



## **Finance Committee Meeting**

CareerSource Tampa Bay

Feb 1, 2024 9:00 AM - 10:00 AM EST

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A. Next Meeting: May 9, 2024



# Finance Committee Meeting Minutes

CareerSource Tampa Bay  
Nov 2, 2023 at 9:00 AM EDT

## **Committee Members Attendance**

### **Present:**

Members: Gary Hartfield (remote), Donald Noble (remote), Julie Renderos (remote), Audrey Ziegler (remote)

### **Absent:**

Members: Commissioner Ken Hagan

## **Staff Attendance**

### **Present:**

Members: Sheila Doyle (remote), Michelle Zieziula (remote), John Flanagan (remote), Anna Munro (remote), Tammy Stahlgren (remote)

Board Liaison: Ken Jones (remote), Jonathan Wolf (remote)

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

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

### 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 - September 7, 2023, Finance Committee Meeting (Presenters: Gary Hartfield)

##### **Motion:**

To approve the minutes of September 7, 2023, Finance Committee Meeting.

Motion moved by Julie Renderos and motion seconded by Audrey Ziegler.

Motion carried.

#### B. 2023 - 2024 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 Audrey Ziegler and motion seconded by Julie Renderos.  
Motion carried.

C. WIOA Dislocated Worker Fund Transfer Approval

**Motion:**

Motion to approve the funds transfer from WIOA Dislocated Worker Program to the WIOA Adult Program.

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

V. Other Administrative Matters

There were none.

VI. Information Items

A. Expenditure Reports for the Period Ending September 30, 2023 (Presenter: Sheila Doyle)

The Expenditure Reports for the Period Ending September 30, 2023, were reviewed. There are currently no concerns.

VII. Adjournment

Meeting adjourned at 9:17 a.m. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.



## **Action Item**

### **Required Communication and Acceptance of Annual Financial Statement Audit For the Fiscal Year Ended June 30, 2023**

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, 2023.

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, 2023.

February 15, 2024

Board of Directors,  
Tampa Bay Workforce Alliance, Inc.

We have audited the financial statements of Tampa Bay Workforce Alliance, Inc. (“the Organization”) as of and for the year ended June 30, 2023, and have issued our report thereon dated February 15, 2024. 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 June 21, 2023, 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.
- Use of restricted resources is a significant risk due to the potential to use restricted resources for unallowed purposes. Restricted contributions must only be used to fulfill their restricted purpose. Our response to the significant risk included reviewing revenue sources for restrictions and for any such restrictions we performed substantive procedures to test the use of those restricted revenue sources.

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 leases, significant funding sources, and contingencies in notes 10, 12 and 13, respectively.

#### **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. See below for a summary of uncorrected financial statement misstatements 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.

- Proposed adjustment to record the effects of FASB ASC 842 for an operating lease right of use asset of approximately \$92,000 and an operating lease liability of approximately \$92,000 and to decrease the deferred rent liability and operating lease expense by approximately \$12,000.

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 15, 2024.

### **Management's Consultations with Other Accountants**

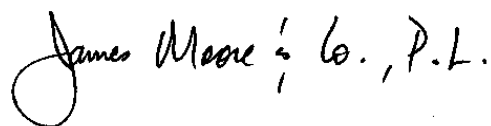
In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **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.

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,

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.

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, 2023 and 2022

(With Independent Auditors' Report Thereon)

DRAFT

TAMPA BAY WORKFORCE ALLIANCE, INC.

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## INDEPENDENT AUDITORS' REPORT

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

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

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, 2023 and 2022, 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, 2023 and June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audits 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 Auditors' 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.

#### ***Change in Accounting Principle***

As discussed in Note 2 to the financial statements, in the year ending June 30, 2023, the entity adopted new accounting guidance for leases. Our opinion is not modified with respect to this matter.

#### ***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 and *Government Auditing Standards* 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 and *Government Auditing Standards*, 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 February 15, 2024, 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, Florida  
February 15, 2024

DRAFT

TAMPA BAY WORKFORCE ALLIANCE, INC.  
Statements of Financial Position  
Year Ended June 30, 2023 and 2022

|                                                           | <u>2023</u>         | <u>2022</u>         |
|-----------------------------------------------------------|---------------------|---------------------|
| <b>Assets</b>                                             |                     |                     |
| Current assets:                                           |                     |                     |
| Cash and cash equivalents                                 | \$ 631,915          | \$ 906,675          |
| Board designated - cash                                   | 424,653             | 419,713             |
| Grants receivable                                         | 1,525,012           | 1,052,693           |
| Accounts receivable                                       | 64,641              | 11,886              |
| Prepaid expenses                                          | 274,290             | 914,425             |
| Total current assets                                      | <u>2,920,511</u>    | <u>3,305,392</u>    |
| Noncurrent assets:                                        |                     |                     |
| Investment held by others                                 | 22,507              | 89,169              |
| Property and equipment, net                               | 261,810             | 428,828             |
| Total noncurrent assets                                   | <u>284,317</u>      | <u>517,997</u>      |
| Operating lease right-of-use asset, net                   | 1,998,968           | -                   |
| Total assets                                              | <u>\$ 5,203,796</u> | <u>\$ 3,823,389</u> |
| <b>Liabilities and Net Assets</b>                         |                     |                     |
| Current liabilities:                                      |                     |                     |
| Accounts payable                                          | \$ 202,587          | \$ 200,792          |
| Customer payable                                          | 572,591             | 741,139             |
| Service provider payable                                  | 531,843             | 583,385             |
| Related party payable                                     | 24,782              | 17,877              |
| Accrued expenses                                          | 345,835             | 375,494             |
| Accrued personal time off                                 | 424,653             | 419,713             |
| Refundable advances                                       | 635,966             | 520,125             |
| Current portion of operating lease liability              | 87,466              | -                   |
| Total current liabilities                                 | <u>2,825,723</u>    | <u>2,858,525</u>    |
| Long-term operating lease liability, less current portion | 1,612,915           | -                   |
| Total liabilities                                         | <u>4,438,638</u>    | <u>2,858,525</u>    |
| Net assets:                                               |                     |                     |
| Without donor restrictions                                | 765,158             | 964,864             |
| Total net assets                                          | <u>765,158</u>      | <u>964,864</u>      |
| Total liabilities and net assets                          | <u>\$ 5,203,796</u> | <u>\$ 3,823,389</u> |

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

TAMPA BAY WORKFORCE ALLIANCE, INC.

Statements of Activities  
Year Ended June 30, 2023 and 2022

|                                                     | <u>2023</u>       | <u>2022</u>       |
|-----------------------------------------------------|-------------------|-------------------|
| Net assets without donor restrictions               |                   |                   |
| Grants                                              |                   |                   |
| Federal                                             | \$ 19,545,858     | \$ 19,325,242     |
| Local                                               | 1,065,306         | 704,233           |
| In-Kind Revenue                                     | -                 | 665               |
| Contribution and sponsorship                        | 3,000             | 76,000            |
| Other                                               | 137,061           | 122,790           |
| Unrealized gain (loss) on investment held by others | 5,332             | (9,481)           |
| Total Revenues                                      | <u>20,756,557</u> | <u>20,219,449</u> |
| Expenses:                                           |                   |                   |
| Program services                                    |                   |                   |
| Workforce development                               | 19,586,133        | 18,870,730        |
| Supporting services                                 |                   |                   |
| General and administrative                          | 1,370,130         | 1,484,559         |
| Total Expenses                                      | <u>20,956,263</u> | <u>20,355,289</u> |
| Changes in net assets without donor restrictions    | (199,706)         | (135,840)         |
| Net assets at beginning of year                     | <u>964,864</u>    | <u>1,100,704</u>  |
| Net assets at end of year                           | <u>\$ 765,158</u> | <u>\$ 964,864</u> |

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

TAMPA BAY WORKFORCE ALLIANCE, INC.  
Statement of Functional Expenses  
Year Ended June 30, 2023

|                               | Workforce<br>Development | General and<br>Administrative | Totals               |
|-------------------------------|--------------------------|-------------------------------|----------------------|
| Salaries                      | \$ 5,808,209             | \$ 777,139                    | \$ 6,585,348         |
| Retirement                    | 290,762                  | 64,071                        | 354,833              |
| Payroll taxes and fringe      | 1,250,548                | 186,704                       | 1,437,252            |
| Staff training and education  | 28,658                   | 5,355                         | 34,013               |
| Accounting and professional   | 829,685                  | 166,765                       | 996,450              |
| Community outreach            | 241,260                  | -                             | 241,260              |
| Communications                | 116,270                  | 8,681                         | 124,951              |
| Office                        | 894,431                  | 41,219                        | 935,650              |
| Licenses, dues and other fees | 25,875                   | 18,905                        | 44,780               |
| Other                         | 10,625                   | -                             | 10,625               |
| Occupancy                     | 1,379,469                | 60,504                        | 1,439,973            |
| Travel                        | 77,190                   | 19,778                        | 96,968               |
| Meetings and conferences      | 67,748                   | 12,116                        | 79,864               |
| Insurance                     | 109,185                  | 8,893                         | 118,078              |
| Service provider              | 4,086,151                | -                             | 4,086,151            |
| Customer training             | 4,197,992                | -                             | 4,197,992            |
| Depreciation                  | 172,075                  | -                             | 172,075              |
| Total expenses                | \$ <u>19,586,133</u>     | \$ <u>1,370,130</u>           | \$ <u>20,956,263</u> |

The accompanying notes to the financial statements are an integral part of this statement.



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

|                               | Workforce<br>Development | General and<br>Administrative | Totals               |
|-------------------------------|--------------------------|-------------------------------|----------------------|
| Salaries                      | \$ 5,565,432             | \$ 905,618                    | \$ 6,471,050         |
| Retirement                    | 222,333                  | 58,318                        | 280,651              |
| Payroll taxes and fringe      | 1,136,436                | 189,763                       | 1,326,199            |
| Staff training and education  | 36,627                   | 14,939                        | 51,566               |
| Accounting and professional   | 844,870                  | 155,501                       | 1,000,371            |
| Community outreach            | 376,517                  | -                             | 376,517              |
| Communications                | 124,382                  | 11,277                        | 135,659              |
| Office                        | 724,721                  | 19,075                        | 743,796              |
| Licenses, dues and other fees | 38,582                   | 10,824                        | 49,406               |
| Other                         | 3,143                    | -                             | 3,143                |
| Occupancy                     | 1,332,412                | 53,809                        | 1,386,221            |
| Travel                        | 77,947                   | 33,923                        | 111,870              |
| Meetings and conferences      | 197,481                  | 13,738                        | 211,219              |
| Insurance                     | 101,129                  | 17,774                        | 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              |
| Total expenses                | \$ <u>18,870,730</u>     | \$ <u>1,484,559</u>           | \$ <u>20,355,289</u> |

The accompanying notes to the financial statements are an integral part of this statement.

TAMPA BAY WORKFORCE ALLIANCE, INC.

Statement of Cash Flows  
Year Ended June 30, 2023 and 2022

|                                                                                                          | <u>2023</u>         | <u>2022</u>         |
|----------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| Cash flows from operating activities:                                                                    |                     |                     |
| Change in net assets                                                                                     | \$ (199,706)        | \$ (135,840)        |
| Adjustments to reconcile change in net assets<br>to net cash provided by (used in) operating activities: |                     |                     |
| Depreciation                                                                                             | 172,075             | 167,760             |
| Changes in assets and liabilities:                                                                       |                     |                     |
| (Increase) Decrease in grants receivable                                                                 | (472,319)           | 430,689             |
| (Increase) Decrease in accounts receivable                                                               | (52,755)            | 8,705               |
| Decrease (Increase) in prepaid expenses                                                                  | 640,135             | (261,019)           |
| Increase (Decrease) in accounts payable                                                                  | 1,795               | (130,860)           |
| Decrease in customers payable                                                                            | (168,548)           | (314,329)           |
| (Decrease) Increase in service provider payable                                                          | (51,542)            | 583,385             |
| Increase (Decrease) in related party payable                                                             | 6,905               | (18,879)            |
| Decrease in accrued expenses                                                                             | (29,659)            | (210,764)           |
| Increase (Decrease) in accrued personal time off                                                         | 4,940               | (65,663)            |
| Increase (Decrease) in refundable advances                                                               | 115,841             | (21,665)            |
| Decrease in lease liabilities                                                                            | (298,587)           | -                   |
| Net cash (used in) provided by operating activities                                                      | <u>(331,425)</u>    | <u>31,520</u>       |
| Cash flows from investing activities:                                                                    |                     |                     |
| Acquisition of property and equipment                                                                    | (5,057)             | (92,017)            |
| (Purchase) sale of investments                                                                           | 66,662              | (64,169)            |
| Net cash provided by (used in) investing activities                                                      | <u>61,605</u>       | <u>(156,186)</u>    |
| Net decrease in cash, cash equivalents, and restricted cash                                              | (269,820)           | (124,666)           |
| Cash, cash equivalents, and restricted cash at beginning of year                                         | <u>1,326,388</u>    | <u>1,451,054</u>    |
| Cash, cash equivalents, and restricted cash at end of year                                               | <u>\$ 1,056,568</u> | <u>\$ 1,326,388</u> |

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

# TAMPA BAY WORKFORCE ALLIANCE, INC.

## Notes to Financial Statements Year Ended June 30, 2023 and 2022

### **Note 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 statewide. 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
- H-1B One Workforce Grant Program - TechBoost
- National Dislocated Worker Grants - Disaster-FL-COVID 19

### **Note 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:

#### ***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.

#### ***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 – Continued

**Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***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.

***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.

***Financial Instruments Not Measured at Fair Value***

CSTB'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.

***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 statements of financial position.

***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.

***Accounts Receivable***

Based on historical collections, CSTB believes accounts receivable are fully collectible at June 30, 2023 and 2022. Therefore, no provision for uncollectible amounts has been made in the accompanying financial statements.

## TAMPA BAY WORKFORCE ALLIANCE, INC.

### Notes to Financial Statements – Continued

#### **Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

##### ***Prepaid Expenses***

Prepaid expenses consist of prepaid insurance, 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.

##### ***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.

##### ***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.

##### ***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 \$424,653 and \$419,713 and reported as accrued personal time off in the statements of financial position at June 30, 2023 and 2022, respectively.

##### ***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, 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

TAMPA BAY WORKFORCE ALLIANCE, INC.

Notes to Financial Statements – Continued

**Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***Customer Payable (Continued)***

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 \$572,591 and \$741,139 at June 30, 2023 and 2022, respectively, and reported as customer payable in the statements of financial position.

***Service Provider Payable***

CSTB has contracted 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 \$531,843 and \$583,385 is reported as service provider payable in the statements of financial position at June 30, 2023 and 2022, respectively.

***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 \$635,966, \$520,125, and \$541,790 are reported as refundable advances in the statements of financial position at June 30, 2023, 2022, and 2021, respectively.

***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, 2023 and June 30, 2022. 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.

***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 - Continued

**Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***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, 2023 and 2022. 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.

***Community Outreach***

The Organization expenses Community Outreach costs as incurred. Community Outreach expense for the years ended June 30, 2023 and 2022 totaled \$241,260 and \$376,517, respectively.

***Retirement Plan***

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

***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. There are no in-kind contributions for the year ended June 30, 2023. Contributed space of \$665 is recognized in the statements of activities as in-kind revenue and expense for the year ended June 30, 2022.

***Leases***

CSTB leases office equipment and commercial building space. CSTB determines if an arrangement is a lease at inception. Operating leases are reflected as an operating lease right-of-use (ROU) asset and operating lease liabilities on CSTB's statements of financial position. ROU assets represent CSTB's right to use an underlying asset for the lease term and lease liabilities represent CSTB's obligation to make lease payments arising from the lease. Operating lease ROU assets and liabilities are recognized at commencement date based on the present value of lease payments over the lease term. As most of CSTB's leases do not provide an implicit rate, CSTB uses the risk-free rate based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. CSTB's lease terms may include options to extend or terminate the lease when it is reasonably certain that CSTB will exercise that option. Lease expense for lease payments is recognized on a straight-line basis over the lease term. CSTB's lease agreements do not contain any material residual value guarantees or material restrictive covenants. In evaluating contracts to determine if they qualify as a lease, CSTB considers factors such as if it has obtained substantially all of the rights to the underlying asset through exclusivity, if it can direct the use of the asset by making decisions about how and for what purpose the asset will be used, and if the lessor has substantive substitution rights. This evaluation may require significant judgment. In allocating consideration in the contract to the separate lease components and the nonlease components CSTB uses the standalone prices of the lease and non-lease components. Observable standalone prices are used, if available. If the standalone price for a component has a high level of variability or uncertainty, this allocation may require significant judgment.

TAMPA BAY WORKFORCE ALLIANCE, INC.  
Notes to Financial Statements - Continued

**Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***Adoption of New Accounting Standards***

In February 2016, the Financial Accounting Standards Board (FASB) issued guidance (Accounting Standards Codification [ASC] 842, Leases) to increase transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases. CSTB adopted the standard effective July 1, 2022 and recognized and measured leases existing at, or entered into after, July 1, 2022 using a modified retrospective approach, with certain practical expedients available. CSTB elected the available practical expedients to account for existing capital leases and operating leases as finance leases and operating leases, respectively, under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard, (b) whether classification of capital leases or operating leases would be different in accordance with the new guidance, or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

As result of the adoption of the new lease accounting guidance, CSTB recognized on July 1, 2022 a right-of-use asset and a lease liability of \$2,353,236, which represents the present value of the remaining operating lease payments of \$2,368,087, discounted using a risk-free rate of 4%. The standard had a material impact on the CSTB's statements of financial position, but did not have an impact on CSTB's statements of activities, nor statements of cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases.

***Subsequent Events***

CSTB has evaluated events and transactions for potential recognition or disclosure in the financial statement through February 15, 2024, the date the financial statements were available to be issued.

***Reclassification of Prior Year Presentation***

Certain amounts in the prior year's financial statements have been reclassified to conform to the presentation of the current year financial statements. These reclassifications had no effect on the prior period change in net assets without donor restrictions.

**Note 3: RESTRICTIONS ON CASH AND CASH EQUIVALENTS**

The following table provides a reconciliation of cash, cash equivalents and restricted cash reported within the statements of financial position at June 30, 2023 and 2022:

|                                                                                       | 2023         | 2022         |
|---------------------------------------------------------------------------------------|--------------|--------------|
| Cash and cash equivalents                                                             | \$ 631,915   | \$ 906,675   |
| Board designated - cash                                                               | 424,653      | 419,713      |
| Total cash, cash equivalents and restricted cash shown in the statement of cash flows | \$ 1,056,568 | \$ 1,326,388 |

Board designated cash consists of the amount allocated for accrued paid time off.



TAMPA BAY WORKFORCE ALLIANCE, INC.  
Notes to Financial Statements - Continued

**Note 4: 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, 2023 and 2022:

|                                                                                                                | 2023                | 2022                |
|----------------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| Financial assets available within one year, at year end                                                        |                     |                     |
| Cash and cash equivalents                                                                                      | \$ 631,915          | \$ 906,675          |
| Board designated - cash                                                                                        | 424,653             | 419,713             |
| Grants receivable                                                                                              | 1,525,012           | 1,052,693           |
| Accounts receivable                                                                                            | 64,641              | 11,886              |
| Less those unavailable for general expenditures within one year,<br>due to:                                    |                     |                     |
| Board designated - cash                                                                                        | (424,653)           | (419,713)           |
| Additional available assets for use over the next 12 months - not<br>designated by donor or board restrictions | \$ <u>2,221,568</u> | \$ <u>1,971,254</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.

**Note 5: 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.

A description of the valuation methodologies used for assets measured at fair value, as well as the general classification of such instruments pursuant to the valuation hierarchy, is set forth below.

*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. The investments are measured using level 3 inputs within the fair value hierarchy. These assets total \$22,507.

TAMPA BAY WORKFORCE ALLIANCE, INC.  
Notes to Financial Statements - Continued

**Note 5: FAIR VALUE MEASUREMENT (Continued)**

The table below sets forth the summary of changes in fair value of the level 3 assets at June 30, 2023 and 2022:

|                                                     | 2023             | 2022             |
|-----------------------------------------------------|------------------|------------------|
| Balance, beginning of year                          | \$ 89,169        | \$ 25,000        |
| Contributions                                       | -                | 73,320           |
| Unrealized gain (loss) on investment held by others | 5,332            | (9,481)          |
| Dividend/Interest Income                            | 2,239            | 733              |
| Administrative fee                                  | (913)            | (403)            |
| Distributions                                       | (73,320)         | -                |
| Balance, end of year                                | \$ <u>22,507</u> | \$ <u>89,169</u> |

**Note 6: GRANTS RECEIVABLE**

Grants receivable is comprised of the following federal and local awards at June 30, 2023 and 2022:

|                                                         | 2023                | 2022                |
|---------------------------------------------------------|---------------------|---------------------|
| U.S. Department of Agriculture                          |                     |                     |
| Supplemental Nutrition Assistance Program Cluster       | \$ 29,673           | -                   |
| U.S. Department of Labor                                |                     |                     |
| Employment Service Cluster                              |                     |                     |
| Wagner Peyser                                           | 82,242              | \$ 99,389           |
| Military Spouse                                         | -                   | 12,722              |
| Disabled Veteran Outreach Program                       | 32,505              | 14,300              |
| Local Veterans Employment Representative Program        | 3,840               | -                   |
| Subtotal Employment Service Cluster                     | <u>118,587</u>      | <u>126,411</u>      |
| FL-COVID-National Dislocated Worker Grant               | -                   | 19,301              |
| Workforce Innovation and Opportunity Act (WIOA) Cluster |                     |                     |
| WIOA Adult                                              | 37,200              | 61,776              |
| WIOA Dislocated Worker                                  | 245,395             | 225,308             |
| WIOA Youth                                              | 37,200              | 65,520              |
| Subtotal WIOA Cluster                                   | <u>319,795</u>      | <u>352,604</u>      |
| Reemployment Services and Eligibility Assessment        | 82,553              | 76,356              |
| Trade Adjustment Assistance                             | 2,419               | 5,070               |
| H-1B One Workforce Grant Program (TechBoost)            | 152,201             | -                   |
| H-1B Job Training Grant (Tech Quest Apprenticeship)     | 8,648               | 26,565              |
| U.S. Department of Health and Human Services            |                     |                     |
| Temporary Assistance for Needy Families                 | 665,075             | 198,151             |
| Local award:                                            |                     |                     |
| United Way Suncoast                                     |                     |                     |
| Youth Success Research Project                          | 1,715               | -                   |
| Hillsborough County Board of County Commissioners       |                     |                     |
| Apprenticeship to Career Empowerment                    | <u>144,346</u>      | <u>248,235</u>      |
|                                                         | \$ <u>1,525,012</u> | \$ <u>1,052,693</u> |

TAMPA BAY WORKFORCE ALLIANCE, INC.  
Notes to Financial Statements - Continued

**Note 7: PROPERTY AND EQUIPMENT**

Property and equipment consist of the following at June 30, 2023 and 2022:

|                             | 2023              | 2022              |
|-----------------------------|-------------------|-------------------|
| Equipment                   | \$ 239,575        | \$ 410,428        |
| Software and Website        | 41,253            | 46,572            |
| Furniture                   | 168,433           | 249,574           |
| Leasehold improvements      | 2,250,002         | 2,250,002         |
| Total cost                  | 2,699,263         | 2,956,576         |
| Accumulated depreciation    | 2,437,453         | 2,527,748         |
| Property and equipment, net | \$ <u>261,810</u> | \$ <u>428,828</u> |

**Note 8: 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, 2023 and June 30, 2022 were \$344,158 and \$205,254, respectively, and accounts payable at June 30, 2023 and 2022 were \$24,782 and \$17,877.

**Note 9: REFUNDABLE ADVANCES**

Refundable Advances is comprised of the following federal and local awards at June 30, 2023 and 2022:

|                                                                   | 2023              | 2022              |
|-------------------------------------------------------------------|-------------------|-------------------|
| U.S. Department of Agriculture                                    |                   |                   |
| Supplemental Nutrition Assistance Program Cluster                 | \$ -              | \$ 26,039         |
| U.S. Department of Labor                                          |                   |                   |
| Employment Service Cluster                                        |                   |                   |
| Local Veterans Employment Representative Program                  | -                 | 2,262             |
| Subtotal Employment Service Cluster                               | -                 | 2,262             |
| Workforce Innovation and Opportunity Act (WIOA) Cluster           |                   |                   |
| WIOA Adult                                                        | 239,059           | 300,792           |
| WIOA Dislocated Worker                                            | -                 | 14,220            |
| WIOA Youth                                                        | 241,124           | 99,124            |
| Subtotal WIOA Cluster                                             | 480,183           | 414,136           |
| Local award                                                       |                   |                   |
| Hillsborough County Board of County Commissioners                 |                   |                   |
| Targeted Industry Sector Workforce Training and Placement Program | 145,593           | 67,521            |
| Ex-Offender/Returning Citizen Workforce Training Program          | 10,190            |                   |
| Florida Medical Clinic Foundation of Caring                       | -                 | 10,167            |
|                                                                   | \$ <u>635,966</u> | \$ <u>520,125</u> |

TAMPA BAY WORKFORCE ALLIANCE, INC.  
Notes to Financial Statements - Continued

**Note 10: LEASES**

CSTB has operating leases for office equipment (commercial copiers) and buildings, which have remaining lease terms expiring in fiscal years 2024 through 2029 and short-term leases with terms of 12 months or less. Other is primarily comprised of costs related to utilities, repairs and maintenance, security, and janitorial services for applicable building CSTB occupies. Reduction to lease cost totaling \$103,626 is primarily comprised of amounts received from sublease and infrastructure funding arrangements with several of its service and mandatory partners who use office space in the Career Centers. CSTB had no finance leases for the year ended June 30, 2023.

The components of occupancy expense for the year ended June 30, 2023 were as follows:

|                         | 2023                |
|-------------------------|---------------------|
| Operating lease cost    | \$ 339,896          |
| Short-term lease cost   | 1,044,621           |
| Other                   | 159,082             |
| Reduction to lease cost | (103,626)           |
|                         | <u>\$ 1,439,973</u> |

Other information related to leases for the year ended June 30, 2023 is as follows:

|                                                        |         |
|--------------------------------------------------------|---------|
| Operating cash flows from operating leases             | 339,896 |
| Weighted-average remaining lease term—operating leases | 5.36    |
| Weighted-average discount rate—operating leases        | 4.00%   |

Future minimum lease payments under non-cancellable leases as of June 30, 2023 were as follows:

| Year Ending June 30,          | Operating           |
|-------------------------------|---------------------|
| 2024                          | \$ 162,570          |
| 2025                          | 468,208             |
| 2026                          | 473,464             |
| 2027                          | 278,156             |
| 2028                          | 252,465             |
| Thereafter                    | 393,328             |
| Total undiscounted cash flows | 2,028,191           |
| Less: present value discount  | (327,810)           |
| Total lease liabilities       | <u>\$ 1,700,381</u> |

**Note 11: EMPLOYMENT BENEFITS**

***Retirement Plan***

CSTB provides a defined contribution retirement plan, Tampa Bay Workforce Alliance, Inc. 401k Plan (401k Plan), covering its eligible employees. CSTB may decide each contribution period whether to make a discretionary nonelective employer contribution (NEC) or discretionary matching contribution on behalf of all eligible participants. The NEC is provided to all eligible employees regardless if the employee contributes. CSTB elected to contribute NEC and matching contributions for fiscal years ending June 30, 2023 and 2022. For fiscal year ending June 30, 2022, the matching contributions were made the last 6-months. NEC at a rate of five percent (5%) of an employee's eligible compensation totaled \$263,528 and \$232,411 for fiscal years

TAMPA BAY WORKFORCE ALLIANCE, INC.  
Notes to Financial Statements - Continued

**Note 11: EMPLOYMENT BENEFITS (Continued)**

***Retirement Plan (Continued)***

ending June 30, 2023 and 2022, respectively. Three percent (3%) dollar-for-dollar employer matching contribution totaled \$91,305 and \$48,240 for fiscal years ending June 30, 2023 and 2022, respectively.

**Note 12: CONCENTRATION OF CREDIT RISK AND SIGNIFICANT FUNDING SOURCE**

***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.

***Grants Receivable***

CSTB's receivables primarily relate to amounts due under contracts with the Department of Commerce.

***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 Department of Commerce, 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.

**Note 13: CONTINGENCIES**

***Federal Grants***

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.

***Litigation***

CSTB is party to various claims and legal actions arising in the ordinary course of business. Management does not believe that the outcome of such claims and legal actions will have a material adverse effect on the financial position or results of operations of CSTB.

SUPPLEMENTAL INFORMATION

DRAFT

**TAMPA BAY WORKFORCE ALLIANCE, INC.**  
**Schedule of Expenditures of Federal Awards**  
**Year Ended June 30, 2023**

| <b>Federal/State Agency Pass-Through Entity/<br/>Program Title</b>                                          | <b>Assistance<br/>Listing<br/>Number</b> | <b>Pass-Thru Entity<br/>Identifying Number</b> | <b>Federal<br/>Expenditures</b> | <b>Amount to<br/>Subrecipients</b> |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------|---------------------------------|------------------------------------|
| <b>U.S. Department of Agriculture</b>                                                                       |                                          |                                                |                                 |                                    |
| Passed through the Department of Economic Opportunity:<br>Supplemental Nutrition Assistance Program Cluster | 10.561                                   | 41969, 41336, 41835<br>40548                   | \$ 1,138,947                    | \$ 238,496                         |
| Total U.S. Department of Agriculture                                                                        |                                          |                                                | <u>1,138,947</u>                | <u>238,496</u>                     |
| <b>U.S. Department of Labor</b>                                                                             |                                          |                                                |                                 |                                    |
| Passed through the Department of Economic Opportunity:<br>Employment Service Cluster:                       |                                          |                                                |                                 |                                    |
| Wagner Peyser                                                                                               | 17.207                                   | 40438, 41602, 41682                            | 1,762,843                       | -                                  |
| Military Spouse                                                                                             | 17.207                                   | 41617                                          | 275,937                         | -                                  |
| Disabled Veterans Outreach Program                                                                          | 17.801                                   | 41055, 42344                                   | 164,467                         | -                                  |
| Local Veterans Employment Representative Program                                                            | 17.804                                   | 41076, 42213                                   | 55,160                          | -                                  |
| Subtotal Employment Service Cluster                                                                         |                                          |                                                | <u>2,258,407</u>                | <u>-</u>                           |
| Reemployment Services and Eligibility Assessment                                                            | 17.225                                   | 40010, 41944                                   | 820,248                         | 540,940                            |
| Trade Adjustment Assistance                                                                                 | 17.245                                   | 40685, 40684, 41987                            | 31,733                          | -                                  |
| National Dislocated Worker Grant Disaster-FL-COVID-19                                                       | 17.277                                   | 38894                                          | 329,637                         | -                                  |
| Workforce Innovation and Opportunity Act (WIOA) Cluster:<br>WIOA Adult                                      | 17.258                                   | 40175, 41523, 40844,<br>42812                  | 3,880,578                       | 1,570,288                          |
| WIOA Dislocated Worker                                                                                      | 17.278                                   | 40199, 41547, 40844,<br>42812, 40355, 42494    | 3,818,889                       | 836,424                            |
| WIOA Youth                                                                                                  | 17.259                                   | 40064, 41377, 40844,<br>42812                  | 3,048,434                       | 613,219                            |
| Subtotal WIOA Cluster                                                                                       |                                          |                                                | <u>10,747,901</u>               | <u>3,019,931</u>                   |
| Subtotal Department of Economic Opportunity                                                                 |                                          |                                                | <u>14,187,926</u>               | <u>3,560,871</u>                   |
| Passed through The Trustees of Clark University:                                                            |                                          |                                                |                                 |                                    |
| H-1B Job Training Grant (Tech Quest Apprenticeship)                                                         | 17.268                                   | HG-33043-19-60-A-25                            | 67,156                          | -                                  |
| H-1B One Workforce Grant Program (TechBoost)                                                                | 17.268                                   | HG-35914-21-60-A-25                            | 520,418                         | -                                  |
| Subtotal The Trustees of Clark University                                                                   |                                          |                                                | <u>587,574</u>                  | <u>-</u>                           |
| Total U.S. Department of Labor                                                                              |                                          |                                                | <u>14,775,500</u>               | <u>3,560,871</u>                   |
| <b>U.S. Department of Health and Human Services</b>                                                         |                                          |                                                |                                 |                                    |
| Passed through the Department of Economic Opportunity:<br>Temporary Assistance for Needy Families           | 93.558                                   | 40737, 41499, 41914                            | 3,631,411                       | 286,784                            |
| Total U.S. Department of Health and Human Services                                                          |                                          |                                                | <u>3,631,411</u>                | <u>286,784</u>                     |
| Total Federal Awards                                                                                        |                                          |                                                | <u>\$ 19,545,858</u>            | <u>\$ 4,086,151</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, 2023

**Note 1: BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal grant activity of CSTB. The information in this schedule is presented in accordance with the 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). 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.

**Note 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.

**Note 3: PROPERTY AND EQUIPMENT**

Property and equipment of approximately \$5,000 was purchased using federal grant awards during fiscal year ending June 30, 2023. 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.

**Note 4: INDIRECT COST**

CSTB did not elect to use the 10 percent de minimis indirect cost rate. The cost allocation method has been elected to account for indirect costs utilizing modified total direct costs as the base, for the fiscal year ending June 30, 2023.



## 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, 2023, 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 February 15, 2024.

**Report on 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. 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 or significant deficiencies may exist that were not identified.

**Report on 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  
February 15, 2024

DRAFT

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

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

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Tampa Bay Workforce Alliance, d/b/a CareerSource Tampa Bay ("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, 2023. 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, 2023.

***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 Commerce 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.

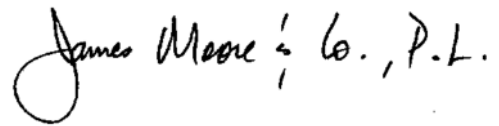
## **Report on Internal Control over Compliance**

*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.

A handwritten signature in black ink that reads "James Moore & Co., P.L.". The signature is written in a cursive style with a large, looped initial "J".

Tallahassee, Florida  
February 15, 2024

**TAMPA BAY WORKFORCE ALLIANCE, INC.  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS –  
FEDERAL AWARDS PROGRAMS  
FOR THE YEAR ENDED JUNE 30, 2023**

**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:  
10.561 – SNAP Cluster  
17.225 – RESEA  
93.558 - TANF

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, 2023**  
(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 Commerce (FloridaCommerce) Reporting Requirements:**

The Organization performed timely reconciliations between the general ledger accounting system and the Subrecipient Enterprise Resource Application maintained by FloridaCommerce. Also, based on the FloridaCommerce reporting requirements, there were no additional findings required to be reported in FY2023.

**Section V. Prior Audit Findings for Federal Awards for the Year Ended June 30, 2022:**

There were no prior year audit findings.





## Action Item

### Approval of CPA Firm for Audit and Tax Services

**Background:** CSTB must limit audit services with a CPA firm to no more than five years and must follow Florida Statutes and its own policies to competitively re-procure these services. The previous audit firm may be awarded the new contract for audit services through competitive procurement if the lead partner of the audit firm has not been engaged as the lead partner with CSTB for any of the previous five years. James Moore & Co, PL (James Moore) is completing its 5<sup>th</sup> year as CSTB's auditor with the current audit for fiscal year ending June 30, 2023.

CSTB obtained approval to solicit for Audit and Tax Services from the Finance Committee and Board of Directors at the June 29, 2023 and August 17, 2023 meeting, respectively. The Request for Proposal (RFP) was released on December 7, 2023 and closed on January 10, 2024. Traditionally, the proposed contract is for a 5-year term due to the requirement to competitively re-procure services every 5 years. However, due to the consolidation of CareerSource Tampa Bay and CareerSource Pinellas effective 7/1/2024, the solicited contract term is for one year term.

Normally, if a minimum of three bid responses (proposals) are not received, the solicitation is re-posted. However, if timing or other matters dictate the award to the current respondent, the formal solicitation is not required to be re-posted.

**Information:** One proposal was received from James Moore, CSTB's incumbent CPA firm, for fiscal year ending June 30, 2024 audit and tax services for a fee of \$30,500. CSTB notes the lead partner in the proposal did not perform as lead partner for any of the previous 5 years. It is also noted that the audit team who will be performing the 6/30/2024 audit is comprised of the incumbent Audit Manager and Audit Senior.

CSTB Administrative Compliance Specialist outreached to 4 CPA firms (Grau & Associates, Carr, Riggs & Ingram CPAs & Advisors, Cherry Bekaert, LLP and BCA Watson Rice LLP) who did not submit a proposal. However, the outreach did not result in a response.

For all the years James Moore has been CSTB's auditors, the firm has successfully provided audit and tax services. In addition, the firm has developed a strong working/institutional knowledge of CSTB and is the leading CPA firm to provide audit and tax services for workforce boards in the State of Florida. Including CSTB, James Moore currently provides audit and tax services for thirteen workforce boards.

**Recommendation:** Staff recommend not to re-solicit the bid and move forward with recommending James Moore as the firm to provide audit and tax services for the fiscal year ending June 30, 2024.



## **Action Item**

### **PY 2023-2024 Budget Modification No. 3**

#### **Information:**

Total budgeted revenue has increased from \$23,863,989 to \$24,161,072 for an overall increase of \$297,083. This is due to the following:

#### **Workforce Innovation & Opportunity Act (WIOA) Programs:**

- New award for WIOA Board Consolidation & Realignment of \$297,083. (See FN 1)

Additionally, there was an increase in expenditures of \$296,757.

#### **Recommendation:**

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

#### Footnotes:

- 1) New award from CareerSource Florida to support the consolidation and realignment efforts for both CareerSource Tampa Bay and CareerSource Pinellas. These funds are to cover certain legal costs and other professional services (i.e. Executive Search firm) incurred by both regions during the consolidation process. The full amount of the award is \$356,500 and spans from 7/1/2023 to 9/30/2024. The portion related to the current year budget is \$297,083.

**CareerSource Tampa Bay  
PY 2023-2024 Revenue Budget  
Modification #3**

| <b>Program/Award</b>                                | <b>Approved Budget</b> | <b>Modification<br/>No. 3</b> | <b>Modified Budget</b> |
|-----------------------------------------------------|------------------------|-------------------------------|------------------------|
| WIOA Adult                                          | 3,112,797              | -                             | 3,112,797              |
| WIOA Youth                                          | 3,167,301              | -                             | 3,167,301              |
| WIOA Dislocated Worker                              | 2,640,065              | -                             | 2,640,065              |
| WIOA Get There Faster - Military Program            | 1,931,167              | -                             | 1,931,167              |
| WIOA Board Consolidation & Realignment              | -                      | 297,083                       | 297,083                |
| WIOA Rapid Response                                 | 275,000                | -                             | 275,000                |
| WIOA Hope Navigator                                 | 64,064                 | -                             | 64,064                 |
| <b>Subtotal WIOA</b>                                | <b>11,190,394</b>      | <b>297,083</b>                | <b>11,487,477</b>      |
| Wagner Peyser                                       | 1,804,773              | -                             | 1,804,773              |
| WP - Apprenticeship Navigator                       | 62,500                 | -                             | 62,500                 |
| WP - Hope Navigator                                 | 44,845                 | -                             | 44,845                 |
| Veterans Programs                                   | 300,000                | -                             | 300,000                |
| SNAP                                                | 1,020,010              | -                             | 1,020,010              |
| Trade Adjustment Act                                | 309,921                | -                             | 309,921                |
| Military Family                                     | 275,937                | -                             | 275,937                |
| <b>Subtotal Employment Services</b>                 | <b>3,817,986</b>       | <b>-</b>                      | <b>3,817,986</b>       |
| Welfare Transition Program                          | 5,669,452              | -                             | 5,669,452              |
| <b>Subtotal WTP</b>                                 | <b>5,669,452</b>       | <b>-</b>                      | <b>5,669,452</b>       |
| Reemployment & Eligibility Assessment (RESEA)       | 1,141,038              | -                             | 1,141,038              |
| Hillsborough County - ACE                           | 901,046                | -                             | 901,046                |
| Hillsborough County - Sector Strategies             | 670,597                | -                             | 670,597                |
| Hillsborough County - Ex Offender/Returning Citizen | 243,524                | -                             | 243,524                |
| Tech Boost                                          | 120,000                | -                             | 120,000                |
| United Way Suncoast - TBSH                          | 86,667                 | -                             | 86,667                 |
| United Way Suncoast - Youth Research Project        | 23,285                 | -                             | 23,285                 |
| <b>Subtotal Grants and Special Projects</b>         | <b>3,186,157</b>       | <b>-</b>                      | <b>3,186,157</b>       |
| <b>Total Combined</b>                               | <b>23,863,989</b>      | <b>297,083</b>                | <b>24,161,072</b>      |

**CareerSource Tampa Bay**  
**Planning Budget**  
**Fiscal Year 2024 (July 2023-June 2024)**

|                                                        | Workforce<br>Innovation &<br>Opportunity Act | Employment<br>Services<br>Programs | Welfare<br>Transition<br>Programs | Direct Grants &<br>Special Projects | Budget<br>FY 2023-2024 | Prior<br>Approved<br>Budget FY<br>2023-2024 | Modification<br>#3 |
|--------------------------------------------------------|----------------------------------------------|------------------------------------|-----------------------------------|-------------------------------------|------------------------|---------------------------------------------|--------------------|
| <b>Revenue:</b>                                        |                                              |                                    |                                   |                                     |                        |                                             |                    |
| Fiscal Year 2024 New Allocations                       | 6,058,957                                    | 2,980,212                          | 3,936,470                         | 1,858,313                           | 14,833,952             | 14,536,869                                  | 297,083            |
| Carryforward from Prior Year Allocations               | 5,428,520                                    | 837,774                            | 1,732,982                         | 1,327,844                           | 9,327,120              | 9,327,120                                   | -                  |
| <b>Total Revenue</b>                                   | <b>11,487,477</b>                            | <b>3,817,986</b>                   | <b>5,669,452</b>                  | <b>3,186,157</b>                    | <b>24,161,072</b>      | <b>23,863,989</b>                           | <b>297,083</b>     |
|                                                        |                                              |                                    |                                   |                                     |                        |                                             |                    |
| <b>Expenditures:</b>                                   |                                              |                                    |                                   |                                     |                        |                                             |                    |
| <b>Program Services - Allocated Costs:</b>             |                                              |                                    |                                   |                                     |                        |                                             |                    |
| Business Services                                      | 996,243                                      | -                                  | 304,795                           | 113,962                             | 1,415,000              | 1,415,000                                   | -                  |
| Case Management                                        | 2,272,908                                    | 756,078                            | 1,839,090                         | 258,102                             | 5,126,178              | 5,128,016                                   | (1,838)            |
| Career Services                                        | 638,696                                      | 133,133                            | 174,451                           | 123,378                             | 1,069,658              | 1,174,372                                   | (104,714)          |
| One Stop Operating/Facilities Costs                    | 141,476                                      | 1,225,307                          | 416,296                           | 131,921                             | 1,915,000              | 1,915,000                                   | -                  |
| Technology                                             | 24,152                                       | 474,882                            | 55,432                            | 45,534                              | 600,000                | 600,000                                     | -                  |
| Community Outreach                                     | 54,027                                       | 417,895                            | 130,432                           | 37,646                              | 640,000                | 640,000                                     | -                  |
| Program Staff Training & Professional Development      | 3,753                                        | 31,658                             | 11,044                            | 3,545                               | 50,000                 | 50,000                                      | -                  |
| <b>Subtotal - Program Services Allocated</b>           | <b>4,131,255</b>                             | <b>3,038,953</b>                   | <b>2,931,540</b>                  | <b>714,088</b>                      | <b>10,815,836</b>      | <b>10,922,388</b>                           | <b>(106,552)</b>   |
| <b>Program Services - Direct Costs:</b>                |                                              |                                    |                                   |                                     |                        |                                             |                    |
| Participant & Work Based Learning                      | 4,724,000                                    | 255,000                            | 2,040,500                         | 1,124,000                           | 8,143,500              | 7,808,500                                   | 335,000            |
| Direct Grants & Special Projects - Salaries & Benefits | -                                            | -                                  | -                                 | 827,508                             | 827,508                | 919,199                                     | (91,691)           |
| Direct Costs - Other                                   | 260,000                                      |                                    |                                   | -                                   | 260,000                | -                                           | 260,000            |
| Subrecipient Contracts                                 | 1,201,157                                    | 53,395                             | 69,966                            | 149,482                             | 1,474,000              | 1,474,000                                   | -                  |
| DEO Staff Travel                                       | -                                            | 35,000                             | -                                 | -                                   | 35,000                 | 35,000                                      | -                  |
| <b>Subtotal - Program Services Direct</b>              | <b>6,185,157</b>                             | <b>343,395</b>                     | <b>2,110,466</b>                  | <b>2,100,990</b>                    | <b>10,740,008</b>      | <b>10,236,699</b>                           | <b>503,309</b>     |
|                                                        |                                              |                                    |                                   |                                     |                        |                                             |                    |
| <b>Total Program Service Costs:</b>                    | <b>10,316,412</b>                            | <b>3,382,348</b>                   | <b>5,042,006</b>                  | <b>2,815,078</b>                    | <b>21,555,844</b>      | <b>21,159,087</b>                           | <b>396,757</b>     |
| <b>Indirect Costs</b>                                  |                                              |                                    |                                   |                                     |                        |                                             |                    |
| Indirect Costs                                         | 1,085,614                                    | 399,272                            | 596,382                           | 318,732                             | 2,400,000              | 2,500,000                                   | (100,000)          |
| <b>Total Indirect Costs</b>                            | <b>1,085,614</b>                             | <b>399,272</b>                     | <b>596,382</b>                    | <b>318,732</b>                      | <b>2,400,000</b>       | <b>2,500,000</b>                            | <b>(100,000)</b>   |
|                                                        |                                              |                                    |                                   |                                     |                        |                                             |                    |
| <b>Total Expenditures</b>                              | <b>11,402,026</b>                            | <b>3,781,620</b>                   | <b>5,638,388</b>                  | <b>3,133,810</b>                    | <b>23,955,844</b>      | <b>23,659,087</b>                           | <b>296,757</b>     |
|                                                        |                                              |                                    |                                   |                                     |                        |                                             |                    |
| <b>Unobligated Balance</b>                             | <b>85,451</b>                                | <b>36,366</b>                      | <b>31,064</b>                     | <b>52,347</b>                       | <b>205,228</b>         | <b>204,902</b>                              | <b>326</b>         |



## **Information Item**

**Expenditure Reports for Period Ending December 31, 2023.**

**CareerSource Tampa Bay**  
**Grant Award to Actual Expenditures**  
**FY 2023-2024**  
**For Period Ending 12/31/2023**

| Program Description                                    | Award Begin Date | Award End Date | Award Amount      | FY 23-24 Budget   | FY 23-24 Expenditures YTD | FY 23-24 Remaining Budget | FY 23-24 Expenditure Rate | Overall Expenditure Rate Expected | Overall Expenditure Rate Actual |
|--------------------------------------------------------|------------------|----------------|-------------------|-------------------|---------------------------|---------------------------|---------------------------|-----------------------------------|---------------------------------|
| <b>Workforce Innovation Opportunity Act</b>            |                  |                |                   |                   |                           |                           |                           |                                   |                                 |
| WIOA - Adult PY2022                                    | 7/1/22           | 6/30/24        | 2,422,824         | 1,370,883         | 1,370,883                 | 0                         | 100%                      | 75%                               | 100%                            |
| WIOA - Adult PY2023                                    | 7/1/22           | 6/30/24        | 2,177,393         | 1,741,914         | 336,809                   | 1,405,105                 | 19%                       | 75%                               | 15%                             |
| WIOA - Dislocated Worker PY2022                        | 7/1/22           | 6/30/24        | 2,617,396         | 814,158           | 344,104                   | 470,054                   | 42%                       | 75%                               | 82%                             |
| WIOA - Dislocated Worker PY2023                        | 7/1/22           | 6/30/24        | 2,186,118         | 1,825,907         | -                         | 1,825,907                 | 0%                        | 75%                               | 0%                              |
| WIOA - Youth PY2022                                    | 4/1/22           | 6/30/24        | 2,607,188         | 1,312,312         | 1,312,312                 | 0                         | 100%                      | 78%                               | 100%                            |
| WIOA - Youth PY2023                                    | 4/1/22           | 6/30/24        | 2,318,736         | 1,854,989         | 8,422                     | 1,846,567                 | 0%                        | 78%                               | 0%                              |
| WIOA - Get There Faster (Veterans & Military Spouses)  | 10/1/21          | 6/30/24        | 3,089,416         | 1,931,167         | 551,108                   | 1,380,059                 | 29%                       | 82%                               | 55%                             |
| WIOA - Hope Navigator                                  | 7/1/23           | 6/30/25        | 128,127           | 64,064            | -                         | 64,064                    | 0%                        | 25%                               | 0%                              |
| WIOA - Rapid Response                                  | 7/1/23           | 6/30/24        | 275,000           | 275,000           | 101,585                   | 173,415                   | 37%                       | 50%                               | 37%                             |
| WIOA - Board Consolidation & Realignment               | 7/1/23           | 9/30/24        | 356,500           | 297,083           | 881                       | 296,202                   | 0%                        | 40%                               | 0%                              |
| <b>Total Workforce Innovation Opportunity Act</b>      |                  |                | <b>18,178,698</b> | <b>11,487,477</b> | <b>4,026,104</b>          | <b>7,461,373</b>          | <b>35%</b>                |                                   |                                 |
| <b>Employment Services</b>                             |                  |                |                   |                   |                           |                           |                           |                                   |                                 |
| Wagner Peyser PY2022                                   | 7/1/22           | 9/30/23        | 1,610,781         | 194,539           | 194,539                   | (0)                       | 100%                      | 100%                              | 100%                            |
| Wagner Peyser PY2023                                   | 7/1/23           | 9/30/24        | 1,610,234         | 1,610,234         | 245,023                   | 1,365,211                 | 15%                       | 40%                               | 15%                             |
| WP - Apprenticeship Navigator                          | 7/1/23           | 6/30/24        | 62,500            | 62,500            | 26,396                    | 36,104                    | 42%                       | 50%                               | 42%                             |
| WP - Hope Navigator                                    | 7/1/23           | 6/30/25        | 89,689            | 44,845            | -                         | 44,845                    | 0%                        | 25%                               | 0%                              |
| DVOP                                                   | 10/1/21          | 12/31/24       | 270,505           | 225,000           | 114,033                   | 110,967                   | 51%                       | 69%                               | 59%                             |
| LVER                                                   | 10/1/21          | 12/31/24       | 111,840           | 75,000            | 53,994                    | 21,006                    | 72%                       | 69%                               | 81%                             |
| Supplemental Nutrition Assistance Program PY2022       | 10/1/22          | 9/30/23        | 1,331,748         | 408,264           | 408,264                   | 0                         | 100%                      | 100%                              | 100%                            |
| Supplemental Nutrition Assistance Program PY2023       | 10/1/23          | 9/30/24        | 815,596           | 611,747           | 180,577                   | 431,170                   | 30%                       | 25%                               | 22%                             |
| TAA Training                                           | 10/1/22          | 9/30/23        | 257,604           | 257,604           | 2,734                     | 254,870                   | 1%                        | 100%                              | 1%                              |
| TAA Case Management/Admin                              | 10/1/22          | 9/30/23        | 67,736            | 52,317            | 9,170                     | 43,147                    | 18%                       | 100%                              | 36%                             |
| Military Family                                        | 7/1/23           | 6/30/24        | 275,937           | 275,937           | 121,480                   | 154,457                   | 44%                       | 50%                               | 44%                             |
| <b>Total Employment Services</b>                       |                  |                | <b>6,504,170</b>  | <b>3,817,986</b>  | <b>1,356,210</b>          | <b>2,461,776</b>          | <b>36%</b>                |                                   |                                 |
| <b>Welfare Transition</b>                              |                  |                |                   |                   |                           |                           |                           |                                   |                                 |
| Welfare Transition Program PY2023 Oct-June             | 10/1/22          | 8/31/23        | 3,806,057         | 1,732,982         | 1,732,982                 | (0)                       | 100%                      | 100%                              | 100%                            |
| Welfare Transition Program PY2024 July-Sept            | 7/1/23           | 11/30/23       | 824,813           | 824,813           | 824,813                   | -                         | 100%                      | 100%                              | 100%                            |
| Welfare Transition Program PY2024 Oct-June             | 10/1/23          | 6/30/24        | 3,111,657         | 3,111,657         | 446,156                   | 2,665,501                 | 14%                       | 33%                               | 14%                             |
| <b>Total Welfare Transition</b>                        |                  |                | <b>7,742,527</b>  | <b>5,669,452</b>  | <b>3,003,951</b>          | <b>2,665,501</b>          | <b>53%</b>                |                                   |                                 |
| <b>Direct Grants &amp; Special Projects</b>            |                  |                |                   |                   |                           |                           |                           |                                   |                                 |
| RESEA Transition PY2022                                | 1/1/22           | 9/30/24        | 947,195           | 430,642           | 320,940                   | 109,702                   | 75%                       | 73%                               | 88%                             |
| RESEA Transition PY2023                                | 1/1/23           | 9/30/24        | 947,195           | 710,396           | -                         | 710,396                   | 0%                        | 57%                               | 0%                              |
| Tech Boost                                             | 7/1/23           | 6/30/24        | 120,000           | 120,000           | 48,057                    | 71,943                    | 40%                       | 50%                               | 40%                             |
| Hills County - Targeted Industry Sector Workforce Prog | 10/1/21          | 9/30/23        | 1,000,000         | 295,597           | 130,554                   | 165,043                   | 44%                       | 100%                              | 73%                             |
| Hills County - Targeted Industry Sector Workforce Prog | 10/1/23          | 9/30/24        | 500,000           | 375,000           | 107,249                   | 267,751                   | 29%                       | 25%                               | 21%                             |
| Hills County - ACE 3.0                                 | 10/1/22          | 9/30/23        | 755,000           | 334,796           | 134,159                   | 200,637                   | 40%                       | 100%                              | 67%                             |
| Hills County - ACE 4.0                                 | 10/1/23          | 9/30/24        | 755,000           | 566,250           | 39,378                    | 526,872                   | 7%                        | 25%                               | 5%                              |
| Hills County - Ex-Offender/Returning Citizen           | 4/1/23           | 9/30/24        | 300,000           | 243,524           | 10,277                    | 233,247                   | 4%                        | 50%                               | 6%                              |
| United Way Suncoast - Youth Research Project           | 7/1/22           | 12/31/23       | 75,000            | 23,285            | 4,641                     | 18,644                    | 20%                       | 100%                              | 75%                             |
| United Way Suncoast - TBSH                             | 7/1/23           | 6/30/24        | 86,667            | 86,667            | 4,194                     | 82,473                    | 5%                        | 50%                               | 5%                              |
| <b>Total Direct Grants &amp; Special Projects</b>      |                  |                | <b>5,486,057</b>  | <b>3,186,157</b>  | <b>799,449</b>            | <b>2,386,708</b>          | <b>25%</b>                |                                   |                                 |
| <b>Totals</b>                                          |                  |                |                   | <b>46</b>         | <b>4,161,072</b>          | <b>9,185,714</b>          | <b>14,975,358</b>         | <b>38%</b>                        |                                 |

# CareerSource Tampa Bay Expenditure Report For Period Ending December 31, 2023

## Funding Sources

| Total WIOA | Total Emp Services | Total WTP | Total Direct Grants and Special Proj | Total All |
|------------|--------------------|-----------|--------------------------------------|-----------|
|------------|--------------------|-----------|--------------------------------------|-----------|

### Current Year Budgeted Revenues:

|                                        |             |           |           |           |             |
|----------------------------------------|-------------|-----------|-----------|-----------|-------------|
| Carryforward Funds from FY 2023        | 5,428,520   | 837,774   | 1,732,982 | 1,377,844 | 9,377,120   |
| FY 2024 Award                          | 7,441,874   | 3,228,907 | 3,936,470 | 2,408,862 | 17,016,113  |
| Total Funds available                  | 12,870,394  | 4,066,681 | 5,669,452 | 3,786,706 | 26,393,233  |
| Less: Planned Carryforward for FY 2025 | (1,382,916) | (248,695) | -         | (600,549) | (2,232,160) |
| Total Available Funds Budgeted         | 11,487,478  | 3,817,986 | 5,669,452 | 3,186,157 | 24,161,073  |

### Expenditures to Date:

#### Pooled Costs:

|                              |           |           |           |         |           |
|------------------------------|-----------|-----------|-----------|---------|-----------|
| Case Management              | 976,671   | 427,474   | 812,004   | 87,329  | 2,303,478 |
| Business Services            | 408,450   | 62,685    | 210,191   | -       | 681,326   |
| Career Services              | 122,815   | 13,692    | 124,146   | 35,090  | 295,743   |
| Indirect Costs               | 495,379   | 171,247   | 250,439   | 101,815 | 1,018,879 |
| One Stop Operating           | 305,142   | 361,170   | 111,719   | 11,260  | 789,291   |
| Technology                   | 69,613    | 85,485    | 19,731    | -       | 174,829   |
| Community Outreach           | 73,887    | 57,196    | 76,988    | 19,725  | 227,796   |
| Staff Training & Development | 555       | 977       | 217       | 141     | 1,890     |
| <b>Total Pooled Costs:</b>   | 2,452,512 | 1,179,926 | 1,605,434 | 255,359 | 5,493,231 |

#### Direct Costs:

|                                           |           |         |           |         |           |
|-------------------------------------------|-----------|---------|-----------|---------|-----------|
| Service Provider Contracts                | 638,168   | 72,057  | 45,984    | 140,481 | 896,690   |
| Participant & Worked Based Learning Costs | 876,722   | 2,733   | 961,095   | 146,250 | 1,986,800 |
| Program Staff Direct                      | -         | -       | -         | -       | -         |
| DEO (Jointly managed staff) travel        | -         | 20,803  | -         | -       | 20,803    |
| Other Operating Costs                     | 58,702    | 80,692  | 391,438   | 257,359 | 788,191   |
| <b>Total Direct Costs:</b>                | 1,573,592 | 176,284 | 1,398,517 | 544,090 | 3,692,484 |

### Total Expenditures to Date

|           |           |           |         |           |
|-----------|-----------|-----------|---------|-----------|
| 4,026,104 | 1,356,210 | 3,003,951 | 799,449 | 9,185,714 |
|-----------|-----------|-----------|---------|-----------|

### Unexpended Balance

|           |           |           |           |            |
|-----------|-----------|-----------|-----------|------------|
| 7,461,374 | 2,461,776 | 2,665,501 | 2,386,708 | 14,975,359 |
|-----------|-----------|-----------|-----------|------------|

### % of Budget Expended

|     |     |     |     |     |
|-----|-----|-----|-----|-----|
| 35% | 36% | 53% | 25% | 38% |
|-----|-----|-----|-----|-----|

**CareerSource Tampa Bay**  
**Pooled Cost Expenditure Detail**  
**For Period Ending December 31, 2023**

|                                                | Case Management | Business Services | Career Services | Indirect Costs | One Stop Operating | Technology | Community Outreach | Staff Training & Dev | Total      |
|------------------------------------------------|-----------------|-------------------|-----------------|----------------|--------------------|------------|--------------------|----------------------|------------|
| <b>Total Pooled Cost Budgets</b>               | 5,126,178       | 1,415,000         | 1,069,658       | 2,400,000      | 1,915,000          | 600,000    | 640,000            | 50,000               | 13,215,836 |
| <b>Expenditures:</b>                           |                 |                   |                 |                |                    |            |                    |                      |            |
| Salaries & Benefits                            | 2,179,375       | 623,886           | 290,773         | 812,598        | 71,858             | -          | 149,376            | 1,890                | 4,129,756  |
| Accounting/Audit Fees                          | -               | -                 | -               | 11,441         | -                  | -          | -                  | -                    | 11,441     |
| Legal Fees                                     | -               | -                 | -               | 1,908          | -                  | -          | -                  | -                    | 1,908      |
| Bank Fees                                      | 25              | -                 | -               | 3,639          | -                  | -          | -                  | -                    | 3,664      |
| Payroll Processing Fees                        | -               | -                 | -               | 23,046         | -                  | -          | -                  | -                    | 23,046     |
| Professional Fees                              | 53,061          | 600               | 1,171           | 43,866         | -                  | -          | 30                 | -                    | 98,728     |
| Contract Labor                                 | -               | -                 | -               | -              | -                  | -          | -                  | -                    | -          |
| Contract IT Svcs                               | -               | -                 | -               | 11,264         | -                  | 96,872     | -                  | -                    | 108,136    |
| Office Rent / Lease                            | 23,769          | 13,143            | -               | 51,183         | 540,889            | -          | 12,965             | -                    | 641,948    |
| Utilities                                      | -               | -                 | -               | -              | 7,310              | -          | -                  | -                    | 7,310      |
| Repairs & Maintenance                          | 844             | 614               | -               | 1,818          | 11,856             | 268        | 460                | -                    | 15,860     |
| Security                                       | -               | -                 | -               | -              | 24,747             | -          | -                  | -                    | 24,747     |
| Janitorial Services                            | -               | -                 | -               | -              | 8,790              | -          | -                  | -                    | 8,790      |
| Pest Control                                   | -               | -                 | -               | -              | 300                | -          | -                  | -                    | 300        |
| Equipment Rental                               | 689             | 249               | -               | 2,465          | 17,360             | -          | 376                | -                    | 21,139     |
| Copy machine usage / maintenance               | 138             | 100               | -               | 296            | 3,722              | -          | 75                 | -                    | 4,331      |
| Office Supplies                                | 338             | 246               | -               | 1,031          | 4,453              | 62         | 184                | -                    | 6,314      |
| Operating Supplies                             | -               | -                 | -               | 519            | 2,260              | 1,871      | 185                | -                    | 4,835      |
| Computer Software License / Maint              | 11,917          | 23,149            | -               | 22,053         | -                  | 66,036     | 21,595             | -                    | 144,750    |
| Equipment <5000                                | -               | -                 | -               | -              | -                  | 9,720      | -                  | -                    | 9,720      |
| Equipment >5000                                | -               | -                 | -               | -              | -                  | -          | -                  | -                    | -          |
| Postage / Shipping                             | 93              | 49                | -               | 145            | 2,700              | -          | 37                 | -                    | 3,024      |
| Document Shredding                             | 89              | 65                | -               | 496            | 1,677              | -          | 49                 | -                    | 2,375      |
| Insurance Com Property                         | 656             | 456               | -               | 1,379          | 18,372             | -          | 342                | -                    | 21,206     |
| Insurance General Liability                    | 663             | 461               | -               | 2,353          | 34,404             | -          | 346                | -                    | 38,228     |
| Insurance D&O                                  | -               | -                 | -               | 4,364          | -                  | -          | -                  | -                    | 4,364      |
| Telecommunication                              | 3,369           | 2,890             | 435             | 4,036          | 38,568             | -          | 1,230              | -                    | 50,528     |
| Outreach / Marketing                           | -               | -                 | -               | -              | -                  | -          | 39,497             | -                    | 39,497     |
| Travel - Mileage                               | 325             | 346               | 492             | -              | -                  | -          | -                  | -                    | 1,163      |
| Travel - Out of town                           | 19,437          | 6,448             | 1,666           | 8,278          | -                  | -          | 527                | -                    | 36,356     |
| Meetings & Conferences                         | 8,432           | 5,500             | 1,167           | 4,532          | -                  | -          | 350                | -                    | 19,980     |
| License/Dues/Other Fees                        | 259             | 3,124             | 39              | 6,170          | 24                 | -          | 171                | -                    | 9,788      |
| Depreciation                                   | -               | -                 | -               | -              | -                  | -          | -                  | -                    | -          |
| <b>Total Expenditures to Date</b>              | 2,303,477       | 681,326           | 295,743         | 1,018,880      | 789,291            | 174,829    | 227,796            | 1,890                | 5,493,232  |
| <b>Unexpended Balance</b>                      | 2,822,701       | 733,674           | 773,915         | 1,381,120      | 1,125,709          | 425,171    | 412,204            | 48,110               | 7,722,604  |
| <b>% of Budget Expended</b>                    | 45%             | 48%               | 28%             | 42%            | 41%                | 29%        | 36%                | 4%                   | 42%        |
| <b>Salaries &amp; Benefits as a % of total</b> | 95%             | 92%               | 98%             | 80%            | 9%                 | 0%         | 66%                | 0%                   |            |
| <b>Operating costs as a % of total</b>         | 5%              | 8%                | 2%              | 20%            | 91%                | 100%       | 34%                | 0%                   |            |











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