



CareerSource Tampa Bay Finance/Audit Committee

Date: August 28, 2025 at 10:00 AM

Hybrid; Meridian One 4350 W Cypress Street, Suite 875 Tampa FL 33607

Zoom Information [Zoom Link](#)

Meeting ID: 839 6417 2460

Passcode: 719124

Dial-in-Number: 1 305 224 1968

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I. Call to Order, Roll Call, and Welcome

II. Public Comments

Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.

III. Action Items/Discussion Items

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IV. Information Item

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V. Adjournment

A. Next Finance Committee Meeting – September 25, 2025	
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CareerSource Hillsborough Pinellas Finance/Audit Committee Minutes

5/22/2025 10:00 AM EDT

@ Hybrid; Meridian One 4350 W Cypress Street, Suite 875 Tampa FL 33607

Committee Member Attendance

Present:

Mitch Allen (remote), David Fetkenher (remote), Barclay Harless (remote), Don Noble (remote), Sophia West (remote), Bob Hyde (remote)

Absent:

Commissioner Latvala

Others Present:

CareerSource Hillsborough Pinellas Staff: Sheila Doyle, Anna Munro, Tammy Stahlgren, Keidrian Kunkel, Michelle Zieziula (remote)

Hillsborough County Government: Jonathan Wolf (remote)

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

Don Noble, Chair called the meeting to order at 10:02 A.M. There was a quorum present.

II. Public Comments (Presenters: Don Noble)

There were none.

III. Action Items/Discussion Items

A. Approval of minutes – March 10, 2025 Finance/Audit Committee Meeting

Motion:

To approve the minutes of March 10, 2025 Finance/Audit Committee Meeting.

Motion moved by David Fetkenher and motion seconded by Mitch Allen. Motion carried.

B. Acceptance Final IRS Form 990 – WorkNet Pinellas, Inc. (Presenters: Anna Munro, Allison Harrell)

Motion:

To accept the final WorkNet Pinellas, Inc. 2024 IRS Form 990 for the calendar year ending December 31, 2024.

Motion moved by Mitch Allen and motion seconded by David Fetkenher. Motion carried.

C. Fiscal Year 2025/2026 Planning Budget (Presenters: Sheila Doyle)

The fiscal year 2025-2026 planning budget was presented. Based on preliminary allocations, there is an anticipated decrease of approximately \$4.1 million in budgeted revenues compared to the previous year, primarily from reductions in grant carry forward amounts and special grants. Efforts to diversify funding sources are ongoing.

Motion:

To approve the FY2026 Planning Budget in order to provide to the Hillsborough Pinellas Workforce Development Consortium for their approval and allow for required submission to FloridaCommerce for review. Final approval will allow us to have the budget in place for the beginning of the new fiscal year starting July 1, 2025.

Motion moved by Barclay Harless and motion seconded by Sophia West. Motion carried.

D. Approval of CPA Firm – Tampa Bay Workforce Alliance, Inc. 401(k) (Presenters: Anna Munro)

Motion:

To approve BDG-CPA to audit Tampa Bay Workforce Alliance, Inc. 401(k) plan for the year ending December 31, 2024.

Motion moved by Sophia West and motion seconded by David Fetkenher. Motion carried.

IV. Information Item

A. Expenditure Reports for the period ending March 31, 2025 (Presenters: Sheila Doyle)

There were no questions or discussion regarding this information item.

V. Adjournment

The meeting adjourned at 10:23 AM. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.



Action Item

Tampa Bay Workforce Alliance, Inc. 401k Plan Audit December 31, 2024

Background

Per Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough Pinellas ("By-Laws"), the Audit Committee's responsibilities include but are not limited to: "Reviewing and recommending for Board acceptance of the annual financial audit and 401(k) plan audit." [By-Laws, Article VII, Section 7.4(G)]

Information

The audit firm BDG CPAs has completed the annual audit of the Tampa Bay Workforce Alliance, Inc. 401(k) plan for the calendar year ending December 31, 2024.

Enclosed is a copy of the audit report. Representatives from BDG CPAs will present the results to the Finance/Audit Committee.

Recommendation

Acceptance of the Tampa Bay Workforce Alliance, Inc. 401k Plan audit report for the calendar year ending December 31, 2024.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan

Financial Statements
and
Supplemental Schedule

December 31, 2024 and 2023

(With Independent Auditor's Report Thereon)

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
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Financial Statements and Supplemental Schedule

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Schedule H, Line 4i - Schedule of Assets (Held at End of Year)	17
Note: Supplemental Schedules required by ERISA which are not included herein have been omitted because they are not applicable.	

Independent Auditor's Report

To the Administrative Committee of the
Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Tampa, Florida

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit

We have performed audits of the accompanying financial statements of the Tampa Bay Workforce Alliance, Inc. 401(k) Plan (the "Plan"), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) [ERISA Section 103(a)(3)(C) audit]. The financial statements comprise the statements of net assets available for benefits as of December 31, 2024 and 2023, and the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audits of the Plan's financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audits need not extend to any statements or information related to assets held for investment of the plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from a qualified institution as of and for the years ended December 31, 2024 and 2023, stating that the certified investment information, as described in Note 3 to the financial statements, is complete and accurate.

Opinion

In our opinion, based on our audits and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the Financial Statements section –

- the amounts and disclosures in the financial statements referred to above, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.
- the information in the financial statements referred to above related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

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. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

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 Plan's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Management is also responsible for maintaining a current plan instrument, including all plan amendments; administering the plan; and determining that the plan's transactions that are presented and disclosed in the financial statements are in conformity with the plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit section of our report, 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 opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan'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 Plan's ability to continue as a going concern for a reasonable period of time.

Our audits did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of accounting principles generally accepted in the United States of America.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.

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.

Other Matter – Supplemental Schedule Required by ERISA

The supplemental schedule, Schedule of Assets (Held at End of Year) as of December 31, 2024, is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. 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 included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audits 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 generally accepted auditing standards. For information included in the supplemental schedule that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including its form and content, is presented in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion –

- the form and content of the supplemental schedule, other than the information in the supplemental schedule that agreed to or is derived from the certified investment information, is presented, in all material respects, in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.
- the information in the supplemental schedule related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

New York, NY
August xx, 2025

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Statements of Net Assets Available For Benefits
December 31,

	<u>2024</u>	<u>2023</u>
<i>Assets</i>		
Investments:		
Investments at fair value, participant directed	\$ 6,569,996	\$ 3,945,249
Total investments	<u>6,569,996</u>	<u>3,945,249</u>
Receivables:		
Notes receivable from participants	<u>192,170</u>	<u>102,875</u>
Total receivables	<u>192,170</u>	<u>102,875</u>
Total assets	<u>6,762,166</u>	<u>4,048,124</u>
<i>Liabilities</i>		
Excess contributions payable	<u>12,291</u>	<u>14,445</u>
Total liabilities	<u>12,291</u>	<u>14,445</u>
Net assets available for benefits	<u><u>\$ 6,749,875</u></u>	<u><u>\$ 4,033,679</u></u>

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

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Statements of Changes in Net Assets Available for Benefits
For the years ended December 31,

	<u>2024</u>	<u>2023</u>
Additions to net assets attributed to:		
Investment income:		
Net appreciation in fair value of investments	\$ 314,251	\$ 486,784
Dividends	<u>187,727</u>	<u>88,572</u>
Total investment income	<u>501,978</u>	<u>575,356</u>
Interest income on notes receivable from participants	<u>11,582</u>	<u>5,494</u>
Contributions:		
Participant	336,070	211,451
Employer	576,636	392,210
Rollover	<u>1,831,352</u>	<u>272,305</u>
Total contributions	<u>2,744,058</u>	<u>875,966</u>
Total additions	<u>3,257,618</u>	<u>1,456,816</u>
Deductions from net assets attributed to:		
Benefits paid to participants	514,955	565,735
Administrative expenses	<u>26,467</u>	<u>19,536</u>
Total deductions	<u>541,422</u>	<u>585,271</u>
Net increase	2,716,196	871,545
Net assets available for benefits, beginning of year	<u>4,033,679</u>	<u>3,162,134</u>
Net assets available for benefits, end of year	<u><u>\$ 6,749,875</u></u>	<u><u>\$ 4,033,679</u></u>

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

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 1 – Plan Description

The following description of the Tampa Bay Workforce Alliance, Inc. 401(k) Plan (the “Plan”) provides only general information. Participants should refer to the Plan document for a more complete description of the Plan’s provisions.

General

The Plan is a defined contribution plan covering all employees of Tampa Bay Workforce Alliance, Inc. (“the Company”) upon completing the Plan’s eligibility requirements. Employees become eligible for participation after completing 6 months of service. Plan participation begins on the first day of the month following the completion of the eligibility requirements. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

The Plan was amended and restated effective October 1, 2021. Effective October 1, 2021, employees must be age 18 or older in order to be eligible to participate in the Plan and interns, temporary employees, and co-op students and employees in the category of Paid Work experience are not eligible to participate in the Plan.

Effective July 1, 2023, the Plan was amended to credit prior service to employees previously employed by Educational Data Systems Inc. (EDSI).

Effective July 1, 2024, the Company merged with WorkNet Pinellas, Inc. The Plan was amended, effective June 28, 2024, to extend eligibility to those who became employees due to the merger with WorkNet Pinellas, Inc., including crediting those employees with service under the Plan for purposes of eligibility and vesting.

Contributions

Each year, participants may elect to contribute not less than 1% and not more than 80% of eligible compensation, as defined in the Plan, on a pre-tax or after-tax (Roth) basis, subject to an annual maximum dollar limitation (\$23,000 in 2024 and \$22,500 in 2023). Participants who have attained age 50 before the end of the Plan year are eligible to make catch-up contributions, subject to an annual maximum dollar limitation (\$7,500 in both 2024 and 2023). Notwithstanding the foregoing, the plan administrator can limit the contributions of all participants or any class of participants to the extent it determines that such limitation is necessary to keep the Plan in compliance with the currently applicable provisions of the Internal Revenue Code. Participants may also contribute amounts representing distributions from other qualified retirement plans (rollover). Participants direct the investment of their contributions into various investment options offered by the Plan.

Effective October 1, 2021 participants may elect to have compensation deferred by up to 100% of eligible compensation. Effective January 1, 2022 all new participants to the Plan will be subject to a 1% automatic deferral contribution rate unless otherwise elected.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 1 – Plan Description (continued)

The Company may decide each contribution period whether to make a discretionary matching contribution or discretionary nonelective employer contribution on behalf of all eligible participants. The percentage of elective deferrals to be matched will be determined by the Company and allocated to participants at the end of the Plan year. Discretionary nonelective employer contributions shall be allocated to eligible participants each pay period at a rate of 5% of eligible compensation, as defined by the Plan.

Participant Accounts

Each participant's account is credited with the participant's contributions, employer discretionary matching contributions, and discretionary nonelective employer contributions, as well as allocations of Plan earnings. Participant accounts are charged with an allocation of administrative expenses that are paid by the Plan. Allocations are based on participant earnings, account balances, or specific participant transactions, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting

Each participant has a nonforfeitable right to 100% of the value of his or her salary reduction contributions and rollover contribution accounts. A participant shall have a vested interest in his or her employer contribution account according to the following vesting schedule.

<u>Years of Service</u>	<u>Vested Interest</u>
Less than 1 year	0%
1 year or more	100%

Payment of Benefits

Participants are eligible to receive benefits upon retirement, death, disability or termination of employment. Distributions of benefits are paid as a lump sum payment. Participants are able to receive in service distributions after attaining age 59 ½ or upon incurring a financial hardship.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 1 – Plan Description (continued)

Notes Receivable from Participants

Participants may borrow from their fund accounts up to a maximum equal to the lesser of \$50,000 or 50 percent of their account balance. A participant may not have more than three outstanding loans at any one time. The loans are secured by the balance in the participant's account. Such loans bear interest at the prime rate plus two percent. All loans shall be repaid by payroll deduction within five years unless the loan is used for the purchase of your primary residence. Loans used to purchase your primary residence may be repaid within a period of no more than 30 years. Effective October 1, 2021 the minimum loan amount is \$500, a participant may not have more than two loans outstanding at any one time, and loans bear interest at the prime rate plus one percent.

SECURE Act and CARES Act

On August 3, 2022, the IRS released Notice 2022-33, which extends the deadline for adopting any SECURE Act plan amendments until December 31, 2025, to provide relief for plan sponsors waiting for final IRS guidance on many of the SECURE Act's provisions. The Notice also extends the deadline for the 2020 waiver in the CARES Act of required minimum distributions until December 31, 2025. These amendments can be retroactively adopted; therefore, the Plan can implement the amendments prior to amending the plan instrument. Similarly, plans may have voluntarily adopted provisions under the CARES Act by placing them in operation without amending the plan as long as the plan management makes the required amendments to plan documents by December 31, 2025.

SECURE 2.0 Act of 2022

The SECURE 2.0 Act of 2022 ("SECURE 2.0 Act") was signed into law on December 29, 2022, to increase retirement savings, improve retirement rules, and lower employer costs of setting up a retirement plan. Plan amendments required by the SECURE 2.0 Act generally need not be made until the end of the first plan year beginning on or after January 1, 2025; however, plans must be operated in accordance with the effective date of each new provision. There is no current impact to the Plan and these provisions did not have an impact on the financial statements. Since the provisions include both required and optional elements, the Plan Administrator will determine the optional provisions to elect.

Forfeited Accounts

Forfeitures, resulting from application of the vesting provisions, are maintained separately by the Plan, and are used to reduce future Employer matching contributions or to pay administrative expenses.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 2 – Summary of Significant Accounting Policies

Basis of Accounting

The financial statements of the Plan are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

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 the reported amounts of assets and liabilities and changes therein, and disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

Valuation of Investments and Income Recognition

Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Plan's Investment Committee determines the Plan's valuation policies utilizing information provided by the investment adviser and custodian. See Note 4 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation (depreciation) includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Notes Receivable From Participants

Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Interest income is recorded on the accrual basis. Related fees are recorded as administrative expenses and are expensed when they are incurred. No allowance for credit losses has been recorded as of December 31, 2024 and 2023. If a participant ceases to make loan repayments and the plan administrator deems the participant loan to be in default, the participant loan balance is reduced and a benefit payment is recorded.

Excess Contributions Payable

Amounts payable to participants for contributions in excess of amounts allowed by the IRS are recorded as a liability with a corresponding reduction to contributions. The Plan distributed the 2024 and 2023 excess contributions to the applicable participants prior to March 15, 2025 and 2024, respectively.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 2 – Summary of Significant Accounting Policies (continued)

Payment of Benefits

Benefits are recorded when paid.

Plan Expenses

Certain expenses of maintaining the Plan are paid directly by the Company and are excluded from these financial statements. Fees related to the administration of notes receivable from participants are charged directly to the participant's account and are included in administrative expenses. Investment related expenses are included in net appreciation (depreciation) of fair value of investments.

Note 3 – Investments and Information Certified by the Trustee

The Plan management has elected the method of compliance permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Accordingly, as permitted under such election, plan management instructed the Plan's independent auditors not to perform any auditing procedures with respect to the following information certified by John Hancock Trust Company LLC, the trustee of the Plan, as complete and accurate, except for comparing such information certified by the trustee with information included in the Plan's financial statements and supplemental schedule:

Investments held and notes receivable from participants certified by the trustee:

	<i>As of December 31,</i>	
	<u>2024</u>	<u>2023</u>
Investments	\$ 6,569,996	\$ 3,945,249
Notes receivable from participants	192,170	102,875

Investment income and interest income on notes receivable from participants certified by the trustee:

	<i>For the Year Ended December 31,</i>	
	<u>2024</u>	<u>2023</u>
Net appreciation in fair value of investments	\$ 314,251	\$ 486,784
Dividend income	187,727	88,572
Interest income on notes receivable from participants	11,582	5,494

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 3 – Investments and Information Certified by the Trustee (continued)

The following presents select investments, with approximate percentage of the Plan's net assets, as of December 31, 2024 and 2023.

	<i>December 31,</i>			
	<u>2024</u>		<u>2023</u>	
BlackRock LifePath Index 2035 Fund Class K Shares	\$ 1,158,219	17%	\$ 861,775	21%
BlackRock LifePath Index Retirement Fund Class K Shares	985,643	15%	131,934	3%
BlackRock LifePath Index 2045 Fund Class K Shares	925,534	14%	625,512	16%

During the years ended December 31, 2024 and 2023, the Plan's investments (including investments bought and sold, as well as held during the year) appreciated in value by \$314,251 and \$486,784, respectively.

Note 4 - Fair Value Measurements

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1) and the lowest priority to unobservable inputs (level 3). The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

- Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

- Level 2 Inputs to the valuation methodology include:
 - Quoted prices for similar assets or liabilities in active markets;
 - Quoted prices for identical or similar assets or liabilities in inactive markets;
 - Inputs other than quoted prices that are observable for the asset or liability; and
 - Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

- Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 4 - Fair Value Measurements (continued)

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2024 and 2023.

Mutual funds: Valued at the daily closing price as reported by the fund. Mutual funds held by the Plan are open-end mutual funds that are registered with the Securities and Exchange Commission. These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by the Plan are deemed to be actively traded.

Common/Collective Trust: Valued at the NAV of units of a bank collective trust. The NAV, as provided by the trustee, is used as a practical expedient to estimate fair value. The NAV is based on the fair value of the underlying investments held by the fund less its liabilities. This practical expedient is not used when it is determined to be probable that the fund will sell the investment for an amount different than the reported NAV. Participant transactions (purchases and sales) may occur daily. Were the Plan to initiate a full redemption of the collective trust, the investment adviser reserves the right to temporarily delay withdrawal from the trust in order to ensure that securities liquidations will be carried out in an orderly business manner.

The categorization of an investment within the fair value hierarchy is based upon the pricing transparency of the investment and does not necessarily correspond to Plan management's perceived risk of that investment.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair value. While Plan management believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 4 - Fair Value Measurements (continued)

The following table sets forth by level, within the fair value hierarchy, the Plan's assets at fair value as of December 31, 2024 and 2023:

<i>Assets at Fair Value as of December 31, 2024</i>				
	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Total</i>
Mutual funds	\$ 6,524,170	\$ -	\$ -	\$ 6,524,170
Total assets in the fair value hierarchy	<u>\$ 6,524,170</u>	<u>\$ -</u>	<u>\$ -</u>	\$ 6,524,170
Investments measured at net asset value				45,826
Investments at fair value				<u>\$ 6,569,996</u>

<i>Assets at Fair Value as of December 31, 2023</i>				
	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Total</i>
Mutual funds	\$ 3,868,848	\$ -	\$ -	\$ 3,868,848
Total assets in the fair value hierarchy	<u>\$ 3,868,848</u>	<u>\$ -</u>	<u>\$ -</u>	\$ 3,868,848
Investments measured at net asset value				76,401
Investments at fair value				<u>\$ 3,945,249</u>

Fair Value of Investments in Entities that Use NAV

The following table summarizes investments measured at fair value based on NAV per share as of December 31, 2024 and 2023, respectively.

<i>Investment</i>	<i>Fair Value December 31, 2024</i>	<i>Fair Value December 31, 2023</i>	<i>Unfunded Commitments</i>	<i>Redemption Frequency (if currently eligible)</i>	<i>Redemption Notice Period</i>
John Hancock Stable Value R11	\$ 45,826	\$ 76,401	n/a	Daily	Daily

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 5 – Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks, such as interest rate, market, and credit risks. Market risks include risks related to pandemics and international conflicts. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statement of net assets available for benefits.

Note 6 – Related-Party Transactions and Party-In-Interest Transactions

Management believes that fees paid during the year for administrative, recordkeeping, and managerial services rendered by John Hancock Trust Company, LLC, the trustee as defined by the Plan, and John Hancock Retirement Plan Services LLC, the recordkeeper as defined by the Plan, were based on customary and reasonable rates for such services. These transactions qualify as exempt party-in-interest transactions. Notes receivable are also considered exempt party-in-interest transactions.

Note 7 – Plan Termination

Although it has not expressed any intent to do so, the Company has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants would become 100% vested in their employer contributions.

Note 8 – Tax Status

The Plan uses a Prototype Non-standardized Pre-Approved Profit Sharing Plan With CODA plan document sponsored by John Hancock Retirement Plan Services LLC. John Hancock Retirement Plan Services LLC obtained an opinion letter on June 30, 2020, in which the IRS stated that the Prototype Non-standardized Pre-Approved Profit Sharing Plan With CODA plan document adopted by the Plan, as then designed, qualifies under Internal Revenue Code ("IRC") Section 401(a). The Plan has not received a determination letter specific to the Plan itself; however, the Plan administrator and the Plan's tax counsel believe that the Plan is designed, and is currently being operated, in compliance with the applicable requirements of the IRC and, therefore, believe that the Plan is qualified and the related trust is tax-exempt.

Accounting principles generally accepted in the United States of America require plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any periods in progress.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Notes to Financial Statements
December 31, 2024 and 2023

Note 9 – Reconciliation of Financial Statements to Form 5500

The following is a reconciliation of net assets available for benefits per the financial statements at December 31, 2024 and 2023 to Form 5500:

	<u>2024</u>	<u>2023</u>
Net assets available for benefits per the financial statements	\$ 6,749,875	\$ 4,033,679
Add: Excess contributions payable	<u>12,291</u>	<u>14,445</u>
Net assets available for benefits per the Form 5500	<u>\$ 6,762,166</u>	<u>\$ 4,048,124</u>

The following is a reconciliation of the net increase in net assets available for benefits per the financial statements for the year ended December 31, 2024 to Form 5500:

Net increase in net assets available for benefits per the financial statements	\$ 2,716,196
Add: Excess contributions payable at end of year	12,291
Less: Excess contributions payable at beginning of year	<u>(14,445)</u>
Net increase in net assets available for benefits per the Form 5500	<u>\$ 2,714,042</u>

Note 10 – Subsequent Events

Effective January 1, 2025, the Employer has elected to contribute as a QACA Safe Harbor contribution 5% of each Participant's compensation. The Plan also amended its automatic enrollment provisions to replace its Eligible Automatic Contribution Arrangement (EACA) with a Qualified Automatic Contribution Arrangement (QACA).

The Plan has evaluated subsequent events through August xx, 2025, the date the financial statements were available to be issued.

Tampa Bay Workforce Alliance, Inc. 401(k) Plan
Schedule H, Line 4i - Schedule of Assets (Held At End of Year)
December 31, 2024

Plan sponsor's employer identification number: 59-3655316
Plan number: 001

(a)	(b) Identity of issue, borrower, lessor, or similar party	(c) Description of investment including maturity date, rate of interest, collateral, par, or maturity value	(d) Cost	(e) Current Value
	BlackRock LifePath Index 2035 Fund Class K Shares	Mutual Fund	**	\$ 1,158,219
	BlackRock LifePath Index Retirement Fund Class K Shares	Mutual Fund	**	985,643
	BlackRock LifePath Index 2045 Fund Class K Shares	Mutual Fund	**	925,534
	BlackRock LifePath Index 2040 Fund Class K Shares	Mutual Fund	**	791,480
	Fidelity 500 Index Fund	Mutual Fund	**	660,810
	BlackRock LifePath Index 2030 Fund Class K Shares	Mutual Fund	**	413,381
	BlackRock LifePath Index 2050 Fund Class K Shares	Mutual Fund	**	405,295
	BlackRock LifePath Index 2055 Fund Class K Shares	Mutual Fund	**	356,846
	T. Rowe Price Mid Cap Value	Mutual Fund	**	138,388
	Putnam Large Cap Value Fund Class Y	Mutual Fund	**	135,447
	BlackRock LifePath Index 2060 Fund Class K Shares	Mutual Fund	**	119,224
	AB Small Cap Growth Port K	Mutual Fund	**	56,632
	Carillon Eagle Mid Cap Growth I	Mutual Fund	**	49,248
	Harbor Cap Appreciation Inst	Mutual Fund	**	49,147
	Baron International Growth Fund Institutional Shares	Mutual Fund	**	46,563
	iShares MSCI EAFE International Index Fund Class K	Mutual Fund	**	46,407
	John Hancock Stable Value R11	Common/Collective Trust	**	45,826
	Vanguard LifeStrategy Conservative Growth Inv	Mutual Fund	**	38,763
	American New World Fund R6	Mutual Fund	**	35,588
	DFA Real Estate Securities I	Mutual Fund	**	27,041
	BlackRock High Yield Bond Portfolio Institutional Shares	Mutual Fund	**	15,472
	Fidelity Small Cap Index Fund	Mutual Fund	**	14,120
	Hartford Strategic Income R5	Mutual Fund	**	11,885
	BlackRock LifePath Index 2065 Fund Class K Shares	Mutual Fund	**	11,596
	Royce SC Opport Invest Cl	Mutual Fund	**	10,095
	Vanguard Mid Cap Index Adm	Mutual Fund	**	7,444
	Vanguard Total Bond Market Index Adm	Mutual Fund	**	5,955
	BlackRock Global Alloc Fund I	Mutual Fund	**	2,816
	PGIM Global Total Return R6	Mutual Fund	**	2,585
	Carillon Reams Core Plus Bond	Mutual Fund	**	1,783
	Vanguard LifeStrategy Income Inv	Mutual Fund	**	752
	JPMorgan US Government Money Market Fund - Capital	Mutual Fund	**	11
*	Participant loans	4.25% - 10.50%, various maturities	-0-	192,170
				<u>\$ 6,762,166</u>

* Indicates a party-in-interest to the Plan.

** Cost omitted for participant-directed investments.

See independent auditor's report.



Action Item

Approval of CSTB Gift Acceptance Policy

Information

This policy establishes formal guidance to CareerSource Tampa Bay (CSTB) staff, partners, board members, prospective donors, and the public regarding the acceptance of gifts made to the organization for the benefit of any of its operations, programs or services. This includes gift acceptance principles and standards, the gift acceptance review process and sponsorships.

The draft policy was reviewed by Gray Robinson, P.A. and James Moore, CPA, with comments incorporated in the final document where applicable. James Moore, CPA stated that the policy is well-structured from a nonprofit tax compliance standpoint.

Policy No.	Title	Description
A-10-V1	Gift Acceptance	This policy governs the acceptance of gifts made to CareerSource Tampa Bay (CSTB) for the benefit of any of its operations, programs, or services.

Action

CareerSource Tampa Bay staff recommend approval of the CSTB Gift Acceptance Policy.



Policy No.:	A-10-V1
Policy Title:	Gift Acceptance

Issue Date:	Upon approval by the CSTB Board of Directors
Revision Date(s):	N/A
Program Area:	Administration
Subject:	Financial Contributions and In-Kind Support
Purpose:	This policy governs the acceptance of gifts made to CareerSource Tampa Bay (CSTB) for the benefit of any of its operations, programs, or services.
Distribution:	CSTB Board Members; CSTB Staff
Contact:	Senior Director of Development, CFO, or their designee

Purpose

This policy governs the acceptance of gifts made to CareerSource Tampa Bay (CSTB) for the benefit of any of its operations, programs, or services.

Background

CSTB solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. Donations are accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities in accordance with this policy. CSTB urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

Definitions

Donor – An individual, charitable organization or fund, for-profit corporation, or other entity that makes a gift to CSTB.

Gift – A donation of money or other value to CSTB.

In-Kind Contribution – A noncash contribution provided by an entity that directly benefits and is related to a specific project or program. An in-kind contribution may include property, equipment, supplies, other expendable property, goods, and services.

Sponsorship – A payment by a business to CSTB to further our mission that is recognized with an acknowledgment that the business has supported CSTB's activities, programs, or special events.

Policy

Gift Acceptance Principles and Standards

A. Use of Legal Counsel

CSTB will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

1. Gifts of securities that are subject to restrictions or buy-sell agreements.

2. Documents naming CSTB as trustee or requiring CSTB to act in any fiduciary capacity.
3. Gifts that require CSTB to assume financial or other obligations.
4. Transactions with potential conflicts of interest.
5. Gifts of property which may be subject to environmental or other regulatory restrictions.

B. Acceptance of Gifts

When considering whether to solicit or accept gifts, CSTB will consider the following factors:

1. **Values** - Whether the acceptance of the gift compromises any of the core values of CSTB.
2. **Compatibility** - Whether there is compatibility between the intent of the donor and the organization's use of the gift.
3. **Public Relationships** - Whether acceptance of the gift may damage the reputation of CSTB.
4. **Primary Benefit** - Whether the primary benefit is to CSTB, versus the donor.
5. **Consistency** - Whether acceptance of the gift is consistent with prior practice.
6. **Form of Gift** – Whether the proposed gift is offered in a form that CSTB can use or liquidate without incurring substantial expense or difficulty?
7. **Effect on Future Giving** – Whether the gift will encourage or discourage future gifts.
8. **Legality** – Whether the gift is allowed under applicable laws, rules, and regulations.

CSTB will not accept gifts that:

1. Could result in CSTB violating its organizational documents.
2. Could compromise its status as an IRC § 501(c)(3) not-for-profit organization.
3. Are too difficult or too expensive to administer in relation to their value.
4. Would result in any unacceptable consequences for CSTB.
5. Are for purposes outside of CSTB's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, will be made by the Chief Executive Officer (CEO) and Chief Financial Officer (CFO). The primary consideration will be the impact of the gift on the organization.

C. Gifts Generally Accepted Without Review

1. **Cash** - Cash gifts are acceptable in any form, including by check, money order, credit card, or online via PayPal or the CSTB website. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.
2. **Marketable Securities** - Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless restricted, for example, by applicable securities laws or the terms of the proposed gift. In such instances, the decision whether to accept the restricted securities shall be made by the CEO and CFO.

D. Gifts Subject to Review

Certain forms of gifts or donated properties will be subject to review by the CSTB Finance Committee prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

1. **Tangible Personal Property** - The Finance Committee shall review and determine whether to accept any gifts of tangible personal property considering the following:
 - a. Whether the property will further the organization's mission.
 - b. Whether the property is marketable. Whether there are any unacceptable restrictions imposed on the property.
 - c. Whether there are any carrying costs for the property for which the organization may be responsible.
 - d. Whether the title/provenance of the property is clear.
2. **Life Insurance** - CSTB may accept gifts of life insurance where CSTB is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
3. **Real Estate** - Prior to acceptance of any gift of real estate other than a personal residence, CSTB shall require the donor to obtain an initial environmental review by a qualified environmental firm. If the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include:
 - a. Whether the property is useful for the organization's purposes?
 - b. Whether the property is readily marketable?
 - c. Whether there are covenants, conditions, restrictions, reservations, easements, encumbrances, or other limitations associated with the property which limit its value to CSTB.
 - d. Whether there are excessive carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property.
 - e. Whether the environmental review or audit reflects that the property is damaged or otherwise requires remediation.
4. **Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans** - Donors are encouraged to consider bequests to CSTB under their wills, and to name CSTB as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.
5. **Charitable Remainder Trusts** - CSTB may accept designation as a remainder beneficiary of charitable remainder trusts.
6. **Charitable Lead Trusts** - CSTB may accept the designation as an income beneficiary of charitable lead trusts.

E. Not Accepted

1. Gifts from individuals and entities associated with "foreign countries of concern," as defined in Florida Statutes 496.401-431. The law applies to direct and indirect contributions, including those through intermediaries or donor-advised funds.
2. Digital assets and cryptocurrencies.
3. Anonymous gifts and gifts from donors whose identity is unknown to the organization, i.e., where the gift is delivered by a third party.
4. Closely held stock unless a willing buyer is available.

F. In-Kind Contributions

CSTB accepts gifts of services or goods donated in-kind if such goods or services are useful to the organization and its mission. In-kind gifts and services will be reviewed by the CFO, Vice

President (VP) of Fiscal and Administrative Compliance and Senior Director of Development prior to acceptance. In-kind services are not tax-deductible.

Gift Acceptance Review Process

A. Pre-Acknowledgement and Review

Cash gifts via CSTB's online donation page will be accepted at the time of submission, pending staff review of the donor per this policy. All offers for non-cash gifts must be submitted in writing through a form on CSTB's website and will be reviewed by the CFO, VP of Fiscal and Administrative Compliance and Director of Development, or their designees, prior to acceptance. Sections C and D of this policy outline the types of donations that are generally accepted. Any questions should be directed to the Senior Director of Development.

Pre-Acknowledgement

Each offer of donations of value, including gifts, services, and in-kind contributions, will be acknowledged by CSTB within five business days. Gifts submitted through CSTB's online donation page will be immediately acknowledged via the website.

Review Procedure

CSTB Board staff, including the CEO, CFO, VP of Fiscal and Administrative Compliance, and Senior Director of Development, as applicable, will review proposed gifts using publicly available information and information received from the prospective donor to determine, with legal advice when appropriate, whether the gift complies with this policy. This review will be conducted prior to solicitation of the donor, or prior to acceptance for unsolicited gifts.

Upon approval by CSTB, written notice will be given to the donor within ten business days.

In a case where the gift is rejected, the donor will be informed of the decision within five business days.

Any deviation from this policy will require the review and approval of the Finance Committee and/or Board of Directors.

Recordkeeping

Any determination, consultation, or notification as it pertains to the acceptance or rejection of gifts to CSTB will be recorded in accordance with this policy and records will be accessible to the Board of Directors.

B. Donor Acknowledgement

A donor acknowledgement letter will be sent within two business days of acceptance. This letter must include:

- Date of donation.
- Name of donor (or the agent managing the gift on behalf of the anonymous donor).
- Name and tax status of the recipient organization.
- Amount of cash contribution.
- Description (but not the value) of non-cash contribution.
- Any restrictions on the gift that might affect the gift's value.
- The value and a description of any goods or services provided in exchange for the gift or, alternatively, a statement that no goods or services were provided in exchange for the contribution of the gift.

C. Donor Restrictions

Donors may legally restrict the use of their contributions to CSTB. CSTB will consider donor restrictions, if any, in its recording, reporting, and management of contributed income and net assets. CSTB will not accept donations in which the donor requests to restrict a gift to a certain individual or non-charitable organization, as this could create a private benefit transaction.

- **Without Donor Restrictions** – Contributions that are free from any external restrictions and available for general use. These types of contributions may be referred to as unrestricted funds, general operating, or general support funds.
- **With Donor Restrictions** - These contributions may be temporarily restricted (funds restricted to a particular use or time) and permanently restricted (funds that carry a restriction permanently, such as an endowment or scholarship funds). They have donor-imposed restrictions that can be satisfied by the passage of a defined period (time restriction) or by performing specified activities (purpose restriction). These may be funds from a grant received for a specific program or project or individual contributions given with the intent of supporting a particular program or campaign. Funds of this type may also be restricted with the intent that the principal balance of the contribution will remain as an investment indefinitely, and the nonprofit may utilize the interest and investment returns, such as with an endowment.

D. Internal Revenue Service (IRS) Cash and Noncash Contribution Documentation

Donors and prospective donors are urged to seek the assistance and advice of independent professional advisors, including, but not limited to, tax or legal counsel and financial advisors, where appropriate, prior to and in matters relating to making a gift.

The donor is responsible for adhering to the requirements of charitable contributions to the IRS, such as determining the eligibility for and claiming any deductions, including by filing required IRS forms and obtaining any required appraisals or other documentation. CSTB and its representatives will not provide legal or tax advice.

E. CSTB Staff Donation Requests and Solicitations

Prior to requesting donations of value (including in-kind support) to any specific organization or individual, CSTB staff are required to submit their request in writing via the donation request form on CSTB's website. The CFO, VP of Fiscal and Administrative Compliance and/or Senior Director of Development will review for approval. Where the funding is time-sensitive and needed for a specific date, event or other purpose, requests must be submitted a minimum of 15 business days in advance of the funder's deadline. Depending on the complexity of the request, additional time may be needed. A response to the request will be provided within five business days regarding a decision to pursue, decline or if additional information or time is needed.

Unless otherwise determined through the review process, all requests for donations or funding will be submitted by the Development Department. Grant proposals require significantly more time and resources and are not included in this process.

Sponsorships

CSTB accepts sponsorships that are designated for a specific purpose, such as youth training scholarships and special events (i.e., Opportunity Youth Summit). Requests for new sponsorship programs not already established must be submitted in writing and will be reviewed by the CFO, VP of Fiscal and Administrative Compliance and Senior Director of Development prior to issuing a decision to pursue or decline.

A. Corporate Sponsorship

CSTB accepts corporate sponsorships also known as a “qualified sponsorship payment”. Corporate sponsorship is a payment by a business to CSTB to further its mission and is generally recognized by CSTB with an acknowledgment that the business has supported its activities, programs, or special event.

Corporate sponsorships can take many forms and involve a formal agreement that benefits both parties and is structured to meet the requirements of a qualified sponsorship. The agreements are generally temporary and revolve around specific events, projects or campaigns. Typically, both parties in a corporate sponsorship receive benefits such as increased awareness, new customers or supporters and improved public perception. Some of the most common types of corporate sponsorships include but are not limited to:

- **In-Kind:** A corporate sponsor provides goods or services free of charge to help CSTB fulfill a need.
- **Event Sponsorship:** A corporate sponsor provides a large monetary or in-kind donation to support a large event.
- **Matching Gifts:** A corporate sponsor provides a significant monetary donation to encourage others to give (e.g., for every \$1 an individual donates, the sponsor will also donate \$1, up to \$50,000).
- **Technology Sponsorship:** A corporate sponsor underwrites the cost of technology tools CSTB use in their day-to-day operations.

Each potential sponsorship will be evaluated regarding the substantial return benefit to distinguish normal fundraising and the associated acknowledgement of donors (or sponsors) from the sale of advertising. CSTB will not enter in sponsorship where there is expectation of receiving a substantial return benefit.

B. Solicitation of Contribution/Sponsorship Notice

CSTB is required by the State of Florida to conspicuously display the text below, in the same form, on every printed (i.e., sponsorship form) and website (only post if a solicitation occurs on the webpage) solicitation, as well as any confirmation, receipt, or reminder of a contribution.

Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay is an equal opportunity employer and a 501(c)3 not for-profit charitable organization registered in the State of Florida under the Solicitation of Contributions Act (Registration CH41736). A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE 800-435-7352 WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE.

References

- [Florida Statutes, Sections 496.401-431](#)
- Internal Revenue Service – [Audit Technique for Fundraising Activities](#)
- Internal Revenue Service – [Tax Tips for Deducting Gifts to Charity](#)
- Internal Revenue Service - [Advertising or Qualified Sponsorship Payments?](#)
- Internal Revenue Service Publication 1771– [Charitable Contributions, Substantiation and Disclosure Requirements](#)

History

Date	Action	Description
TBD	Issuance	Approval by the CSTB Board of Directors.

Attachments

- Procedures TBD

Other Resources

- Association of Fundraising Professionals - [Code of Ethical Standards](#)
- Association of Fundraising Professionals – [The Donor Bill of Rights](#)
- National Council of Nonprofits - [Gift Acceptance Policies](#)



Action Item

Audit & Tax Services RFP25-0255

Vendor and Contract Recommendation

Background:

Per Amended and Restated By-Laws of Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough Pinellas ("By-Laws"), the Audit Committee's responsibilities include but are not limited to: "Making recommendations to the Board on the selection of an independent auditor, including terms of engagement and compensation." [By-Laws, Article VII, Section 7.4(A)]

Information:

The RFP for Audit & Tax Services was released on July 9, 2025, and promulgated via multiple avenues, i.e., notice in the Tampa Times and email notification to interested bidders. In addition, public notice was also posted on CareerSource Hillsborough Pinellas Request for Proposal web page. The proposal deadline was August 4, 2025.

Five proposals were received from Cherry Bekaert, Grau & Associates, HBK, James Moore and Moss, Krusick & Associates.

A review committee composed of staff was convened to evaluate the proposals received. Members of the committee completed and signed a Conflict-of-Interest Form declaring no conflict of each entity whose proposal was received. The review committee met on August 19, 2025. The proposals were evaluated based on four components (1) Experience/Qualifications (2) Scope of work (3) Cost and (4) Small business, minority-owned firms, and women's business enterprise.

Below are the committee's rankings:

	Rank
James Moore	1
Cherry Bekaert	2
Moss, Krusick & Associates	3
Grau & Associates	4
HBK	5

Recommendation:

Staff recommend approval for CSTB to enter into contract negotiations with James Moore for audit and tax services. The engagement would be for one (1) year with an option to renew for four (4) additional one (1) year periods.



Action Item

2024-2025 Planning Budget Modification #4

Background Information:

Total budgeted revenue increased from \$30,412,627 to \$30,635,493 for an overall increase of \$222,866.

Workforce Innovation & Opportunity Act (WIOA) Programs:

- Decrease in WIOA Youth of \$69,848. *(See FN 1)*
- Decrease in WIOA AI Incumbent Worker of \$25,000. *(See FN 2)*
- Increase in DWG – Hurricane Helene/Milton of \$356,205. *(See FN 3)*

Employment Services:

- Increase in Wagner Peyser of \$22,773. *(See FN 4)*
- Decrease in HOPE Navigator of \$71,428. *(See FN 2)*

Direct Grants and Special Projects:

- Increase in Hillsborough County Re-entry Program of \$10,164. *(See FN 5)*

Additionally, there was an increase in expenditures of \$222,866.

Recommendation:

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

Footnotes:

- 1) *True up of award due to expenditures not previously reported to Florida Commerce.*
- 2) *Funds reverted to CareerSource Florida for repurpose in FY2026 state budget.*
- 3) *Additional funds received from Florida Commerce. Total increase in award of approximately \$1.95M. Majority of new funds will be allocated to FY2026 budget.*
- 4) *Additional funds received from Florida Commerce to assist with program operations.*
- 5) *Shift of budget funds from FY2026 to FY2025 to cover expenditures.*



2024-2025 Budgeted Revenues – Modification #4 Funding by County and Combined

Pinellas County
2024-2025 Planning Budget - Modification #4
Revenues

Funding Streams	Proposed Budget 2024- 2025 Mod #3	Proposed Budget 2024- 2025 Mod #4	\$ Change	% Change
Workforce Innovation & Opportunity Act				
Adult	1,258,707	1,258,707	-	0.0%
Dislocated Worker	1,672,679	1,672,679	-	0.0%
Total Adult/Dislocated Worker	2,931,386	2,931,386	-	0.0%
Youth	1,085,180	1,015,332	(69,848)	-6.4%
Rapid Response	75,952	75,952	-	0.0%
HOPE Funding Initiative	128,127	128,127	-	0.0%
Board Consolidation Funding	12,599	12,599	-	0.0%
AI Incumbent Worker	75,000	62,500	(12,500)	-16.7%
Sector Based Training	62,500	62,500	-	0.0%
DWG - Hurricane Helene/Milton	185,000	185,000	-	0.0%
Opioid Recovery	82,500	82,500	-	100.0%
Total WIOA	4,638,244	4,555,896	(82,348)	-1.8%
Employment Services				
Wagner-Peyser	816,717	816,717	-	0.0%
Veterans Services	168,000	168,000	-	0.0%
Apprenticeship Navigator	48,000	48,000	-	0.0%
HOPE Navigator	118,387	82,673	(35,714)	-30.2%
RESEA	477,724	477,724	-	0.0%
Supplemental Nutrition Assistance Program	206,965	206,965	-	0.0%
Trade Adjustment Assistance	27,000	27,000	-	0.0%
Total Employment Services	1,862,793	1,827,079	(35,714)	-1.9%
Welfare Transition	2,092,311	2,092,311	-	0.0%
TOTAL Florida Commerce Grant Funding	8,593,348	8,475,286	(118,062)	-1.4%
TOTAL Grants Federal, State & Local	8,593,348	8,475,286	(118,062)	-1.4%
Other Revenue				
Ticket to Work	90,000	90,000	-	0.0%
Tobacco Free Florida	2,400	2,400	-	0.0%
Interest	12,000	12,000	-	0.0%
Total Other Revenue	104,400	104,400	-	0.0%
TOTAL 2024-2025 BUDGETED REVENUE	8,697,748	8,579,686	(118,062)	-1.4%

Hillsborough County
2024-2025 Planning Budget - Modification #4
Revenues

Funding Streams	Proposed Budget 2024- 2025 Mod #3	Proposed Budget 2024- 2025 Mod #4	\$ Change	% Change
Workforce Innovation & Opportunity Act				
Adult	2,455,100	2,455,100	-	0.0%
Dislocated Worker	3,209,411	3,209,411	-	0.0%
Total Adult/Dislocated Worker	5,664,511	5,664,511	-	0.0%
Youth	2,911,889	2,911,889	-	0.0%
Rapid Response	275,000	275,000	-	0.0%
HOPE Funding Initiative	128,127	128,127	-	0.0%
Board Consolidation Funding	740,617	740,617	-	0.0%
Get There Faster - Veterans & Military Spouses	821,109	821,109	-	0.0%
AI Incumbent Worker	75,000	62,500	(12,500)	-16.7%
Sector Based Training	62,500	62,500	-	0.0%
DWG - Hurricane Helene/Milton	185,000	541,205	356,205	192.5%
Opioid Recovery	192,500	192,500	-	100.0%
Total WIOA	11,056,253	11,399,958	343,705	3.1%
Employment Services				
Wagner-Peyser	1,860,344	1,883,117	22,773	1.2%
Veterans Services	296,673	296,673	-	0.0%
Apprenticeship Navigator	49,000	49,000	-	0.0%
HOPE Navigator	110,529	74,815	(35,714)	-32.3%
RESEA	1,166,720	1,166,720	-	0.0%
Supplemental Nutrition Assistance Program	728,906	728,906	-	0.0%
Trade Adjustment Assistance	50,359	50,359	-	0.0%
Military Family	275,937	275,937	-	0.0%
Total Employment Services	4,538,468	4,525,527	(12,941)	-0.3%
Welfare Transition	4,117,059	4,117,059	-	0.0%
TOTAL Florida Commerce Grant Funding	19,711,780	20,042,544	330,764	1.7%
Direct Grants/Special Projects				
Hillsborough County Re-entry Program	202,474	212,638	10,164	5.0%
Hillsborough County ACE Program	1,033,073	1,033,073	-	0.0%
Hillsborough County Sector Strategies Initiative	549,234	549,234	-	0.0%
United Way - Tampa Bay Summer Hires Program	86,667	86,667	-	0.0%
Good Jobs Initiative	25,250	25,250	-	0.0%
FL Medical - Foundation for Caring	5,201	5,201	-	0.0%
Total Direct Grants/Special Projects	1,901,899	1,912,063	10,164	0.5%
TOTAL Grants Federal, State & Local	21,613,679	21,954,607	340,928	1.6%
Other Revenue				
Ticket to Work	90,000	90,000	-	0.0%
Tobacco Free Florida	10,000	10,000	-	0.0%
Interest	1,200	1,200	-	0.0%
Total Other Revenue	101,200	101,200	-	0.0%
TOTAL 2024-2025 BUDGETED REVENUE	21,714,879	22,055,807	340,928	1.6%

CareerSource Tampa Bay
2024-2025 Planning Budget - Modification #4
Combined Budgeted Revenues

Funding Streams	Combined Approved Budget 2024-2025 Mod #3	Combined Proposed Budget 2024-2025 Mod #4	\$ Change
Workforce Innovation & Opportunity Act			
Adult	3,713,807	3,713,807	-
Dislocated Worker	4,882,090	4,882,090	-
Total Adult/Dislocated Worker	8,595,897	8,595,897	-
Youth	3,997,069	3,927,221	(69,848)
Rapid Response	350,952	350,952	-
HOPE Funding Initiative	256,254	256,254	-
Board Consolidation Funding	753,216	753,216	-
Get There Faster - Veterans & Military Spouses	821,109	821,109	-
AI Incumbent Worker	150,000	125,000	(25,000)
Sector Based Training	125,000	125,000	-
DWG - Hurricane Helene/Milton	370,000	726,205	356,205
Opioid Recovery	275,000	275,000	-
Total WIOA	15,694,497	15,955,854	261,357
Employment Services			
Wagner-Peyser	2,677,061	2,699,834	22,773
Veterans Services	464,673	464,673	-
Apprenticeship Navigator	97,000	97,000	-
HOPE Navigator	228,916	157,488	(71,428)
RESEA	1,644,444	1,644,444	-
Supplemental Nutrition Assistance Program	935,871	935,871	-
Trade Adjustment Assistance	77,359	77,359	-
Military Family	275,937	275,937	-
Total Employment Services	6,401,261	6,352,606	(48,655)
Welfare Transition	6,209,370	6,209,370	-
TOTAL Florida Commerce Grant Funding	28,305,128	28,517,830	212,702
Direct Grants/Special Projects			
Hillsborough County Re-entry Program	202,474	212,638	10,164
Hillsborough County ACE Program	1,033,073	1,033,073	-
Hillsborough County Sector Strategies Initiative	549,234	549,234	-
United Way - Tampa Bay Summer Hires Program	86,667	86,667	-
Good Jobs Initiative	25,250	25,250	-
FL Medical - Foundation for Caring	5,201	5,201	-
Total Direct Grants/Special Projects	1,901,899	1,912,063	10,164
TOTAL Grants Federal, State & Local	30,207,027	30,429,893	222,866
Other Revenue			
Ticket to Work	180,000	180,000	-
Tobacco Free Florida	12,400	12,400	-
Interest	13,200	13,200	-
Total Other Revenue	205,600	205,600	-
TOTAL 2024-2025 BUDGETED REVENUE	30,412,627	30,635,493	222,866



***2024-2025 Planning Budget (Revenues &
Expenses) – Modification #4
by County and Combined***

Pinellas County
2024-2025 Planning Budget
Modification #4

Budget Category	Approved 2024- 2025 Planning Budget Mod #3	Budget Mod #4	Proposed 2024- 2025 Planning Budget - Mod #4
Grant Revenue - Federal	8,593,348	(118,062)	8,475,286
Grant Revenue - Local	-	-	-
Total Grant Revenue	8,593,348	(118,062)	8,475,286
Other Income	104,400	-	104,400
Total Revenues	8,697,748	(118,062)	8,579,686
Expenses			
Salaries	3,214,410	(28,571)	3,185,839
Payroll Tax & Fringe	901,890	(7,143)	894,747
Retirement	277,353	-	277,353
Staff Training & Education	38,350	-	38,350
Accounting & Professional fees	277,376	-	277,376
Occupancy	381,960	-	381,960
Contract Labor	334,116	-	334,116
Office Expense	183,171	-	183,171
Insurance	81,974	-	81,974
Communications	96,276	-	96,276
Community Outreach	32,609	-	32,609
Travel	65,650	-	65,650
Meetings & Conferences	28,700	-	28,700
License, Dues & Other Fees	40,999	-	40,999
Other expense	7,740	-	7,740
Customer Training & Related Costs	2,269,475	(82,348)	2,187,127
Service Provider Contract	327,000	-	327,000
Total Expenses	8,559,050	(118,062)	8,440,988
Net Income/(Loss)	13,339	-	13,339
Unobligated Balance	125,359	-	125,359

Hillsborough County

2024-2025 Planning Budget

Modification #4

Budget Category	Approved 2024- 2025 Planning Budget Mod #3	Budget Mod #4	Proposed 2024- 2025 Planning Budget - Mod #4
Grant Revenue - Federal	19,711,780	330,764	20,042,544
Grant Revenue - Local	1,901,899	10,164	1,912,063
Total Grant Revenue	21,613,679	340,928	21,954,607
Other Income	101,200	-	101,200
Total Revenues	21,714,879	340,928	22,055,807
Expenses			
Salaries	7,925,376	(10,353)	7,915,023
Payroll Tax & Fringe	2,084,293	(2,588)	2,081,705
Retirement	522,963	-	522,963
Staff Training & Education	113,000	-	113,000
Accounting & Professional fees	727,018	10,164	737,182
Occupancy	1,580,652	-	1,580,652
Contract Labor	528,956	-	528,956
Office Expense	958,909	-	958,909
Insurance	135,430	-	135,430
Communications	121,380	-	121,380
Community Outreach	533,310	-	533,310
Travel	109,450	-	109,450
Meetings & Conferences	121,500	-	121,500
License, Dues & Other Fees	35,200	-	35,200
Other expense	5,000	-	5,000
Customer Training & Related Costs	5,865,063	343,705	6,208,768
Service Provider Contracts	130,000	-	130,000
Total Expenses	21,497,500	340,928	21,838,428
Net Income/(Loss)	10,700	-	10,700
Unobligated Balance	206,679	-	206,679

CareerSource Tampa Bay
2024-2025 Planning Budget Combined
Modification #4

Budget Category	Approved 2024-2025 Planning Budget Mod #3	Budget Mod #4	Proposed 2024-2025 Planning Budget - Mod #4
Grant Revenue - Federal	28,305,128	212,702	28,517,830
Grant Revenue - Local	1,901,899	10,164	1,912,063
Total Grant Revenue	30,207,027	222,866	30,429,893
Other Income	205,600	-	205,600
Total Revenues	30,412,627	222,866	30,635,493
Salaries	11,139,787	(38,924)	11,100,863
Payroll Tax & Fringe	2,986,184	(9,731)	2,976,453
Retirement	800,316	-	800,316
Staff Training & Education	151,350	-	151,350
Accounting & Professional fees	1,004,394	10,164	1,014,558
Occupancy	1,962,612	-	1,962,612
Contract Labor	863,072	-	863,072
Office Expense	1,142,080	-	1,142,080
Insurance	217,404	-	217,404
Communications	217,656	-	217,656
Community Outreach	565,919	-	565,919
Travel	175,100	-	175,100
Meetings & Conferences	150,200	-	150,200
License, Dues & Other Fees	76,199	-	76,199
Other expense	12,740	-	12,740
Customer Training & Related Costs	8,134,538	261,357	8,395,895
Service Provider Contracts	457,000	-	457,000
Total Expenses	30,056,550	222,866	30,279,416
Net Income/(Loss)	24,039	-	24,039
Unobligated Balance	332,038	-	332,038



***2024-2025 Planning Budget by Funding Type
- Modification #4
by County and Combined***

Pinellas County
Planning Budget by Funding Type
Fiscal Year 2025 (July 2024-June 2025)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2024-2025	Unrestricted	Total Organization Budget FY 2024-2025	Prior Approved Budget FY 2024-2025	Modification #4
Revenue:									
Fiscal Year 2025 New Allocations	2,983,998	1,370,921	1,628,500	-	5,983,419	-	5,983,419	6,101,481	(118,062)
Carryforward from Prior Year Allocations	1,571,898	456,158	463,811	-	2,491,867	-	2,491,867	2,491,867	-
Projected Unrestricted Revenue	-	-	-	-	-	104,400	104,400	104,400	-
Total Revenue	4,555,896	1,827,079	2,092,311	-	8,475,286	104,400	8,579,686	8,697,748	(118,062)
Expenditures:									
Program Services - Allocated Costs:									
Business Services	590,475	123,090	361,435	-	1,075,000	-	1,075,000	1,075,000	-
Case Management	883,953	525,520	320,813	-	1,730,286	-	1,730,286	1,766,000	(35,714)
Program Services	941,953	1,681	258,323	-	1,201,957	-	1,201,957	1,201,957	-
One Stop Operating/Facilities Costs	5,763	450,437	-	-	456,200	-	456,200	456,200	-
Technology	-	285,973	14,027	-	300,000	-	300,000	300,000	-
Community Outreach	2,540	111,460	-	-	114,000	-	114,000	114,000	-
Program Staff Training & Professional Development	613	23,315	3,572	-	27,500	-	27,500	27,500	-
Subtotal - Program Services Allocated	2,425,297	1,521,476	958,170	-	4,904,943	-	4,904,943	4,940,657	(35,714)
Program Services - Direct Costs:									
Participant & Work Based Learning	1,329,652	23,000	909,476	-	2,262,128	-	2,262,128	2,344,476	(82,348)
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	-	-	-	-	-	-
Direct Costs - Other	10,956	-	-	-	10,956	91,061	102,017	102,017	-
Subrecipient Contracts	315,752	73	11,175	-	327,000	-	327,000	327,000	-
DEO Staff Travel	-	15,500	-	-	15,500	-	15,500	15,500	-
Subtotal - Program Services Direct	1,656,360	38,573	920,651	-	2,615,584	91,061	2,706,645	2,788,993	(82,348)
Total Program Service Costs:	4,081,657	1,560,049	1,878,821	-	7,520,527	91,061	7,611,588	7,729,650	(118,062)
Indirect Costs									
Indirect Costs	450,850	174,435	204,115	-	829,400	-	829,400	829,400	-
Total Indirect Costs	450,850	174,435	204,115	-	829,400	-	829,400	829,400	-
Total Expenditures	4,532,507	1,734,484	2,082,936	-	8,349,927	91,061	8,440,988	8,559,050	(118,062)
Projected Net Income/(Loss)	-	-	-	-	-	13,339	13,339	13,339	-
Unobligated Balance	23,389	92,595	9,375	-	125,359	-	125,359	125,359	-

Hillsborough County
Planning Budget by Funding Type
Fiscal Year 2025 (July 2024-June 2025)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2024- 2025	Unrestricted	Total Organization Budget	Prior Approved Budget FY	Modification #4
Revenue:									
Fiscal Year 2025 New Allocations	6,820,416	3,445,422	3,735,853	1,150,581	15,152,272	-	15,152,272	14,811,344	340,928
Carryforward from Prior Year Allocations	4,579,542	1,080,105	381,206	761,482	6,802,335	-	6,802,335	6,802,335	-
Projected Unrestricted Revenue	-	-	-	-	-	101,200	101,200	101,200	-
Total Revenue	11,399,958	4,525,527	4,117,059	1,912,063	21,954,607	101,200	22,055,807	21,714,879	340,928
Expenditures:									
Program Services - Allocated Costs:									
Business Services	1,061,997	104,744	233,259	-	1,400,000	-	1,400,000	1,400,000	-
Case Management	2,366,499	1,260,874	1,013,204	-	4,640,577	-	4,640,577	4,653,518	(12,941)
Program Services	1,778,827	326,882	751,984	-	2,857,693	-	2,857,693	2,857,693	-
One Stop Operating/Facilities Costs	112,584	1,422,354	-	115,062	1,650,000	-	1,650,000	1,650,000	-
Technology	44,377	467,773	53,882	33,968	600,000	-	600,000	600,000	-
Community Outreach	11,560	268,956	-	19,484	300,000	-	300,000	300,000	-
Program Staff Training & Professional Development	5,974	41,764	-	2,262	50,000	-	50,000	50,000	-
Subtotal - Program Services Allocated	5,381,818	3,893,347	2,052,329	170,776	11,498,270	-	11,498,270	11,511,211	(12,941)
Program Services - Direct Costs:									
Participant & Work Based Learning	3,961,705	40,000	1,545,000	957,063	6,503,768	-	6,503,768	6,160,063	343,705
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	428,726	428,726	-	428,726	428,726	-
Direct Costs - Other	650,000	-	-	102,164	752,164	90,500	842,664	832,500	10,164
Subrecipient Contracts	80,921	14,870	34,209	-	130,000	-	130,000	130,000	-
DEO Staff Travel	-	35,000	-	-	35,000	-	35,000	35,000	-
Subtotal - Program Services Direct	4,692,626	89,870	1,579,209	1,487,953	7,849,658	90,500	7,940,158	7,586,289	353,869
Total Program Service Costs:	10,074,444	3,983,217	3,631,538	1,658,729	19,347,928	90,500	19,438,428	19,097,500	340,928
Indirect Costs									
Indirect Costs	1,228,810	505,405	456,442	209,343	2,400,000	-	2,400,000	2,400,000	-
Total Indirect Costs	1,228,810	505,405	456,442	209,343	2,400,000	-	2,400,000	2,400,000	-
Total Expenditures	11,303,254	4,488,622	4,087,980	1,868,072	21,747,928	90,500	21,838,428	21,497,500	340,928
Projected Net Income/(Loss)	-	-	-	-	-	10,700	10,700	10,700	-
Unobligated Balance	96,704	36,905	29,079	43,991	206,679	-	206,679	206,679	-

CareerSource Tampa Bay
Planning Budget by Funding Type
Fiscal Year 2025 (July 2024-June 2025)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Total Program Budget FY2024-2025	Unrestricted	Total Organization Budget FY 2024-2025	Prior Approved Budget FY 2024-2025	Modification #4
Revenue:									
Fiscal Year 2025 New Allocations	9,804,414	4,816,343	5,364,353	1,150,581	21,135,691	-	21,135,691	20,912,825	222,866
Carryforward from Prior Year Allocations	6,151,440	1,536,263	845,017	761,482	9,294,202	-	9,294,202	9,294,202	-
Projected Unrestricted Revenue	-	-	-	-	-	205,600	205,600	205,600	-
Total Revenue	15,955,854	6,352,606	6,209,370	1,912,063	30,429,893	205,600	30,635,493	30,412,627	222,866
Expenditures:									
Program Services - Allocated Costs:									
Business Services	1,652,472	227,834	594,694	-	2,475,000	-	2,475,000	2,475,000	-
Case Management	3,250,452	1,786,394	1,334,017	-	6,370,863	-	6,370,863	6,419,518	(48,655)
Program Services	2,720,780	328,563	1,010,307	-	4,059,650	-	4,059,650	4,059,650	-
One Stop Operating/Facilities Costs	118,347	1,872,791	-	115,062	2,106,200	-	2,106,200	2,106,200	-
Technology	44,377	753,746	67,909	33,968	900,000	-	900,000	900,000	-
Community Outreach	14,100	380,416	-	19,484	414,000	-	414,000	414,000	-
Program Staff Training & Professional Development	6,587	65,079	3,572	2,262	77,500	-	77,500	77,500	-
Subtotal - Program Services Allocated	7,807,115	5,414,823	3,010,499	170,776	16,403,213	-	16,403,213	16,451,868	(48,655)
Program Services - Direct Costs:									
Participant & Work Based Learning	5,291,357	63,000	2,454,476	957,063	8,765,896	-	8,765,896	8,504,539	261,357
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	428,726	428,726	-	428,726	428,726	-
Direct Costs - Other	660,956	-	-	102,164	763,120	181,561	944,681	934,517	10,164
Subrecipient Contracts	396,673	14,943	45,384	-	457,000	-	457,000	457,000	-
DEO Staff Travel	-	50,500	-	-	50,500	-	50,500	50,500	-
Subtotal - Program Services Direct	6,348,986	128,443	2,499,860	1,487,953	10,465,242	181,561	10,646,803	10,375,282	271,521
Total Program Service Costs:	14,156,101	5,543,266	5,510,359	1,658,729	26,868,455	181,561	27,050,016	26,827,150	222,866
Indirect Costs									
Indirect Costs	1,679,660	679,840	660,557	209,343	3,229,400	-	3,229,400	3,229,400	-
Total Indirect Costs	1,679,660	679,840	660,557	209,343	3,229,400	-	3,229,400	3,229,400	-
Total Expenditures	15,835,761	6,223,106	6,170,916	1,868,072	30,097,855	181,561	30,279,416	30,056,550	222,866
Projected Net Income/(Loss)	-					24,039	24,039	24,039	-
Unobligated Balance	120,093	129,500	38,454	43,991	332,038	-	332,038	332,038	-



Information Item

Expenditure Reports for Period Ending June 30, 2025

Pinellas County
Grant Award to Expenditure Report
FY 2024-2025
For Period Ending 6/30/2025

Program Description	Award Begin Date	Award End Date	Award Amount	FY 24-25 Budget	FY 24-25 Expenditures YTD	FY 24-25 Remaining Budget	FY 24-25 Expenditure Rate	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act								
WIOA - Adult PY2023	7/1/22	6/30/25	1,145,026	418,373	418,373	-	100%	100%
WIOA - Adult PY2024	7/1/23	6/30/26	998,435	798,748	488,885	309,863	61%	49%
WIOA - Dislocated Worker PY2023	7/1/22	6/30/25	1,208,487	589,449	589,449	-	100%	100%
WIOA - Dislocated Worker PY2024	7/1/23	6/30/26	1,293,933	1,035,146	1,025,752	9,394	99%	79%
WIOA - Youth PY2023	4/1/22	6/30/25	849,009	353,502	353,502	-	100%	100%
WIOA - Youth PY2024	4/1/23	6/30/26	776,931	621,544	578,746	42,798	93%	74%
WIOA - Supplemental	7/1/24	6/30/26	129,956	129,956	-	129,956	0%	0%
WIOA - Hope Navigator	7/1/23	8/31/25	128,127	128,127	123,595	4,532	96%	96%
WIOA - Rapid Response	7/1/24	6/30/25	75,952	75,952	67,996	7,956	90%	90%
WIOA - AI Incumbent Worker	7/1/24	6/30/25	62,500	62,500	2,984	59,516	5%	5%
WIOA - Sector Based Training	7/1/24	6/30/25	62,500	62,500	5,618	56,882	9%	9%
WIOA - DWG Hurricane Helene/Milton	10/1/24	9/30/26	185,000	185,000	18,406	166,594	10%	10%
WIOA - Opioid Recovery	12/20/24	12/31/26	82,500	82,500	687	81,813	1%	1%
WIOA - Board Consolidation & Realignment	7/1/23	6/30/25	50,000	12,599	12,599	-	100%	100%
Total Workforce Innovation Opportunity Act			7,048,356	4,555,896	3,686,592	869,304	81%	
Employment Services								
Wagner Peyser PY2023	7/1/23	9/30/24	776,626	221,717	221,717	-	100%	100%
Wagner Peyser PY2024	7/1/24	9/30/25	811,532	595,000	584,626	10,374	98%	72%
WP - Apprenticeship Navigator	7/1/24	6/30/25	48,000	48,000	34,942	13,058	73%	73%
WP - Hope Navigator	7/1/23	8/31/25	89,689	82,673	31,479	51,194	38%	43%
WP - Hope Navigator	7/1/23	6/30/25	0	-	-	-	0%	0%
DVOP	7/1/24	12/31/25	180,567	145,631	27,739	117,892	19%	35%
LVER	7/1/24	12/31/25	29,395	22,369	8,836	13,533	40%	54%
Supplemental Nutrition Assistance Program PY2023	10/1/23	9/30/24	281,705	28,845	28,845	-	100%	100%
Supplemental Nutrition Assistance Program PY2024	10/1/24	9/30/25	237,493	178,120	130,269	47,851	73%	55%
TAA Training	10/1/22	9/30/24	8,394	1,996	-	1,996	0%	76%
TAA Training	10/1/24	9/30/25	23,270	23,270	810	22,460	3%	3%
TAA Case Management/Admin	10/1/22	9/30/24	3,850	1,734	-	1,734	0%	55%
RESEA Transition PY2023	1/1/23	9/30/25	482,814	119,193	119,193	-	100%	100%
RESEA Transition PY2024	1/1/24	9/30/25	478,041	358,531	340,294	18,237	95%	71%
Total Employment Services			3,451,377	1,827,079	1,528,750	298,329	84%	
Welfare Transition								
Welfare Transition Program PY2024 Oct-June	10/1/23	8/31/24	1,611,956	463,811	463,811	-	100%	100%
Welfare Transition Program PY2025 July-Sept	7/1/24	11/30/24	330,498	330,498	330,498	(0)	100%	100%
Welfare Transition Program PY2025 Oct-June	10/1/24	8/31/25	1,430,921	1,298,002	1,044,314	253,688	80%	73%
Total Welfare Transition			3,373,375	2,092,311	1,838,623	253,688	88%	
Totals				\$ 8,475,286	7,053,965	1,421,321	83%	

Hillsborough County
Grant Award to Actual Expenditures
FY 2024-2025
For Period Ending 6/30/2025

Program Description	Award Begin Date	Award End Date	Award Amount	FY 24-25 Budget	FY 24-25 Expenditures YTD	FY 24-25 Remaining Budget	FY 24-25 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2023	7/1/22	6/30/25	2,177,393	994,479	994,479	0	100%	100%	100%
WIOA - Adult PY2024	7/1/23	6/30/26	1,854,237	1,483,390	121,820	1,361,570	8%	67%	7%
WIOA - Dislocated Worker PY2023	7/1/22	6/30/25	2,186,118	1,179,853	1,179,853	(0)	100%	100%	100%
WIOA - Dislocated Worker PY2024	7/1/23	6/30/26	2,300,324	1,840,261	1,598,026	242,235	87%	67%	69%
WIOA - Youth PY2023	4/1/22	6/30/25	2,318,736	1,315,357	1,315,357	0	100%	100%	100%
WIOA - Youth PY2024	4/1/23	6/30/26	1,902,143	1,521,714	1,487,933	33,781	98%	69%	78%
WIOA - Supplemental	7/1/24	6/30/26	241,347	241,347	-	241,347	0%	0%	0%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	6/30/25	3,089,416	821,109	821,109	(0)	100%	100%	100%
WIOA - Hope Navigator	7/1/23	8/31/25	128,127	128,127	117,867	10,260	92%	92%	92%
WIOA - Rapid Response	7/1/24	6/30/25	275,000	275,000	275,000	-	100%	100%	100%
WIOA - AI Incumbent Worker	7/1/24	6/30/25	62,500	62,500	43,603	18,897	70%	100%	70%
WIOA - Sector Based Training	7/1/24	6/30/25	62,500	62,500	32,643	29,857	52%	100%	52%
WIOA - DWG Hurricane Helene/Milton	10/1/24	9/30/26	541,205	541,205	541,205	-	100%	37%	100%
WIOA - Opioid Recovery	12/20/24	12/31/26	192,500	192,500	12,158	180,342	6%	26%	6%
WIOA - Board Consolidation & Realignment	7/1/23	6/30/25	363,883	148,000	148,000	(0)	100%	100%	100%
WIOA - Board Consolidation & Realignment	6/3/24	12/31/25	592,617	592,617	260,459	332,158	44%	68%	44%
Total Workforce Innovation Opportunity Act			18,288,046	11,399,958	8,949,512	2,450,446	79%		
Employment Services									
Wagner Peyser PY2023	7/1/23	9/30/24	1,756,030	385,016	385,016	(0)	100%	100%	100%
Wagner Peyser PY2024	7/1/24	9/30/25	1,598,101	1,498,101	1,356,002	142,099	91%	80%	85%
WP - Apprenticeship Navigator	7/1/24	7/31/24	1,000	1,000	1,000	-	100%	100%	100%
WP - Apprenticeship Navigator	7/1/24	6/30/25	48,000	48,000	44,729	3,271	93%	100%	93%
WP - Hope Navigator	7/1/23	8/31/25	89,689	74,815	72,802	2,013	97%	92%	98%
WP - Hope Navigator	7/1/23	6/30/25	0	-	-	-	0%	100%	0%
DVOP	7/1/24	12/31/25	217,178	217,178	103,073	114,105	47%	66%	47%
LVER	7/1/24	12/31/25	79,495	79,495	61,455	18,040	77%	66%	77%
Supplemental Nutrition Assistance Program PY2023	10/1/23	9/30/24	815,596	221,950	221,950	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2024	10/1/24	9/30/25	675,941	506,957	481,668	25,289	95%	75%	71%
TAA Training	10/1/22	9/30/24	21,442	21,442	-	21,442	0%	100%	0%
TAA Training	10/1/24	9/30/25	25,000	25,000	-	25,000	0%	75%	0%
TAA Case Management/Admin	10/1/22	9/30/24	3,917	3,917	3,917	-	100%	100%	100%
RESEA Transition PY2023	1/1/23	9/30/25	947,195	470,748	470,748	0	100%	91%	100%
RESEA Transition PY2024	1/1/24	9/30/25	927,963	695,972	593,657	102,315	85%	86%	64%
Military Family	7/1/24	6/30/25	275,937	275,937	275,937	-	100%	100%	100%
Total Employment Services			7,482,484	4,525,527	4,071,954	453,573	90%		
Welfare Transition									
Welfare Transition Program PY2024 Oct-June	10/1/23	8/31/24	3,111,657	381,206	381,206	(0)	100%	100%	100%
Welfare Transition Program PY2025 July-Sept	7/1/24	11/30/24	1,043,820	1,043,820	1,043,820	-	100%	100%	100%
Welfare Transition Program PY2025 Oct-June	10/1/24	8/31/25	2,692,033	2,692,033	2,482,109	209,924	92%	81%	92%
Total Welfare Transition			6,847,510	4,117,059	3,907,135	209,924	95%		
Direct Grants & Special Projects									
Hills County - Targeted Industry Sector Workforce Prog	10/1/23	9/30/24	500,000	174,234	174,234	0	100%	100%	100%
Hills County - Targeted Industry Sector Workforce Prog	10/1/24	9/30/25	500,000	375,000	333,315	41,685	89%	75%	67%
Hills County - ACE 4.0	10/1/23	9/30/24	755,000	466,823	278,811	188,012	60%	100%	75%
Hills County - ACE 5.0	10/1/24	9/30/25	755,000	566,250	319,629	246,621	56%	75%	42%
Hills County - Ex-Offender/Returning Citizen	4/1/23	9/30/24	300,000	89,973	34,431	55,542	38%	100%	81%
Hills County - Ex-Offender/Returning Citizen	10/1/24	9/30/25	150,000	122,664	122,664	-	100%	75%	82%
United Way Suncoast - TBSH	7/1/24	6/30/25	86,667	86,667	86,667	-	100%	100%	100%
Good Jobs Initiative	7/1/23	12/31/25	25,250	25,250	-	25,250	0%	0%	0%
Florida Medical - Foundation for Caring	7/1/23	12/31/24	9,244	5,201	5,201	(0)	100%	100%	100%
Total Direct Grants & Special Projects			26,409,760	1,912,063	1,354,952	557,111	71%		
Totals			\$ 21,954,607	18,283,553	3,671,054	83%			

CareerSource Tampa Bay
Combined Grant Award to Actual Expenditures
FY 2024-2025
For Period Ending 6/30/2025

Program Description	Award Begin Date	Award End Date	Award Amount	FY 24-25 Budget	FY 24-25 Expenditures YTD	FY 24-25 Remaining Budget	FY 24-25 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2023	7/1/22	6/30/25	3,322,419	1,412,852	1,412,852	0	100%	100%	100%
WIOA - Adult PY2024	7/1/23	6/30/26	2,852,672	2,282,138	610,705	1,671,433	27%	67%	21%
WIOA - Dislocated Worker PY2023	7/1/22	6/30/25	3,394,605	1,769,302	1,769,302	(0)	100%	100%	100%
WIOA - Dislocated Worker PY2024	7/1/23	6/30/26	3,594,257	2,875,407	2,623,778	251,629	91%	67%	73%
WIOA - Youth PY2023	4/1/22	6/30/25	3,167,745	1,668,859	1,668,859	0	100%	100%	100%
WIOA - Youth PY2024	4/1/23	6/30/26	2,679,074	2,143,258	2,066,679	76,579	96%	69%	77%
WIOA - Supplemental	7/1/24	6/30/26	371,303	371,303	-	371,303	0%	50%	0%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	6/30/25	3,089,416	821,109	821,109	(0)	100%	100%	100%
WIOA - Hope Navigator	7/1/23	8/31/25	256,254	256,254	241,462	14,792	94%	92%	94%
WIOA - Rapid Response	7/1/24	6/30/25	350,952	350,952	342,996	7,956	98%	100%	98%
WIOA - AI Incumbent Worker	7/1/24	6/30/25	125,000	125,000	46,587	78,413	37%	100%	37%
WIOA - Sector Based Training	7/1/24	6/30/25	125,000	125,000	38,261	86,739	31%	100%	31%
WIOA - DWG Hurricane Helene/Milton	10/1/24	9/30/26	726,205	726,205	559,611	166,594	77%	37%	77%
WIOA - Opioid Recovery	12/20/24	12/31/26	275,000	275,000	12,845	262,155	5%	26%	5%
WIOA - Board Consolidation & Realignment	7/1/23	6/30/25	413,883	160,599	160,599	(0)	100%	100%	100%
WIOA - Board Consolidation & Realignment	6/3/24	12/31/25	592,617	592,617	260,459	332,158	44%	68%	44%
Total Workforce Innovation Opportunity Act			25,336,402	15,955,855	12,636,104	3,319,751	79%		
Employment Services									
Wagner Peyser PY2023	7/1/23	9/30/24	2,532,656	606,733	606,733	(0)	100%	100%	100%
Wagner Peyser PY2024	7/1/24	9/30/25	2,409,633	2,093,101	1,940,628	152,473	93%	80%	81%
WP - Apprenticeship Navigator	7/1/24	7/31/24	1,000	1,000	1,000	-	100%	100%	100%
WP - Apprenticeship Navigator	7/1/24	6/30/25	96,000	96,000	79,671	16,329	83%	100%	83%
WP - Hope Navigator	7/1/23	8/31/25	179,378	157,488	104,281	53,207	66%	92%	70%
WP - Hope Navigator	7/1/23	6/30/25	0	-	-	-	0%	100%	0%
DVOP	7/1/24	12/31/25	397,745	362,809	130,812	231,997	36%	66%	42%
LVER	7/1/24	12/31/25	108,890	101,864	70,291	31,573	69%	66%	71%
Supplemental Nutrition Assistance Program PY2023	10/1/23	9/30/24	1,097,301	250,795	250,795	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2024	10/1/24	9/30/25	913,434	685,077	611,937	73,140	89%	75%	67%
TAA Training	10/1/22	9/30/24	29,836	23,438	-	23,438	0%	100%	21%
TAA Training	10/1/24	9/30/25	48,270	48,270	810	47,460	2%	75%	2%
TAA Case Management/Admin	10/1/22	9/30/24	7,767	5,651	3,917	1,734	69%	100%	78%
RESEA Transition PY2023	1/1/23	9/30/25	1,430,009	589,941	589,941	0	100%	91%	100%
RESEA Transition PY2024	1/1/24	9/30/25	1,406,004	1,054,503	933,951	120,552	89%	86%	66%
Military Family	7/1/24	6/30/25	275,937	275,937	275,937	-	100%	100%	100%
Total Employment Services			10,933,861	6,352,606	5,600,704	751,902	88%		
Welfare Transition									
Welfare Transition Program PY2024 Oct-June	10/1/23	8/31/24	4,723,613	845,017	845,017	(0)	100%	100%	100%
Welfare Transition Program PY2025 July-Sept	7/1/24	11/30/24	1,374,318	1,374,318	1,374,318	(0)	100%	100%	100%
Welfare Transition Program PY2025 Oct-June	10/1/24	8/31/25	4,122,954	3,990,035	3,526,423	463,612	88%	81%	86%
Total Welfare Transition			10,220,885	6,209,370	5,745,758	463,612	93%		
Direct Grants & Special Projects									
Hills County - Targeted Industry Sector Workforce Prog	10/1/23	9/30/24	500,000	174,234	174,234	0	100%	100%	100%
Hills County - Targeted Industry Sector Workforce Prog	10/1/24	9/30/25	500,000	375,000	333,315	41,685	89%	75%	67%
Hills County - ACE 4.0	10/1/23	9/30/24	755,000	466,823	278,811	188,012	60%	100%	75%
Hills County - ACE 5.0	10/1/24	9/30/25	755,000	566,250	319,629	246,621	56%	75%	42%
Hills County - Ex-Offender/Returning Citizen	4/1/23	9/30/24	300,000	89,973	34,431	55,542	38%	100%	81%
Hills County - Ex-Offender/Returning Citizen	10/1/24	9/30/25	150,000	122,664	122,664	-	100%	75%	82%
United Way Suncoast - TBSH	7/1/24	6/30/25	86,667	86,667	86,667	-	100%	100%	100%
Good Jobs Initiative	7/1/23	12/31/25	25,250	25,250	-	25,250	0%	80%	0%
Florida Medical - Foundation for Caring	7/1/23	12/31/24	9,244	5,201	5,201	(0)	100%	100%	100%
Total Direct Grants & Special Projects			37,568,742	1,912,063	1,354,952	557,111	71%		
Totals				\$ 30,429,893	25,337,518	5,092,375	83%		

NOTES:



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