

PASCO-HERNANDO WORKFORCE BOARD, INC.
(d/b/a CareerSource Pasco Hernando)
FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

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Powell & Jones
Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Pasco-Hernando Workforce Board, Inc.
(d/b/a CareerSource Pasco Hernando)
Brooksville, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of Pasco-Hernando Workforce Board, Inc. (d/b/a CareerSource Pasco Hernando) (a nonprofit organization) (the "Organization"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the fiscal year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

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Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

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

Other Matters

Other Information

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

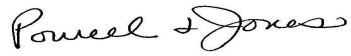
Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated November 3, 2021, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Organization's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have previously audited the 2020 financial statements of Pasco-Hernando Workforce Board, Inc. (d/b/a CareerSource Pasco Hernando), and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 17, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30,

2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.

A handwritten signature in cursive script that reads "Powell and Jones".

Powell and Jones
Certified Public Accountants
Lake City, Florida
November 3, 2021

FINANCIAL STATEMENTS

PASCO-HERNANDO WORKFORCE BOARD, INC.
(d/b/a CareerSource Pasco Hernando)
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2021
(With Summarized Comparative Information for June 30, 2020)

ASSETS

	<u>2021</u>	<u>2020</u>
Current assets:		
Cash and cash equivalents	\$ 2,111,042	\$ 668,537
Accounts receivable	1,356	43,853
Grants receivable	823,892	761,710
Prepaid expenses	69,330	43,315
Deposits and other	46,369	44,324
Total current assets	<u>3,051,989</u>	<u>1,561,739</u>
 Property and equipment, net	 <u>26,874</u>	 <u>8,399</u>
 Total assets	 <u><u>\$ 3,078,863</u></u>	 <u><u>\$ 1,570,138</u></u>

LIABILITIES AND NET ASSETS

Current liabilities:		
Accounts payable and accrued expenses	\$ 220,245	\$ 419,290
Contracts payable	351,114	19,364
Accrued wages and benefits	73,751	73,137
Accrued compensated absences	53,200	52,293
Deferred grant revenue	101,057	2,720
Total current liabilities	<u>799,367</u>	<u>566,804</u>
 Non-current portion of accrued compensated absences	 <u>301,465</u>	 <u>296,324</u>
Total liabilities	<u>1,100,832</u>	<u>863,128</u>
 Net assets:		
Without donor restrictions	<u>1,978,031</u>	<u>707,010</u>
Total net assets	<u>1,978,031</u>	<u>707,010</u>
 Total liabilities and net assets	 <u><u>\$ 3,078,863</u></u>	 <u><u>\$ 1,570,138</u></u>

See notes to financial statements.

PASCO-HERNANDO WORKFORCE BOARD, INC.
(d/b/a CareerSource Pasco Hernando)
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2021
(With Summarized Comparative Information for the Fiscal Year Ended June 30, 2020)

	<u>2021</u>	<u>2020</u>
Revenue without donor restrictions:		
Grant revenue	\$ 8,331,871	\$ 8,836,480
Other income	2,353,754	726,695
Total revenue	<u>10,685,625</u>	<u>9,563,175</u>
 Expenses:		
Programs		
Personnel and benefits	3,566,409	4,038,892
Participant training and support	4,347,406	3,691,090
Communications	110,873	92,278
Depreciation	5,172	2,053
Insurance	40,514	32,157
Professional and contractual	210,522	195,174
Rent and facilities	310,408	407,637
Repair and maintenance	71,892	49,302
Supplies	119,417	123,675
Travel and training	1,662	24,161
Other	35,833	40,784
Administrative		
Personnel and benefits	513,535	491,630
Communications	5,160	5,425
Depreciation	52	47
Insurance	618	460
Professional and contractual	49,562	45,271
Rent and facilities	5,275	7,306
Repair and maintenance	1,453	936
Supplies	16,748	10,228
Travel and training	970	2,468
Other	1,123	1,094
Total expenses	<u>9,414,604</u>	<u>9,262,068</u>
 Change in net assets	 1,271,021	 301,107
 Net assets without donor restrictions		
beginning of fiscal year	707,010	405,903
Net assets without donor restrictions		
end of year	<u><u>\$ 1,978,031</u></u>	<u><u>\$ 707,010</u></u>

See notes to financial statements.

PASCO-HERNANDO WORKFORCE BOARD, INC.
(d/b/a CareerSource Pasco Hernando)
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2021
(With Summarized Comparative Information for the Fiscal Year Ended June 30, 2020)

	Programs						Administrative	Totals	
	Workforce Innovation and Opportunity Act	Wagner-Peyser and Veterans Services	National Emergency	Welfare Transition	Supplemental Nutrition Assistance	Other	Management and General	2021	2020
Personnel and benefits	\$ 1,283,617	\$ 183,277	\$ 11,754	\$ 1,277,693	\$ 181,697	\$ 628,371	\$ 513,535	\$ 4,079,944	\$ 4,530,522
Participant training and support	1,843,348	-	169,160	1,751,890	-	583,008	-	4,347,406	3,691,090
Communications	26,015	44,161	168	27,148	3,231	10,150	5,160	116,033	97,703
Depreciation	13	8	-	13	2	5,136	52	5,224	2,100
Insurance	10,708	16,195	58	9,452	1,190	2,911	618	41,132	32,617
Professional and contractual	44,773	91,114	337	51,754	6,308	16,236	49,562	260,084	240,445
Facilities, repairs and supplies	123,084	203,054	728	152,582	13,571	8,698	23,476	525,193	599,084
Travel and training	463	24	-	538	74	563	970	2,632	26,629
Other	7,132	10,440	39	8,149	1,004	9,069	1,123	36,956	41,878
	<u>\$ 3,339,153</u>	<u>\$ 548,273</u>	<u>\$ 182,244</u>	<u>\$ 3,279,219</u>	<u>\$ 207,077</u>	<u>\$ 1,264,142</u>	<u>\$ 594,496</u>	<u>\$ 9,414,604</u>	<u>\$ 9,262,068</u>

See notes to financial statements.

PASCO-HERNANDO WORKFORCE BOARD, INC.
(d/b/a CareerSource Pasco Hernando)
STATEMENT OF CASH FLOWS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021
(With Summarized Comparative Information for the Fiscal Year Ended June 30, 2020)

	<u>2021</u>	<u>2020</u>
Cash flows from operating activities:		
Change in net assets	\$ 1,271,021	\$ 301,107
Adjustments to reconcile change in net assets to net cash used by operating activities:		
Depreciation	5,224	2,100
(Increase)/Decrease in:		
Accounts receivable	42,495	2,897
Grants receivable	(62,182)	37,790
Prepaid expense	(26,015)	115,408
Deposits and other	(2,045)	(8,510)
Increase /(Decrease) in:		
Accounts and contracts payable	132,706	(294,972)
Accrued wages and benefits	614	(110,269)
Accrued compensated absences	6,048	64,984
Deferred grant revenue	98,337	(10,716)
Net cash provided by operating activities	<u>1,466,203</u>	<u>99,819</u>
Cash flows from capital financing activities		
Purchase of fixed assets	<u>(23,698)</u>	<u>(10,500)</u>
Total increase in cash and cash equivalents	1,442,505	89,319
Cash and cash equivalents, beginning of year	<u>668,537</u>	<u>579,218</u>
Cash and cash equivalents, end of year	<u><u>\$ 2,111,042</u></u>	<u><u>\$ 668,537</u></u>

See notes to financial statements.

PASCO-HERNANDO WORKFORCE BOARD, INC.
(d/b/a CareerSource Pasco Hernando)
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 1. NATURE OF OPERATIONS

Pasco-Hernando Workforce Board, Inc. (the "Organization ") is a not-for-profit corporation that was established under the laws of the State of Florida. The Organization is one of twenty-four Regional Workforce Development Boards in the State of Florida providing for the development, planning, monitoring and administration of grants and programs. The majority of the Organization's funding is through the following grants: Workforce Innovation and Opportunity Act (WIOA Title I), Temporary Assistance for Needy Families and Wagner Peyser.

The majority of the programs services are administered by sub-recipients (Gulf Coast Jewish Family and Community Services, Inc. and Eckerd Youth Alternatives, Inc.).

The Organization covers Region 16 which includes Pasco and Hernando counties. The governing body of the Organization consists of Board members who are appointed by local officials to oversee conformance with grant regulations. A substantial portion of the Organization's support and revenue is received from the Florida Department of Economic Opportunity.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Statements

The financial statements and notes are representations of the Organization's management who is responsible for their integrity and objectivity. The accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Organizations" (the Guide). (ASC) 958-205 was effective January 1, 2018.

Under the provisions of the Guide, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or the by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. The Organization held no assets with donor imposed restrictions at year end.

Measure of Operations:

The statements of activities reports all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the Organization's ongoing activities. Non-operating activities are limited to resources that generate return from investments, endowment contributions, financing costs, and other activities considered to be of a more unusual or nonrecurring nature. There were no non-operating activities for the year ended June 30, 2021.

Basis of Accounting and Presentation

The Organization uses the accrual basis of accounting, in which revenues are recognized when they are earned and expenses are recognized when they are incurred. Revenues and the related expenses of cost-reimbursement grant programs are recognized as allowable costs are incurred. The Organization recognizes revenues from exchange transactions when the services are rendered. Receivables are recognized for outstanding invoices.

Accounts Receivable

The Organization's accounts receivable mainly consist of amounts receivable from governments and governmental agencies for grants and appropriations. The Organization considers its receivables to be fully collectible. Accordingly, no allowance for doubtful accounts has been recorded. Any accounts deemed uncollectible would be charged to expense when the determination is made. There were no uncollectible accounts during the fiscal year ended June 30, 2021. The Organization does not charge interest on outstanding accounts receivable.

Prepaid Expenses

Prepaid expenses consist of prepaid rents and leases, insurance and other annual contractual and dues renewals.

Deferred Revenue

Deferred revenue represents grant money which has been received, but for which the prescribed services have not yet been completed. These revenues will be recognized as income when these services are completed.

Fair Value of Financial Instruments

The following methods and assumptions were used to estimate fair value of each class of financial instruments for which it is feasible to estimate that value:

Cash, Accounts Receivable and Accounts Payable – Carrying amount approximates fair value due to the short maturity of these financial instruments.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Contributions and Restricted Net Assets

Unconditional contributions are recognized when received and recorded as net assets without donor restrictions or with donor restrictions, depending on the existence and/or nature of the donor-imposed restrictions. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Gifts of cash and other assets are reported with donor restricted support if they are received with donor stipulations that limit the use of the donated assets. When a restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, net asset with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as net assets without donor restriction support. Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Contributions restricted for the acquisition of land, buildings, and equipment are reported as assets without donor restriction upon acquisition of the assets and the assets are placed in service.

The Organization historically does not receive contributions from donors. Primarily all of its funding is through grants, which must be expended on specified programs or activities. Cost reimbursement grants are recorded as revenue when the related expenses have been incurred. Other grants are recorded as support and revenue when earned. As of June 30, 2021, all net assets of the Organization were without donor imposed restrictions.

Donated Use of Assets and Donated Services

The estimated fair value of the free use of assets owned by others, and the estimated fair value of contributed services of individuals with special skills over which the Organization exercises control, and which constitute an enhancement to the normal programs or services that would not otherwise be performed by paid personnel, the amount of which is clearly measurable, are also recorded, when applicable, and reflected in the accompanying financial statements.

Fixed Assets

Property and equipment are recorded at cost, if purchased by the Organization, or at fair market value at the date of the gift, if received as a donation. The Organization capitalizes those assets with a cost of \$5,000 or greater. Depreciation is provided using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Software	3
Computer and Office Equipment	3
Vehicles	5
Furniture and Fixture	10

Substantially all fixed assets recorded by the Organization were acquired with Federal funds. Accordingly, certain rules and regulations apply to the acquisition, recording, use and disposition of such fixed assets, including authorization for disposal by the specific grantor agency.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Taxes

The Organization is exempt from federal income taxes under the provisions of the Internal Revenue Code Section 501(c)(3). Management has evaluated the effect of the guidance provided by U.S. Generally Accepted Accounting Principles on Accounting for Uncertainty in Income Taxes. Management believes that the Organization continues to satisfy the requirements of a tax-exempt organization at June 30, 2021. Management has evaluated all other tax positions that could have a significant effect on the financial statements and determined the Organization had no uncertain income tax positions. As required by the Internal Revenue Service's regulations, the Organization annually files a Form 990, "Return of Organization Exempt from Income Tax" with the Internal Revenue Service. Those returns for 2021, 2020, and 2019 are currently subject to review and adjustment by the Internal Revenue Service.

Cash and Cash Equivalents

For purposes of reporting cash flows, the Organization considers all investments with an original maturity of three months or less to be cash equivalents.

At June 30, 2021, the Organization had bank balances totaling \$2,540,767 in two regional banks. The bank balances are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each bank. Uninsured cash balances at June 30, 2021 were \$2,040,767.

Paid Leave Time

Organization employees are entitled to certain paid leave time benefits based on length of employment and other factors. These benefits either vest or accumulate and are accrued when they are earned. The amount of paid leave time accrued at June 30, 2021 was \$354,665.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities and the statement of functional expenses. Costs that are directly related to the Organization's specific purpose has been recorded as a direct expense and included as program services. Certain costs which are directly shared have been allocated, based on a percentage of direct costs, among programs and supporting services. Indirect costs are allocated to benefiting programs based upon an indirect cost rate approved by the U.S Department of Labor.

Use of Estimates in the Preparation of Financial Statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (generally accepted accounting principles) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, support and expenses during the period. Actual results could vary from the estimates that were used.

NOTE 3. GRANTS RECEIVABLE

Grants receivable consist of the following at June 30:

	2021
WIOA-Apprenticeship Expansion	\$ 68,237
WIOA-Dislocated Workers	236,681
WIOA-Youth	16,494
National Emergency	4,909
Wagner Peyser	2,931
Local Veterans Employment Representative	7,174
Disabled Veterans Outreach Program	10,859
Reemployment and Eligibility Assessments	51,030
Supplemental Nutrition Assistance Program	31,442
Trade Adjustment Assistance	26
Welfare Transition	394,109
Total	<u>\$ 823,892</u>

NOTE 4. DEFERRED GRANT REVENUE

The Organization records advances on grants as deferred grant revenue until it is expended for the purpose of the grant or contract, at which time it becomes unconditional and is recognized as revenue.

Deferred grant revenue consisted of the following at June 30:

	2021
WIOA- Adult	\$ 1,057
WIOA - Dislocated Worker	100,000
Total	<u>\$ 101,057</u>

NOTE 5. PROPERTY AND EQUIPMENT

Property and equipment consist of the following at June 30:

Asset	2021
Computer equipment	\$ 286,407
Office furniture	7,741
Office equipment	110,346
Mobile One-Stop Center	294,932
Software	62,900
	<u>762,326</u>
Less: Accumulated Depreciation	<u>(735,452)</u>
	<u>\$ 26,874</u>

Depreciation expense for the fiscal year ended June 30, 2021 was \$5,224.

NOTE 6. GRANTS AND CONCENTRATION

Grants are subject to renewals and period amendments and require the fulfillment of certain conditions as set forth in the instrument of the grant. Failure to fulfill the conditions could result in the return of the funds to grantors. Although that is a possibility, the Organization deems the contingency remote since by accepting the contracts and their terms it has accommodated the objectives of the grantors to the provisions of these contracts.

Grants accounted for approximately 78% of revenues for the fiscal year ended June 30, 2021. Should a significant reduction in funding occur, the Organization's ability to fund its programs would be greatly reduced.

NOTE 7. RETIREMENT PLAN

The Organization sponsors a 401(k) retirement plan for its employees who have attained 21 years of age. Voluntary employee contributions are allowed from eligible employees. The Organization makes a matching contribution of up to 5 percent of employees' eligible earnings. Although not required to do so, the Organization may decide to make additional contributions to the Plan. This additional contribution, if made, will be allocated to all employees eligible to participate in the Plan as of the end of each Plan year based on eligible earnings within the computation period. Employees are fully vested in their total account balance in the Plan. During the fiscal year ended June 30, 2021, the Organization made matching contributions of \$115,904 to the Plan.

NOTE 8. LEASE COMMITMENTS

As Lessee

The Organization leases office space under operating leases with varying terms through 2025. Some of the office lease options contain an escalation clause providing for annual increases in monthly rents. Under the terms of the leases, the Organization is generally responsible for insurance, repairs and maintenance costs. The Organization also leases various equipment under leases with varying terms through 2025. Lease expense under all operating leases for the fiscal year ended June 30, 2021 was \$287,463. Minimum future annual lease payments under operating leases are as follows:

<u>Year Ending June 30,</u>	<u>Total</u>
2022	\$ 337,565
2023	337,046
2024	219,445
2025	132,453
Total	<u>\$ 1,267,903</u>

As Lessor

The Organization has long-term operating lease agreements with certain entities to occupy space in its offices and at One-Stop Career Centers. All of the agreements are month to month. Rents collected for the fiscal year ended were \$62,750.

NOTE 9. CONTINGENCIES

The Organization is subject to federal and state audits to determine compliance with grant funding requirements. In the event that expenditures would be disallowed, repayment could be required. Government grants require the fulfillment of certain conditions as set forth by applicable laws, rules and regulations and in the grant agreements. Failure to fulfill the conditions could result in the return of the funds to the grantor.

In March 2020, the World Health Organization made the assessment that the outbreak of a novel coronavirus (COVID-19) was categorized as a pandemic. As a result, uncertainties have arisen that may have a significant negative impact on the operating activities and results of the Organization. The occurrence and extent of such an impact will depend on future developments, including (i) the duration and spread of the virus, (ii) government quarantine measures, (iii) voluntary and precautionary restrictions on travel and meetings, (iv) the effects on the financial markets and (v) the effects on the economy overall, all of which are uncertain.

NOTE 10. RELATED PARTIES

The Organization's Board of Directors includes representatives of both the private and public sector industries. During the fiscal year ended June 30, 2021, the Organization had related party transactions with the following entities for training services:

	Amount Paid	Amount Payable at Year End
Micron Pharmaworks, Inc.	\$ 1,735	\$ -
Pasco-Hernando State College	69,294	-
	<u>\$ 71,029</u>	<u>\$ -</u>

NOTE 11. COMPARATIVE DATA

The financial statements include certain prior year summarized information in total but not in program categories. Such information does not include sufficient detail to constitute a presentation in accordance with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the ended June 30, 2020, from which the summarized information was derived.

NOTE 12. COST ALLOCATIONS

The Organization records costs that can be directly identified as benefiting a specific WIOA, TANF, or DEO Joint Managed Programs funding stream as direct expenses of the related program. Certain costs which are directly shared, have been allocated to programs based upon the relative benefit received. The Organization allocates indirect costs that cannot be identified as benefiting a specific program. Indirect costs are allocated to benefiting programs based upon an indirect cost rate approved by the Florida Department of Economic Opportunity. The following is a table of cost allocation methodologies for expenditures which are allocated:

Cost Allocated	Allocation Method
Business Services: Outreach, public awareness and certain staff salaries and benefits	Directly charged or allocated by relative year to date direct salaries and benefits recorded in each benefitting program
Program Services: Resource room staffing and other shared costs of programs	Directly charged or allocated by relative year to date direct salaries and benefits recorded in each benefitting program
One-Stop Services: Supplies, repair and maintenance, IT services, rent and utilities, Mobile One-stop	Directly charged or allocated by relative year to date direct salaries and benefits recorded in each benefitting program
Board Staff Services Indirect and administrative services including salaries and benefits, travel, supplies, equipment, communications, and other Board costs	Directly charged or allocated by relative year to date direct salaries and benefits recorded in each benefitting program by the indirect cost rate approved by the Department of Labor.

NOTE 13. LIQUIDITY AND AVAILABILITY

Financial assets available within one year of the statement of financial position date of June 30, 2021 for general expenditures are as follows:

Cash and cash equivalents	\$2,111,042
Accounts receivable	1,356
Grants receivable	823,892
Total financial assets available	<u>\$2,936,290</u>

The Organization manages its liquid assets in accordance with regular budgeting processes developed through the coordinated efforts of management and the Board of Directors. Regular reporting by management to those charged with governance ensures the results from operating activities are monitored closely.

NOTE 14. RECONCILIATION OF SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND THE STATEMENT OF ACTIVITIES TO SERA

As required, the Organization regularly reconciles its financial records to the Subrecipient Enterprise Resource Application (SERA) maintained by DEO. As of June 30, 2021, no discrepancies were noted.

Amounts expended on Schedule of Expenditures of Federal Awards and revenues and expenses on the Statement of Activities were determined in accordance with the accrual basis of accounting. The following shows a reconciliation of grant revenue on the Schedule of Expenditures of Federal Awards and the amounts reported in SERA for the fiscal year ended June 30, 2021:

Expenditures of Federal Awards	\$ 8,078,281
Amount reported in SERA	(8,078,281)
Difference	<u>\$ -</u>

NOTE 15. EVALUATION OF SUBSEQUENT EVENTS

The Organization has evaluated subsequent events and transactions for potential recognition and disclosure through November 3, 2021, the date the financial statements were available to be issued.

NOTE 16. DESCRIPTION OF PROGRAM SERVICES

The Organization had the following program services in the fiscal years ended June 30, 2021:

Workforce Innovation and Opportunity Act (WIOA) - WIOA programs provide youth, adults and dislocated workers with the information, advice, job search assistance and training they need to get and keep good jobs and provide employers with skilled workers.

National Emergency - Disaster grants provide funding to create temporary employment opportunities to assist with clean-up and recovery efforts, when an area impacted by disaster is declared eligible for public assistance by the Federal Emergency Management Agency (FEMA) or otherwise recognized by a Federal agency with authority or jurisdiction over Federal response to the emergency or disaster.

Wagner-Peyser - Wagner-Peyser programs are designed to improve the functioning of the nation's labor markets by bringing together individuals who are seeking employment with employers who are seeking workers.

Reemployment Services and Eligibility Assessments - The Worker Profiling and Reemployment Services (WPRS) system, mandated by Public Law 103-152 of the Unemployment Compensation Amendments of 1993, is designed to identify and rank or score unemployment insurance claimants by their potential for exhausting their benefits for referral to appropriate reemployment and training services.

Trade Adjustment Assistance (TAA) – The TAA program provides adjustment assistance to qualified workers adversely affected by foreign trade.

Disabled Veterans Outreach Program (DVOP) - DVOP grants are used to develop jobs and job training opportunities for disabled and other veterans and to provide outreach to veterans through community agencies and organizations.

Local Veterans Employment Representative (LVER) – The LVER program provides job development, placement and support services directly to veterans.

Supplemental Nutrition Assistance Program (SNAP) - Florida's Supplemental Nutrition Assistance Program is designed to provide voluntary training, education, support services and skills to food stamp recipients.

Temporary Assistance for Needy Families (TANF) - TANF programs are designed to emphasize work, self-sufficiency, and personal responsibility for welfare recipients and to enable them to move from welfare to work.

Back to Work - The Back to Work Program is designed to coordinate, develop and maintain programs that promote the retention and expansion of targeted businesses in Pasco County. The program is also designed to develop a proactive workforce development program working

with education and workforce development resources to provide training for primary targeted industries and develop relationships to better serve students for careers relating to these industries.

Pasco County Workforce Re-entry and Training Program – The program provides reemployment and training assistance to residents of Pasco County.

The following is a schedule of expenditures for the various employment programs for the fiscal ended June 30, 2021:

WIOA Cluster	\$ 3,578,070
National Emergency	183,683
Wagner-Peyser	383,865
Reemployment Services and Eligibility Assessments	220,859
Trade Adjustment Assistance	39,139
Veterans' Programs	253,406
Supplemental Nutrition and Assistance Program	229,872
Welfare Transition/TANF	3,189,387
Back to Work	263,560
Pasco County Re-entry and Training Program	824,551
	<u>\$ 8,341,841</u>

NOTE 17. FAIR VALUE MEASUREMENTS

At June 30, 2021, the Organization had no assets or liabilities subject to disclosure of fair value measurements as to valuation levels hierarchy per Financial Accounting Standards Board Statement No. 157.

NOTE 18. RISK MANAGEMENT

The Organization is exposed to various risk of loss related to torts; theft of, damage to and destruction of assets, errors and omissions; and natural disasters for which the Organization carries insurance. Insurance against losses are provided through various commercial insurers for the following types of risk:

- Workers' Compensation and Employers' Liability
- General and Professional Liability
- Personal Property Damage
- Directors' and Officers' Liability

SINGLE AUDIT AND COMPLIANCE SECTION

PASCO-HERNANDO WORKFORCE BOARD, INC.
(d/b/a CareerSource Pasco Hernando)
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

Federal Grantor/Program Title	Contract Number	Federal CFDA Number	Federal Expenditures
<u>U.S. Department of Agriculture:</u>			
Supplemental Nutrition Assistance Program	FSH20	10.561	\$ 54,082
Supplemental Nutrition Assistance Program	FSH21	10.561	175,790
Total U.S. Department of Agriculture			<u>229,872</u>
<u>U.S. Department of Labor:</u>			
Passed through the Florida Department of Economic Opportunity			
Workforce Innovation and Opportunity Act (WIOA) Cluster:			
WIOA Adult	WIA20	17.258	2,684
WIOA Adult	WIA21	17.258	906,493
WIOA Youth	WIY20	17.259	736,430
WIOA Youth	WIY21	17.259	456,494
WIOA Dislocated Worker	WID20	17.278	969,872
WIOA State Level Performance Incentives	WRS19	17.278	27,796
WIOA State Level Apprenticeship Navigator	WRS20	17.278	31,977
WIOA State Level Apprenticeship Expansion	WIS19	7.258, 17.259, 17.278	8,338
WIOA State Level Performance Incentives	WIS19	7.258, 17.259, 17.278	55,592
WIOA State Level COVID-19 PPE	WIS19	7.258, 17.259, 17.278	3,385
WIOA State Level Supplemental	WIS20	7.258, 17.259, 17.278	266,949
WIOA State Level Apprenticeship Expansion	WIS19	7.258, 17.259, 17.278	55,300
WIOA State Level Apprenticeship Expansion	WIS20	7.258, 17.259, 17.278	56,760
Total WIOA Cluster			<u>3,578,070</u>
National Emergency:			
National Emergency - Fostering Opioid Recovery	WNO20	17.277	13,271
National Emergency COVID 19	WNC20	17.277	170,412
Total National Emergency			<u>183,683</u>
Employment Services Cluster:			
Wagner Peyser	WPA20	17.207	104,734
Wagner Peyser	WPA21	17.207	279,131
Local Veterans Employment Representative Program	LVR20	17.801	57,389
Local Veterans Employment Representative Program	LVR21	17.801	42,377
Disabled Veterans' Outreach Program	DVP20	17.801	87,181
Disabled Veterans' Outreach Program	DVP21	17.801	66,459
Total Employment Services Cluster			<u>637,271</u>
Unemployment Compensation:			
Reemployment and Eligibility Assessments	UCR20	17.225	220,859
			<u>220,859</u>
Trade Adjustment Assistance:			
Trade Adjustment Assistance	TAC18	17.245	3,936
Trade Adjustment Assistance	TAC19	17.245	11,552
Trade Adjustment Assistance	TAT18	17.245	12,177
Trade Adjustment Assistance	TAT19	17.245	11,474
Total Trade Adjustment Assistance			<u>39,139</u>
Total U.S. Department of Labor			<u>4,659,022</u>
(Continued)			

PASCO-HERNANDO WORKFORCE BOARD, INC.
(d/b/a CareerSource Pasco Hernando)
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

Federal Grantor/Program Title	Contract Number	Federal CFDA Number	Federal Expenditures
<u>U.S. Department of Health and Human Services</u>			
Passed through the Florida Department of Economic Opportunity			
Welfare Transition July - September	WTS20	93.558	\$ 322,893
Welfare Transition October - June	WTS20	93.558	73,286
Welfare Transition NCP October - June	WTS20	93.558	231,331
Welfare Transition NCP July - September	WTS20	93.558	339,912
Welfare Transition October - June	WTS21	93.558	1,355,603
Welfare Transition NCP October - June	WTS21	93.558	866,362
Total U.S. Department of Health and Human Services			<u>3,189,387</u>
Total Federal Expenditures			<u>\$ 8,078,281</u>

See notes to the Schedule of Expenditures of Federal Awards.

PASCO-HERNANDO WORKFORCE BOARD, INC.
(d/b/a CareerSource Pasco Hernando)
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 1 - SCOPE OF AUDIT PURSUANT TO THE OMB COMPLIANCE SUPPLEMENT

Federal Awards Programs

All Federal grant operations of Pasco-Hernando Workforce Board, Inc. (the Organization) are included in the scope of the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) audit (the Single Audit). The Single Audit was performed in accordance with the provisions of the OMB Compliance Supplement in Appendix XI of the Uniform Guidance (Revised July 2021, the "Compliance Supplement"). Compliance testing of all requirements, as described in the Compliance Supplement, was performed for the grant programs noted below. These programs represent all Federal award Type A programs with the fiscal year 2021 cash and noncash expenditures in excess of \$750,000 and other grants that ensure coverage of at least 20 percent of Federally granted funds.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying Schedule of Expenditures of Federal Awards includes all Federal grants to the Organization that had activity during the fiscal year ended June 30, 2021. The basis of accounting is described in Note 2 to the Organization's financial statements.

NOTE 3 - SUBRECIPIENTS

The Organization provided federal awards to subrecipients as follows during the fiscal year ended June 30, 2021:

Program Title	Federal CFDA#	Amount
Supplemental Nutrition Assistance Program	10.561	\$ 1,541
Reemployment and Eligibility Assessment	17.225	1,346
WIOA - Adult	17.258	4,178
WIOA - Youth Activities	17.259	960,109
WIOA - Dislocated Worker	17.278	2,371
WIOA - Supplemental	17.258/17.259/17.278	3,136
WIOA - Incentives	17.258/17.259/17.278	514
WIOA - Apprenticeship	17.258/17.259/17.278	580
National Emergency	17.277	168,137
Veterans' Services	17.801	476
Temporary Assistance for Needy Families	93.558	1,672,535
Total		<u>\$ 2,814,923</u>

(Continued)

PASCO-HERNANDO WORKFORCE BOARD, INC.
(d/b/a CareerSource Pasco Hernando)
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

NOTE 4. ALLOCATION OF WIOA FUNDING

Funds received from DEO grants under Contract numbers WIS19 and WIS20 were allocated to Federal CFDA numbers as follows:

	Federal CFDA Number	WIS19	WIS20
WIOA Adult	17.258	\$ 40,463	\$ 103,587
WIOA Youth	17.259	40,463	103,587
WIOA Dislocated Worker	17.278	41,689	116,535
		<u>\$ 122,615</u>	<u>\$ 323,709</u>

NOTE 5 - INDIRECT COST RATE

The Organization did not elect to use the 10% de minimis indirect cost rate.

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

Board of Directors
Pasco-Hernando Workforce Board, Inc.
(d/b/a CareerSource Pasco Hernando)
Brooksville, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of Pasco-Hernando Workforce Board, Inc. (a nonprofit organization) (the "Organization"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities and cash flows for the fiscal year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 3, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Compliance and Other Matters

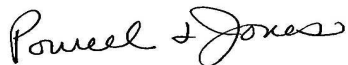
As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our

tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

This report is intended for the information of the management, Board of Directors, and grantor agencies and is not and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Powell + Jones".

Powell and Jones
Certified Public Accountants
November 3, 2021

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Pasco-Hernando Workforce Board, Inc.
(d/b/a CareerSource Pasco Hernando)
Brooksville, Florida

Report on Compliance for Each Major Federal Program

We have audited Pasco-Hernando Workforce Board, Inc.'s (a nonprofit organization) (the "Organization ") compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on the Organization's major federal programs for the fiscal year ended June 30, 2021. The Organization 's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

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

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal programs identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs for the year ended June 30, 2021.

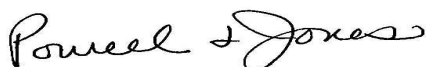
Report on Internal Control Over Compliance

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

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

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

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



Powell and Jones
Certified Public Accountants
November 3, 2021

PASCO-HERNANDO WORKFORCE BOARD, INC.
(d/b/a CareerSource Pasco Hernando)
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

A. SUMMARY OF AUDIT RESULTS

SECTION 1 - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: **Unmodified Opinion**

Material weakness(es) identified?	No
Significant deficiency(ies) identified not considered to be material weakness?	None
Noncompliance material to financial statements noted?	No

Federal Awards Programs

Internal control over major federal awards programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified not considered to be material weakness?	None

Type of auditor's report issued on compliance for major federal awards programs: **Unmodified Opinion**

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance?	No
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Identification of major federal awards programs:

<u>CFDA#</u>	Federal Program
10.561	<u>U.S. Department of Agriculture:</u> Supplemental Nutrition Assistance Program
93.558	<u>U.S. Department of Health and Human Services</u> Temporary Assistance for Needy Families

Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
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Auditee qualified as low risk auditee for audit of federal awards program?	Yes
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Section II - Financial Statement Findings

None

Section III - Federal Award Findings and Questioned Costs

None

Section IV - Other Issues

No summary schedule of prior audit findings is required because there were no audit findings related to Federal Awards.

No corrective action plan is required because there were no findings required to be reported under the Federal Audit Act.

MANAGEMENT LETTER

Board of Directors
Pasco-Hernando Workforce Board, Inc.
(d/b/a CareerSource Pasco Hernando)
Brooksville, Florida

We have audited the financial statements of Pasco-Hernando Workforce Board, Inc. (d/b/a CareerSource Pasco Hernando) (the Organization) as of and for the fiscal year ended June 30, 2021, and have issued our report thereon dated November 3, 2021.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the Florida Department of Economic Opportunity's (DEO) Audit and Audit Resolution Responsibilities (AWI FG 05-019) issued August 12, 2005. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Audit Standards*, Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated November 3, 2021, should be considered in conjunction with this management letter.

Prior Year Findings:

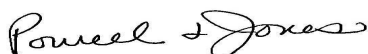
There were no reportable findings in the prior year.

Current Year Findings:

There were no reportable findings in the current year.

CONCLUSION

We have reviewed information regarding our audit with management and have provided them with appropriate documentation as requested. We very much enjoyed the challenges and experiences associated with this audit of the Organization. We appreciate the overall quality of the financial records and personnel in the Organizations office. We appreciate the helpful assistance and courtesy afforded us by these employees.



Powell and Jones
Certified Public Accountants
November 3, 2021