



Finance Committee Meeting

CareerSource Tampa Bay

Jan 26, 2023 9:00 AM - 10:00 AM EST

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A. Next Meeting: February 23, 2023	

Pledge of Allegiance





Finance Committee Meeting Minutes

CareerSource Tampa Bay
Oct 27, 2022 at 9:00 AM EDT

Attendance

Members Present (Remote):

Gary Hartfield, Donald Noble, Julie Renderos, Audrey Ziegler

Members Absent:

Commissioner Gwen Myers

Attendance

Members Present (Remote):

Sheila Doyle, John Flanagan, Barry Martin, Anna Munro, Tammy Stahlgren

Guests Present (Remote):

Denyve Boyle - Community Foundation Tampa Bay, Kory Burkley - Community Foundation Tampa Bay

Board Liaison Present:

Ken Jones

I. Call to Order, Roll Call and Welcome (Presenters: Gary Hartfield)

Chair, Gary Hartfield called the meeting to order at 9:00 a.m.

II. Pledge of Allegiance (Presenters: Donald Noble)

Don Noble led the Pledge of Allegiance.

III. Public Comments

There were none.

IV. Action/Discussion Items

- A. Approval of Minutes - August 25, 2022 Finance Committee Meeting (Presenters: Gary Hartfield)

Motion:

to approve the minutes of the August 25, 2022 Finance Committee Meeting

Motion moved by Donald Noble and motion seconded by Audrey Ziegler. The motion carried.

B. 2022– 2023 Budget Modification No. 2 (Presenters: Sheila Doyle)

Motion:

To approve the adjustment to the revenue budget and resultant modification to the expenditure budget.

Motion moved by Donald Noble and motion seconded by Julie Renderos. The motion carried.

V. Other Administrative Matters

An Ad Hoc Committee has been created to review system design and look at physical assets of CareerSource Tampa Bay, which includes the Comprehensive One-Stop Center. The first meeting is scheduled for November 1, 2022.

Hurricane Ian - The Chair would like a report at the next meeting on what areas have been impacted and what support have we provided.

VI. Information Items

A. Community Foundation of Tampa Bay Agency Reserve Fund (Presenters: Kory Burkley, CFO - Community Foundation of Tampa Bay)

Kory Burkley reviewed the Agency review fund. Mr. Burkley explained the funds are reviewed on a quarterly.

B. 401k Plan Audit Plan Year Ending 12/31/2021 and 5500 Filing (Presenters: Anna Munro)

401K Audit and 5550 Filing reviewed. No concerns or discussions.

C. Expenditure Reports for the Period Ending September 30, 2022 (Presenters: Sheila Doyle)

Expenditure reports ending September 30, 2022 were reviewed. There are currently no concerns. Our spend rates are on target.

VII. Adjournment

The meeting was adjourned at 9:43 a.m.
Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.

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Action Item

Required Communication and Acceptance of Annual Financial Statement Audit For the Fiscal Year Ended June 30, 2022

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, 2022.

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, 2022.

February 17, 2023

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, 2022, and have issued our report thereon dated February 17, 2023. 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 April 22, 2022 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.

Significant Risks Identified

Professional standards require that we, as auditors, consider significant risks that impact the audit based upon the nature of the organization and design our audit procedures to adequately address those risks. As part of the audit process, we considered the following significant risks:

- Management override of internal controls is a significant risk due to its potential to impact all financial statement accounts and disclosures and facilitate fraud. Our responses to the significant risk included incorporating an element of unpredictability in designing audit procedures, obtaining an understanding of the process and related controls over journal entries and other adjustments, testing journal entries and other adjustments, reviewing significant accounting estimates for evidence of management bias, and obtaining an understanding of management's rationale for any significant and unusual transactions.
- Improper revenue recognition is a significant risk due to the susceptibility of contribution revenue being misstated due to fraud or not properly recognizing restrictions on revenue and support. Our responses to the significant risk included substantive testing and examination of support for selected transactions as well as performing an analytical review of revenue balances at year end.
- Improper journal entries is a significant risk due to the ability to manipulate information in accounting system with manual journal entries. Our responses to the significant risk included testing a sample of journal entries, reviewing the controls surrounding journal entries and obtaining an understanding of management's rationale for any significant and unusual journal entries performed in the accounting system.

Our audit was designed to adequately address the above risks and no issues were noted that impacted our ability to render an opinion on the financial statements.

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 12, 13 and 14.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. We identified no significant unusual transactions as a result of our audit procedures.

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. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. The attached schedule summarizes uncorrected financial statement misstatements, if any, whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit. There were no such uncorrected misstatements in the current year.

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. No such misstatements were noted.

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.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. We identified no circumstances that affect the form and content of the auditor's report as a result of our audit procedures.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated February 17, 2023.

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.

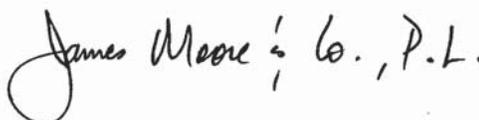
Other Significant Matters, Findings, or Issues

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, significant events or transactions that occurred during the year, 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.

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.

TAMPA BAY WORKFORCE ALLIANCE, INC.

D/B/A CAREERSOURCE TAMPA BAY

Financial Statements, Supplemental Information and Regulatory Reports

June 30, 2022 and 2021

(With Independent Auditor's Report Thereon)

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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 Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of Tampa Bay Workforce Alliance, Inc., (the organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the Organization, as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary 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 the Organization’s 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 the Organization’s internal control over financial reporting and compliance.

James Moore & Co., P.L.

Tallahassee, FL
_____, ____

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TAMPA BAY WORKFORCE ALLIANCE, INC.

Statements of Financial Position
Year Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Assets		
Current assets:		
Cash and cash equivalents	\$ 906,675	\$ 965,678
Board designated - restricted cash	419,713	485,376
Grants receivable	1,052,693	1,483,382
Accounts receivable	11,886	20,591
Prepaid expenses	914,425	653,406
Total current assets	<u>3,305,392</u>	<u>3,608,433</u>
Noncurrent assets:		
Investment held by others	89,169	25,000
Property and equipment, net	428,828	504,571
Total noncurrent assets	<u>517,997</u>	<u>529,571</u>
 Total assets	 <u>\$ 3,823,389</u>	 <u>\$ 4,138,004</u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable	\$ 200,792	\$ 308,751
Customer payable	741,139	1,055,468
Service provider payable	583,385	-
Related party payable	17,877	36,756
Accrued expenses	375,494	586,258
Accrued personal time off	419,713	485,376
Refundable advances	520,125	541,790
Deferred revenue	-	22,901
Total current liabilities	<u>2,858,525</u>	<u>3,037,300</u>
Net assets:		
Without donor restrictions	<u>964,864</u>	<u>1,100,704</u>
Total net assets	<u>964,864</u>	<u>1,100,704</u>
 Total liabilities and net assets	 <u>\$ 3,823,389</u>	 <u>\$ 4,138,004</u>

The accompanying notes are an integral part of these financial statements.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Statements of Activities
Year Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Net assets without donor restrictions		
Grants		
Federal	\$ 19,325,242	\$ 29,319,083
Local	704,233	107,902
In-Kind Revenue	665	4,060
Contribution and sponsorship	76,000	-
Other	122,057	251,178
Unrealized loss on investment held by others	(8,748)	-
Total Revenues	<u>20,219,449</u>	<u>29,682,223</u>
Expenses:		
Program services		
Workforce development	18,870,725	28,445,001
Supporting services		
General and administrative	1,484,564	1,397,843
Total Expenses	<u>20,355,289</u>	<u>29,842,844</u>
Changes in net assets without donor restrictions	(135,840)	(160,621)
Net assets at beginning of year	<u>1,100,704</u>	<u>1,261,325</u>
Net assets at end of year	<u>\$ 964,864</u>	<u>\$ 1,100,704</u>

The accompanying notes are an integral part of these financial statements.

TAMPA BAY WORKFORCE ALLIANCE, INC.
Statement of Functional Expenses
Year Ended June 30, 2022

	Workforce Development	General and Administrative	Totals
Salaries	\$ 5,559,024	\$ 912,026	\$ 6,471,050
Retirement	221,920	58,731	280,651
Payroll taxes and fringe	1,135,092	191,107	1,326,199
Staff training and education	36,521	15,045	51,566
Accounting and professional	854,273	146,098	1,000,371
Community outreach	376,517	-	376,517
Communications	124,303	11,356	135,659
Office	724,584	19,212	743,796
Licenses, dues and other fees	38,505	10,901	49,406
Other	3,143	-	3,143
Occupancy	1,332,032	54,189	1,386,221
Travel	77,707	34,163	111,870
Meetings and conferences	197,383	13,836	211,219
Insurance	101,003	17,900	118,903
Service provider	4,323,882	-	4,323,882
Customer training	3,596,411	-	3,596,411
In-Kind	665	-	665
Depreciation	167,760	-	167,760
	<u>\$ 18,870,725</u>	<u>\$ 1,484,564</u>	<u>\$ 20,355,289</u>
Total expenses			

The accompanying notes are an integral part of these financial statements.

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

	Workforce Development	General and Administrative	Totals
Salaries	\$ 7,511,102	\$ 895,600	\$ 8,406,702
Retirement	316,477	37,930	354,407
Payroll taxes and fringe	1,110,287	124,601	1,234,888
Staff training and education	42,733	2,236	44,969
Accounting and professional	1,522,514	142,129	1,664,643
Community outreach	381,770	-	381,770
Communications	115,930	9,595	125,525
Office	1,047,487	12,508	1,059,995
Licenses, dues and other fees	32,537	4,446	36,983
Other	3,066	-	3,066
Occupancy	1,481,568	64,541	1,546,109
Travel	28,210	9,386	37,596
Meetings and conferences	123,379	3,074	126,453
Insurance	109,481	23,697	133,178
Customer training	14,488,434	-	14,488,434
In-Kind	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			

The accompanying notes are an integral part of these financial statements.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Statements of Cash Flows
Years Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities:		
Change in net assets	\$ (135,840)	\$ (160,621)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	167,760	128,596
Loss on disposal	-	65,470
Changes in assets and liabilities:		
Decrease (Increase) in grants receivable	430,689	(879,744)
Decrease (Increase) in accounts receivable	8,705	(9,824)
Increase in prepaid expenses	(261,019)	(132,541)
(Decrease) Increase in accounts payable	(107,959)	199,285
Decrease in contracts payable	-	(10,800)
(Decrease) Increase in participants payable	(314,329)	744,391
Increase in service provider payable	583,385	-
(Decrease) Increase in related party payable	(18,879)	3,113
(Decrease) Increase in accrued expenses	(210,764)	341,373
(Decrease) Increase in accrued personal time off	(65,663)	76,642
Decrease in refundable advances	(21,665)	(351,595)
(Decrease) Increase in deferred revenue	(22,901)	22,901
Net cash provided by operating activities	<u>31,520</u>	<u>36,646</u>
Cash flows from investing activities:		
Acquisition of property and equipment	(92,017)	(126,592)
Purchase of investments	(64,169)	(25,000)
Net cash used in investing activities	<u>(156,186)</u>	<u>(151,592)</u>
Net decrease in cash, cash equivalents, and restricted cash	(124,666)	(114,946)
Cash, cash equivalents, and restricted cash at beginning of year	<u>1,451,054</u>	<u>1,566,000</u>
Cash, cash equivalents, and restricted cash at end of year	<u>\$ 1,326,388</u>	<u>\$ 1,451,054</u>

The accompanying notes are an integral part of these financial statements.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2022 and 2021

(1) **Nature of Organization and Purpose**

Effective February 10, 2014, Tampa Bay Workforce Alliance, Inc. began doing business as CareerSource Tampa Bay (CSTB). 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:

- 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 Quest Apprenticeship
- National Dislocated Worker Grants - Disaster-FL-COVID 19

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

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

(a) **Basis of Accounting**

CSTB 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 CSTB are the representation of management and include estimates of amounts and judgment it believes are reasonable under the circumstances.

(b) **Basis of Presentation**

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

Net assets without donor restrictions

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

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2022 and 2021

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

(b) **Basis of Presentation - Continued**

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 CSTB 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.

(c) **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.

(d) **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.

(e) **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.

(f) **Grants Receivable**

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

(g) **Accounts Receivable**

CSTB considers accounts receivable to be fully collectible at June 30, 2022 and 2021. Therefore, no provision for uncollectible amounts has been made in the accompanying financial statements.

(h) **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 CSTB.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2022 and 2021

(2) Summary of Significant Accounting Policies – Continued

(i) Investment Held by Others

CSTB 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. CSTB will receive quarterly reports detailing the contributions, distributions and earned income/loss of the ARF. CSTB may withdraw funds four (4) times each calendar year contingent upon approval by an affirmative vote of seventy-five percent (75%) of CSTB Board Directors.

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.

(j) 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, CSTB 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.

(k) Personal Time Off

CSTB 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 \$419,713 and \$485,376 and reported as accrued personal time off in the Statement of Financial Position at June 30, 2022 and 2021, respectively.

(l) Customer Payable

CSTB 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 CSTB's targeted occupation list.

CSTB 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 \$741,139 and \$1,055,468 at June 30, 2022 and 2021, respectively, and reported as customer payable in the Statements of Financial Position.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements

Year Ended June 30, 2022 and 2021

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

(m) **Service Provider Payable**

CSTB has outsourced certain workforce services effective July 1, 2021. Reimbursement method is used to pay the service provider. Under this method, payment is made within 30 calendar days after receipt of the billing unless CSTB reasonably believes the request for payment is improper. Request for payments received but not paid as of the end of the fiscal year of \$583,385 is reported as Service provider payable in the Statement of Financial Position at June 30, 2022. There was no amount payable at June 30, 2021

(n) **Revenue Recognition**

A significant portion of CSTB'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 CSTB has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures of \$520,125, \$541,790 and \$893,385 are reported as refundable advances in the Statements of Financial Position at June 30, 2022, 2021 and 2020, respectively.

(o) **Functional allocation of Expenses**

The cost of providing CSTB'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. CSTB elected to account for indirect costs utilizing the cost allocation method, using modified total direct costs as the base, for the fiscal years ending June 30, 2022 and June 30, 2021.

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.

(p) **Income Taxes**

CSTB 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.

CSTB 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.

CSTB 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.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements

Year Ended June 30, 2022 and 2021

(2) Significant Accounting Policies Summary of– Continued

(p) Income Taxes - Continued

CSTB'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, 2022 and 2021. 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.

(q) Community Outreach

The Organization expenses Community Outreach costs as incurred. Community Outreach expense for the years ended June 30, 2022 and 2021 totaled \$376,517 and \$381,770 respectively.

(r) Retirement Plan

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

(s) 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, 2022 and 2021 totaled \$0 and \$3,794, respectively. These amounts are not recorded in the Statements of Activities as they do not meet the criteria for financial statement recognition.

(t) 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 \$665 and \$4,060 for the fiscal years ended June 30, 2022 and 2021, respectively, is recognized in the Statement of Activities as In-Kind Revenue.

(u) Subsequent Events

CSTB has evaluated events and transactions for potential recognition or disclosure in the financial statement through [REDACTED], the date the financial statements were available to be issued.

(v) Recent Accounting Pronouncements

The FASB and other entities issued new or modifications to, interpretations of, existing accounting guidance during 2022 and 2021. CSTB 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 CSTB's reported financial position or operations in the near term.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2022 and 2021

(v) **Recent Accounting Pronouncements - Continued**

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. CSTB 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, 2022 and 2021:

	2022	2021
Cash and cash equivalents	\$ 906,675	\$ 965,678
Board designated - restricted cash	419,713	485,376
Total cash, cash equivalents and restricted cash shown in the statement of cash flows	<u>\$ 1,326,388</u>	<u>\$ 1,451,054</u>

(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, 2022 and 2021:

	2022	2021
Financial assets available within one year, at year end		
Cash and cash equivalents	\$ 906,675	\$ 965,678
Board designated - restricted cash	419,713	485,376
Grants receivable	1,052,693	1,483,382
Accounts receivable	11,886	20,591
Less those unavailable for general expenditures within one year, due to:		
Board designated - restricted cash	<u>(419,713)</u>	<u>(485,376)</u>
Additional available assets for use over the next 12 months - not designated by donor or board restrictions	<u>\$ 1,971,254</u>	<u>\$ 2,469,651</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, CSTB 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.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2022 and 2021

(6) **Fair Value Measurement**

CSTB 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, 2022, the carrying value of all financial instruments approximates fair value. The following method and assumptions were used to estimate the fair value of each class of financial instruments:

Investment Held by Others

Carrying value is measured at fair value with 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, 2022 for financial assets and liabilities measured at fair value on a recurring basis:

	Level 1	Level 2	Level 3
Investment held by others	\$ -	-	89,169

Fair Value Measurements

The table below sets forth the summary of changes in fair value of CSTB's level 3 financial assets during the years ending June 30, 2022 and 2021:

	2022	2021
Balance, beginning of year	\$ 25,000	\$ -
Contributions	73,320	25,000
Unrealized loss on investment held by others	(8,748)	-
Administrative fee	(403)	-
Distributions	-	-
Balance, end of year	\$ 89,169	\$ 25,000

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2022 and 2021

(7) **Property and Equipment**

Property and equipment consist of the following at June 30, 2022 and 2021:

	2022	2021
Equipment	\$ 410,428	\$ 445,025
Software and Website	46,572	27,672
Furniture	249,574	379,234
Leasehold improvements	2,250,002	2,250,002
Total cost	<u>2,956,576</u>	<u>3,101,933</u>
Accumulated depreciation	2,527,748	2,597,362
Property and equipment, net	<u>\$ 428,828</u>	<u>\$ 504,571</u>

(8) **Grants Receivable**

Grants receivable is comprised of the following federal and local awards at June 30, 2022 and 2021:

	2022	2021
U.S. Department of Labor		
Employment Service Cluster		
Wagner Peysner	\$ 99,389	\$ -
Military Spouse	12,722	3,434
Disabled Veteran Outreach Program	14,300	-
Local Veterans Employment Representative Program	-	-
Subtotal Employment Service Cluster	<u>126,411</u>	<u>3,434</u>
FL-COVID-National Dislocated Worker Grant	19,301	-
Workforce Innovation and Opportunity Act (WIOA) Cluster		
WIOA Adult	61,776	67,150
WIOA Dislocated Worker	225,308	751,404
WIOA Youth	65,520	123,061
Subtotal WIOA Cluster	<u>352,604</u>	<u>941,615</u>
Reemployment Services and Eligibility Assessment	76,356	-
Trade Adjustment Assistance	5,070	7,850
H-1B Job Training Grant (Tech Hire Partnership Grant)	-	140,035
H-1B Job Training Grant (Tech Quest Apprenticeship)	26,565	2,443
U.S. Department of Health and Human Services		
Temporary Assistance for Needy Families	198,151	372,282
Local award:		
City of Tampa		
Tampa Housing Job Plus Grant	-	15,723
Hillsborough County Board of County Commissioners		
Apprenticeship to Career Empowerment	248,235	-
	<u>\$ 1,052,693</u>	<u>\$ 1,483,382</u>

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2022 and 2021

(9) **Refundable Advances**

Refundable Advances is comprised of the following federal and local awards at June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
U.S. Department of Agriculture		
Supplemental Nutrition Assistance Program Cluster	\$ 26,039	\$ 93,204
U.S. Department of Labor		
Employment Service Cluster		
Wagner Peysner	-	291,418
Disabled Veterans Outreach Program	-	36,105
Local Veterans Employment Representative Program	2,262	13,880
Subtotal Employment Service Cluster	<u>2,262</u>	<u>341,403</u>
Reemployment Services and Eligibility Assessment	-	67,168
Trade Adjustment Assistance	-	13,930
Disaster-FL-COVID - National Dislocated Worker Grant	-	26,085
Workforce Innovation and Opportunity Act (WIOA) Cluster		
WIOA Adult	300,792	-
WIOA Dislocated Worker	14,220	-
WIOA Youth	99,124	-
Subtotal WIOA Cluster	<u>414,136</u>	<u>-</u>
Local award		
Hillsborough County Board of County Commissioners Targeted Industry Sector Workforce Training and Placement Program	67,521	-
Florida Medical Clinic Foundation of Caring	10,167	-
	<u>\$ 520,125</u>	<u>\$ 541,790</u>

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2022 and 2021

(10) **Commitments**

(a) **Facilities**

CSTB 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 reason, without penalty, with one hundred eighty (180) days written notice. Lease payments, net of sublease payments, were approximately \$1,226,000 and \$1,270,000 for the year ending June 30, 2022 and 2021, respectively.

In addition, CSTB 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. CSTB received approximately \$87,000 and \$99,000 in sublease payments for the year ending June 30, 2022 and 2021, respectively.

Future minimum lease payments that have remaining terms in excess of one year as of June 30, 2022, are approximately:

Year Ending June 30,	Amount
2023	1,370,000
2024	424,000
2025	443,000
2026	467,000
2027	252,000
Thereafter	663,000
	\$ <u>3,619,000</u>

(b) **Equipment**

CSTB entered into an operating lease for copiers and other office equipment. The minimum rental payments for the remaining fiscal years ending June 30, 2022 are approximately:

Year Ending June 30,	Amount
2023	20,000
2024	2,400
	\$ <u>22,400</u>

(11) **Employment Benefits**

(a) **Retirement Plan**

CSTB provides a defined contribution retirement plan, Tampa Bay Workforce Alliance, Inc. 401k Plan (401k Plan), covering its eligible employees. The 401k Plan provides for two types of employer contributions, a non-elective contribution (NEC) and a discretionary matching contribution. 3% dollar-for-dollar employer matching contribution elected for the last 6-months of fiscal year ending June 30, 2022 totaled \$48,240. Employer match was not elected for fiscal year 2021. The NEC is provided to all eligible employees regardless if the employee contributes. NEC totaled \$232,411 and \$354,407 for the year ended June 30, 2022 and 2021, respectively.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements
Year Ended June 30, 2022 and 2021

(11) **Employment Benefits - Continued**

(b) **Health and Welfare Benefits**

For fiscal year ending June 30, 2022, CSTB moved from a cafeteria contribution to employee/employer contribution model for providing health and welfare benefits. For fiscal year ending June 30, 2021, cafeteria contribution equal to 28% of an eligible employee's earnings totaling \$886,148 was provided to be used towards medical, dental, vision and supplemental life insurance.

(12) **Concentration of Credit Risk and Significant Funding Source**

(a) **Cash and Cash Equivalents**

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

(b) **Grants Receivable**

CSTB's receivables primarily relate to amounts due under contracts with the State of Florida, Department of Economic Opportunity.

(c) **Significant Funding Source**

CSTB's operations are significantly funded by the United States Department of Labor, the United States Department of Health and Human Services, and the United States Department of Agriculture pass-through grants that are assigned to the State of Florida, Department of Economic Opportunity, the designated state agency for receipt of federal workforce development funds. The funding level is contingent upon annual appropriation by the Legislature of the State of Florida. If there is a significant state or federal funding reduction of workforce development funds, it could have an adverse effect on CSTB's program and activities.

(13) **Contingency**

Costs charged to federal programs are subject to government audit. Therefore, all such costs are subject to adjustment. In the event expenditures are disallowed, repayment could be required. Management believes that adjustments, if any, would not have a significant effect on the financial statements.

(14) **Legal Matters**

On March 11, 2022 the United States Department of Labor (USDOL) Employment and Training Administration (ETA) issued a letter to the State of Florida, Department of Economic Opportunity of its Final Determination of disallowed costs related to its May 15, 2019 compliance review and findings concerning the Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth and Wagner Peyser grants related to CSTB and another local workforce development board (LWDB). The review identified findings and potential questioned costs. On behalf of CSTB, Hillsborough County Board of County Commissioners as the Chief Elected Official of the local workforce development area, paid in full the amount owed as of June 16, 2022.

(15) **Related Party Transactions**

In accordance with applicable regulations, CSTB'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, 2022 and June 30, 2021 were \$205,254 and \$441,123, respectively, and accounts payable at June 30, 2022 and 2021 were \$17,877 and \$36,756.

SUPPLEMENTAL INFORMATION

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TAMPA BAY WORKFORCE ALLIANCE, INC.
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2022

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	39477, 40548, 41336	\$ 591,565	\$ 57,505
Total U.S. Department of Agriculture			<u>591,565</u>	<u>57,505</u>
U.S. Department of Labor				
Passed through the Department of Economic Opportunity: Employment Service Cluster:				
Wagner Peysner	17.207	39202, 40438, 40698	2,064,586	-
Military Spouse	17.207	40455	121,156	-
Disabled Veterans Outreach Program	17.801	39543, 41055	173,404	-
Local Veterans Employment Representative Program	17.804	39563, 41076	72,912	-
Subtotal Employment Service Cluster			<u>2,432,058</u>	<u>-</u>
Reemployment Services and Eligibility Assessment	17.225	38963, 40010	683,456	555,641
Trade Adjustment Assistance	17.245	39497, 40685, 39360, 40684	117,422	-
National Dislocated Worker Grant Disaster-FL-COVID-19	17.277	38894	353,385	24,266
Workforce Innovation and Opportunity Act (WIOA) Cluster:				
WIOA Adult	17.258	39250, 39311, 39335, 40175, 40844	3,008,209	1,531,305
WIOA Dislocated Worker	17.278	39226, 39311, 39335, 40199, 40355, 40844	4,069,035	848,762
WIOA Youth	17.259	39069, 39311, 39335, 40064	4,535,388	882,642
Subtotal WIOA Cluster			<u>11,612,632</u>	<u>3,262,709</u>
Subtotal Department of Economic Opportunity			<u>15,198,953</u>	<u>3,842,616</u>
Passed through The Trustees of Clark University:				
H-1B Job Training Grant (Tech Quest Apprenticeship)	17.268	HG-33043-19-60-A-25	26,565	-
Subtotal The Trustees of Clark University			<u>26,565</u>	<u>-</u>
Total U.S. Department of Labor			<u>15,225,518</u>	<u>3,842,616</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	3,508,159	423,761
Total U.S. Department of Health and Human Services			<u>3,508,159</u>	<u>423,761</u>
Total Federal Awards			<u>\$ 19,325,242</u>	<u>\$ 4,323,882</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, 2022

(1) Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal grant activity of CSTB under programs of the federal government passed through the Department of Economic Opportunity for the year ended June 30, 2022. 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 CSTB, it is not intended to and does not present the financial position, changes in net assets or cash flows of CSTB.

(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 of approximately \$92,000 was purchased using federal grant awards during fiscal year ending June 30, 2022. 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) Indirect Cost

CSTB elected to account for indirect costs utilizing the cost allocation method, using modified total direct costs as the base, for the fiscal year ending June 30, 2022.

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, 2022, 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 over financial reporting 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. 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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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

Opinion on Each Major Federal Program

We have audited Tampa Bay Workforce Alliance, d/b/a CareerSource Tampa Bay Tampa Bay Workforce Alliance, Inc. ("the Organization")'s compliance with the types of compliance requirements described in the 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, 2022. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization 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, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); 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 Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Organization's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Organization's federal programs.

Auditors' Responsibility

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards* and Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances 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 the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on 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 a 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 Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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.

James Moore & Co., P.L.

Tallahassee, Florida
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**TAMPA BAY WORKFORCE ALLIANCE, INC.
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS –
 FEDERAL AWARDS PROGRAMS
 FOR THE YEAR ENDED JUNE 30, 2022**

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:
 17.258, 17.278, 17.259 – WIOA Cluster

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, 2022
(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 FY2022.

Section V. Prior Audit Findings for Federal Awards for the Year Ended June 30, 2021:

There were no prior year audit findings.

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Action Item

WIOA Dislocated Worker Fund Transfer Approval

Background: Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, Section 133(b)(4) provides the authority for Local Workforce Development Boards (LWDBs), with the approval of the Governor, to transfer up to and including 100 percent of the funds allocated to local areas for adult activities for expenditure on dislocated worker activities, and up to 100 percent of funds allocated to local areas for dislocated worker activities for expenditure on adult activities. Funds may not be transferred to or from the WIOA Youth program.

Funds may be transferred between the Adult and Dislocated Worker programs when the criteria established in *CareerSource Florida Administrative Policy 118, Adult and Dislocated Worker Funds Transfer Authority* have been met. There is no established limit on the number of transfer requests a LWDB may submit in a program year. When funds are transferred from one program to another, the transferred funds adopt the identity of the new funding source and are bound by all the requirements of that source.

Information: Effective September 27, 2021, the Local Workforce Development Board must request Florida Department of Economic Opportunity (DEO) prior approval to expend dislocated worker funds for expenditures on adult activities, or vice versa utilizing the *Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker Programs*. If the request to transfer one program’s funding for the other program’s activities exceeds 25% of the program’s annual allocation, the form must be signed by the LWDB Chair after the full board votes to approve the request to transfer funds.

Dislocated Worker to Adult funds transfer request:

Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2022	Dislocated Worker	2,617,396.00	0.00	0	1,500,000.00	57%

CSTB has sufficient Dislocated Worker funds to serve dislocated workers in the local area for the remainder of the program year.

Recommendation:

Staff recommend approval of the funds transfer from Dislocated Worker to Adult as stated in the above table and more fully described in the attached DEO Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs.



Action Item

PY 2022-2023 Budget Modification No. 3

Information:

Total budgeted revenue has increased from \$26,354,459 to \$27,354,941 for an overall increase of \$1,000,482. This is due to the following:

Employment Services

Increase in Veterans programs of \$45,000. *(See FN 1)*

Increase in Supplemental Nutrition Assistance program of \$369,080. *(See FN 1)*

Welfare Transition Program:

Decrease in Welfare Transition of \$13,272. *(See FN 2)*

Direct Grants and Special Projects:

Increase in Re-employment & Eligibility Assessment of \$418,674. *(See FN 1)*

Increase in Tech Boost of \$156,000. *(See FN 3)*

Increase in United Way Suncoast – Youth Research Project of \$25,000. *(See FN 4)*

Additionally, there was an increase in expenditures of \$1,000,148.

Recommendation

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

Footnotes:

- 1) *Additional funds received from DEO to assist with program operations.*
- 2) *Small decrease in award from DEO.*
- 3) *Additional training and associated Indirect funds received from Clark University.*
- 4) *Project is expected to be completed by March 2023. Funds set aside for next fiscal year will be reallocated to the current fiscal year.*

**CareerSource Tampa Bay
PY 2022-2023 Revenue Budget
Modification #3**

Program/Award	Approved Budget	Modification No. 3	Modified Budget
WIOA Adult	5,052,562	-	5,052,562
WIOA Youth	3,655,333	-	3,655,333
WIOA Dislocated Worker	2,984,610	-	2,984,610
WIOA Rapid Response	153,871	-	153,871
WIOA Get There Faster - Military Program	2,442,852	-	2,442,852
Subtotal WIOA	14,289,228	-	14,289,228
Wagner Peyser	1,879,932	-	1,879,932
WP - Apprenticeship Navigator	62,500	-	62,500
Veterans Programs	195,000	45,000	240,000
SNAP	676,444	369,080	1,045,524
Trade Adjustment Act	352,166	-	352,166
Military Family	275,937	-	275,937
Subtotal Employment Services	3,441,979	414,080	3,856,059
Welfare Transition Program	5,477,665	(13,272)	5,464,393
Subtotal WTP	5,477,665	(13,272)	5,464,393
Reemployment & Eligibility Assessment (RESEA)	585,417	418,674	1,004,091
NDWG - COVID 19	329,636	-	329,636
Hillsborough County - ACE	995,841	-	995,841
Hillsborough County - Sector Strategies	530,859	-	530,859
Tech Quest Apprenticeship (TQA)	95,000	-	95,000
Tech Boost	462,000	156,000	618,000
United Way Suncoast - TBSH	86,667	-	86,667
United Way Suncoast - Youth Research Project	50,000	25,000	75,000
Foundation of Caring	10,167	-	10,167
Subtotal Grants and Special Projects	3,145,587	599,674	3,745,261
Total Combined	26,354,459	1,000,482	27,354,941

CareerSource Tampa Bay
Planning Budget - Modification #3
Fiscal Year 2023 (July 2022-June 2023)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2022-2023	Prior Approved Budget FY 2022-2023	Modification #3
Revenue:							
Fiscal Year 2023 New Allocations	6,248,285	2,944,329	4,367,220	2,141,313	15,701,147	14,884,212	816,935
Carryforward from Prior Year Allocations	8,040,943	911,730	1,097,173	1,603,948	11,653,794	11,470,247	183,547
Total Revenue	14,289,228	3,856,059	5,464,393	3,745,261	27,354,941	26,354,459	1,000,482
Expenditures:							
Program Services - Allocated Costs:							
Business Services	703,382	-	184,185	72,433	960,000	935,000	25,000
Case Management	2,061,504	819,798	1,680,709	37,541	4,599,552	4,624,396	(24,844)
Career Services	243,462	65,225	54,128	47,334	410,149	409,190	959
One Stop Operating/Facilities Costs	461,666	931,652	362,269	244,413	2,000,000	2,000,000	-
Technology	22,134	532,034	-	115,832	670,000	670,000	-
Community Outreach	54,948	476,892	-	88,160	620,000	320,000	300,000
Program Staff Training & Professional Development	6,554	26,385	10,682	6,379	50,000	50,000	-
Subtotal - Program Services Allocated	3,553,650	2,851,986	2,291,973	612,092	9,309,701	9,008,586	301,115
Program Services - Direct Costs:							
Participant & Work Based Learning	6,479,000	290,000	2,040,000	1,528,250	10,337,250	9,257,750	1,079,500
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	631,090	631,090	611,557	19,533
Subrecipient Contracts	2,954,704	257,961	568,463	587,142	4,368,270	4,368,270	-
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	9,433,704	582,961	2,608,463	2,746,482	15,371,610	14,272,577	1,099,033
Total Program Service Costs:	12,987,354	3,434,947	4,900,436	3,358,574	24,681,311	23,281,163	1,400,148
Indirect Costs							
Indirect Costs	1,228,368	394,560	536,083	340,989	2,500,000	2,900,000	(400,000)
Total Indirect Costs	1,228,368	394,560	536,083	340,989	2,500,000	2,900,000	(400,000)
Total Expenditures	14,215,722	3,829,507	5,436,519	3,699,563	27,181,311	26,181,163	1,000,148
Unobligated Balance	73,506	26,552	27,874	45,698	173,630	173,296	334



Information Item

Expenditure Reports for Period Ending December 31, 2022.

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2022-2023
For Period Ending 12/31/2022

Program Description	Award Begin Date	Award End Date	Award Amount	Award	FY 22-23 Budget	FY 22-23 Expenditures YTD	FY 22-23 Remaining Budget	FY 22-23 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act										
WIOA - Adult PY2021	7/1/21	6/30/23	2,518,175	2,518,175	2,514,303	2,514,303	(0)	100%	75%	100%
WIOA - Adult PY2022	7/1/22	6/30/24	2,422,824	2,422,824	1,938,259	135,423	1,802,836	7%	25%	6%
WIOA - Dislocated Worker PY2021	7/1/21	6/30/23	2,341,733	2,341,733	1,490,693	1,263,558	227,135	85%	75%	90%
WIOA - Dislocated Worker PY2022	7/1/22	6/30/24	2,617,396	2,617,396	2,093,917	-	2,093,917	0%	25%	0%
WIOA - Youth PY2021	4/1/21	6/30/23	2,704,652	2,704,652	1,439,223	1,438,789	434	100%	78%	100%
WIOA - Youth PY2022	4/1/22	6/30/24	2,607,188	2,607,188	2,216,109	-	2,216,109	0%	33%	0%
WIOA - Rapid Response	7/1/21	6/30/23	263,236	263,236	153,871	57,127	96,744	37%	75%	63%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	9/30/23	3,089,416	3,089,416	2,442,852	388,037	2,054,815	16%	63%	17%
Total Workforce Innovation Opportunity Act				18,564,620	14,289,228	5,797,237	8,491,991	41%		
Employment Services										
Wagner Peysers PY2021	7/1/21	9/30/22	1,689,490	1,689,490	284,101	284,101	(0)	100%	100%	100%
Wagner Peysers PY2022	7/1/22	9/30/23	1,595,831	1,595,831	1,595,831	644,026	951,805	40%	40%	40%
WP - Apprenticeship Navigator	7/1/22	6/30/23	62,500	62,500	62,500	20,623	41,877	33%	50%	33%
DVOP PY2021	10/1/21	12/31/23	180,000	180,000	180,000	37,062	142,938	21%	56%	21%
LVER PY 2021	10/1/21	12/31/23	60,000	60,000	60,000	9,991	50,009	17%	56%	17%
Supplemental Nutrition Assistance Program PY2021	10/1/21	9/30/22	372,958	372,958	215,463	215,463	0	100%	100%	100%
Supplemental Nutrition Assistance Program PY2022	10/1/22	9/30/23	1,106,748	1,106,748	830,061	320,852	509,209	39%	25%	29%
TAA Training PY2021	10/1/21	9/30/22	52,396	52,396	3,920	3,920	0	100%	100%	100%
TAA Training PY2022	10/1/22	9/30/23	257,604	257,604	257,604	-	257,604	0%	25%	0%
TAA Case Management/Admin PY2021	10/1/21	9/30/22	51,640	51,640	22,906	12,394	10,512	54%	100%	80%
TAA Case Management/Admin PY2022	10/1/22	9/30/23	67,736	67,736	67,736	6,037	61,699	9%	25%	9%
Military Family	7/1/22	6/30/23	275,937	275,937	275,937	107,103	168,834	39%	50%	39%
Total Employment Services				5,772,840	3,856,059	1,661,572	2,194,487	43%		
Welfare Transition										
Welfare Transition Program PY2022 Oct-June	10/1/21	8/31/22	3,254,428	3,254,428	1,097,173	1,097,173	0	100%	100%	100%
Welfare Transition Program PY2023 July-Sept	7/1/22	11/30/22	461,163	461,163	461,163	461,163	-	100%	100%	100%
Welfare Transition Program PY2023 Oct-June	10/1/22	6/30/23	3,906,057	3,906,057	3,906,057	233,984	3,672,073	6%	33%	6%
Total Welfare Transition				7,621,648	5,464,393	1,792,320	3,672,073	33%		
Direct Grants & Special Projects										
RESEA Transition PY2021	1/1/21	3/31/23	845,501	845,051	303,695	303,695	0	100%	89%	100%
RESEA Transition PY2022	1/1/22	9/30/23	947,195	947,195	700,396	15,078	685,318	2%	57%	2%
NEG - COVID 19	4/13/20	3/31/23	843,937	843,937	329,636	227,982	101,654	69%	92%	88%
Hills County - ACE 2.0	4/1/22	9/30/22	545,000	545,000	429,591	162,521	267,070	38%	100%	51%
Hills County - ACE 3.0	10/1/22	9/30/23	755,000	755,000	566,249	55,408	510,841	10%	25%	7%
Hills County - Targeted Industry Sector Workforce Prog	10/1/21	9/30/23	1,000,000	1,000,000	530,859	202,427	328,432	38%	63%	43%
Tech Quest Apprenticeship	7/1/22	6/30/23	95,000	95,000	95,000	31,499	63,501	33%	50%	33%
Tech Boost	7/1/21	6/30/23	618,000	618,000	618,000	229,399	388,601	37%	75%	37%
Foundation for Caring	7/1/21	11/30/22	18,320	18,320	10,167	10,167	0	100%	100%	100%
United Way Suncoast - TBSH	7/1/22	6/30/23	86,667	86,667	86,667	43,630	43,037	50%	50%	50%
United Way Suncoast - Youth Research Project	7/1/22	12/31/23	75,000	75,000	75,000	36,227	38,773	48%	33%	48%
Total Direct Grants & Special Projects				5,829,170	3,745,261	1,318,033	2,427,228	35%		
Totals					\$ 27,354,941	10,569,162	16,785,779	39%		

Discussion:

- Additional SNAP funding received - approx \$370k
- Allocated additional Veterans Funding - \$45k
- Additional RESEA funding received - approx \$419k
- Additional funding received for Tech Boost - \$130k for training plus amounts to cover Indirect costs
- Project is expected to be completed in March 2023. Funds set aside for next fiscal year (\$25k) reallocated to the current fiscal year.

**CareerSource Tampa Bay
Expenditure Report
For Period Ending December 31, 2022**

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 2022	8,540,942	911,730	1,097,173	1,848,948	12,398,793
FY 2023 Award	7,647,408	3,221,016	4,367,220	2,576,862	17,812,506
Total Funds available	16,188,350	4,132,746	5,464,393	4,425,810	30,211,299
Less: Planned Carryforward for FY 2024	(1,899,122)	(276,687)	-	(680,549)	(2,856,358)
Total Available Funds Budgeted	14,289,228	3,856,059	5,464,393	3,745,261	27,354,941

Expenditures to Date:

Pooled Costs:

Case Management	992,446	341,647	522,563	69,227	1,925,884
Business Services	310,723	29,305	90,152	-	430,181
Career Services	34,869	14,868	17,167	6,785	73,688
Indirect Costs	586,410	210,584	192,852	153,118	1,142,963
One Stop Operating	132,417	558,614	82,597	36,466	810,093
Technology	20,224	156,823	13,737	8,569	199,352
Community Outreach	62,769	66,021	15,934	12,165	156,890
Staff Training & Development	-	-	-	-	-
Total Pooled Costs:	2,139,858	1,377,861	935,002	286,329	4,739,051

Direct Costs:

Service Provider Contracts	1,519,799	90,542	158,554	246,224	2,015,118
Participant & Worked Based Learning Costs	2,105,216	3,920	586,194	501,443	3,196,774
Program Staff Direct	-	-	-	-	-
DEO (Jointly managed staff) travel	-	12,216	-	-	12,216
Other Operating Costs	32,363	177,033	112,570	284,037	606,003
Total Direct Costs:	3,657,379	283,711	857,318	1,031,704	5,830,111

Total Expenditures to Date

	5,797,237	1,661,572	1,792,320	1,318,033	10,569,162
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Unexpended Balance

	8,491,991	2,194,487	3,672,073	2,427,228	16,785,779
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% of Budget Expended

	41%	43%	33%	35%	39%
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CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending December 31, 2022

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	4,599,552	960,000	410,149	2,500,000	2,000,000	670,000	620,000	50,000	11,809,701
Expenditures:									
Salaries & Benefits	1,793,251	358,229	69,864	844,475	69,216	-	116,214	-	3,251,250
Accounting/Audit Fees	-	-	-	27,003	-	-	-	-	27,003
Legal Fees	-	-	-	-	-	-	-	-	-
Bank Fees	205	-	-	3,579	-	-	-	-	3,784
Payroll Processing Fees	-	-	-	19,656	-	-	-	-	19,656
Professional Fees	40,086	2,476	-	9,898	-	-	-	-	52,459
Contract Labor	-	-	-	-	-	1,800	-	-	1,800
Contract IT Svcs	-	-	-	15,396	-	135,636	-	-	151,031
Office Rent / Lease	23,346	27,548	-	47,224	534,510	-	5,955	-	638,582
Utilities	-	-	-	-	7,118	-	-	-	7,118
Repairs & Maintenance	2,870	4,524	-	7,693	6,610	-	-	-	21,697
Security	1,777	1,185	-	4,384	38,663	-	-	-	46,009
Janitorial Services	370	656	-	647	6,820	-	-	-	8,494
Pest Control	-	-	-	-	360	-	-	-	360
Equipment Rental	1,188	1,393	-	2,901	22,898	-	-	-	28,380
Copy machine usage / maintenance	600	730	-	1,267	14,184	-	-	-	16,781
Office Supplies	624	701	-	1,434	7,286	-	-	-	10,046
Operating Supplies	46	198	-	1,616	7,147	1,322	3,901	-	14,230
Computer Software License / Maint	14,750	5,625	-	20,756	675	48,968	5,068	-	95,842
Equipment <5000	11,300	7,534	-	97,236	4,691	11,591	-	-	132,352
Equipment >5000	-	-	-	-	-	-	-	-	-
Postage / Shipping	145	117	-	265	2,750	-	-	-	3,278
Document Shredding	256	408	-	478	2,301	-	-	-	3,443
Insurance Com Property	399	278	-	839	11,177	-	208	-	12,901
Insurance General Liability	664	462	-	2,092	34,437	-	346	-	38,001
Insurance D&O	-	-	-	3,190	-	-	-	-	3,190
Telecommunication	4,794	6,243	347	6,408	39,250	-	-	-	57,043
Outreach / Marketing	2,930	-	-	-	-	-	24,811	-	27,741
Travel - Mileage	447	922	-	147	-	-	-	-	1,515
Travel - Out of town	14,203	3,357	2,076	9,008	-	-	-	-	28,644
Meetings & Conferences	11,115	4,805	1,400	7,713	-	-	-	-	25,033
License/Dues/Other Fees	517	2,790	-	7,659	-	35	387	-	11,388
Total Expenditures to Date	1,925,884	430,181	73,688	1,142,963	810,093	199,352	156,890	-	4,739,052
Unexpended Balance	2,673,668	529,819	336,461	1,357,037	1,189,907	470,648	463,110	50,000	7,070,649
% of Budget Expended	42%	45%	18%	46%	41%	30%	25%	0%	40%
Salaries & Benefits as a % of total	93%	83%	95%	74%	9%	0%	74%	0%	
Operating costs as a % of total	7%	17%	5%	2%	91%	100%	26%	0%	