Accounting Policies – Continued**

(l) **Revenue Recognition**

A significant portion of the Organization's revenue is derived from cost-reimbursable federal, state, and local contracts and grants, which are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statement of financial position. At June 30, 2021 and 2020, \$541,790 and \$893,385, respectively, have been received in advance and/or have not been recognized because qualifying expenditures have not yet been incurred under the organization's federal, state, and local contracts and grants.

(m) **Functional allocation of Expenses**

The cost of providing TBWA's various programs and other supporting services have been summarized on a functional basis in the statement of activities. Direct expenses are charged directly to the related program. Certain costs which are directly shared have been allocated to programs based upon the relative benefits received. Expenses that are not directly identifiable with a specific program are allocated as indirect costs to benefiting programs based upon the Organization's indirect cost rate. For the period July 1, 2020 through June 30, 2022, the Organization negotiated a provisional indirect cost rate of 16.58% of modified total direct cost. A final indirect cost rate of 9.26% of modified total direct costs was utilized for the fiscal year ending June 30, 2021 based on actual expenditures.

Supporting services in the statement of activities include expenses that have been allocated both directly and indirectly to the Organization's programs. Supporting services include planning, development, oversight and administrative functions of all programs, support services for the One Stop System including Information Technology, Management Information Systems, Facility Management, Community Outreach, and One Stop Staff training and development activities.

(n) **Investment Held by Others**

TBWA established an Agency Reserve Fund (ARF) at Community Foundation of Tampa Bay, Inc. (CFTB) to hold its non-endowment, unrestricted funds. CFTB does not have variance power and is not able to modify or restrict these assets. The assets of the ARF are invested according to CFTB's Investment Policy. TBWA will receive quarterly reports detailing the contributions, distributions and earned income/loss of the ARF. TBWA may withdraw funds four (4) times each calendar year contingent upon approval by an affirmative vote of seventy-five percent (75%) of TBWA Board Directors.

(o) **Income Taxes**

TBWA is a not-for-profit corporation under the laws of the State of Florida and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Code provides for taxation of unrelated business income under certain circumstances.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements

Year Ended June 30, 2021 and 2020

(2) Summary of Significant Accounting Policies – Continued

(o) Income Taxes - Continued

TBWA believes that it has no liability for taxes with respect to unrelated business income. However, such status is subject to final determination upon examination of the related income tax returns by the appropriate taxing authorities.

TBWA follows Accounting Standards Codification Topic 740, *Income Taxes* (“ASC 740”). A component of this standard prescribes a recognition and measurement of tax positions taken or expected to be taken in a tax return. For those benefits to be recognized, a tax position must be more-likely-than-not to be sustained upon examination by taxing authorities.

TBWA’s policy is to recognize interest and penalties associated with tax positions under this standard as a component of tax expense, and none were recognized since there was no material impact of the application of this standard for the years ended June 30, 2021 and 2020. As required by Internal Revenue Service regulations, the Organization annually files a Form 990, “Return of Organization Exempt from Income Tax” with the Internal Revenue Service. Tax returns for the past three years remain subject to examination by tax authorities.

(p) Community Outreach

The Organization expenses Community Outreach costs as incurred. Community Outreach expense for the years ended June 30, 2021 and 2020 totaled \$381,770 and \$184,123 respectively.

(q) Retirement Plan

The provision for employer contribution costs is recorded on an annual basis. Employer contributions are funded as they accrue.

(r) Federal Matching and Leveraged Contributions

Certain Federal programs require cost sharing (match) or leveraged contributions as a condition of the grant award. This match or leveraged contributions may be cash, in-kind or a combination. The amount of qualifying leveraged contributions received during the fiscal year ended June 30, 2021 and 2020 totaled \$3,794 and \$562,687, respectively. These amounts are not recorded in the Statements of Activities as they do not meet the criteria for financial statement recognition.

(s) In-Kind Contributions

In-kind contributions of services, goods or space may be donated during the year. Contribution of services are recognized as in-kind revenue at their estimated fair market value when they create or enhance nonfinancial assets, or they require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased if not donated. Contributed space of \$4,060 and \$6,426 for the fiscal years ended June 30, 2021 and 2020, respectively, is recognized in the Statement of Activities as In-Kind Revenue.

(t) Subsequent Events

TBWA has evaluated events and transactions for potential recognition or disclosure in the financial statement through February 17, 2022, the date the financial statements were available to be issued.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2021 and 2020

(2) Summary of Significant Accounting Policies – Continued

(u) Recent Accounting Pronouncements

The FASB and other entities issued new or modifications to, interpretations of, existing accounting guidance during 2021 and 2020. TBWA has considered the new pronouncements that altered accounting principles generally accepted in the United States of America, and other than as disclosed in the notes to the financial statements, does not believe that any other new or modified principles will have a material impact on TBWA’s reported financial position or operations in the near term.

Due to the Coronavirus Disease 2019 (COVID-19), FASB issued Accounting Standards Update (ASU) 2020-05: *Revenue from Contracts with Customers and Leases*, to defer the effective date of Accounting Standards Update (ASU) 2016-02: *Leases (Topic 842)*. The ASU increases the transparency and comparability among organizations by recognizing lease assets and lease liabilities on the Statement of Financial Position and disclosing key information about lease arrangements. The ASU is effective for fiscal years beginning after December 15, 2021 and may be adopted early. TBWA is currently evaluating the effect that implementation of the new standard will have on its financial position, results of operation, and cash flows.

On September 17, 2020, The FASB issued Accounting Standards Update 2020-07: *Not-for-Profit Entities (Topic 958): Presentation and Disclosure by Not-for-Profit Entities for Contributed Nonfinancial Assets*, to increase the transparency around contributed nonfinancial assets (also known as “gift-in-kind”) received by Not-for-profit organizations, including transparency on how these assets are used and how they are valued. The new standard is effective for annual periods beginning after June 15, 2021 and may be adopted early. TBWA is currently evaluating the effect that implementation of the new standard will have on its financial position, results of operation, and cash flows.

(3) Reclassification of Prior Year Presentation

Certain prior year amounts have been reclassified for consistency with the current year presentation. These reclassifications had no effect on the prior period change in net assets without donor restrictions.

(4) Restrictions on Cash and Cash Equivalents

The following table provides a reconciliation of cash, cash equivalents and restricted cash reported within the statement of financial position at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 965,678	\$ 1,157,266
Board designated - restricted cash	<u>485,376</u>	<u>408,734</u>
Total cash, cash equivalents and restricted cash shown in the statement of cash flows	<u>\$ 1,451,054</u>	<u>\$ 1,566,000</u>

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2021 and 2020

(5) Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Financial assets available within one year, at year end		
Cash and cash equivalents	\$ 965,678	\$ 1,157,266
Board designated - restricted cash	485,376	408,734
Grants receivable	1,483,382	603,638
Accounts receivable	20,591	10,767
Less those unavailable for general expenditures within one year, due to:		
Board designated - restricted cash	<u>(485,376)</u>	<u>(408,734)</u>
Additional available assets for use over the next 12 months - not designated by donor or board restrictions	<u>\$ 2,469,651</u>	<u>\$ 1,771,671</u>

As Board designated restricted cash are already designated as expenses, these are removed from assets available for general expenditures. As shown in the table above, TBWA has adequate financial assets available to meet unexpected liquidity needs. Although board designated funds are set aside for a particular purpose, these amounts could be made available if necessary.

(6) Grants Receivable

Grants receivable is comprised of the following federal and local awards at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
U.S. Department of Agriculture		
Supplemental Nutrition Assistance Program	\$ -	\$ 9,233
U.S. Department of Labor		
Employment Service Cluster		
Wagner Peyser	-	169,296
Military Spouse	3,434	-
Disabled Veteran Outreach Program	-	9,971
Local Veterans Employment Representative Program	-	8,027
Subtotal Employment Service Cluster	<u>3,434</u>	<u>187,294</u>
Hurricanes and Wildfires Supplemental - National Dislocated Worker Grant	-	7,859
Workforce Innovation and Opportunity Act (WIOA) Cluster		
WIOA Adult	67,150	71,865
WIOA Dislocated Worker	751,404	88,092
WIOA Youth	123,061	71,865
Subtotal WIOA Cluster	<u>941,615</u>	<u>231,822</u>
Trade Adjustment Assistance	7,850	5,511
H-1B Job Training Grant (Tech Hire Partnership Grant)	140,035	37,095
H-1B Job Training Grant (Tech Quest Apprenticeship)	2,443	-
U.S. Department of Health and Human Services		
Temporary Assistance for Needy Families	372,282	104,005
Local award:		
City of Tampa		
Tampa Housing Job Plus Grant	15,723	20,819
	<u>\$ 1,483,382</u>	<u>\$ 603,638</u>

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2021 and 2020

(7) **Investments Held by Others**

TBWA uses fair value measurements to record fair value adjustment to certain assets and liabilities and to determine fair value disclosures and follows the provisions of FASB ASC Topic 820, *Fair Value Measurements and Disclosures*, the authoritative guidance for fair value measurements of investments that are recognized at fair value in the financial statements. ASC Topic 820 establishes a fair value hierarchy that prioritizes the inputs to valuation techniques to measure fair value. The hierarchy gives the highest priority to quoted prices in active markets for identical assets (Level 1) and the lowest priority to measurements involving significant unobservable inputs (Level 3).

The three levels of fair value hierarchy are as follows:

- Level 1: Inputs to the valuation methodology are quoted prices available in active markets for identical assets as of the reporting date.
- Level 2: Inputs to the valuation methodology are other than quoted prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies; and
- Level 3: Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset and the reporting entity makes estimates assumptions related to the pricing of the assets or liability including assumptions regarding risk.

Fair Value of Financial Instruments

At June 30, 2021, the carrying value of all financial instruments approximates fair value. The following methods and assumptions were used to estimate the fair value of each class of financial instruments:

Investments Held by Others

Carrying value is measured at fair value with a valuation technique utilizing market prices at the close of the last business day for the statement period, provided by the Community Foundation of Tampa Bay.

All Other

The following table summarizes the fair value measurement by level at June 30, 2021 for financial assets and liabilities measured at fair value on a recurring basis:

	<u>Fair Value Measurement at Reporting Date Using</u>		
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investment held by Others \$	<u>-</u>	<u>-</u>	<u>25,000</u>

Fair Value Measurements

The table below sets forth the summary of changes in fair value of TBWA's level 3 financial assets during the year ended June 30, 2021:

Balance, beginning of year	\$ -
Contributions	25,000
Distributions	-
Balance, end of year	<u>\$ 25,000</u>

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements

Year Ended June 30, 2021 and 2020

(8) **Property and Equipment**

Property and equipment consists of the following at June 30, 2021 and 2020:

	2021	2020
Equipment	\$ 445,025	\$ 708,837
Software	27,672	27,672
Furniture	379,234	345,001
Leasehold improvements	2,250,002	2,409,327
Total cost	3,101,933	3,490,837
Accumulated depreciation	2,597,362	2,918,792
Property and equipment, net	\$ 504,571	\$ 572,045

(9) **Refundable Advances**

Refundable Advances are comprised of the following federal and local awards at June 30, 2021 and 2020:

	2021	2020
U.S. Department of Agriculture		
Supplemental Nutrition Assistance Program Cluster	\$ 93,204	\$ -
U.S. Department of Labor		
Employment Service Cluster		
Wagner Peyser	291,418	-
Disabled Veterans Outreach Program	36,105	-
Local Veterans Employment Representative Program	13,880	-
Subtotal Employment Service Cluster	341,403	-
Reemployment Services and Eligibility Assessment	67,168	21,507
Trade Adjustment Assistance	13,930	-
Disaster-FL-COVID - National Dislocated Worker Grant	26,085	-
Workforce Innovation and Opportunity Act (WIOA) Cluster		
WIOA Adult	-	850,374
WIOA Dislocated Worker	-	21,190
WIOA Youth	-	314
Subtotal WIOA Cluster	-	871,878
	\$ 541,790	\$ 893,385

(10) **Investments Held by Others**

TBWA established an Agency Reserve Fund (ARF) at Community Foundation of Tampa Bay, Inc. (CFTB) to hold its non-endowment, unrestricted funds. CFTB does not have variance power and is not able to modify or restrict these assets. The assets of the ARF are invested according to CFTB's Investment Policy. TBWA will receive quarterly reports detailing the contributions, distributions and earned income/loss of the ARF. TBWA may withdraw funds four (4) times each calendar year contingent upon approval by an affirmative vote of seventy-five percent (75%) of TBWA Board Directors.

(11) **Commitments**

(a) **Facilities**

TBWA leases facilities (workforce program offices and administrative office) under cancelable and non-cancelable lease agreements. Pursuant to the original lease document the lease shall remain ongoing until cancelled by either party. The lessor or lessee shall have the right to terminate for any

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2021 and 2020

(11) **Commitments - Continued**

(a) **Facilities - Continued**

reason, without penalty, with one hundred eighty (180) days written notice. Lease payments, net of sublease payments, were approximately \$1,270,000 and \$1,200,000 for the year ending June 30, 2021 and 2020, respectively.

In addition, TBWA has entered into sublease arrangements with several of its service partners whereby the partners use office space in the Career Centers. The sublease agreements cover a three-year period and are renewable annually. TBWA received approximately \$99,000 and \$74,000 in sublease payments for the year ending June 30, 2021 and 2020, respectively.

Future minimum lease payments that have remaining terms in excess of one year as of June 30, 2021, are approximately:

Year Ending June 30,	Amount
2022	\$ 1,367,000
2023	196,000
2024	201,000
2025	203,000
2026	222,000
	<u>\$ 2,189,000</u>

(b) **Equipment**

TBWA entered into an operating lease for copiers and other office equipment. The minimum rental payments for the remaining fiscal years ending June 30, 2021 are approximately:

Year Ending June 30,	Amount
2022	\$ 55,000
2023	20,000
2024	2,400
	<u>\$ 77,400</u>

(12) **Employment Benefits**

(a) **Retirement Plan**

TBWA provides a defined contribution retirement plan, Tampa Bay Workforce Alliance, Inc. 401k Plan (TBWA 401k Plan), covering its eligible employees. The TBWA 401k Plan provides for two types of employer contributions, a non-elective contribution (NEC) and a discretionary matching contribution. The discretionary employer match was not elected for fiscal years ending June 30, 2021 and 2020. The NEC is provided to all eligible employees regardless if the employee contributes. NEC totaled \$354,407 and \$397,235 for the year ended June 30, 2021 and 2020, respectively.

(b) **Health and Welfare Benefits**

A cafeteria contribution is provided to eligible employees to be used towards medical, dental, vision and supplemental life insurance. The cafeteria contribution equals 28% of the eligible employee's

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2021 and 2020

(13) **Employment Benefits - Continued**

(b) **Health and Welfare Benefits - Continued**

earnings. It is included as part of the employee's gross pay and paid twice a month over 24 pay periods. The cafeteria contribution totaled \$866,148 and \$1,665,671 for the year ended June 30, 2021 and 2020, respectively. Effective January 2021, TBWA moved from a cafeteria contribution to employee/employer contribution model for providing health and welfare benefits.

(14) **Concentration of Credit Risk**

TBWA maintains its cash with a financial institution. TBWA's deposits are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At times, TBWA has deposits which exceed the FDIC amount. Management does not anticipate nonperformance by the financial institution.

(15) **Grants**

Costs charged to federal programs under cost-reimbursement grants are subject to government audit. Therefore, all such costs are subject to adjustment. Management believes that adjustments, if any, would not have a significant effect on the financial statements. TBWA receives a substantial amount of its support from federal agencies through various grants. Any significant reduction in the level of this support could have an effect on TBWA's programs.

(16) **Legal Matters**

On May 15, 2019, the United States Department of Labor (USDOL) Employment and Training Administration (ETA) issued its report on a compliance review of Florida's Workforce Investment Act and Workforce Innovation and Opportunity Act programs related to TBWA and another local workforce development board (LWDB). The review identified findings and potential questioned costs. The Florida Department of Economic Opportunity, the direct recipient of the USDOL funds in cooperation with TBWA and the other LWDB formally responded to the findings and potential questioned costs. As of the date of the financial statements, the final results have not been released. Therefore, TBWA cannot conclude as of the report date if a loss is reasonably probable, and the amount of any such loss is not estimable at this time.

(17) **Related Party Transactions**

In accordance with applicable regulations, TBWA's Board of Directors includes representatives of private and public sector industries, with which board members are associated for the purpose of providing services to participants. Total payments for providing services to participants during the year ended June 30, 2021 and June 30, 2020 were \$441,123 and \$458,860, respectively, and accounts payable at June 30, 2021 and 2020 were \$36,756 and \$33,643.

SUPPLEMENTAL INFORMATION

DRAFT

TAMPA BAY WORKFORCE ALLIANCE, INC.
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2021

Federal/State Agency Pass-Through Entity/ Program Title	Assistance Listing Number	Pass-Thru Entity Identifying Number	Federal Expenditures	Amount to Subrecipients
U.S. Department of Agriculture				
Passed through the Department of Economic Opportunity: Supplemental Nutrition Assistance Program Cluster	10.561	38450, 39477	\$ 427,342	\$ -
Total U.S. Department of Agriculture			<u>427,342</u>	<u>-</u>
U.S. Department of Labor				
Passed through the Department of Economic Opportunity: Employment Service Cluster:				
Wagner Peyser	17.207	38237, 39202	1,402,786	-
Military Spouse	17.207	39103	98,434	-
Disabled Veterans Outreach Program	17.801	38553, 39543	53,289	-
Local Veterans Employment Representative Program	17.804	38574, 39563	26,000	-
Subtotal Employment Service Cluster			<u>1,580,509</u>	<u>-</u>
Reemployment Services and Eligibility Assessment	17.225	38015, 38963	500,839	-
Trade Adjustment Assistance	17.245	38489, 39497, 38470, 39360	61,314	-
National Dislocated Worker Grant - Hurricanes and Wildfires Supplemental	17.286	35820	43,141	-
National Dislocated Worker Grant Disaster-FL-COVID-19	17.277	38894	160,916	-
Workforce Innovation and Opportunity Act (WIOA) Cluster: WIOA Adult	17.258	38286, 37932, 38263, 39175, 38613, 38686, 39311	1,900,491	-
WIOA Dislocated Worker	17.278	38310, 37932, 38263, 39175, 38613, 38686, 39041, 39311	3,166,400	-
WIOA Youth	17.259	38113, 37932, 38263, 39175, 38613, 38686, 39311	2,987,128	-
Subtotal WIOA Cluster			<u>8,054,019</u>	<u>-</u>
Subtotal Department of Economic Opportunity			<u>10,828,080</u>	<u>-</u>
Passed through The Trustees of Clark University: H-1B Job Training Grant (Tech Quest Apprenticeship)	17.268	HG-33043-19-60-A-25	2,443	-
Subtotal The Trustees of Clark University			<u>2,443</u>	<u>-</u>
H-1B Job Training Grant (Tech Hire Partnership Grant)	17.268	HG-29364-16-60-A-12	413,451	-
Subtotal Direct U.S. Department of Labor			<u>413,451</u>	<u>-</u>
Total U.S. Department of Labor			<u>11,243,974</u>	<u>-</u>
U.S. Department of Health and Human Services				
Passed through the Department of Economic Opportunity: Temporary Assistance for Needy Families	93.558	38515, 39134, 39406	4,041,469	-
Total U.S. Department of Health and Human Services			<u>4,041,469</u>	<u>-</u>
U.S. Department of the Treasury				
Passed through the Hillsborough Board of County Commissioners: COVID-19 Coronavirus Relief Fund	21.019	None	14,033,640	-
Total U.S. Department of the Treasury			<u>14,033,640</u>	<u>-</u>
Total Federal Awards			<u>\$ 29,319,083</u>	<u>\$ -</u>

See Notes to Schedule of Expenditures of Federal Awards

TAMPA BAY WORKFORCE ALLIANCE, INC.
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2021

(1) Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal grant activity of TBWA under programs of the federal government passed through the Department of Economic Opportunity for the year ended June 30, 2021. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance. Because the schedule presents only a selected portion of the operations of TBWA, it is not intended to and does not present the financial position, changes in net assets or cash flows of TBWA.

(2) Basis of Accounting

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(3) Property and Equipment

Property and equipment were not purchased using federal grant awards during fiscal year ending June 30, 2021. These amounts are included in the Schedule but excluded from the statement of activities as the amount has been capitalized for financial statement purposes and recorded as property and equipment on the statement of position.

(4) Match and Leveraged Contributions and Expenses

Cost sharing (match) or leveraged contributions is a requirement of certain Federal programs and may be fulfilled with in-kind or cash. In-kind match may be in the form of equipment, supplies, and other expendable property, donated time, and the value of goods and services that directly benefit and are specifically identifiable to the Federal program. Cash match may include cash provided for grant activities by TBWA, salaries paid by employers providing incumbent worker training and cash received from partners. Match or leveraged contributions is not reported in the accompanying schedule of expenditures of federal awards as they do not represent amounts expended. Leveraged contributions of \$3,794 represents salaries paid by employers providing incumbent worker training for the H-1B Job Training Grant (TechHire Partnership Grant).

(5) Indirect Cost Rate

For the period July 1, 2020 through June 30, 2022, TBWA negotiated a provisional indirect cost rate of 16.58% of modified total direct cost. A final indirect cost rate of 9.26% of modified total direct costs was utilized for the fiscal year ending June 30, 2021 based on actual expenditures.

REGULATORY REPORTS

DRAFT

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors,
Tampa Bay Workforce Alliance, Inc.:

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Tampa Bay Workforce Alliance, Inc., which comprise the statement of financial position as of June 30, 2021, and the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated __/__/__.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Tampa Bay Workforce Alliance, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Tampa Bay Workforce Alliance, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Tampa Bay Workforce Alliance, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Tampa Bay Workforce Alliance, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

James Moore & Co., P.L.

Tallahassee, Florida
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DRAFT

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH THE UNIFORM GUIDANCE**

To the Board of Directors,
Tampa Bay Workforce Alliance, Inc.:

Report on Compliance for Each Major Federal Program

We have audited Tampa Bay Workforce Alliance, Inc. compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended June 30, 2021. Tampa Bay Workforce Alliance, Inc. major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and terms and conditions of federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Tampa Bay Workforce Alliance, Inc. major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the special audit guidance provided by the State of Florida Department of Economic Opportunity and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Tampa Bay Workforce Alliance, Inc. compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Tampa Bay Workforce Alliance, Inc. compliance.

Opinion on Each Major Federal Program

In our opinion, Tampa Bay Workforce Alliance, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

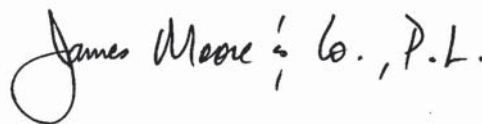
Report on Internal Control over Compliance

Management of Tampa Bay Workforce Alliance, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Tampa Bay Workforce Alliance, Inc. internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Tampa Bay Workforce Alliance, Inc. internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Tallahassee, Florida

___/___/___

**TAMPA BAY WORKFORCE ALLIANCE, INC.
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS –
 FEDERAL AWARDS PROGRAMS
 FOR THE YEAR ENDED JUNE 30, 2021**

Section I. Summary of Auditors' Results:

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified? Yes None reported

Noncompliance material to financial statements noted? Yes No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified? Yes None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes No

Identification of major programs: Assistance Listing:
 17.207, 17.801, 17.804 – Employment Service Cluster
 93.558 – Temporary Assistance for Needy Families
 21.019 – Coronavirus Relief Fund

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes No

TAMPA BAY WORKFORCE ALLIANCE, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS –
FEDERAL AWARDS PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2021
(Continued)

Section II. Findings Relating to the Financial Statements Which are Required to be Reported in Accordance With *Government Auditing Standards*:

There are no current year audit findings.

Section III. Findings and Questioned Costs for Federal Awards:

There are no current year audit findings.

Section IV. State of Florida, Department of Economic Opportunity (DOE) Reporting Requirements:

The Organization performed timely reconciliations between the general ledger accounting system and the Subrecipient Enterprise Resource Application maintained by DEO. Also, based on the DEO reporting requirements, there were no additional findings required to be reported in FY2021.

Section V. Prior Audit Findings for Federal Awards for the Year Ended June 30, 2020:

There were no prior year audit findings.

DRAFT



Action Item

PY 2021-2022 Budget Modification No. 2

Information:

Total budgeted revenue has increased from \$27,079,708 to \$ 28,053,860 for an overall increase of \$974,152. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

Increase in WIOA Adult of \$1,500,000

Decrease in WIOA Dislocated Worker of \$1,700,000

Decrease in WIOA Supplemental of \$200,000

New award - WIOA Get There Faster – Military Program of \$1,210,000

Employment Services

New award - Wagner Peyser One Stop Security of \$84,000

Welfare Transition Program:

Decrease in Welfare Transition of \$338,167

Direct Grants and Special Projects:

New award – Foundation of Caring for \$18,320

New award – Hillsborough County Sector Strategies for \$400,000

Additionally, there was an increase in expenditures of \$972,623.

Recommendation

Approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

**CareerSource Tampa Bay
PY 2021-2022 Revenue Budget
Modification #2**

Program/Award	Approved Budget	Modification No. 2	Modified Budget
WIOA Adult	5,356,036	1,500,000	6,856,036
WIOA Youth	5,666,668	-	5,666,668
WIOA Dislocated Worker	4,524,110	(1,700,000)	2,824,110
WIOA Rapid Response	263,236	-	263,236
WIOA Supplemental	200,000	(200,000)	-
WIOA Performance Incentives	445,628	-	445,628
WIOA Get There Faster - Military Program	-	1,210,000	1,210,000
Subtotal WIOA	16,455,678	810,000	17,265,678
Wagner Peyser	2,078,937	-	2,078,937
Wagner Peyser - One Stop Security	-	84,000	84,000
Veterans Programs	266,090	-	266,090
SNAP	595,831	-	595,831
Trade Adjustment Act	273,197	-	273,197
Military Family	98,434	-	98,434
Subtotal Employment Services	3,312,489	84,000	3,396,489
Welfare Transition Program	4,943,500	(338,167)	4,605,333
Subtotal WTP	4,943,500	(338,167)	4,605,333
Reemployment & Eligibility Assessment (RESEA)	527,518	-	527,518
Hillsborough County - ACE	609,000	-	609,000
NDWG - COVID 19	683,022	-	683,022
Tech Quest Apprenticeship (TQA)	79,000	-	79,000
Tech Boost	387,000	-	387,000
United Way Suncoast	82,500	-	82,500
Foundation of Caring	-	18,320	18,320
Hillsborough County - Sector Strategies	-	400,000	400,000
Subtotal Grants and Special Projects	2,368,040	418,320	2,786,360
Total Combined	27,079,707	974,153	28,053,860

CareerSource Tampa Bay
Planning Budget - Modification #2
Fiscal Year 2022 (July 2021-June 2022)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2021-2022	Prior Approved Budget FY 2021-2022	Modification #2
Revenue:							
Fiscal Year 2022 New Allocations	7,930,581	2,465,924	3,980,492	1,352,238	15,729,235	14,816,916	912,319
Carryforward from Prior Year Allocations	9,335,097	930,565	624,841	1,434,122	12,324,625	12,262,792	61,833
Total Revenue	17,265,678	3,396,489	4,605,333	2,786,360	28,053,860	27,079,708	974,152
Expenditures:							
Program Services - Allocated Costs:							
Business Services	1,016,219	-	191,817	-	1,208,036	1,472,594	(264,558)
Case Management	2,655,203	550,507	1,684,379	19,824	4,909,913	4,279,967	629,946
Career Services	342,954	-	45,307	-	388,261	349,375	38,886
One Stop Operating/Facilities Costs	276,794	1,275,038	387,753	22,415	1,962,000	2,060,000	(98,000)
Technology	30,094	505,554	153,870	200,482	890,000	750,000	140,000
Community Outreach	28,674	277,005	82,064	32,257	420,000	400,000	20,000
Program Staff Training & Professional Development	2,006	33,704	10,258	4,032	50,000	50,000	-
Subtotal - Program Services Allocated	4,351,944	2,641,808	2,555,448	279,010	9,828,210	9,361,936	466,274
Program Services - Direct Costs:							
Participant & Work Based Learning	7,090,000	220,000	1,305,000	1,488,400	10,103,400	9,647,750	455,650
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	300,207	300,207	326,824	(26,617)
Subrecipient Contracts	4,097,948	60,000	182,282	465,664	4,805,894	4,525,000	280,894
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	11,187,948	315,000	1,487,282	2,254,271	15,244,501	14,534,574	709,927
Total Program Service Costs:	15,539,892	2,956,808	4,042,730	2,533,281	25,072,711	23,896,510	1,176,201
Indirect Costs							
Indirect Costs	1,632,626	405,785	539,862	221,727	2,800,000	3,003,578	(203,578)
Total Indirect Costs	1,632,626	405,785	539,862	221,727	2,800,000	3,003,578	(203,578)
Total Expenditures	17,172,518	3,362,593	4,582,592	2,755,008	27,872,711	26,900,088	972,623
Unobligated Balance	93,160	33,896	22,741	31,352	181,149	179,620	1,529



Information Item

Expenditure Reports for Period Ending December 31, 2021.

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2021-2022
For Period Ending 12/31/2021

Program Description	Award Begin Date	Award End Date	Award Amount	FY 21-22 Budget	FY 21-22 Expenditures YTD	FY 21-22 Remaining Budget	FY 21-22 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2020	7/1/20	6/30/22	2,841,496	3,841,496	2,160,601	1,680,895	56%	75%	56%
WIOA - Adult PY2021	7/1/21	6/30/23	2,518,175	3,014,540	-	3,014,540	0%	25%	0%
WIOA - Dislocated Worker PY2020	7/1/20	6/30/22	2,950,724	1,950,724	1,003,889	946,835	51%	75%	51%
WIOA - Dislocated Worker PY2021	7/1/21	6/30/23	2,341,733	873,386	-	873,386	0%	25%	0%
WIOA - Youth PY2020	4/1/20	6/30/22	3,097,249	3,097,249	2,683,683	413,566	87%	78%	87%
WIOA - Youth PY2021	4/1/21	6/30/23	2,704,652	2,569,419	-	2,569,419	0%	33%	0%
WIOA - Rapid Response	7/1/21	6/30/22	263,236	263,236	24,496	238,740	9%	50%	9%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	9/30/23	3,089,416	1,210,000	-	1,210,000	0%	12%	0%
WIOA - Performance Incentives	7/1/20	9/30/21	122,152	50,696	50,696	(0)	100%	100%	100%
WIOA - Performance Incentives	7/1/20	6/30/22	394,932	394,932	106,387	288,545	27%	75%	27%
Total Workforce Innovation Opportunity Act				17,265,678	6,029,752	11,235,926	35%		
Employment Services									
Wagner Peyser PY2020	7/1/20	9/30/21	1,471,831	575,197	575,197	-	100%	100%	100%
Wagner Peyser PY2021	7/1/21	9/30/22	1,503,740	1,503,740	595,819	907,921	40%	40%	40%
Wagner Peyser - One Stop Security	7/1/21	6/30/22	84,000	84,000	27,432	56,568	33%	50%	33%
DVOP PY2020	10/1/20	12/31/21	96,658	91,763	71,311	20,452	78%	100%	79%
DVOP PY2021	10/1/21	9/30/22	126,000	94,500	-	94,500	0%	0%	0%
LVER PY 2020	10/1/20	12/31/21	46,448	39,328	33,696	5,632	86%	100%	88%
LVER PY 2021	10/1/21	9/30/22	54,000	40,500	-	40,500	0%	0%	0%
Supplemental Nutrition Assistance Program PY2020	10/1/20	9/30/21	466,086	164,581	164,581	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2021	10/1/21	9/30/22	575,000	431,250	78,024	353,226	18%	0%	14%
TAA Training PY2020	10/1/20	9/30/21	73,948	30,029	29,920	109	100%	100%	100%
TAA Training PY2021	10/1/21	9/30/22	150,000	150,000	31,226	118,774	21%	0%	21%
TAA Case Management/Admin PY2020	10/1/20	9/30/21	33,736	29,668	10,292	19,376	35%	100%	43%
TAA Case Management/Admin PY2021	10/1/21	9/30/22	63,500	63,500	9,859	53,641	16%	0%	16%
Military Family	7/1/21	6/30/22	98,434	98,434	54,122	44,312	55%	50%	55%
Total Employment Services				3,396,489	1,681,479	1,715,010	50%		
Welfare Transition									
Welfare Transition Program PY2021 Oct-June	10/1/20	8/15/21	3,162,737	624,841	624,841	(0)	100%	100%	100%
Welfare Transition Program PY2022 July-Sept	7/1/21	11/30/21	726,064	726,064	726,064	-	100%	100%	100%
Welfare Transition Program PY2022 Oct-June	10/1/21	6/30/22	3,654,428	3,254,428	221,348	3,033,080	7%	0%	6%
Total Welfare Transition				4,605,333	1,572,253	3,033,080	34%		
Direct Grants & Special Projects									
RESEA Transition PY2020	1/1/20	12/31/21	613,932	142,100	142,100	(0)	100%	100%	100%
RESEA Transition PY2021	1/1/21	9/30/22	481,773	385,419	156,318	229,101	41%	57%	32%
NEG - COVID 19	4/13/20	3/31/22	843,937	683,022	134,284	548,738	20%	87%	35%
Hills County - ACE	4/1/21	3/31/22	609,000	609,000	169,593	439,407	28%	75%	28%
Hills County - Targeted Industry Sector Workforce Prog	10/1/21	9/30/23	1,000,000	400,000	-	400,000	0%	12%	0%
Tech Quest Apprenticeship	7/1/21	6/30/22	387,000	387,000	7,299	379,701	2%	50%	2%
Tech Boost	7/1/21	6/30/22	79,000	79,000	-	79,000	0%	50%	0%
Foundation for Caring	7/1/21	6/30/22	18,320	18,320	-	18,320	0%	50%	0%
United Way Suncoast	7/1/21	6/30/22	82,500	82,500	-	82,500	0%	50%	0%
Total Direct Grants & Special Projects				2,786,360	609,594	2,176,766	22%		
Totals				\$ 28,053,860	9,893,078	18,160,782	35%		

**CareerSource Tampa Bay
Expenditure Report
For Period Ending December 31,2021**

Funding Sources

Total WIOA	Total Emp Services	Total WTP	Total Direct Grants and Special Proj	Total All
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Current Year Budgeted Revenues:

Carryforward Funds from FY 2021	9,335,097	930,565	624,841	1,434,122	12,324,625
FY 2022 Award	10,917,212	2,654,674	4,380,492	2,048,593	20,000,971
Total Funds available	20,252,309	3,585,239	5,005,333	3,482,715	32,325,596
Interfund transfer	-	-	-	-	-
Less: Planned Carryforward for FY 2023	(2,986,631)	(188,750)	(400,000)	(696,355)	(4,271,736)
Total Available Funds Budgeted	17,265,678	3,396,489	4,605,333	2,786,360	28,053,860

Expenditures to Date:

Pooled Costs:

Case Management	993,263	185,523	579,128	40,731	1,798,646
Business Services	932,338	22,735	164,140	-	1,119,213
Career Services	315,710	-	213,780	91,263	620,753
Indirect Costs	759,760	254,937	146,883	54,714	1,216,295
One Stop Operating	53,077	672,326	30,819	30,772	786,994
Technology	1,173	233,179	4,685	8,806	247,842
Community Outreach	248	45,998	992	2,683	49,921
Staff Training & Development	6,514	20,487	1,017	3,297	31,315
Total Pooled Costs:	3,062,084	1,435,185	1,141,443	232,266	5,870,978

Direct Costs:

Service Provider Contracts	489,394	-	-	169,353	658,748
Participant & Worked Based Learning Costs	2,304,177	208,233	430,809	164,332	3,107,552
Program Staff Direct	-	-	-	43,643	43,643
DEO (Jointly managed staff) travel	-	7,674	-	-	7,674
Other Operating Costs	174,096	30,386	-	-	204,482
Total Direct Costs:	2,967,668	246,293	430,809	377,328	4,022,099

Total Expenditures to Date

6,029,752	1,681,479	1,572,253	609,594	9,893,077
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Unexpended Balance

11,235,926	1,715,010	3,033,080	2,176,766	18,160,783
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% of Budget Expended

35%	50%	34%	22%	35%
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CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending December 31, 2021

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Pooled Cost Budgets	4,909,913	1,208,036	388,261	2,800,000	1,962,000	890,000	420,000	50,000	12,628,210
Plus: Service Provider Budget		1,500,000	1,740,000						3,240,000
Total Pooled Cost Budgets	4,909,913	2,708,036	2,128,261	2,800,000	1,962,000	890,000	420,000	50,000	15,868,210

Expenditures:									
Salaries & Benefits	1,755,396	319,086	38,591	995,542	63,285	-	96	31,315	3,203,311
Accounting/Audit Fees	-	-	-	30,136	-	-	-	-	30,136
Legal Fees	-	-	-	1,469	-	-	-	-	1,469
Bank Fees	-	-	-	3,184	-	-	-	-	3,184
Payroll Processing Fees	15	-	-	23,444	-	-	-	-	23,459
Professional Fees	19,725	43,179	279	1,083	-	17,500	-	-	81,765
Contract Labor	-	-	-	-	-	-	-	-	-
Contract IT Svcs	-	-	-	26,644	-	179,360	-	-	206,003
Office Rent / Lease	12,995	48,585	-	49,158	515,901	-	-	-	626,639
Utilities	-	-	-	-	5,968	-	-	-	5,968
Repairs & Maintenance	-	-	-	-	7,473	-	-	-	7,473
Security	55	209	-	207	31,722	-	-	-	32,192
Janitorial Services	156	608	-	603	13,985	-	-	-	15,353
Pest Control	-	-	-	-	-	-	-	-	-
Equipment Rental	686	2,639	-	2,616	24,184	-	-	-	30,125
Copy machine usage / maintenance	365	1,413	-	1,401	11,992	-	-	-	15,172
Office Supplies	204	835	-	880	3,633	-	790	-	6,343
Operating Supplies	63	12	11	941	3,504	-	2,050	-	6,583
Computer Software License / Maint	-	19,542	4,895	3,707	-	25,854	641	-	54,638
Equipment <5000	140	607	-	948	13,245	25,129	222	-	40,290
Equipment >5000	-	-	-	-	-	-	-	-	-
Postage / Shipping	69	261	-	290	1,700	-	-	-	2,320
Document Shredding	63	247	-	245	1,330	-	-	-	1,886
Insurance Com Property	266	816	-	809	12,229	-	-	-	14,120
Insurance General Liability	496	1,525	-	5,777	31,322	-	-	-	39,120
Insurance D&O	-	-	-	17,169	-	-	-	-	17,169
Telecommunication	1,850	7,819	318	8,696	45,520	-	-	-	64,203
Outreach / Marketing	-	-	-	-	-	-	44,382	-	44,382
Travel - Mileage	889	249	-	93	-	-	-	-	1,232
Travel - Out of town	2,209	3,919	1,111	13,391	-	-	-	-	20,630
Meetings & Conferences	2,600	6,475	-	15,855	-	-	-	-	24,930
License/Dues/Other Fees	405	16,134	8	12,005	-	-	1,740	-	30,292
Service Provider Contract	-	645,054	575,540	-	-	-	-	-	1,220,594
Total Expenditures to Date	1,798,646	1,119,213	620,753	1,216,295	786,994	247,842	49,921	31,315	5,870,978
Unexpended Balance	3,111,267	1,588,823	1,507,508	1,583,705	1,175,006	642,158	370,079	18,685	6,757,232
% of Budget Expended	37%	41%	29%	43%	40%	28%	12%	63%	46%
Salaries & Benefits as a % of total	98%	29%	6%	82%	8%	0%	0%	100%	
Operating costs as a % of total	2%	71%	94%	18%	92%	100%	100%	0%	