Finance Committee Meeting
CareerSource Tampa Bay

Oct 27, 2022 9:00 AM - 10:00 AM EDT

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Pledge of Allegiance

CareerSource
TAMPA BAY

Finance Committee Meeting Minutes

CareerSource Tampa Bay
Aug 25, 2022 at 9:00 AM EDT

Attendance

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

Members Absent:
Commisioner Gwen Myers

Attendance

Staff Present (Remote):
Sheila Doyle, John Flanagan, Anna Munro, Tammy Stahgren

I. Call to Order, Roll Call and Welcome

Gary Hartfield called the meeting to order at 9:00 a.m. Meeting attendees briefly introduced themselves.

II. Pledge of Allegiance (Presenters: Donald Noble)

Don Noble led the Pledge of Allegiance.

III. Public Comments

There were none.

IV. Action/Discussion Items

A. Approval of Minutes - June 30, 2022 Finance Committee Meeting (Presenters: Gary Hartfield)

Motion:
to approve the minutes of June 30, 2022 Finance Committee Meeting.

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

B. 2022– 2023 Budget Modification No. 1 (Presenters: Sheila Doyle)

Motion:

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

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

V. Other Administrative Matters

An Ad Hoc Committee has been created to review system design and look at physical assets of CareerSource Tampa Bay, which includes the Comprehensive One-Stop Center. The committee will be looking at: if we are in the right location to be providing services, the right location geographically, and in the right size space for our needs. The findings may indicate a need for changes that could have some positive financial ramifications that we may need to bring back to the Finance Committee for review. The first meeting is scheduled for September.

VI. Information Items

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

No discussion occurred.

VII. Adjournment

The meeting was adjourned at 9:21 a.m.
Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.

Action Item
PY 2022-2023 Budget Modification No. 2

Information:
Total budgeted revenue has increased from $26,061,197 to $26,354,459 for an overall increase of $293,262. This is due to the following:

Employment Services
Increase in Wagner Peyser of $185,750
New award for WP – Apprenticeship Navigator - $62,500

Direct Grants and Special Projects:
Increase in Re-employment & Eligibility Assessment of $45,000
Increase in Foundation for Caring of $12

Additionally, there was an increase in expenditures of $293,192.

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

CareerSource Tampa Bay
PY 2022-2023 Revenue Budget
Modification #2

Program/Award	Approved Budget	Modification No. 2	Modified Budget
WIOA Adult	5,052,562	-	5,052,562
WIOA Youth	3,655,333	-	3,655,333
WIOA Dislocated Worker	2,984,610	-	2,984,610
WIOA Rapid Response	153,871	-	153,871
WIOA Get There Faster - Military Program	2,442,852	-	2,442,852
Subtotal WIOA	**14,289,228**	**-**	**14,289,228**
Wagner Peyser	1,694,182	185,750	1,879,932
WP - Apprenticeship Navigator	-	62,500	62,500
Veterans Programs	195,000	-	195,000
SNAP	676,444	-	676,444
Trade Adjustment Act	352,166	-	352,166
Military Family	275,937	-	275,937
Subtotal Employment Services	**3,193,729**	**248,250**	**3,441,979**
Welfare Transition Program	5,477,665	-	5,477,665
Subtotal WTP	**5,477,665**	**-**	**5,477,665**
Reemployment & Eligibility Assessment (RESEA)	540,417	45,000	585,417
NDWG - COVID 19	329,636	-	329,636
Hillsborough County - ACE	995,841	-	995,841
Hillsborough County - Sector Strategies	530,859	-	530,859
Tech Quest Apprenticeship (TQA)	95,000	-	95,000
Tech Boost	462,000	-	462,000
United Way Suncoast - TBSH	86,667	-	86,667
United Way Suncoast - Youth Research Project	50,000	-	50,000
Foundation of Caring	10,155	12	10,167
Subtotal Grants and Special Projects	**3,100,575**	**45,012**	**3,145,587**
Total Combined	**26,061,197**	**293,262**	**26,354,459**

CareerSource Tampa Bay
Planning Budget - Modification #2
Fiscal Year 2023 (July 2022-June 2023)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2022-2023	Prior Approved Budget FY 2022-2023	Modification #2
Revenue:							
Fiscal Year 2023 New Allocations	6,248,285	2,500,518	4,380,492	1,754,917	14,884,212	14,776,712	107,500
Carryforward from Prior Year Allocations	8,040,943	941,461	1,097,173	1,390,670	11,470,247	11,284,485	185,762
Total Revenue	14,289,228	3,441,979	5,477,665	3,145,587	26,354,459	26,061,197	293,262
Expenditures:							
Program Services - Allocated Costs:							
Business Services	742,860	-	192,140	-	935,000	935,000	-
Case Management	2,470,147	584,210	1,537,158	32,881	4,624,396	4,836,204	(211,808)
Career Services	349,796	-	59,394	-	409,190	409,190	-
One Stop Operating/Facilities Costs	91,244	1,357,638	394,148	156,970	2,000,000	2,000,000	-
Technology	21,493	418,604	128,098	101,805	670,000	670,000	-
Community Outreach	32,515	190,607	59,122	37,756	320,000	320,000	-
Program Staff Training & Professional Development	1,653	33,181	9,854	5,312	50,000	50,000	-
Subtotal - Program Services Allocated	3,709,708	2,584,240	2,379,914	334,724	9,008,586	9,220,394	(211,808)
Program Services - Direct Costs:							
Participant & Work Based Learning	5,776,500	285,000	1,835,000	1,361,250	9,257,750	8,692,750	565,000
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	611,557	611,557	611,557	-
Subrecipient Contracts	3,287,804	55,200	585,266	440,000	4,368,270	4,428,270	(60,000)
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	9,064,304	375,200	2,420,266	2,412,807	14,272,577	13,767,577	505,000
Total Program Service Costs:	12,774,012	2,959,440	4,800,180	2,747,531	23,281,163	22,987,971	293,192
Indirect Costs							
Indirect Costs	1,442,047	452,575	650,638	354,740	2,900,000	2,900,000	-
Total Indirect Costs	1,442,047	452,575	650,638	354,740	2,900,000	2,900,000	-
Total Expenditures	14,216,059	3,412,015	5,450,818	3,102,271	26,181,163	25,887,971	293,192
Unobligated Balance	73,169	29,964	26,847	43,316	173,296	173,226	70

CareerSource TAMPA BAY

Information Item

Agency Reserve Fund

BACKGROUND

In March 2021 the CSTB board of directors approved the establishment of an Agency Reserve fund with the Community Foundation of Tampa Bay. The fund was created with the goal of increasing funding available to serve youth in the community who are not eligible under our current funding sources. The sole purpose of the fund is to further Youth initiatives, including but not limited to, providing Youth scholarships. This fund allows for the acceptance of donations, as well as, acting as an investment vehicle for local grants received with the ability to generate investment income that can in turn be used for the same purpose, permitted this is allowable under the specific granting agency.

CSTB used unrestricted funds to meet the minimum requirement to open the Agency Reserve fund of $25,000. These funds are to remain intact unless there is a business need to pull back to the organization for operations. They will also be used to cover any administrative fees or unrealized losses of the fund if they occur. Any future donations and earnings will be used for Youth initiatives. Withdrawals from the fund can be initiated up to four times per year and must be approved by 3/4 of the Board.

In February 2022, CSTB deposited grant funds totaling $73,320 received for the 2022 Tampa Bay Summer Hires program from the United Way Suncoast ($55,000) and Florida Medical Clinic Foundation for Caring ($18,320) into CSTB's Agency Reserve fund. This was done with the intention of growing these funds to potentially assist more youth participating in the Tampa Bay Summer Hires program during 2022. Unfortunately, the fund experienced a loss due to current market conditions during that time.

CSTB does not intend to pull any money out of the Fund at this time in hopes that the market will correct in whole or in part. If at any time it becomes a financial hardship to the organization this may have to be revisited. The loss, if any, would be taken out of the unrestricted balance held in the fund and would not impact the original grant funds received.

Community Foundation of Tampa Bay Agency Reserve Fund Activity

Statement Date	9/30/2021	12/31/2021	3/31/2022	6/30/2022	Totals
Beginning Balance	-	24,667.49	25,259.97	97,413.08	
Contributions	25,000.00	-	73,320.00	-	98,320.00
Dividends & Interest	113.81	204.83	66.96	347.33	732.93
Net Investment Earnings/(Loss)	(404.47)	449.84	(1,172.16)	(8,354.31)	(9,481.10)
Administrative Fee	(41.85)	(62.19)	(61.69)	(237.38)	(403.11)
Net Activity	24,667.49	592.48	72,153.11	(8,244.36)	89,168.72
Ending Balance	24,667.49	25,259.97	97,413.08	89,168.72	

Information Item

401k Plan Audit Plan Year Ending 12/31/2021 and 5500 Filing

Background

Audit Requirement

Effective September 1, 2018, the Tampa Bay Workforce Alliance, Inc. 401k Plan (TBWA 401k Plan), a defined contribution retirement plan, was established. The requirement for a 401k audit is triggered by the number of eligible participants at the beginning of a plan year. Due to the number of eligible participants exceeding 120 on January 1, 2020, the audit requirement has been met for the December 31, 2020 plan year and must be audited by a qualified independent public accountant. The audit report must be attached to the Annual Report of the Employee Benefit Plan (Form 5500) and filed by July 31st unless the filing deadline is extended to October 15th with the IRS and Department of Labor. Once an audit has occurred, the 401k plan must be audited every year until the eligible participant number at the beginning of the plan year drops below 100. For the plan year 2021, the number of participants at the beginning of the plan year totaled 153. Thus, the requirement for an audit is met.

Changes to 2021 401k Audit due to Statement on Auditing Standards (SAS) 136

The purpose of this new standard is to improve auditor performance, enhance the quality of employee benefit plans, and increase the communicative value and transparency of the auditor's report for ERISA plan financial statements. The impact for the plan's management/sponsors and auditors is summarized below, in addition to key audit report changes.

Plan Management/Sponsor Responsibilities:

- Maintain a current plan instrument (including all plan amendments).
- Ensure the plan is being administered in conformity with the plan's provisions.
- Determine whether an ERISA Section 103(a)(3)(C) audit is permissible.
- Assess if the entity issuing the certification is a qualified institution under ERISA Section 103(a)(3)(C).
- Determine whether the investment certification meets the ERISA requirement, and the certified investment information is appropriately measured, presented, and disclosed.
- Provide the auditor with a substantially completed draft Form 5500 prior to the dating of the auditor's report.

Auditor Responsibilities:

- Perform risk assessment procedures related to the plan instrument, tax status, prohibited transactions, and respond to identified risks.
- Evaluate management's assessment of whether the institution issuing the investment certification is qualified.
- Identify which investment information is certified.
- Perform audit procedures on the financial statement information not covered by the certification.
- Communicate reportable findings to those charged with governance, including:
  - Instances of noncompliance or suspected noncompliance with laws or regulations;
  - Significant or relevant findings relating to management's financial reporting process;
  - Deficiencies in internal control.

Audit Report Changes:

- These audits will no longer be referred to as a "limited scope audit," but are now referred to as an "ERISA Section 103(a)(3)(C) audit."
- These audits will no longer be considered as having a scope limitation, and the auditor will follow new performance and reporting requirements.
- The auditor will no longer issue a disclaimer of opinion, but instead will issue an ERISA-Section 103(a)(3)(C) auditor's report in accordance with AU-C Section 703 that contains a two-pronged opinion that is based on the audit and on the procedures performed relating to the certified investment information.
- The audit report provides an opinion on whether the amounts and disclosures in the financial statements not covered by the certification are presented fairly, in all material respects, in accordance with the applicable financial reporting framework, and an opinion on whether the certified investment information in the financial statements agrees to or is derived from, in all material respects, the certification.

Audit and 5500 Filing

Auditors' opinion in the 2021 Financial Statement section

- the amounts and disclosures in the 2021 financial statements, 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 accompanying 2021 financial statements 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).

Form 5500 Filing

The audit for the December 31, 2021 401k plan year has been completed and filed with the Form 5500 by the extended filing deadline date, October 17th.

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

Financial Statements
and
Supplemental Schedule

December 31, 2021 and 2020

(With Independent Auditor's Report Thereon)

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

BDG-CPAs
A PROFESSIONAL CORPORATION
Founded 1982

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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 for the 2021 Financial Statements

We have performed an audit of the 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 statement of net assets available for benefits as of December 31, 2021, and the related statement of changes in net assets available for benefits for the year then ended, and the related notes to the financial statements (2021 Financial Statements).

Management, having determined it is permissible in the circumstances, has elected to have the audit of the 2021 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 audit 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 a certification from a qualified institution as of and for the year ended December 31, 2021, stating that the certified investment information, as described in Note 3 to the financial statements, is complete and accurate.

Opinion on the 2021 Financial Statements

In our opinion, based on our audit and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the 2021 Financial Statements section

- the amounts and disclosures in the accompanying 2021 financial statements, 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 accompanying 2021 financial statements 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 on the 2021 Financial Statements

We conducted our audit 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 2021 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 2021 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 within 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 2021 Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit of the 2021 Financial Statements 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 audit 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 2021 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 Matters

2021 Supplemental Schedule Required by ERISA

The supplemental schedule of Schedule of Assets (Held at End of Year) as of December 31, 2021, 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 audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. 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).

Auditor's Report on the 2020 Financial Statements

We were engaged to audit the 2020 financial statements of the Tampa Bay Workforce Alliance, Inc. 401(k) Plan. As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA, the plan administrator instructed us not to perform and we did not perform any auditing procedures with respect to the information certified by a qualified institution. In our report dated July 29, 2021, we indicated that (a) because of the significance of the information that we did not audit, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion and accordingly, we did not express an opinion on the 2020 financial statements, and (b) the form and content of the information included in the 2020 financial statements other than that derived from the certified information were presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

BDG-CPAs

New York, NY
September 30, 2022

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

	2021	2020
Assets		
Investments:		
Investments at fair value, participant directed	$ 3,307,952	$ 3,515,434
Total investments	3,307,952	3,515,434
Receivables:		
Notes receivable from participants	157,642	216,537
Participant contributions	-	9,972
Employer contributions	-	14,737
Total receivables	157,642	241,246
Total assets	3,465,594	3,756,680
Liabilities		
Excess contributions payable	8,004	-
Total liabilities	8,004	-
Net assets available for benefits	$ 3,457,590	$ 3,756,680

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,

	2021	2020
Additions to net assets attributed to:		
Investment income:		
Net appreciation in fair value of investments	$ 391,722	$ 277,129
Dividends	46,133	158,147
Total investment income	437,855	435,276
Interest income on notes receivable from participants	9,505	13,535
Contributions:		
Participant	187,787	247,221
Employer	276,420	379,834
Total contributions	464,207	627,055
Total additions	911,567	1,075,866
Deductions from net assets attributed to:		
Benefits paid to participants	1,203,792	155,297
Administrative expenses	6,865	4,658
Total deductions	1,210,657	159,955
Net increase (decrease)	(299,090)	915,911
Net assets available for benefits, beginning of year	3,756,680	2,840,769
Net assets available for benefits, end of year	$ 3,457,590	$ 3,756,680

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

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.

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 ($19,500 in 2021 and 2020). 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 ($6,500 in 2021 and 2020). 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.

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.

Note 1 – Plan Description (continued)

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.

Years of Service	Vested Interest
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 59 ½ upon incurring a financial hardship.

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.

Note 1 – Plan Description (continued)

SECURE Act and CARES Act

On December 20, 2019, the Setting Every Community Up for Retirement Enhancement ("SECURE") Act was passed, and most provisions in the law became effective on January 1, 2020. The SECURE Act implements key retirement legislation reform for plan sponsors and individuals. These provisions did not have a material impact on the financial obligations under the Plan.

In response to the COVID-19 global pandemic, on March 27, 2020 the Coronavirus Aid, Relief, and Economic Security ("CARES") Act was enacted and signed into law. Certain provisions of the CARES Act impact the operation of retirement plans during 2021 and 2020. These provisions did not have a material impact on the financial obligations under the Plan.

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.

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.

Note 2 – Summary of Significant Accounting Policies (continued)

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 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, 2021 and 2020. 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 2021 excess contributions to the applicable participants prior to March 15, 2022.

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 of fair value of investments.

Note 3 – Investments and Information Certified by the Trustees

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 and Reliance Trust Company, the trustees of the Plan, as complete and accurate, except for comparing such information certified by the trustees with information included in the Plan's financial statements and supplemental schedule:

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

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

	As of December 31,	
	2021	*2020*
Investments	$ 3,307,952	$ 3,515,434
Notes receivable from participants	157,642	216,537

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

	For the Year Ended December 31,	
	2021	*2020*
Net appreciation in fair value of investments	$ 391,722	$ 277,129
Dividend income	46,133	158,147
Interest income on notes receivable from participants	9,505	13,535

The following presents select investments, with approximate percentage of the Plan's net assets, as of December 31, 2021 and 2020.

	December 31,			
	2021		*2020*	
BlackRock LifePath Index 2035 Fund Class K Shares	$ 927,441	27%	$ -	-
BlackRock LifePath Index 2045 Fund Class K Shares	498,689	14%	-	-
BlackRock LifePath Index 2040 Fund Class K Shares	485,017	14%	-	-
American Century One Choice 2035 Portfolio - Class A	-	-	381,589	10%
American Century One Choice 2045 Portfolio - Class A	-	-	380,944	10%
American Century One Choice In Retirement Portfolio - Class A	-	-	323,993	9%

During the years ended December 31, 2021 and 2020, the Plan's investments (including investments bought and sold, as well as held during the year) appreciated in value by $391,722 and 277,129, 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:

Note 4 - Fair Value Measurements (continued)

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.

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, 2021 and 2020.

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.

Note 4 - Fair Value Measurements (continued)

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.

The following table sets forth by level, within the fair value hierarchy, the Plan's assets at fair value as of December 31, 2021 and 2020:

	Assets at Fair Value as of December 31, 2021			
	Level 1	*Level 2*	*Level 3*	*Total*
Mutual funds	$ 3,307,952	$ -	$ -	$ 3,307,952
Total assets in the fair value hierarchy	$ 3,307,952	$ -	$ -	$ 3,307,952

	Assets at Fair Value as of December 31, 2020			
	Level 1	*Level 2*	*Level 3*	*Total*
Mutual funds	$ 3,339,021	$ -	$ -	$ 3,339,021
Total assets in the fair value hierarchy	$ 3,339,021	$ -	$ -	3,339,021
Investments measured at net asset value				176,413
Investments at fair value				$ 3,515,434

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, 2021 and 2020, respectively:

Note 4 - Fair Value Measurements (continued)

Investment	*Fair Value December 31, 2021*	*Fair Value December 31, 2020*	*Unfunded Commitments*	*Redemption Frequency (if currently eligible)*	*Redemption Notice Period*
Invesco Stable Asset Fund - Class ADP59	$ -	$ 171,678	n/a	Daily	Daily
State Street S&P MidCap Index Non-Lending Series Fund - Class J	-	4,735	n/a	Daily	Daily

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. 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 and managerial services rendered by John Hancock Trust Company, LLC and Reliance Trust Company, the trustees as defined by the Plan, and John Hancock Retirement Plan Services LLC and ADP Retirement Services, the recordkeepers 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 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.

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, 2021 and 2020 to Form 5500:

	2021	2020
Net assets available for benefits per the financial statements	$ 3,457,590	$ 3,756,680
Less: Participant contributions receivable	-	(9,972)
Less: Employer contributions receivable	-	(14,737)
Add: Excess contributions payable	8,004	-
Net assets available for benefits per the Form 5500	$ 3,465,594	$ 3,731,971

The following is a reconciliation of the net decrease in net assets available for benefits per the financial statements for the year ended December 31, 2021 to Form 5500:

Net decrease in net assets available for benefits per the financial statements	$ (299,090)
Add: Participant contributions receivable at beginning of year	9,972
Add: Employer contributions receivable at beginning of year	14,737
Add: Excess contributions payable at end of year	8,004
Net decrease in net assets available for benefits per the Form 5500	$ (266,377)

Note 10 – Subsequent Events

The Plan has evaluated subsequent events through September 30, 2022, 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, 2021

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	**	927,441
	BlackRock LifePath Index 2045 Fund Class K Shares	Mutual Fund	**	498,689
	BlackRock LifePath Index 2040 Fund Class K Shares	Mutual Fund	**	485,017
	BlackRock LifePath Index 2055 Fund Class K Shares	Mutual Fund	**	305,286
	BlackRock LifePath Index 2025 Fund Class K Shares	Mutual Fund	**	228,673
	BlackRock LifePath Index 2030 Fund Class K Shares	Mutual Fund	**	201,441
	Fidelity 500 Index Fund	Mutual Fund	**	183,304
	BlackRock LifePath Index 2050 Fund Class K Shares	Mutual Fund	**	176,505
	BlackRock LifePath Index Retirement Fund Class K Shares	Mutual Fund	**	168,447
	BlackRock LifePath Index 2060 Fund Class K Shares	Mutual Fund	**	62,047
	Carillon Eagle Mid Cap Growth Fund Class R5	Mutual Fund	**	37,424
	Putnam Large Cap Value Fund Class Y	Mutual Fund	**	10,250
	Baron International Growth Fund Institutional Shares	Mutual Fund	**	7,780
	JPMorgan US Government Money Market Fund - Capital	Mutual Fund	**	6,897
	Fidelity Small Cap Index Fund	Mutual Fund	**	5,884
	BlackRock High Yield Bond Portfolio Institutional Shares	Mutual Fund	**	1,650
	BlackRock LifePath Index 2065 Fund Class K Shares	Mutual Fund	**	1,217
*	Participant loans	4.25%-7.50%, various maturities	-0-	157,642
				$ 3,465,594

* Indicates a party-in-interest to the Plan.
** Cost omitted for participant-directed investments.

See independent auditor's report.

Information Item

Expenditure Reports for Period Ending September 30, 2022.

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2022-2023

Program Description	Award Begin Date	Award End Date	*Award Amount*	FY 22-23 Budget	FY 22-23 Expenditures YTD	FY 22-23 Remaining Budget	FY 22-23 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2021	7/1/21	6/30/23	2,518,175	4,014,303	1,657,779	2,356,524	41%	63%	41%
WIOA - Adult PY2022	7/1/22	6/30/24	2,422,824	1,938,259	-	1,938,259	0%	12%	0%
WIOA - Dislocated Worker PY2021	7/1/21	6/30/23	2,341,733	990,693	489,789	500,904	49%	63%	73%
WIOA - Dislocated Worker PY2022	7/1/22	6/30/24	2,617,396	1,093,917	-	1,093,917	0%	12%	0%
WIOA - Youth PY2021	4/1/21	6/30/23	2,704,652	1,439,223	761,308	677,915	53%	67%	75%
WIOA - Youth PY2022	4/1/22	6/30/24	2,607,188	2,216,109	-	2,216,109	0%	22%	0%
WIOA - Rapid Response	7/1/21	6/30/23	263,236	153,871	34,474	119,397	22%	63%	55%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	9/30/23	3,089,416	2,442,852	151,542	2,291,310	6%	50%	10%
Total Workforce Innovation Opportunity Act				**14,289,228**	**3,094,892**	**11,194,336**	**22%**		
Employment Services									
Wagner Peyser PY2021	7/1/21	9/30/22	1,689,490	284,101	284,101	(0)	100%	100%	100%
Wagner Peyser PY2022	7/1/22	9/30/23	1,595,831	1,595,831	225,836	1,369,995	14%	20%	14%
WP - Apprenticeship Navigator	7/1/22	6/30/23	62,500	62,500	1,818	60,682	3%	25%	3%
DVOP PY2021	10/1/21	12/31/23	180,000	146,250	31,104	115,146	21%	44%	17%
LVER PY 2021	10/1/21	12/31/23	60,000	48,750	8,503	40,247	17%	44%	14%
SNAP Supplemental	10/1/21	9/30/22	369,155	245,194	215,463	29,731	88%	100%	92%
Supplemental Nutrition Assistance Program PY2023	10/1/22	9/30/23	575,000	431,250	-	431,250	0%	0%	0%
TAA Training PY2021	10/1/21	9/30/22	310,000	261,524	3,920	257,604	1%	100%	17%
TAA Case Management/Admin PY2021	10/1/21	9/30/22	119,376	90,642	12,394	78,248	14%	100%	34%
Military Family	7/1/22	6/30/23	275,937	275,937	26,520	249,417	10%	25%	10%
Total Employment Services				**3,441,979**	**809,659**	**2,632,320**	**24%**		
Welfare Transition									
Welfare Transition Program PY2022 Oct-June	10/1/21	8/31/22	3,254,428	1,097,173	1,097,173	0	100%	100%	100%
Welfare Transition Program PY2023 July-Sept	7/1/22	11/30/22	1,091,805	1,091,805	226,744	865,061	21%	60%	21%
Welfare Transition Program PY2023 Oct-June	10/1/22	6/30/23	3,288,687	3,288,687	-	3,288,687	0%	0%	0%
Total Welfare Transition				**5,477,665**	**1,323,917**	**4,153,748**	**24%**		
Direct Grants & Special Projects									
RESEA Transition PY2021	1/1/21	12/31/22	676,773	135,417	135,417	0	100%	87%	100%
RESEA Transition PY2022	1/1/23	12/31/23	600,000	450,000	-	450,000	0%	0%	0%
NEG - COVID 19	4/13/20	3/31/23	843,937	329,636	127,470	202,166	39%	83%	76%
Hills County - ACE 2.0	4/1/22	9/30/22	545,000	429,591	153,343	276,248	36%	100%	49%
Hills County - ACE 3.0	10/1/22	9/30/23	755,000	566,249	-	566,249	0%	0%	0%
Hills County - Targeted Industry Sector Workforce Prog	10/1/21	9/30/23	1,000,000	530,859	79,648	451,211	15%	50%	30%
Tech Quest Apprenticeship	7/1/22	6/30/23	95,000	95,000	15,207	79,793	16%	25%	16%
Tech Boost	7/1/21	6/30/23	462,000	462,000	84,542	377,458	18%	63%	18%
Foundation for Caring	7/1/21	12/31/22	18,320	10,167	10,167	0	100%	83%	100%
United Way Suncoast - TBSH	7/1/22	6/30/23	86,667	86,667	42,560	44,107	49%	25%	49%
United Way Suncoast - Youth Research Project	7/1/22	12/31/23	75,000	50,000	13,448	36,552	27%	17%	18%
Total Direct Grants & Special Projects				**3,145,587**	**661,802**	**2,483,785**	**21%**		
			Totals	**$ 26,354,459**	**5,890,270**	**20,464,189**	**22%**		

Discussion:

- *Grants passed through DEO that have an end date of 9/30/2022 have either been fully expended or any remaining amounts are anticipated to roll forward to the next award issuance.*
- *The Welfare Transition Program PY2023 July-September award has been extended to 11/30/2022*
- *The RESEA Transition program PY2022 grant has been extended to 12/31/2022. Additional funds are forthcoming.*

CareerSource Tampa Bay
Expenditure Report
For Period Ending September 30,2022

Funding Sources	Total WIOA	Total Emp Services	Total WTP	Total Direct Grants and Special Proj	Total All
Current Year Budgeted Revenues:					
Carryforward Funds from FY 2022	8,540,942	941,461	1,097,173	1,635,670	12,215,246
FY 2023 Award	7,647,408	2,689,268	4,380,492	2,118,667	16,835,835
Total Funds available	16,188,350	3,630,729	5,477,665	3,754,337	29,051,081
Interfund transfer	-	-	-	-	-
Less: Planned Carryforward for FY 2024	(1,899,122)	(188,750)	-	(608,750)	(2,696,622)
Total Available Funds Budgeted	14,289,228	3,441,979	5,477,665	3,145,587	26,354,459
Expenditures to Date:					
Pooled Costs:					
Case Management	442,349	124,043	246,719	30,354	843,466
Business Services	151,144	11,040	63,128	-	225,311
Career Services	21,871	5,531	6,581	2,589	36,573
Indirect Costs	280,784	95,036	135,197	67,350	578,367
One Stop Operating	76,147	309,091	15,900	-	401,139
Technology	12,145	70,790	2,576	-	85,511
Community Outreach	23,345	55,069	3,040	-	81,454
Staff Training & Development	-	-	-	-	-
Total Pooled Costs:	1,007,785	670,600	473,142	100,293	2,251,820
Direct Costs:					
Service Provider Contracts	819,692	38,746	67,701	132,823	1,058,962
Participant & Worked Based Learning Costs	1,253,331	3,920	700,356	313,054	2,270,662
Program Staff Direct	-	-	-	91,644	91,644
DEO (Jointly managed staff) travel	-	2,285	-	-	2,285
Other Operating Costs	14,084	94,107	82,719	23,987	214,897
Total Direct Costs:	2,087,107	139,059	850,776	561,508	3,638,450
Total Expenditures to Date	3,094,892	809,659	1,323,917	661,802	5,890,270
Unexpended Balance	11,194,336	2,632,320	4,153,748	2,483,786	20,464,189
% of Budget Expended	22%	24%	24%	21%	22%

CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending September 30, 2022

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	4,624,396	935,000	409,190	2,900,000	2,000,000	670,000	320,000	50,000	11,908,586
Expenditures:									
Salaries & Benefits	799,934	191,238	36,486	482,489	34,627	-	-	-	1,544,775
Accounting/Audit Fees	-	-	-	3,848	-	-	-	-	3,848
Legal Fees	-	-	-	-	-	-	-	-	-
Bank Fees	110	-	-	1,772	-	-	-	-	1,882
Payroll Processing Fees	-	-	-	11,643	-	-	-	-	11,643
Professional Fees	26,762	2,476	-	-	-	-	-	-	29,238
Contract Labor	-	-	-	-	-	1,800	-	-	1,800
Contract IT Svcs	-	-	-	7,696	-	71,029	-	-	78,726
Office Rent / Lease	12,430	22,034	-	21,742	281,878	-	-	-	338,084
Utilities	-	-	-	-	2,953	-	-	-	2,953
Repairs & Maintenance	160	283	-	1,909	4,966	-	-	-	7,319
Security	-	-	-	-	16,795	-	-	-	16,795
Janitorial Services	-	-	-	-	3,220	-	-	-	3,220
Pest Control	-	-	-	-	120	-	-	-	120
Equipment Rental	526	869	-	1,383	10,108	-	-	-	12,886
Copy machine usage / maintenance	418	608	-	817	7,244	-	-	-	9,087
Office Supplies	456	589	-	960	4,307	-	-	-	6,312
Operating Supplies	13	23	-	1,457	2,552	159	320	-	4,524
Computer Software License / Maint	-	-	-	-	675	7,513	3,970	-	12,158
Equipment <5000	-	-	-	31,377	9,329	5,009	-	-	45,715
Equipment >5000	-	-	-	-	-	-	-	-	-
Postage / Shipping	92	117	-	265	610	-	-	-	1,084
Document Shredding	77	137	-	135	1,053	-	-	-	1,403
Insurance Com Property	-	-	-	-	-	-	-	-	-
Insurance General Liability	-	-	-	-	-	-	-	-	-
Insurance D&O	-	-	-	-	-	-	-	-	-
Telecommunication	1,742	3,515	87	3,394	20,702	-	-	-	29,441
Outreach / Marketing	-	-	-	-	-	-	77,164	-	77,164
Travel - Mileage	244	-	-	78	-	-	-	-	323
Travel - Out of town	322	904	-	999	-	-	-	-	2,226
Meetings & Conferences	-	180	-	1,327	-	-	-	-	1,507
License/Dues/Other Fees	179	2,336	-	5,074	-	-	-	-	7,589
Total Expenditures to Date	843,466	225,311	36,573	578,367	401,139	85,511	81,454	-	2,251,820
Unexpended Balance	3,780,930	709,689	372,617	2,321,633	1,598,861	584,489	238,546	50,000	9,656,766
% of Budget Expended	18%	24%	9%	20%	20%	13%	25%	0%	19%
Salaries & Benefits as a % of total	95%	85%	100%	83%	9%	0%	0%	0%	
Operating costs as a % of total	5%	15%	0%	17[illegible]	91%	100%	100%	0%	