

**FLORIDA SINGLE AUDIT ACT – NONPROFIT AND FOR-PROFIT ENTITIES
FINANCIAL REPORTING PACKAGE SUBMITTAL CHECKLIST**

Entity Name: CareerSource Florida, Inc.

Entity Type (Nonprofit, For-Profit): Nonprofit

Entity Address: PO Box 13179 Tallahassee, FL 32317

Entity Contact Person:

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Title: Controller

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Fiscal Year Audited: 7/1/2019 - 6/30/2020

Date the auditor delivered the audit report to the entity: 9/30/2020

Does the financial reporting package include the following items required by Section 10.656(3), Rules of the Auditor General:

Required for State single audits as defined by Section 215.97(2)(x), Florida Statutes, and project-specific audits as defined by Section 215.97(2)(w), Florida Statutes:

 X A schedule of expenditures of State financial assistance as described in Section 10.656(3)(d)1., Rules of the Auditor General? **NOTE:** The schedule of expenditures of State financial assistance, when applicable, is required to be combined with the schedule of expenditures of Federal awards.

 X The auditor's report on the schedule of State financial assistance as described in Section 10.656(3)(d)2., Rules of the Auditor General?

 X The auditor's report on compliance with requirements that could have a direct and material effect on each major State project and on internal control over compliance as described in Section 10.656(3)(d)3., Rules of the Auditor General?

 X A schedule of findings and questioned costs as described in Section 10.656(3)(d)4., Rules of the Auditor General?

 X A summary schedule of prior audit findings as described in Section 10.656(3)(d)5., Rules of the Auditor General? **NOTE:** If a schedule of prior audit findings is not presented because there are no prior audit findings to be reported, this should be stated in the schedule of findings and questioned costs.

<u>N/A</u>	A corrective action plan as described in Section 10.656(3)(d)6., Rules of the Auditor General?
<u>X</u>	The management letter defined in Section 10.654(1)(e), Rules of the Auditor General, and, if applicable, a written statement of explanation or rebuttal, including corrective action to be taken, concerning the deficiencies cited in the management letter (see Section 10.656(3)(e), Rules of the Auditor General)? NOTE: If a management letter is not presented because there are no items related to State financial assistance required to be reported in the management letter, this should be stated in the schedule of findings and questioned costs.
<u>X</u>	Are all of the elements of the financial reporting package included in a single document as required by Section 10.656(3), Rules of the Auditor General?
<u>X</u>	Are one paper copy and one electronic copy of the financial reporting package being submitted as required by Section 10.657(1), Rules of the Auditor General?
<u>X</u>	Is the financial reporting package being submitted within 45 days after receipt of the financial reporting package from the auditor, but no later than 9 months after the end of the fiscal year as required by Section 10.657(2), Rules of the Auditor General? NOTE: There is no provision in law authorizing an extension for filing the financial reporting package.
<u>X</u>	Is the electronic copy named using all lower-case letters as follows? [fiscal year] [name of entity].pdf. For example, the converted document for the 2019-20 fiscal year for "Example Nonprofit" entity should be named 2020 examplenonprofit.pdf.

Required only for State single audits as defined by Section 215.97(2)(x), Florida Statutes:

<u>X</u>	The financial statements described in Section 10.655 (2) or (3), Rules of the Auditor General, as applicable, together with related notes to the financial statements (see Section 10.656(3)(f), Rules of the Auditor General)?
<u>X</u>	Required supplementary information (RSI) such as the management's discussion and analysis, or the budgetary comparison schedule required as RSI if not presented as part of the financial statements (see Sections 10.655(3) and Section 10.656(3)(f), Rules of the Auditor General)? NOTE: This applies only to nonprofit organizations that are determined to be governmental entities.
<u>X</u>	The auditor's report on the financial statements (see Section 10.656(3)(b), Rules of the Auditor General)?
<u>X</u>	The auditor's report on compliance and internal control based on an audit of the financial statements (see Section 10.656(3)(b), Rules of the Auditor General)?
<u>X</u>	If applicable, any other auditor's reports, related financial information, and auditee-prepared documents required pursuant to Title 2 U.S. Code of Federal Regulations Part 200, <i>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i> (Uniform Guidance), or other applicable Federal law (see Section 10.656(3)(c), Rules of the Auditor General)?

This checklist should accompany the financial reporting package. It is suggested that you retain a copy of the checklist for your files. Do not hesitate to contact us if assistance or clarification is needed regarding reporting requirements. Our contact information is as follows:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, FL 32399-1450

Telephone: (850) 412-2881

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CareerSource Florida, Inc.
Financial Statements
and Other Financial Information
Years ended June 30, 2020 and 2019



CRI CARR
RIGGS &
INGRAM
CPAs and Advisors
CRIcpa.com

CareerSource Florida, Inc.
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The page features a decorative design with horizontal bars at the top and bottom. The top bar is split into a dark blue segment on the left and a lighter blue segment on the right. The bottom bar is also split, with a lighter blue segment on the left and a dark blue segment on the right. A large, solid yellow rectangle occupies the central portion of the page. On the left side of this yellow rectangle, there is a faint, stylized geometric pattern consisting of overlapping triangles and lines in a lighter shade of yellow. The word "REPORT" is printed in a bold, dark blue, sans-serif font on the right side of the yellow rectangle.

REPORT

INDEPENDENT AUDITORS' REPORT

The Board of Directors
CareerSource Florida, Inc.
Tallahassee, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of CareerSource Florida, Inc. as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise CareerSource Florida, Inc.'s basic financial statements as listed in the table of contents.

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.

Auditors' Responsibility

Our responsibility is to express opinions 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 auditors' 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. 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 opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of CareerSource Florida, Inc. as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited CareerSource Florida, Inc.'s 2019 basic financial statements, and we expressed an unmodified audit opinion on those audited basic financial statements in our report dated September 26, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited basic financial statements from which it has been derived.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise CareerSource Florida, Inc.'s basic financial statements. The schedule of expenditures of federal awards and state financial assistance is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and Chapter 10.650, *Rules of the Auditor General*, and is not a required part of the basic financial statements.

Other Information (Continued)

The schedule of expenditures of federal awards and state financial assistance is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and state financial assistance is fairly stated in all material respects in relation to the basic 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 September 30, 2020 on our consideration of CareerSource Florida, Inc.'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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of CareerSource Florida, Inc.'s 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 CareerSource Florida, Inc.'s internal control over financial reporting and compliance.

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS & INGRAM, LLC

Tallahassee, FL
September 30, 2020



MANAGEMENT'S DISCUSSION AND ANALYSIS

CareerSource Florida, Inc.

Management's Discussion and Analysis

This discussion and analysis of CareerSource Florida, Inc.'s financial performance provides an overview of its financial activities for the fiscal year ended June 30, 2020. This analysis should be read in conjunction with the independent auditors' report (pages 1-3) and the basic financial statements, which begin on page 10.

Financial Highlights

Assets of CareerSource Florida, Inc. exceeded its liabilities at the close of the most recent fiscal year by \$1,307,203 (net position of \$1,015,319 is unrestricted). Assets exceeded liabilities at the close of the prior fiscal year by \$1,453,701 (net position of \$1,077,081 is unrestricted).

Government assistance, including pass-through grants, accounted for \$16,293,436 and \$17,343,244 in revenue for the years ended June 30, 2020 and 2019, respectively.

For the years ended June 30, 2020 and 2019, CareerSource Florida, Inc. spent \$3,044,712 and \$2,798,683, respectively, for Incumbent Worker Training programs, \$5,190,045 and \$7,091,168, respectively, for Quick Response Training, and \$8,211,408 and \$7,316,815, respectively, in other program costs, which include general, administrative, and contractual expenses. For the year ended June 30, 2020, CareerSource Florida, Inc. incurred \$16,449,300 in total expenses for a total decrease of \$899,680 or 5.19% from the prior year. For the year ended June 30, 2020, CareerSource Florida, Inc. incurred \$17,348,980 in total expenses for a total increase of \$2,873,157 or 19.84% from the prior year.

Overview of Financial Statements

This discussion and analysis is intended to serve as an introduction to CareerSource Florida, Inc.'s basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide Financial Statements

The Government-wide Financial Statements are designed to provide readers with a broad overview of CareerSource Florida, Inc.'s finances, in a manner similar to a private-sector business. CareerSource Florida, Inc.'s government-wide financial statements include the statement of net position and the statement of activities.

The Statement of Net Position presents financial and capital resources of CareerSource Florida, Inc. Assets are reported when CareerSource Florida, Inc. acquires ownership over assets and liabilities are reported when they are incurred, regardless of the timing of the related cash flows. The difference between CareerSource Florida, Inc.'s total assets and total liabilities is net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

CareerSource Florida, Inc. Management's Discussion and Analysis

The Statement of Activities presents revenue and expenses and shows how CareerSource Florida, Inc.'s net position changed during the most recent fiscal year. All changes in net position are reported in a manner similar to the approach used by a private-sector business in that revenues are recognized when earned or established criteria are satisfied and expenses are reported when incurred. Accordingly, revenues are reported even when they may not be collected for several months after the end of the accounting period and expenses are recorded even though they may not have used cash during the period.

Fund Financial Statements

Fund financial statements consist of a balance sheet and a statement of revenues, expenditures, and changes in fund balances. These statements are prepared on an accounting basis that is significantly different from that used to prepare the government-wide financial statements.

In general, these financial statements have a short-term emphasis and, for the most part, measure and account for the cash and other assets that can easily be converted to cash. For example, amounts reported on the balance sheet include items such as cash and receivables collectible within a short period of time, but do not include capital assets such as land and buildings. Fund liabilities include amounts that are to be paid within a short period after the end of the fiscal year. The difference between a fund's total assets and total liabilities is labeled as fund balance, and generally indicates the amount that can be used to finance the next fiscal year's activities.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. They can be found on pages 16-27 of this report.

In addition to the basic financial statements and accompanying notes, this report also presents a Schedule of Expenditures of Federal Awards and State Financial Assistance, which can be found on page 33. This schedule lists all Federal and State grants awarded to CareerSource Florida, Inc. and the related expenditures for the fiscal year ended June 30, 2020.

Government-wide Financial Analysis

One of the most important questions asked about CareerSource Florida, Inc.'s finances is, "Is CareerSource Florida, Inc., as a whole, better off or worse off as a result of the year's activities?" The statement of net position and the statement of activities report information about CareerSource Florida, Inc.'s activities in a way that will help answer this question. These two statements report the net position of CareerSource Florida, Inc. and changes in them during the last reporting period. You may think of CareerSource Florida, Inc.'s net position – the difference between assets and liabilities – as one way to measure financial health or financial position. Over time, increases or decreases in CareerSource Florida, Inc.'s net position are one indicator of whether its financial health is improving or deteriorating. However, you will need to consider other non-financial factors such as changes in interest rates, economic conditions, regulations, and new or changed governmental legislation.

The following schedule is a summary of the fiscal year 2020 Statement of Net Position, which can be found on page 10 of this report with comparative information for the fiscal years 2019 and 2018.

CareerSource Florida, Inc.
Management's Discussion and Analysis

CONDENSED FINANCIAL STATEMENTS
CAREERSOURCE FLORIDA, INC.'S STATEMENT OF NET POSITION

	2020	2019	2018
Current and other assets	\$ 14,508,964	\$ 19,468,846	\$ 19,344,136
Capital assets	291,884	376,620	439,570
Total assets	14,800,848	19,845,466	19,783,706
Long-term liabilities outstanding	252,405	199,442	285,287
Other liabilities	13,241,240	18,192,323	18,045,918
Total liabilities	13,493,645	18,391,765	18,331,205
Net position			
Net investment in capital assets	291,884	376,620	439,570
Unrestricted	1,015,319	1,077,081	1,012,931
Total net position	\$ 1,307,203	\$ 1,453,701	\$ 1,452,501

As noted earlier, changes in net position may serve over time as a useful indicator of an organization's financial position. For the year ended June 30, 2020, CareerSource Florida, Inc.'s net position is \$1,307,203, which is a decline of \$146,498 in net position for the year. This decrease in net position represented a decrease of approximately 10.08% from the \$1,453,701 net position in 2019, and is the result of a decrease in unrestricted funds in 2020, net of the decrease in capital assets due to depreciation. For the year ended June 30, 2019, CareerSource Florida, Inc.'s net position is \$1,453,701, which is an improvement of \$1,200 in net position for the year. This increase in net position represented an increase of approximately 0.08% from the \$1,452,501 net position in 2018, and is the result of an increase in unrestricted funds in 2019, net of the decrease in capital assets due to depreciation. The majority of CareerSource Florida, Inc.'s net position is unrestricted and can be used for operations and program related expenses.

The following chart is a summary of the information presented in the 2020 Statement of Activities found on page 11 of this report, with comparative information in 2019 and 2018.

CareerSource Florida, Inc.
Management's Discussion and Analysis

CAREERSOURCE FLORIDA, INC.'S STATEMENT OF ACTIVITIES

	2020	2019	2018
Revenues			
Operating grants and contributions	\$ 16,293,436	\$ 17,343,244	\$ 14,875,651
Other income	9,366	6,936	51,291
Total revenues	16,302,802	17,350,180	14,926,942
Expenses			
Program services:			
Incumbent worker training	3,044,712	2,798,683	1,702,851
Quick response training	5,190,045	7,091,168	6,261,218
Performance model funding	3,135	142,314	505,030
Other program costs	8,211,408	7,316,815	6,006,724
Total expenses	16,449,300	17,348,980	14,475,823
Change in net position	(146,498)	1,200	451,119
Net position at beginning of year	1,453,701	1,452,501	1,001,382
Net position at end of year	\$ 1,307,203	\$ 1,453,701	\$ 1,452,501

Governmental activities decreased CareerSource Florida, Inc.'s net position by \$146,498, or by 10.08%, for the year ended June 30, 2020, and increased CareerSource Florida, Inc.'s net position by \$1,200, or by 0.08%, for the year ended June 30, 2019. The following information related key points regarding the financial activities that significantly impacted the change in net assets:

- Operating grant revenues decreased by \$1,049,808, or 6.05%, in 2020. This resulted from a decrease in the amount of requested reimbursements in the Quick Response Training grant program in the current year. Operating grant revenues increased by \$2,467,593, or 16.59%, in 2019. This resulted from an increase in the amount of requested reimbursements in the Quick Response Training grant program and in the Incumbent Worker Training grant program in the current year.
- Incumbent Worker Training (IWT) grant reimbursements increased by \$246,029, or 8.79%, in 2020, and increased by \$1,095,832, or 64.35%, in 2019. IWT expenses are incurred on a reimbursement-request basis and are subject to timing variances. For both the years ended June 30, 2020 and 2019, CareerSource Florida, Inc. received and processed an increase in requested reimbursements.
- Quick Response Training (QRT) grant assistance decreased by \$1,901,123, or 26.81%, in 2020, and increased by \$829,950, or 13.26%, in 2019. QRT expenses are incurred on a reimbursement-request basis and are subject to timing variances; thus, these changes are a result of timing variances pertaining to award issuance and subsequent reimbursement requested. For the year ended June 30, 2020, CareerSource Florida, Inc. received and processed a decrease in requested reimbursements, and for the year ended June 30, 2019, CareerSource Florida, Inc. received and processed an increase in requested reimbursements.

CareerSource Florida, Inc. Management's Discussion and Analysis

- Other Program Costs increased by \$894,593, or 12.23% in 2020. This increase is due mostly to the net increase in program costs for public outreach services facilitating public awareness of the workforce system services, resources and full service public relationships, CTE audit licenses for State team and CareerSource Florida team, other licensing for statewide use and operation of Salesforce platform, and increased technical assistance professional services to further the Apprenticeship initiatives with the local workforce development boards. Other Program Costs increased by \$1,310,091, or 21.81%, in 2019. This is the result of a net increase in program costs for facilitating increased public awareness of workforce system services and resources and full service public relationships, leading engagement, program and performance recommendations for Florida's emerging gig economy, and consulting services to support the beginning stages for Florida's plan for a state of the art labor exchange/job matching system.

Fund Financial Analysis

As noted earlier, CareerSource Florida, Inc. also presents fund financial statements to provide information on near-term inflows, outflows, and balances of spendable resources. CareerSource Florida, Inc. has one governmental fund (the General Fund). The financial operations of the General Fund are included in the Statement of Revenues, Expenditures, and Changes in Fund Balance, which begin on page 14 of this report.

The following are significant highlights of the general fund financial statements:

- At June 30, 2020, total assets were \$14,508,964, of which cash accounted for 76.73% of the total balance. At June 30, 2019, total assets were \$19,498,846, of which cash accounted for 85.94% of the total balance.
- Cash decreased a total of \$5,600,213 in 2020 for a balance of \$11,732,279 at June 30, 2020. This was the result of a remittance of unspent state level general revenue QRT funds back to the State of Florida during the year. Cash decreased a total of \$392,846 in 2019 for a balance of \$16,732,492 at June 30, 2019. This was the result of a decrease in operational dollars received from the Department of Economic Opportunity for that year.
- Total general fund liabilities at June 30, 2020 were \$13,241,240, of which unearned revenues accounted for approximately 88.34% of the total. The decrease in the deferred revenue balance resulted from a remittance of unspent state level general revenue QRT funds back to the State of Florida during the year.
- Total General Fund revenues were \$16,302,802 for the period ended June 30, 2020, a decrease of \$1,047,378, or 6.04%. This decrease was driven by less dollars being requested for reimbursement by QRT grantees. Total General Fund revenues were \$17,350,180 for the period ending June 30, 2019, an increase of \$2,423,238, or 16.23%. This increase was driven by more dollars being requested for reimbursement by QRT grantees.
- Total expenditures decreased by \$1,060,274 in 2020, or 6.10%. This was primarily the result of decreased spending of the QRT grant. Total expenditures increased by \$2,469,763 in 2019, or 16.57%. This was primarily the result of increased spending of QRT and IWT grants.

CareerSource Florida, Inc. Management's Discussion and Analysis

Capital Asset Administration

CareerSource Florida, Inc.'s investment in capital assets as of June 30, 2020 and 2019 amounts to \$291,884 and \$376,620, respectively (net of accumulated depreciation). Additional information on CareerSource Florida, Inc.'s capital assets can be found in Note 3 on page 23 of this report.

Economic Factors

In accordance with the Workforce Innovation and Opportunity Act of 2014, CareerSource Florida, Inc. operates throughout the state as the primary workforce policy organization on behalf of the State of Florida. CareerSource Florida, Inc. accomplishes this by linking workforce and economic development strategies through business-driven initiatives and programs to ensure that Florida's Workforce has the skills that will meet current and future business needs. Florida businesses continue to cite workforce issues as their most important concern, according to surveys undertaken by various business associations. This concern is consistent with national studies highlighting the difficulties of finding and keeping qualified workers. Additionally, the growing prominence of the technology and biotechnology sectors increases the need to produce skilled workers.

Since Florida's economy is linked to both national and global economic markets which are impacted and driven by major changes and advancements in technology, the challenges facing CareerSource Florida, Inc. will never be completely accomplished and must be continuously adapted to meet these challenges from year to year. CareerSource Florida, Inc. also promotes an environment where Floridians have the opportunity to upgrade their education and skills to obtain jobs that lead to economic self-sufficiency.

Funding for CareerSource Florida, Inc., its initiatives and operations, is derived from legislative appropriations from revenues collected by the State of Florida and Federal workforce training funds. In addition to funds for general operational costs of the Board and direct staff, CareerSource Florida, Inc. receives funding for two customized training programs the Quick Response Training and Incumbent Worker Training programs.

Request for Information

This financial report is designed to provide a general overview of CareerSource Florida, Inc.'s finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to CareerSource Florida, Inc., PO Box 13179, Tallahassee, FL 32317.



BASIC FINANCIAL STATEMENTS

CareerSource Florida, Inc.
Statements of Net Position

<i>June 30,</i>	2020	2019
Assets		
Current assets		
Cash and cash equivalents	\$ 11,132,279	\$ 16,732,492
Grants and contracts receivable	2,995,918	2,512,424
Prepaid expenses	380,267	223,430
Total current assets	14,508,464	19,468,346
Noncurrent assets		
Capital assets, net	291,884	376,620
Other assets	500	500
Total noncurrent assets	292,384	377,120
Total assets	\$ 14,800,848	\$ 19,845,466
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	\$ 1,941,242	\$ 1,557,620
Unearned revenue	11,299,998	16,634,703
Total current liabilities	13,241,240	18,192,323
Long-term liabilities		
Compensated absences	252,405	199,442
Total long-term liabilities	252,405	199,442
Total liabilities	13,493,645	18,391,765
Net Position		
Net investment in capital assets	291,884	376,620
Unrestricted	1,015,319	1,077,081
Total net position	1,307,203	1,453,701
Total liabilities and net position	\$ 14,800,848	\$ 19,845,466

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

CareerSource Florida, Inc.
Statements of Activities

For the years ended June 30,						Summarized	
						2020	2019
						Net (Expense) Revenue and Changes in Net Position	

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

CareerSource Florida, Inc.
Balance Sheets
Governmental Fund Type – General Fund

<i>June 30,</i>	2020	2019
Assets		
Current assets		
Cash and cash equivalents	\$ 11,132,279	\$ 16,732,492
Grants and contracts receivable	2,995,918	2,512,424
Prepaid expenses	380,767	223,930
Total current assets	14,508,964	19,468,846
Total assets	\$ 14,508,964	\$ 19,468,846
Liabilities and Fund Net Position		
Current liabilities		
Accounts payable and accrued liabilities	\$ 1,941,242	\$ 1,557,620
Unearned revenue	11,299,998	16,634,703
Total current liabilities	13,241,240	18,192,323
Fund net position		
Nonspendable - prepaid expenses	380,767	223,930
Unassigned	886,957	1,052,593
Fund net position	1,267,724	1,276,523
Total liabilities and fund net position	\$ 14,508,964	\$ 19,468,846

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

CareerSource Florida, Inc.
Reconciliation of the Balance Sheets of the Governmental Fund
to the Statements of Net Position

<i>June 30,</i>	2020	2019
Total fund balance of governmental fund	\$ 1,267,724	\$ 1,276,523
Amounts reported for governmental activities in the statement of net position are different because:		
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. These liabilities consist of:		
Compensated absences	(252,405)	(199,442)
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund.	291,884	376,620
Net position of governmental activities	\$ 1,307,203	\$ 1,453,701

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

CareerSource Florida, Inc.

Statements of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund Type – General Fund

<i>For the years ended June 30,</i>	2020	2019
Revenues		
Intergovernmental revenue	\$ 16,293,436	\$ 17,343,244
Miscellaneous	9,366	6,936
Total revenues	16,302,802	17,350,180
Expenditures		
Economic environment		
Current		
Salaries and benefits	3,087,008	3,046,002
Other program costs	3,245,418	2,826,184
Professional fees and consultants	497,171	365,187
Administration contracts	318,132	277,529
Dues and subscriptions	504,572	254,878
Occupancy	209,761	206,348
Sponsorships	15,000	183,500
Travel	58,051	130,116
Board meetings and travel	31,034	51,377
Telephone and communications	46,575	45,818
Office expenses	21,321	27,805
Training and registrations	24,228	26,502
Capital outlay	4,811	24,515
Insurance	13,762	16,264
Grants and aids	8,234,757	9,889,850
Total expenditures	16,311,601	17,371,875
Net change in fund balance	(8,799)	(21,695)
Fund balance at beginning of year	1,276,523	1,298,218
Fund balance at end of year	\$ 1,267,724	\$ 1,276,523

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

CareerSource Florida, Inc.

**Reconciliation of the Statements of Revenues, Expenditures, and
Changes in Fund Balance of the Governmental Fund to
the Statements of Activities**

<i>June 30,</i>	2020	2019
<hr/>		
Net change in fund balance - total governmental fund	\$ (8,799)	\$ (21,695)
Amounts reported for governmental activities in the statement of activities are different because:		
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:		
Change in compensated absences	(52,963)	85,845
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense:		
Capital outlay	4,811	24,515
Depreciation expense	(89,547)	(87,465)
<hr/>		
Change in net position of governmental activities	\$ (146,498)	\$ 1,200
<hr/>		

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

Note 1: SUMMARY SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

CareerSource Florida, Inc. (“CareerSource Florida” or “the Organization”) is a not-for-profit corporation created by Chapter 445 of the Florida Statutes. Chapter 2000-165, Laws of Florida, known as the *Workforce Innovation Act of 2000*, superseded by the *Workforce Innovation and Opportunity Act of 2014* (WIOA), created the corporation, which became effective July 1, 2000. This corporation is required to be registered, incorporated, organized, and operated in compliance with Chapter 617, Florida Statutes, as a nonentity of State government.

CareerSource Florida is the principal workforce policy organization for the State of Florida and the local workforce boards. The Florida Workforce System connects employers with qualified, skilled talent and Floridians with employment and career development opportunities to achieve economic prosperity. The Organization is administratively housed within the Department of Economic Opportunity (DEO), and contracts with DEO to implement its strategic policies and administer the workforce system.

CareerSource Florida is governed by a Board of Directors (the Board), whose membership and appointment is determined by the Governor of the State of Florida and must be consistent with Public Law No. 113-128, Title I, Section 101(b) since it serves as the State’s Workforce Investment Board pursuant to law.

Though the State of Florida appoints the Board, it has no further accountability. Therefore, for financial reporting purposes, CareerSource Florida is a related organization of the State. There are no component units included in the accompanying financial statements.

The accounting policies of the Organization conform to generally accepted accounting principles (GAAP) as applied to governmental units. The more significant accounting policies used by the Organization are described below. The Organization’s reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements.

Government-Wide Financial Statements

The government-wide financial statements (i.e., the statements of net position and the statements of activities) report information on all of the nonfiduciary activities of CareerSource Florida. The focus of the government-wide statements is on the sustainability of CareerSource Florida as an entity and the change in aggregate financial position resulting from the activities of the fiscal period.

The statements of activities demonstrate the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function. *Program revenues* include operating grants and contributions used to recover expense of a given function or program. Other items not properly included among program revenues are reported instead as *general revenues*.

CareerSource Florida, Inc.
Notes to Financial Statements

Note 1: SUMMARY SIGNIFICANT ACCOUNTING POLICIES (Continued)

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from the governmental fund.

Fund Financial Statements

The fund financial statements provide information about CareerSource Florida's governmental fund. Separate statements for the governmental fund are presented. CareerSource Florida reports one governmental fund, the *General Fund*, which is used to account for all financial resources of the Organization.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds.

Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the Organization.

Note 1: SUMMARY SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budgetary Information

GASB requires budgetary comparisons to be presented for the general fund that has a legally adopted budget. Management has determined that CareerSource Florida is not legally required to adopt an operating budget by the DEO, Florida Statutes, or any federal regulation. Therefore, no budgetary comparison schedules have been presented.

Use of Estimates

The preparation of U.S. GAAP financial statements 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 at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Comparative Financial Information

The financial statements include certain prior-year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2019, from which the summarized information was derived.

Cash and Cash Equivalents

CareerSource Florida's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Grants and Contracts Receivable

Grants and contracts receivable consist primarily of amounts due from the DEO. Management determines the allowance for doubtful accounts based on specific identification and a general reserve based on management's experience with prior collections and the current economic environment. Management's estimate of potential uncollectible amounts associated with grants and contracts receivable is immaterial; accordingly, no allowance for doubtful accounts has been recorded.

Note 1: SUMMARY SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets

Capital assets, which include property and equipment, are reported in the government-wide financial statements. Capital assets are defined by CareerSource Florida as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of one year. As the Organization acquires additional capital assets each period they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or increase its estimated useful life. Donated capital assets are recorded at their estimated acquisition value at the date of donation. Property and equipment are depreciated using the straight line method over the following estimated useful lives:

Leasehold improvements	5 Years
Office furniture	7 Years
Office equipment and computers	5 Years

Capital assets acquired by CareerSource Florida are considered to be owned by the Organization. However, funding sources may maintain an equitable interest in the property purchased with grant monies as well as the right to determine the use of any proceeds from the sale of these assets. The Federal government has a reversionary interest in those assets purchased with its funds which have a cost of \$5,000 or more and an estimated useful life of at least one year.

Compensated Absences

CareerSource Florida has two distinct employee groups. The first employee group includes permanent full-time employees of CareerSource Florida. The second group includes State of Florida employees assigned on a full-time basis to CareerSource Florida. The Organization pays the salary and benefits of the state employees assigned to its operations. The benefit and compensated absence policy is slightly different for the two groups as follows:

- Permanent full-time employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the Organization. CareerSource Florida employees' annual leave balances in excess of 360 hours will be transferred to sick leave on an hour-for-hour basis. Sick leave is accrued but generally only paid out at 25% of the accrued balance after ten years of service up to a stated maximum. However, the employment contract with the President stipulates that sick leave is paid in accordance with the employment contract.
- State of Florida employees assigned to the Organization receive the same benefits, including compensated absences, as State of Florida employees. Vacation accruals are accrued and become vested when earned. Sick leave is generally payable and is accrued at 25% of the leave amount accrued up to 240 or 480 hours maximum, depending on employment classification. Sick accruals become vested upon ten years of employment.

Note 1: SUMMARY SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenue Recognition

Revenues are recognized when earned. CareerSource Florida received advanced funds from the State of Florida to administer the Quick Response Training (QRT) program. Under this program, the Organization awards funds to businesses that provide training to the businesses' employees via local community colleges and/or state universities. CareerSource Florida defers the revenue relating to these programs until the earnings process is substantially complete, which the Organization has determined occurs when the training has taken place and the college or business has submitted requests for reimbursement.

Transferred Investment Income

As a condition of its grants and in compliance with the Uniform Circular 2 CFR 200.305 as adopted by CareerSource Florida, all interest above \$500 earned on funds advanced from the State of Florida is due and payable to the State of Florida. At June 30, 2020 and 2019, the applicable liability due to the State of Florida is included in accrued liabilities in the statements of net position.

Categories and Classification of Fund Equity

Net position flow assumption – Sometimes CareerSource Florida will fund outlays for a particular purpose from both restricted (e.g., restricted grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is CareerSource Florida's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Fund balance flow assumptions – Sometimes CareerSource Florida will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is CareerSource Florida's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Fund balance policies – Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The Organization itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

Note 1: SUMMARY SIGNIFICANT ACCOUNTING POLICIES (Continued)

Categories and Classification of Fund Equity (Continued)

The provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, specifies the following classifications:

- *Nonspendable fund balance* – Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
- *Restricted fund balance* – Restricted fund balances are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. As of June 30, 2020 and 2019 there are no amounts that are classified as restricted fund balance.
- *Committed fund balance* – The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the Organization's highest level of decision-making authority. The Board of Directors is the highest level of decision-making authority for the Organization that can, by adoption of a board resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the board resolution remains in place until a similar action is taken (the adoption of another board resolution) to remove or revise the limitation. As of June 30, 2020 and 2019 there are no amounts that are classified as committed fund balance.
- *Assigned fund balance* – The assigned fund balance consists of amounts that are constrained by a less-than-formal action of the Organization's governing authority, or by an individual or body to whom the governing authority has delegated this responsibility. In addition, residual balances in capital projects and debt service funds are considered assigned for the general purpose of the respective fund. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment. As of June 30, 2020 and 2019 there are no amounts that are classified as assigned fund balance.
- *Unassigned fund balance* – Unassigned fund balance is the residual classification for the General Fund.

Note 1: SUMMARY SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Taxes

CareerSource Florida is generally exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Organization is exempt from state income taxes on related income pursuant to Chapter 220.13 of the Florida Statutes. As a charitable organization, only unrelated business income, as defined by Section 509(a)(1) of the Internal Revenue Code, is subject to federal income tax. CareerSource Florida currently has no unrelated business income. Therefore, no provision for income taxes has been made in the accompanying financial statements.

CareerSource Florida has reviewed and evaluated the relevant technical merits of each of its tax positions in accordance with accounting principles generally accepted in the United States of America for accounting for uncertainty in income taxes, and determined that there are no uncertain tax positions that would have a material impact on the financial statements of the Organization.

Functional Allocation of Expenses

Expenses are charged directly to programs that benefit from the expense where possible, or to the indirect cost pool. Indirect expenses are allocated to programs based on the percentage of total funds from each program utilized across the entire CareerSource Florida Network from the prior quarter.

Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, September 30, 2020. See Note 9 for relevant disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these consolidated financial statements.

Accounting Guidance Not Yet Adopted

In June 2017, the GASB issued Statement No. 87, *Leases*. The guidance in this statement and its amendments supersedes previous leasing guidance. Under the guidance, lessees are required to recognize lease assets and lease liabilities on the statement of fund net position, unless the lease is a short-term lease or it transfers ownership of the underlying asset. A lessee should reduce the lease liability over the lease term as payments are made and recognize an expense for interest on the liability. The statement is effective for fiscal years beginning after December 15, 2019. Early adoption is permitted. Due to COVID-19, the effective date has been postponed by 18 months. The Organization is currently evaluating the impact of the guidance on its financial statements.

CareerSource Florida, Inc.
Notes to Financial Statements

Note 2: CASH AND CASH EQUIVALENTS

Florida Statutes provide for risk sharing collateral pools by banks and savings and loan associations. These pools collateralize local government deposits and certificates of deposit with participating depositories. CareerSource Florida's demand deposits are placed in such authorized depositories.

Custodial credit risk for deposits is the risk that in the event of a bank failure, the Organization's deposits may not be returned or the Organization will not be able to recover collateral securities in the possession of an outside party. At June 30, 2020 and 2019, the carrying amount of CareerSource Florida, Inc.'s deposits was \$11,132,279 and \$16,732,492, respectively, and the bank balance of CareerSource Florida, Inc.'s deposits was \$11,851,314 and \$17,150,998, respectively. The bank balance is insured up to Federal Deposit Insurance Corporation (FDIC) limits or by collateral held by CareerSource Florida's custodial bank which is pledged to a state trust fund that provides security for amounts held in excess of FDIC coverage in accordance with the *Florida Security for Deposits Act*, Chapter 280, Florida Statutes.

The *Florida Security for Public Deposits Act* established guidelines for qualification and participation by banks and savings associations, procedures for the administration of the collateral requirements, and characteristics of eligible collateral.

Note 3: CAPITAL ASSETS, NET

The following is a summary of changes in capital assets during the year ended June 30, 2020:

	July 1, 2019	Increases	Decreases	June 30, 2020
Capital assets				
Leasehold improvements	\$ 17,505	\$ -	\$ -	\$ 17,505
Office furniture	219,652	-	-	219,652
Office equipment and computers	296,150	4,811	-	300,961
Total capital assets	533,307	4,811	-	538,118
Less accumulated depreciation				
Leasehold improvements	(11,083)	(2,028)	-	(13,111)
Office furniture	(51,971)	(31,378)	-	(83,349)
Office equipment and computers	(93,633)	(56,141)	-	(149,774)
Total accumulated depreciation	(156,687)	(89,547)	-	(246,234)
Capital asset, net	\$ 376,620	\$ (84,736)	\$ -	\$ 291,884

CareerSource Florida, Inc.
Notes to Financial Statements

Note 3: CAPITAL ASSETS, NET (Continued)

The following is a summary of changes in capital assets during the year ended June 30, 2019:

	July 1, 2018	Increases	Decreases	June 30, 2019
Capital assets				
Leasehold improvements	\$ 17,505	\$ -	\$ -	\$ 17,505
Office furniture	221,775	-	(2,123)	219,652
Office equipment and computers	280,635	24,515	(9,000)	296,150
Total capital assets	519,915	24,515	(11,123)	533,307
Less accumulated depreciation				
Leasehold improvements	(9,055)	(2,028)	-	(11,083)
Office furniture	(22,716)	(31,378)	2,123	(51,971)
Office equipment and computers	(48,574)	(54,059)	9,000	(93,633)
Total accumulated depreciation	(80,345)	(87,465)	11,123	(156,687)
Capital assets, net	\$ 439,570	\$ (62,950)	\$ -	\$ 376,620

Depreciation and amortization expense was \$89,547 and \$87,465 for the years ended June 30, 2020 and 2019, respectively, which was charged to other program costs in the statements of activities.

Note 4: COMPENSATED ABSENCES

The following is a summary of changes in compensated absences during the year ended June 30, 2020:

	July 1, 2019	Increases	Decreases	June 30, 2020
Compensated absences	\$ 199,442	\$ 52,963	\$ -	\$ 252,405

The following is a summary of changes in compensated absences during the year ended June 30, 2020:

	July 1, 2018	Increases	Decreases	June 30, 2019
Compensated absences	\$ 285,287	\$ -	\$ (85,845)	\$ 199,442

CareerSource Florida, Inc.
Notes to Financial Statements

Note 5: RETIREMENT PLAN

CareerSource Florida participated in a defined contribution (traditional 401k) retirement plan (the Plan) through December 31, 2019. The Plan was amended to a Safe Harbor 401k Plan effective January 1, 2020. The Plan covers all eligible employees of CareerSource Florida. Employer contributions are determined at the discretion of a fiduciary committee of CareerSource Florida and in accordance with the Internal Revenue Code. The Organization contributed a total of \$277,019 and \$223,340 to the Plan during the years ended June 30, 2020 and 2019, respectively. Employees are permitted to make contributions up to applicable Internal Revenue Code limits. Employees contributed \$175,353 and \$173,585 to the Plan during the years ended June 30, 2020 and 2019, respectively. Employees are immediately vested in their own contributions and earnings on those contributions. Employees become 100% vested in employer defined contributions after completing three years of service. For each of the years ended June 30, 2020 and 2019, plan forfeitures totaled \$6,997 and \$-0-, respectively. Employer and employee contributions owed to the Plan as of June 30, 2020 and 2019 totaled \$12,716 and \$9,558, respectively. There were no expenses for the Plan paid for by CareerSource Florida during the years ended June 30, 2020 and 2019. State of Florida employees assigned to CareerSource Florida are covered under a retirement plan sponsored by the State of Florida.

Note 6: COMMITMENTS, CONCENTRATIONS, AND CONTINGENCIES

Operating Leases

The Organization leases office facilities and equipment under operating leases that expire in various years through 2027. Minimum lease payments under noncancellable operating leases are as follows:

For the years ending June 30,

2021	\$ 219,025
2022	221,409
2023	226,936
2024	232,570
2025	238,400
Thereafter	475,366
<hr/>	
Total minimum lease payments	\$ 1,613,706

Rent expense for the years ended June 30, 2020 and 2019 was \$217,197 and 213,838, respectively.

CareerSource Florida, Inc.
Notes to Financial Statements

Note 6: COMMITMENTS, CONCENTRATIONS, AND CONTINGENCIES (Continued)

Significant Funding Source

CareerSource Florida receives a substantial amount of its funding from the United States Department of Labor and the United States Department of Health and Human Services passed through the State of Florida, Department of Economic Opportunity, and from the State of Florida Department of Economic Opportunity directly. A significant reduction in the level of this funding, if this were to occur, could have an adverse effect on CareerSource Florida, Inc.'s programs and activities.

Risk Management

CareerSource Florida is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. CareerSource Florida, Inc. has obtained insurance from commercial underwriters for the aforementioned risks, including workers' compensation for the years ended June 30, 2020 and 2019.

CareerSource Florida has not paid any settlements in excess of insurance coverage for each of the past three years. Furthermore, CareerSource Florida had no significant reduction in insurance coverage from the prior year.

Grants

The grant revenue amounts received are subject to audit and adjustment by grantor agencies. If any expenses are disallowed by the grantor agencies as a result of such an audit, any claim for reimbursement to the grantor agencies would become a liability of CareerSource Florida. In the opinion of management, all grant expenses are in compliance with terms of the grant agreements and applicable Federal and State laws and regulations.

Note 7: RELATED PARTY TRANSACTIONS

Receivables of \$2,995,835 and \$2,511,924 were due from the State of Florida, Department of Economic Opportunity, at June 30, 2020 and 2019, respectively, and are included in grants and contracts receivable in the statements of net position and in the balance sheets of the governmental fund type – general fund. Federal and State program revenue received through the State of Florida, Department of Economic Opportunity, for the years ended June 30, 2020 and 2019 was \$16,293,436 and \$17,343,244, respectively.

Note 8: UNCERTAINTIES

In March 2020, the World Health Organization made the assessment that the outbreak of a novel coronavirus (COVID-19) can be characterized as a pandemic. As a result, uncertainties have arisen that may have a significant negative impact on the operating activities and results of the Corporation. 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 or meetings, (iv) the effects on the financial markets, and (v) the effects on the economy overall, all of which are uncertain.

Note 9: SUBSEQUENT EVENT

Subsequent to June 30, 2020, CareerSource Florida remitted \$475,860 of unspent state level general revenue QRT funds back to the State of Florida. These unspent funds are included in the unearned revenue balance in the accompanying statements of net position.



OTHER REPORTS

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

Board of Directors
CareerSource Florida, Inc.
Tallahassee, 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 the governmental activities and the major fund of CareerSource Florida, Inc., as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise CareerSource Florida, Inc.'s basic financial statements, and have issued our report thereon dated September 30, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered CareerSource Florida, Inc.'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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CareerSource Florida, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of CareerSource Florida, Inc.'s internal control.

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

Our consideration of internal control 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether CareerSource Florida, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the 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 entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Carr, Riggs & Ingram, L.L.C.

Tallahassee, Florida
September 30, 2020

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM
AND EACH MAJOR STATE PROJECT AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE AND CHAPTER 10.650, RULES OF THE AUDITOR GENERAL**

Board of Directors
CareerSource Florida, Inc.
Tallahassee, Florida

Report on Compliance for Each Major Federal Program and State Project

We have audited CareerSource Florida, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and in the Florida Department of Financial Services' *State Projects Compliance Supplement* that could have a direct and material effect on each of CareerSource Florida, Inc.'s major federal programs and state projects for the year ended June 30, 2020. CareerSource Florida, Inc.'s major federal programs and state projects are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal and state statutes, regulations, and the terms and conditions of its federal awards and state financial assistance applicable to its federal programs and state projects.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of CareerSource Florida, Inc.'s major federal programs and state projects 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; 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); the audit requirements of Chapter 10.650, *Rules of the Auditor General* (Rules of the Auditor General); and the special audit guidance provided by the Florida Department of Economic Opportunity (special DEO guidance). Those standards, the Uniform Guidance, Rules of the Auditor General, and special DEO 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 or state project occurred. An audit includes examining, on a test basis, evidence about CareerSource Florida, Inc.'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 and state project. However, our audit does not provide a legal determination of CareerSource Florida, Inc.'s compliance.

Opinion on Each Major Federal Program and State Project

In our opinion, CareerSource Florida, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs and state projects for the year ended June 30, 2020.

Report on Internal Control over Compliance

Management of CareerSource Florida, Inc. 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 CareerSource Florida, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program and state project 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 state project and to test and report on internal control over compliance in accordance with the Uniform Guidance, Rules of the Auditor General, and special DEO 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 CareerSource Florida, Inc.'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 or state project on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state project 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 or state project 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 to be 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, Rules of the Auditor General, and special DEO guidance. Accordingly, this report is not suitable for any other purpose.

Carr, Riggs & Ingram, L.L.C.

Tallahassee, Florida

September 30, 2020



OTHER FINANCIAL INFORMATION



CareerSource Florida, Inc.
Schedule of Expenditures of Federal Awards
and State Financial Assistance
Year ended June 30, 2020

Grantor/Pass Through Grantor/ Title	CFDA/CSFA Number	Contract/ Grant Number	Expenditures	Funds Provided to Subrecipients
FEDERAL				
<u>U.S. Department of Labor</u>				
Passed through Florida Department of Economic Opportunity:				
Employment Service/Wagner - Peyser Funded Activities	17.207	BCS02	\$ 3,166,191	\$ -
Workforce Innovation Fund Grant	17.283	BCS02	3,135	-
Apprenticeship USA State Expansion	17.285	AP-30075-16-60-A-12	1,042,715	-
Workforce Investment and Opportunity Act (WIOA) Cluster				
WIA/WIOA Adult Program	17.258	BCS02	1,318,062	-
WIA/WIOA Youth Activities	17.259	BCS02	1,318,062	-
WIA/WIOA Dislocated Worker Formula Grants	17.278	BCS02	2,990,112	-
Total Workforce Investment and Opportunity Act (WIOA) Cluster			5,626,236	-
Total U.S. Department of Labor			9,838,277	-
<u>U.S. Department of Agriculture</u>				
Passed through Florida Department of Economic Opportunity:				
SNAP Cluster				
Food Stamp Employment and Training	10.561	BCS02	44,295	-
Total U.S. Department of Agriculture			44,295	-
<u>U.S. Department of Health and Human Services</u>				
Passed through Florida Department of Economic Opportunity:				
Temporary Assistance for Needy Families	93.558	BCS02	574,194	-
Total U.S. Department of Health and Human Services			574,194	-
Total expenditures of federal awards			\$ 10,456,766	\$ -
STATE				
<u>Florida Department of Economic Opportunity</u>				
Quick Response Training	40.026	BCS02	\$ 5,190,045	\$ -
CareerSource Florida Operations	40.036	BCS02	644,753	-
Total Florida Department of Economic Opportunity			5,834,798	-
Total expenditures of state financial assistance			\$ 5,834,798	-
Total expenditures of federal awards and state financial assistance			\$ 16,291,564	\$ -

*See Independent Auditors' Report and Notes to the Schedule of Expenditures
of Federal Awards and State Financial Assistance.*

CareerSource Florida, Inc.
Notes to Schedule of Expenditures of Federal Awards
and State Financial Assistance

Note 1: BASIS PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance (the Schedule) includes the federal and state award activity of CareerSource Florida, Inc. ("CareerSource Florida" or "the Organization"). The information in this Schedule is presented in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Audits of States, Local Governments, and Non-Profit Organizations, Chapter 10.650, *Rules of the Auditor General*, and the special audit guidance provided by the Florida Department of Economic Opportunity. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the basic financial statements.

For purposes of the Schedule, federal awards and state financial assistance include all grants, contracts, and similar agreements entered into directly with the federal or state government and other pass-through entities. The Organization has obtained Catalog of Federal Domestic Assistance (CFDA) and Catalog of State Financial Assistance (CSFA) numbers to ensure that all programs have been identified in the schedule. Clusters are separately identified within this Schedule.

Note 2: BASIS OF ACCOUNTING

The Schedule was prepared on the accrual basis of accounting.

Note 3: CONTINGENCIES

Grant monies received and disbursed by the Organization are subject to review by the grantor agencies. Such audits may result in requests for reimbursement due to disallowed expenditures. Based upon prior experience, the Organization does not believe that such disallowance, if any, would have a material effect on the financial position of the Organization. As of June 30, 2020, there were no material questioned or disallowed costs as a result of grant audits in process or completed.

Note 4: NONCASH ASSISTANCE

The Organization did not receive any federal or state noncash assistance for the year ended June 30, 2020.

Note 5: INDIRECT COST

The Organization has elected not to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

CareerSource Florida, Inc.
Notes to Schedule of Expenditures of Federal Awards
and State Financial Assistance

Note 6: FEDERALLY FUNDED INSURANCE

The Organization did not receive federally funded insurance during the fiscal year ended June 30, 2020.

Note 7: FEDERALLY FUNDED LOANS

The Organization has no federally funded loans as of June 30, 2020. No funds were expended in the form of loan or loan guarantees during the fiscal year ended June 30, 2020.

CareerSource Florida, Inc.
Schedule of Findings and Questioned Costs
Year ended June 30, 2020

SECTION I – SUMMARY OF AUDITORS’ RESULTS

Financial Statements:

- | | |
|--|------------|
| 1. Type of auditors’ report issued | Unmodified |
| 2. Internal control over financial reporting: | |
| a. Material weaknesses identified? | No |
| b. Significant deficiencies identified not considered to be material weaknesses? | None noted |
| c. Noncompliance material to the financial statements noted? | No |

Federal Awards:

- | | |
|--|--|
| 1. Type of auditors’ report issued | Unmodified |
| 2. Internal control over major projects: | |
| a. Material weaknesses identified? | No |
| b. Significant deficiencies identified not considered to be material weaknesses? | None noted |
| 3. Any audit findings disclosed that are required to be reported in accordance with 2CFR section 200.516(a)? | No |
| 4. Identification of major programs: | |
| <u>CFDA Number</u>
17.207 | <u>Federal Program</u>
Employment Service/
Wagner-Peyser Funded Activities |
| 17.285 | Apprenticeship USA State Expansion |
| 5. Dollar threshold used to distinguish between type A and type B programs: | \$750,000 |
| 6. Auditee qualified as low-risk auditee under 2 CFR 200.520? | Yes |

State Financial Assistance:

- | | |
|---|------------|
| 1. Type of auditors’ report issued on compliance for major projects | Unmodified |
|---|------------|

CareerSource Florida, Inc.
Schedule of Findings and Questioned Costs
Year ended June 30, 2020

SECTION I – SUMMARY OF AUDITORS’ RESULTS (Continued)

2. Internal control over major projects:

a. Material weaknesses identified? No

b. Significant deficiencies identified not considered to be material weaknesses? None noted

3. Any audit findings disclosed that are required to be reported in accordance with Chapter 10.650, *Rules of the Auditor General* or the special audit guidance provided by the Florida Department of Economic Opportunity? No

4. Identification of major projects:

<u>CSFA Number</u>	<u>State Project</u>
40.026	Quick Response Training

5. Dollar threshold used to distinguish between type A and type B projects: \$750,000

SECTION II – FINANCIAL STATEMENT FINDINGS

None noted

SECTION III – FEDERAL AWARD AND STATE FINANCIAL ASSISTANCE FINDINGS

None noted

SECTION IV – SUMMARY OF PRIOR YEAR FINDINGS

None noted

SECTION V – OTHER MATTERS

- (a) No management letter is required because there were no findings required to be reported in the management letter (see AG Rule Section 10.656(3)(e)).
- (b) CareerSource Florida, Inc. performed a reconciliation of its financial records to the Subrecipient Enterprise Resource Application (SERA) maintained by the Florida Department of Economic Opportunity in a satisfactory matter for the year ended June 30, 2020.
- (c) The Florida Department of Economic Opportunity’s 2018-19 Financial Compliance Monitoring Report issued on September 30, 2019 covering the period from April 1, 2018 to March 31, 2019 resulted in 0 findings, 1 issue of non-compliance, 0 observations, and 3 items of technical assistance provided.

CareerSource Florida, Inc.

**Required Recommendations and
Internal Control Recommendations**

June 30, 2020



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RIGGS &
INGRAM
CPAs and Advisors

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CareerSource Florida, Inc.
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Year ended June 30, 2020

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REQUIRED COMMUNICATIONS

Required Communications

As discussed with the Board and management during our planning process, our audit plan represented an approach responsive to the assessment of risk for CareerSource Florida, Inc. ("CareerSource Florida" or "the Organization"). Specifically, we planned and performed our audit to:

- Perform audit services, as requested by the Board, in accordance with auditing standards generally accepted in the United States of America, in order to express an opinion on CareerSource Florida's financial statements for the year ended June 30, 2020.
- Communicate directly with the Board and management regarding the results of our procedures;
- Address with the Board and management any accounting and financial reporting issues;
- Anticipate and respond to concerns of the Board and management; and
- Other audit-related projects as they arise and upon request.

Required Communications

We have audited the financial statements of CareerSource Florida for the year ended June 30, 2020, and have issued our report thereon dated September 30, 2020. Professional standards require that we provide you with the following information related to our audit:

MATTER TO BE COMMUNICATED	AUDITORS' RESPONSE
Auditors' responsibility under Generally Accepted Auditing Standards and Government Auditing Standards	<p>As stated in our engagement letter dated May 10, 2019, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (GAAP). Our audit of the financial statements does not relieve you or management of your responsibilities.</p> <p>As part of our audit, we considered the internal control of CareerSource Florida. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.</p>
Client's responsibility	<p>Management, with oversight from those charged with governance, is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, results of operations, and cash flows in conformity with the applicable framework. Management is responsible for the design and implementation of programs and controls to prevent and detect fraud.</p>
Planned scope and timing of the audit	<p>Our initial audit plan was not significantly altered during our fieldwork.</p>
Management judgments and accounting estimates <i>The process used by management in forming particularly sensitive accounting estimates and the basis for the auditors' conclusion regarding the reasonableness of those estimates.</i>	<p>Please see the following section titled "Accounting Policies, Judgments and Sensitive Estimates and CRI Comments on Quality."</p>
Potential effect on the financial statements of any significant risks and exposures <i>Major risks and exposures facing the Organization and how they are disclosed.</i>	<p>No such risks or exposures were noted.</p>

Required Communications

MATTER TO BE COMMUNICATED	AUDITORS' RESPONSE
<p>Significant accounting policies, including critical accounting policies and alternative treatments within generally accepted accounting principles and the auditors' judgment about the quality of accounting principles</p> <ul style="list-style-type: none"> <i>The initial selection of and changes in significant accounting policies or their application; methods used to account for significant unusual transactions; and effect of significant policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</i> <i>The auditor should also discuss the auditors' judgment about the quality, not just the acceptability, of the Organization's accounting policies as applied in its financial reporting. The discussion should include such matters as consistency of accounting policies and their application, and clarity and completeness of the financial statements, including disclosures. Critical accounting policies and practices applied by the Organization in its financial statements and our assessment of management's disclosures regarding such policies and practices (including any significant modifications to such disclosures proposed by us but rejected by management), the reasons why certain policies and practices are or are not considered critical, and how current and anticipated future events impact those determinations;</i> <i>Alternative treatments within GAAP for accounting policies and practices related to material items, including recognition, measurement, presentation and disclosure alternatives, that have been discussed with client management during the current audit period, the ramifications of the use of such alternative disclosures and treatments, and the treatment preferred by the auditor; furthermore, if the accounting policy selected by management is not the policy preferred by us, discuss the reasons why management selected that policy, the policy preferred by us, and the reason we preferred the other policy.</i> 	<p>See Note 1 of the Notes to Financial Statements and the section entitled "Accounting Policies, Judgments and Sensitive Estimates & CRI Comments on Quality."</p>

Required Communications

MATTER TO BE COMMUNICATED	AUDITORS' RESPONSE
<p>Significant difficulties encountered in the audit <i>Any significant difficulties, for example, unreasonable logistical constraints or lack of cooperation by management.</i></p>	None.
<p>Disagreements with management <i>Disagreements, whether or not subsequently resolved, about matters significant to the financial statements or auditors' report. This does not include those that came about based on incomplete facts or preliminary information.</i></p>	None.
<p>Other findings or issues <i>Matters significant to oversight of the financial reporting practices by those charged with governance. For example, an entity's failure to obtain the necessary type of audit, such as one under Government Auditing Standards, in addition to GAAS.</i></p>	None.
<p>Matters arising from the audit that were discussed with, or the subject of correspondence with, management <i>Business conditions that might affect risk or discussions regarding accounting practices or application of auditing standards.</i></p>	None.
<p>Corrected and uncorrected misstatements <i>All significant audit adjustments arising from the audit, whether or not recorded by the Organization, that could individually or in the aggregate have a significant effect on the financial statements. We should also inform the Board about uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented, that were determined by management to be immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Any internal control deficiencies that could have prevented the misstatements.</i></p>	Please see the following section titled "Summary of Audit Adjustments."
<p>Major issues discussed with management prior to retention <i>Any major accounting, auditing or reporting issues discussed with management in connection with our initial or recurring retention.</i></p>	None.

Required Communications

MATTER TO BE COMMUNICATED	AUDITORS' RESPONSE
Consultations with other accountants <i>When management has consulted with other accountants about significant accounting or auditing matters.</i>	None of which we are aware.
Written representations <i>A description of the written representations the auditor requested (or a copy of the representation letter).</i>	See "Management Representation Letter" section.
Internal control deficiencies <i>Any significant deficiencies or material weaknesses in the design or operation of internal control that came to the auditors' attention during the audit.</i>	See "Internal Controls" section.
Fraud and illegal acts <i>Fraud involving senior management or those responsible for internal controls, or causing a material misstatement of the financial statements, where the auditor determines there is evidence that such fraud may exist. Any illegal acts coming to the auditors' attention involving senior management and any other illegal acts, unless clearly inconsequential.</i>	We are unaware of any fraud or illegal acts involving management or causing material misstatement of the financial statements.
Other information in documents containing audited financial statements <i>The external auditors' responsibility for information in a document containing audited financial statements, as well as any procedures performed and the results.</i>	<p>Our responsibility related to documents (including annual reports, websites, etc.) containing the financial statements is to read the other information to consider whether:</p> <ul style="list-style-type: none"> • Such information is materially inconsistent with the financial statements; and • We believe such information represents a material misstatement of fact. <p>We have not been provided any such items to date and are unaware of any other documents that contain the audited financial statements.</p>

Accounting Policies, Judgments and Sensitive Estimates & CRI Comments on Quality

We are required to communicate our judgments about the quality, not just the acceptability, of the Organization's accounting principles as applied in its financial reporting. We are also required to communicate critical accounting policies and sensitive accounting estimates. The Board may wish to monitor throughout the year the process used to compute and record these accounting estimates. The table below summarizes our communications regarding these matters.

AREA	ACCOUNTING POLICY	CRITICAL POLICY?	JUDGMENTS & SENSITIVE ESTIMATES	COMMENTS ON QUALITY OF ACCOUNTING POLICY & APPLICATION
Capital Assets	Capital assets are depreciated or amortized over their estimated useful lives.	Yes	Useful lives are estimated based on experience with similar assets and guidance provided by the AICPA Auditing & Accounting Guide.	Policy appears to be in accordance with all applicable accounting guidelines.
Allowance for Doubtful Accounts	The Organization maintains an allowance for doubtful accounts.	Yes	The Organization determines the allowance for doubtful accounts based on specific identification and a general reserve based on management's experience with prior collections and the current economic environment.	Policy appears to be in accordance with all applicable accounting guidelines.
Expenses	The Organization allocates indirect expenses based on its cost allocation plan.	Yes	Expenses are charged directly to programs that benefit from the expense where possible, or to the indirect cost pool. Indirect expenses are allocated to programs based on the percentage of total funds from each program utilized across the entire CareerSource Florida Network from the prior quarter.	Policy appears to be in accordance with all applicable accounting guidelines.

Summary of Audit Adjustments

During the course of our audit, we accumulate differences between amounts recorded by the Organization and amounts that we believe are required to be recorded under GAAP. Those adjustments are either recorded (corrected) by the Organization or passed (uncorrected).

No adjustments were identified and provided to the Organization.

QUALITATIVE MATERIALITY CONSIDERATIONS

In evaluating the materiality of audit differences when they do arise, we consider both quantitative and qualitative factors, for example:

- Whether the difference arises from an item capable of precise measurement or whether it arises from an estimate, and, if so, the degree of imprecision inherent in the estimate.
- Whether the difference masks a change in earnings or other trends.
- Whether the difference changes a net decrease in assets to addition, or vice versa.
- Whether the difference concerns an area of the Organization's operating environment that has been identified as playing a significant role in the Organization's operations or viability.
- Whether the difference affects compliance with regulatory requirements.
- Whether the difference has the effect of increasing management's compensation – for example, by satisfying requirements for the award of bonuses or other forms of incentive compensation.
- Whether the difference involves concealment of an unlawful transaction.

Management Representation Letter



Kevin Doyle
Chairman

Michelle Dennard
President & CEO

September 30, 2020

Carr, Riggs & Ingram, LLC
2633 Centennial Blvd, Suite 200
Tallahassee, FL 32308

This representation letter is provided in connection with your audit of the financial statements of CareerSource Florida, Inc., which comprise the respective financial position of the governmental activities and the major fund as of June 30, 2020 and 2019, and the respective changes in financial position for the years then ended, and the related notes to the financial statements (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

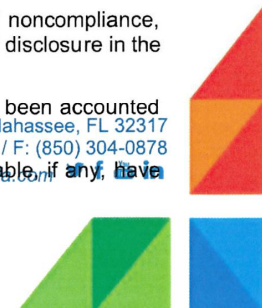
Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 30, 2020, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 10, 2019 and the amendment dated September 16, 2020, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- 3) We acknowledge our responsibility 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.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Guarantees, whether written or oral, under which the organization is contingently liable, if any, have been properly recorded or disclosed.

PO Box 13179 • Tallahassee, FL 32317
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careersourceflorida.com



Management Representation Letter

Information Provided

10) We have provided you with:

- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
- b) Additional information that you have requested from us for the purpose of the audit.
- c) Unrestricted access to persons within the organization from whom you determined it necessary to obtain audit evidence.
- d) Minutes of the meetings of the Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.

11) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards and state financial assistance.

12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

13) We have no knowledge of any fraud or suspected fraud that affects the organization and involves—

- Management,
- Employees who have significant roles in internal control, or
- Others where the fraud could have a material effect on the financial statements.

14) We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, regulators, or others.

15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

16) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.

17) We have disclosed to you the names of the organization's related parties and all the related party relationships and transactions, including any side agreements.

Government-specific

18) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

19) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

20) The organization has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, and fund balance or net position.

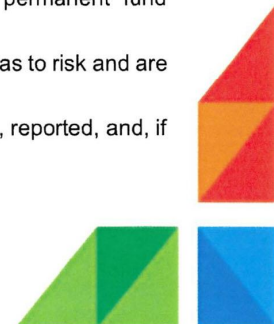
21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.

22) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.



Management Representation Letter

- 23) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 24) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 25) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 26) As part of your audit, you assisted with preparation of the financial statements, schedule of expenditures of federal awards and state financial assistance, related notes, and federal data collection form, and preparation of tax returns. We acknowledge our responsibility as it relates to those and any other nonaudit services provided by you, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management (Andrew Collins, COO/CFO), who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements, schedule of expenditures of federal awards and state financial assistance, related notes, federal data collection form, and tax returns.
- 27) The organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 28) The organization has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 29) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 30) The financial statements properly classify all funds and activities in accordance with [GASBS No. 34](#), as amended, and [GASBS No. 84](#).
- 31) All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 32) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 33) Provisions for uncollectible receivables have been properly identified and recorded.
- 34) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 35) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 36) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 37) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.



Management Representation Letter

- 38) We have appropriately disclosed the organization's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 39) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 40) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 41) With respect to the schedule of expenditures of federal awards and state financial assistance (supplementary information):
- a) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.
- 42) With respect to federal award programs and state financial assistance projects:
- a) We are responsible for understanding and complying with, and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), the Department of Financial Services' State Projects Compliance Supplement, Chapter 10.650, Rules of the Auditor General (Rules of the Auditor General), and the special audit guidance provided by the Florida Department of Economic Opportunity (special DEO guidance), including requirements relating to preparation of the schedule of expenditures of federal awards and state financial assistance.
 - b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards and state financial assistance (SEFASFA) and related notes in accordance with the requirements of the Uniform Guidance, Rules of the Auditor General, and special DEO guidance, and we believe the SEFASFA, including its form and content, is fairly presented in accordance with the Uniform Guidance, Rules of the Auditor General, and special DEO guidance. The methods of measurement or presentation of the SEFASFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFASFA.
 - c) If the SEFASFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFASFA no later than the date we issue the SEFASFA and the auditors' report thereon.
 - d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance, Rules of the Auditor General, and special DEO guidance compliance audit, and have included in the SEFASFA, expenditures made during the audit period for all awards provided by federal and state agencies in the form of federal and state awards, federal and state cost-reimbursement contracts, loans, loan guarantees, property (including



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donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

- e) We are responsible for understanding and complying with, and have complied with, the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards related to each of our federal programs and state projects, and have identified and disclosed to you the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards that are considered to have a direct and material effect on each major program and project.
- f) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs and state projects that provides reasonable assurance that we are managing our federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a material effect on our federal programs and state projects. We believe the internal control system is adequate and is functioning as intended.
- g) We have made available to you all federal and state awards (including amendments, if any) and any other correspondence with federal or state agencies or pass-through entities relevant to federal programs and state projects and related activities.
- h) We have received no requests from a federal or state agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including, when applicable, those set forth in the *OMB Compliance Supplement* relating to federal awards, and Department of Financial Services' State Projects Compliance Supplement relating to state financial assistance, and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards or state financial assistance.
- j) We have disclosed any communications from federal and state awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- k) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E), the Rules of the Auditor General, and special DEO guidance.
- m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program and state project financial reports and claims for advances and reimbursements.
- o) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding



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significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditors' report.

- r) Federal program and state project financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s) The copies of federal program and state project financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal or state agency or pass-through entity, as applicable.
- t) We have charged costs to federal and state awards in accordance with applicable cost principles.
- u) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- v) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- w) We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.

Signature: _____

Title: Chief Operating and Financial Officer

Signature: _____

Title: Controller and Director of Finance





INTERNAL CONTROL RECOMMENDATIONS

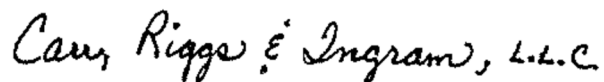
The Board of Directors and Management of
CareerSource Florida, Inc.

In planning and performing our audit of the financial statements of CareerSource, Florida (the Organization) as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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.

This communication is intended solely for the information and use of management, Board of Directors, others within the Organization, and is not intended to be, and should not be, used by anyone other than these specified parties.



CARR, RIGGS & INGRAM, LLC

Tallahassee, Florida
September 30, 2020