

# Friends of Rainbow Springs State Park, Inc.

Financial Statements  
and  
Independent Auditors' Reports

December 31, 2017

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**Kattell and Company, P.L.**  
*Certified Public Accountants Serving the Nonprofit Community*

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**INDEPENDENT AUDITORS' REPORT**

To the Board of Directors  
Friends of Rainbow Springs State Park, Inc.

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**REPORT ON THE FINANCIAL STATEMENTS**

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We have audited the accompanying financial statements of Friends of Rainbow Springs State Park, Inc. (FORS), which comprise the statements of financial position as of December 31, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

**Auditors' Responsibility.**

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

**Opinion.** In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of FORS, as of December 31, 2017, and the changes in its net assets and its cash flows 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 FORS' financial statements for the year ended December 31, 2016, and we expressed an unmodified audit opinion on those audited financial statements in our report dated May 8, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2016, is consistent, in all material respects, with the audited financial statements from which it has been derived.

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**OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS**

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In accordance with *Government Auditing Standards*, we have also issued our report dated May 14, 2018, on our consideration of FORS' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering FORS' internal control over financial reporting and compliance.

*Kattell and Company, P.L.*

May 14, 2018  
Gainesville, Florida

“Not everything that counts can be counted, and not everything that can be counted counts.”

Albert Einstein

**Statement of Financial Position**  
**December 31, 2017**  
**(with summarized information for December 31, 2016)**  
**Friends of Rainbow Springs State Park, Inc.**

| Assets                                  | 2017              | 2016              |
|---|-------------------|-------------------|
| Cash on Hand                            | \$ 1,350          | \$ 1,250          |
| Cash – Checking                         | 130,653           | 138,128           |
| Cash – Money Market                     | 111,099           | 111,044           |
| Cash – Certificates of Deposit          | 326,593           | 325,062           |
| Inventory                               | 35,112            | 28,300            |
| Equipment, Net                          | 24,060            | 15,185            |
| <b>Total Assets</b>                     | <b>\$ 628,867</b> | <b>\$ 618,969</b> |
| Liabilities and Net Assets              |                   |                   |
| Liabilities:                            |                   |                   |
| <b>Accounts Payable</b>                 | <b>\$ 5,478</b>   | <b>\$ 510</b>     |
| Net Assets - Unrestricted               |                   |                   |
| Designated for Capital Replacement      | 60,106            | 60,106            |
| Designated for Capital Improvement      | 420,818           | 420,818           |
| Undesignated                            | 142,465           | 137,535           |
| <b>Total Net Assets</b>                 | <b>623,389</b>    | <b>618,459</b>    |
| <b>Total Liabilities and Net Assets</b> | <b>\$ 628,867</b> | <b>\$ 618,969</b> |

See accompanying notes.

**Statement of Activities**  
**For The Year Ended December 31, 2017**  
**(with summarized information for the year ended December 31, 2016)**  
**Friends of Rainbow Springs State Park, Inc.**

|                                       | <u>2017</u>              | <u>2016</u>              |
|---------------------------------------|--------------------------|--------------------------|
| <b>Revenues and Other Support:</b>    |                          |                          |
| Sales                                 | \$ 194,208               | \$ 205,390               |
| Cost of Sales                         | <u>(100,450)</u>         | <u>(97,717)</u>          |
| Net Sales                             | 93,758                   | 107,673                  |
| Park Events                           | 7,997                    | 2,365                    |
| Cost of Park Events                   | <u>(3,129)</u>           | <u>(2,224)</u>           |
| Net Park Events                       | 4,868                    | 141                      |
| Firewood Donations                    | 13,879                   | --                       |
| Other Donations                       | 4,307                    | 3,465                    |
| Memberships                           | 2,138                    | 1,720                    |
| Interest Income                       | 1,586                    | 1,528                    |
| Miscellaneous                         | <u>917</u>               | <u>1,739</u>             |
| <b>Net Revenues and Other Support</b> | <b>121,453</b>           | <b>116,266</b>           |
| <b>Expenses:</b>                      |                          |                          |
| Program Services:                     |                          |                          |
| Park Support                          | 100,507                  | 99,199                   |
| Supporting Activities:                |                          |                          |
| Management and General                | 15,701                   | 14,825                   |
| Fund Raising                          | <u>315</u>               | <u>240</u>               |
| <b>Total Expenses</b>                 | <b><u>116,523</u></b>    | <b><u>114,264</u></b>    |
| <b>Change In Net Assets</b>           | <b>4,930</b>             | <b>2,002</b>             |
| <b>Net Assets, Beginning of Year</b>  | <b><u>618,459</u></b>    | <b><u>616,457</u></b>    |
| <b>Net Assets, End of Year</b>        | <b><u>\$ 623,389</u></b> | <b><u>\$ 618,459</u></b> |

See accompanying notes.

**Statement of Functional Expenses**  
**For The Year Ended December 31, 2017**  
**(with summarized information for the year ended December 31, 2016)**  
**Friends of Rainbow Springs State Park, Inc.**

|                              | PROGRAM SERVICES  |                 |                   | SUPPORTING ACTIVITIES  |               | TOTAL             | TOTAL             |
|------------------------------|-------------------|-----------------|-------------------|------------------------|---------------|-------------------|-------------------|
|                              | PARK SUPPORT      | PARK EVENTS     | COST OF SALES     | MANAGEMENT AND GENERAL | FUND RAISING  |                   |                   |
|                              | 2017              |                 |                   |                        |               |                   | 2016              |
| Advertising                  | \$ 75             | \$ --           | \$ --             | \$ --                  | \$ --         | \$ 75             | \$ 650            |
| Office                       | --                | --              | --                | 6,068                  | --            | 6,068             | 3,566             |
| Cost of Goods Sold           | --                | --              | 96,426            | --                     | --            | 96,426            | 93,792            |
| Credit Card Fees             | --                | --              | 4,024             | --                     | --            | 4,024             | 3,925             |
| Depreciation                 | 3,578             | --              | --                | --                     | --            | 3,578             | 1,983             |
| Dues and Subscriptions       | 100               | --              | --                | --                     | --            | 100               | 100               |
| Engraving Brick Pavers       | --                | --              | --                | --                     | 315           | 315               | 240               |
| Insurance                    | --                | --              | --                | 1,189                  | --            | 1,189             | 1,141             |
| Licenses and Taxes           | --                | --              | --                | 340                    | --            | 340               | 340               |
| Park Improvement Projects:   |                   |                 |                   |                        |               |                   |                   |
| Garden Maintenance           | 18,849            | --              | --                | --                     | --            | 18,849            | 28,517            |
| Construction and Maintenance | 45,624            | --              | --                | --                     | --            | 45,624            | 16,598            |
| Campground Firewood          | 9,617             | --              | --                | --                     | --            | 9,617             | --                |
| Ice Machine/Shade House      | 5,049             | --              | --                | --                     | --            | 5,049             | --                |
| Truck/Tractor/Trailer        | --                | --              | --                | --                     | --            | --                | 8,169             |
| Golf Carts                   | --                | --              | --                | --                     | --            | --                | 24,300            |
| Other Park Equipment/Tools   | 7,995             | --              | --                | --                     | --            | 7,995             | 12,545            |
| Postage and Printing         | --                | --              | --                | 244                    | --            | 244               | 283               |
| Professional Fees            | --                | --              | --                | 5,780                  | --            | 5,780             | 7,705             |
| Security                     | 9,620             | --              | --                | --                     | --            | 9,620             | 6,060             |
| Supplies                     | --                | 3,129           | --                | 2,080                  | --            | 5,209             | 4,291             |
| <b>TOTALS</b>                | <b>\$ 100,507</b> | <b>\$ 3,129</b> | <b>\$ 100,450</b> | <b>\$ 15,701</b>       | <b>\$ 315</b> | <b>\$ 220,102</b> | <b>\$ 214,205</b> |

See accompanying notes.

**Statement of Cash Flows**  
**For The Year Ended December 31, 2017**  
**(with summarized information for the year ended December 31, 2016)**  
**Friends of Rainbow Springs State Park, Inc.**

|  | <u>2017</u>              | <u>2016</u>              |
|--|--------------------------|--------------------------|
| Cash Flows from Operating Activities:                      |                          |                          |
| Change in Net Assets                                       | \$ 4,930                 | \$ 2,002                 |
| Adjustments to Reconcile Change in Net Assets to Net Cash  |                          |                          |
| Provided by Operating Activities:                          |                          |                          |
| Depreciation   | 3,578                    | 1,983                    |
| Changes In:  |                          |                          |
| Inventory  | (6,812)                  | 149                      |
| Accounts Payable   | <u>4,968</u>             | <u>(34,927)</u>          |
| <b>Net Cash Provided by (Used In) Operating Activities</b> | <b>6,664</b>             | <b>(30,793)</b>          |
| Cash Flows from Investing Activities:                      |                          |                          |
| <b>Purchase of Equipment</b>                               | <u>(12,453)</u>          | <u>(6,259)</u>           |
| <b>Net Change in Cash</b>                                  | <b>(5,789)</b>           | <b>(37,052)</b>          |
| <b>Cash, Beginning of Year</b>                             | <u>575,484</u>           | <u>612,536</u>           |
| <b>Cash, End of Year</b>                                   | <u><b>\$ 569,695</b></u> | <u><b>\$ 575,484</b></u> |

Reconciliation to Cash on the Statements of Financial Position

|                                | <u>2017</u>              | <u>2016</u>              |
|--------------------------------|--------------------------|--------------------------|
| Cash on Hand                   | \$ 1,350                 | \$ 1,250                 |
| Cash – Checking                | 130,653                  | 138,128                  |
| Cash – Money Market            | 111,099                  | 111,044                  |
| Cash – Certificates of Deposit | <u>326,593</u>           | <u>325,062</u>           |
| <b>Total Cash</b>              | <u><b>\$ 569,695</b></u> | <u><b>\$ 575,484</b></u> |

See accompanying notes.

**Notes to Financial Statements**  
**As of and for the Year Ended December 31, 2017**  
**(with summarized information for the year ended December 31, 2016)**  
**Friends of Rainbow Springs State Park, Inc.**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Friends of Rainbow Springs State Park, Inc. (FORS) is a nonprofit corporation established under Chapter 617, Florida Statutes. FORS promotes community involvement in support of the Florida Park Service in its efforts to preserve, protect and perpetuate the treasure of Rainbow Springs. The activities are aimed at ensuring optimal funding to support the park.

The financial statements of the Friends of Rainbow Springs State Park, Inc. have been prepared on the accrual basis of accounting. Other significant accounting policies are described below to enhance the usefulness of the financial statements to the reader.

Tax Exemption

FORS is exempt from income taxes according to provisions of Section 501(c)(3) of the Internal Revenue Code and does not earn any unrelated business income. Therefore, no provision for income taxes is reflected in the accompanying statements. In addition, FORS has been classified by the Internal Revenue Service as an organization that is not a private foundation and qualifies for the charitable contribution deduction. FORS is operated exclusively for charitable, scientific and educational purposes. FORS holds no uncertain tax positions and, therefore, has no policy for evaluating them.

Cash

Cash consists of cash on hand, a demand deposit account, money market accounts, and certificates of deposit. At times such deposits may be in excess of the Federal Deposit Insurance Corporation (FDIC) insurance limit. At December 31, 2017 and 2016, there were no amounts held in excess of FDIC insurance coverage.

Inventory

FORS reports inventory at the lower of cost or market. Cost is determined using the first-in, first-out method.

Equipment

Equipment is valued at cost if purchased, or estimated fair value at the date of donation. FORS capitalizes all equipment with a value of \$500 or more. Depreciation is computed using the straight-line method over estimated useful lives of five to fifteen years. Equipment donated to FORS is recorded as support on the date received.

Revenue Recognition

*Contributions.* Contributions are recognized as revenue when they are received or unconditionally pledged. Contributions are recorded at their estimated fair values. The Corporation reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported as net assets released from restrictions. However, contributions that are restricted by a donor are reported as increases in unrestricted net assets if the restrictions expire in the same fiscal year in which the contributions are recognized.

*Donated Materials and Services.* Donated materials are reported as contributions and expenses at their estimated fair values at date of receipt. Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

*Inventory – Gift Shop and Concession Stand.* The Corporation operates a gift shop and a concession stand where items relating to the Park and food, respectively, are held for resale. Revenue collected from the gift shop and concession stand are recognized at the point of sale.

Functional Expenses

The cost of providing the various programs and other activities has been summarized on a functional basis in the statement of functional expenses. FORS assigns most expenses directly to the benefited function.

Program services include the expenses of park support activities and cost of sales. Park support includes park improvement and maintenance projects such as greenhouse operation, providing educational activities and donating materials for facility improvements. Management and general expenses include all activities required to conduct the

**Notes to Financial Statements**  
**As of and for the Year Ended December 31, 2017**  
**(with summarized information for the year ended December 31, 2016)**  
**Friends of Rainbow Springs State Park, Inc.**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)**

Functional Expenses (concluded)

affairs of FORS which are not allocable to other functional areas. Fund raising expenses include costs of purchasing and engraving leaf and brick displays with donors' names, and costs of donor appreciation events.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**NOTE 2 – EQUIPMENT**

Equipment consists of the following:

|                          | <u>2017</u>             | <u>2016</u>             |
|--------------------------|-------------------------|-------------------------|
| Boat and Trailer         | \$ 15,372               | \$ 15,372               |
| Computers and Equipment  | 20,875                  | 8,422                   |
| Concession Equipment     | 1,998                   | 1,998                   |
| Gift Shop Equipment      | 4,042                   | 4,042                   |
| <b>TOTAL</b>             | <b>42,287</b>           | <b>29,834</b>           |
| Accumulated Depreciation | (18,227)                | (14,649)                |
| <b>NET</b>               | <b><u>\$ 24,060</u></b> | <b><u>\$ 15,185</u></b> |

**NOTE 3 – DESIGNATED NET ASSETS**

At its October 2007 meeting, the Board of Directors of FORS identified a portion of its net assets for the following purposes:

*Capital Replacement* – the Board is holding cash (or investments) to be used for replacement of its property and equipment.

*Capital Improvement* – the Board is holding cash in a money market account and in certificates of deposit that will be used to provide a match for its next PIP (Partnerships In Park) grant from the State Department of Environmental Protection.

**NOTE 4 – NET SALES**

Net Sales consists of the following:

|                            | <u>For the Year Ended December 31, 2017</u> |                         |                          |
|----------------------------|---|-------------------------|--------------------------|
|                            | Revenues                                    | Expenses                | Net                      |
| Concessions & Coke Vending | \$ 63,986                                   | \$ 36,337               | \$ 27,649                |
| Gift Shop                  | 129,021                                     | 63,591                  | 65,430                   |
| Crafty Ladies              | 1,201                                       | 522                     | 679                      |
| <b>TOTAL</b>               | <b><u>\$ 194,208</u></b>                    | <b><u>100,450</u></b>   | <b><u>\$ 93,758</u></b>  |
|                            | <u>For the Year Ended December 31, 2016</u> |                         |                          |
|                            | Revenues                                    | Expenses                | Net                      |
| Concessions & Coke Vending | \$ 71,955                                   | \$ 36,642               | \$ 35,313                |
| Gift Shop                  | 131,963                                     | 60,034                  | 71,929                   |
| Crafty Ladies              | 1,472                                       | 1,041                   | 431                      |
| <b>TOTAL</b>               | <b><u>\$ 205,390</u></b>                    | <b><u>\$ 97,717</u></b> | <b><u>\$ 107,673</u></b> |

**Notes to Financial Statements**  
**As of and for the Year Ended December 31, 2017**  
**(with summarized information for the year ended December 31, 2016)**  
**Friends of Rainbow Springs State Park, Inc.**

**NOTE 5 – PARK EVENTS**

FORS sponsors the following events in order to generate interest in the park and its activities.

|                        | For the Year Ended December 31, 2017 |                 |                 |
|------------------------|--------------------------------------|-----------------|-----------------|
|                        | Revenues                             | Expenses        | Net             |
| Santa Over the Rainbow | \$ 7,003                             | \$ 2,149        | \$ 4,854        |
| Art Shows              | 469                                  | --              | 469             |
| Cracker Days           | 275                                  | 640             | (365)           |
| Kids Fair              | 250                                  | 340             | (90)            |
|                        | <b>\$ 7,997</b>                      | <b>\$ 3,129</b> | <b>\$ 4,868</b> |
| <b>TOTAL</b>           | <b>\$ 7,997</b>                      | <b>\$ 3,129</b> | <b>\$ 4,868</b> |
|                        | For the Year Ended December 31, 2016 |                 |                 |
|                        | Revenues                             | Expenses        | Net             |
| Santa Over the Rainbow | \$ --                                | \$ 743          | \$ (743)        |
| Art Shows              | 1,821                                | --              | 1,821           |
| Cracker Days           | 294                                  | 1,012           | (718)           |
| Kids Fair              | 250                                  | 384             | (134)           |
| Dragon Boat Races      | --                                   | 85              | (85)            |
|                        | <b>\$ 2,365</b>                      | <b>\$ 2,224</b> | <b>\$ 141</b>   |
| <b>TOTAL</b>           | <b>\$ 2,365</b>                      | <b>\$ 2,224</b> | <b>\$ 141</b>   |

**NOTE 6 – DONATED MATERIALS, SERVICES AND FACILITIES**

FORS has no staff and is operated by volunteers. Volunteers contribute approximately 15,000 hours annually to support visitor services. These services include operations of the gift shop and concessions as well as special events. No amounts have been reflected in the financial statements for volunteer services since the recognition criteria were not met. All activities are conducted on the premises and for the benefit of Rainbow Springs State Park.

**NOTE 7 – SUMMARIZED COMPARATIVE INFORMATION**

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the financial statements for the year ended December 31, 2016, from which the summarized information was derived.

**NOTE 8 - CONTINGENCIES AND COMMITMENTS**

FORS had unrecognized obligations for commitments that they made with the Park at December 31, 2017 and 2016, of approximately \$95,331 and \$11,240, respectively.

**NOTE 9 – SUBSEQUENT EVENTS**

FORS has evaluated events and transactions for potential recognition or disclosure through May 14, 2018, which is the date the financial statements were available to be issued.

# Kattell and Company, P.L.

*Certified Public Accountants Serving the Nonprofit Community*

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## **Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters**

To the Board of Directors  
Friends of Rainbow Springs State Park, Inc.

May 14, 2018

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 the *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Friends of Rainbow Springs State Park, Inc. (FORS) as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise FORS' basic financial statements, and have issued our report thereon dated May 14, 2018.

### Internal Control Over Financial Reporting

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

*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 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. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

*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. We consider the deficiencies described in the accompanying schedule of findings as Finding 2017-001 and Finding 2017-002 to be a significant deficiencies.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements are free of 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*. However, we did identify an instance of immaterial noncompliance that we have included in the schedule of findings.

### FORS' Response to Finding

FORS' response to the findings identified in our audit is described in the accompanying letter. FORS' response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### 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.

*Kattell and Company, P.L.*

**Schedule of Findings**  
**December 31, 2017**  
**Friends of Rainbow Springs State Park, Inc.**

**Significant Deficiency**

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**2017-001 Adequate Documentation**

**Finding** - During our audit testing, we identified several disbursements that were not supported by adequate documentation. Specifically:

- No invoice was available to support a payment to Barr None Electric.
- FORS purchased equipment for the Park without invoices or evidence of receipt.

**Recommendation** - FORS should obtain adequate documentation for all disbursements, including documentation for vendor/payee and amount, receipt and date of receipt, and a description of what is being purchased.

**2017-002 Controls over Firewood Donations**

**Finding** – The individual who collects firewood donations has an opportunity to steal.

**Recommendation** – FORS should remain aware of this opportunity and consider what further procedures, if any, may be implemented to minimize this risk.

**Immaterial Noncompliance**

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**2017-003 Finding** – Sales tax collected for the week ending June 26, 2017, of \$488.46, were not remitted to Florida Department of Revenue.

**Recommendations**

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**2017-004 Bank Reconciliations**

**Finding** - The December 31, 2017, bank reconciliation included reconciling items that were indications of errors in the accounting records.

- A prior year adjustment and the subsequent offset - both of these should be marked as cleared.
- A duplicate posting of a credit card fee charge - one of these should have been deleted.

**Recommendation** – Although the amounts in question had a trivial effect on the balance of cash, we recommend that all outstanding items on the bank reconciliations be reviewed and adjusted, as necessary.

**2017-005 Financial Software**

**Finding** - The QuickBooks program used for FORS' financial activity is the 2007 version. This dated version is no longer supported by the software developer.

**Recommendation** - FORS should consider whether to update their QuickBooks software to the most current version.

**2017-006 Interest Rates on Certificates of Deposit**

**Finding and Recommendation** - We noted that the current interest rates on certificates of deposit held by FORS are extremely low. Although rates are low in general, we recommend that FORS search or negotiate for higher interest rates. Refer to the Florida Uniform Prudent Management of Institutional Funds Act (FUPMIFA), Chapter 617 of the Florida Statutes for rules for prudently managing and investing funds.