

**GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
**YEARS ENDED SEPTEMBER 30, 2019 AND 2018**



CERTIFIED PUBLIC ACCOUNTANTS

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.

YEARS ENDED SEPTEMBER 30, 2019 AND 2018

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CERTIFIED PUBLIC ACCOUNTANTS



DAVID D. SHARFF, C.P.A. - DECEASED  
STEVEN C. WITTMER, C.P.A. - DECEASED  
JOSEPH M. KURTZ, C.P.A. - RETIRED  
MICHAEL L. JACKSON, C.P.A. - RETIRED  
MARTIN ROSEN, C.P.A. - RETIRED

LUIS E. DIAZ, C.P.A.  
JOSEPH M. JACKSON, C.P.A.  
AMY K. BEENKEN, C.P.A.  
LAURA S. FEINBERG, C.P.A.

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Guardianship Program of Dade County, Inc.

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Guardianship Program of Dade County, Inc. (a nonprofit organization), which comprise the statements of financial position as of September 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. 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 Guardianship Program of Dade County, Inc. as of September 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matter**

### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of state financial assistance on page 15, as required by Chapter 10.650, Rules of the Auditor General, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2019, on our consideration of Guardianship Program of Dade County, 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 the Guardianship Program of Dade County, 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* and Chapter 10.650, Rules of the Auditor General in considering Guardianship Program of Dade County, Inc.'s internal control over financial reporting and compliance.

Very truly yours,



SHARFF, WITTMER, KURTZ, JACKSON & DIAZ, P.A.  
Certified Public Accountants

Coral Gables, Florida  
December 9, 2019



GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
 STATEMENTS OF FINANCIAL POSITION  
 SEPTEMBER 30, 2019 AND 2018

	2019	2018
<b>ASSETS</b>		
CURRENT ASSETS		
Cash and cash equivalents	\$ 1,274,759	\$ 3,104,465
Restricted cash	26,541	40,465
Certificates of deposit	2,294,278	251,314
Grants receivable	298,761	209,274
Loans receivable	10,801	1,703
Prepaid expenses	32,293	30,307
Total current assets	3,937,433	3,637,528
Property and equipment - net	115,504	84,530
<b>TOTAL ASSETS</b>	<b>\$ 4,052,937</b>	<b>\$ 3,722,058</b>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT LIABILITIES		
Accounts payable	\$ 22,297	\$ 20,238
Accrued vacation pay	80,672	61,521
Payroll liabilities	116,377	110,268
Other liabilities	10,845	9,627
Deferred rent obligation, current portion	34,990	48,624
Total current liabilities	265,181	250,278
Deferred rent obligation, long term portion	37,105	107,241
Total liabilities	302,286	357,519
NET ASSETS		
Without restrictions	3,713,351	3,237,913
With restrictions	37,300	126,626
Total net assets	3,750,651	3,364,539
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 4,052,937</b>	<b>\$ 3,722,058</b>

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
STATEMENTS OF ACTIVITIES  
YEARS ENDED SEPTEMBER 30, 2019 AND 2018

	2019			2018		
	Net Assets Without Restrictions	Net Assets With Restrictions	Total	Net Assets Without Restrictions	Net Assets With Restrictions	Total
Revenue						
Government grants	\$ 4,108,006	\$ 18,075	\$ 4,126,081	\$ 3,673,774	\$ 18,072	\$ 3,691,846
Contributions and private grants	-	-	-	-	30,817	30,817
Social Security Administration fees	449,822	-	449,822	418,781	-	418,781
Bequests and contributions	12,141	-	12,141	12,830	-	12,830
Special events - golf tournament	71,485	-	71,485	64,330	-	64,330
Interest and dividends	49,549	23	49,572	20,170	24	20,194
Total operating revenues	4,691,003	18,098	4,709,101	4,189,885	48,913	4,238,798
Net assets released from restrictions	107,424	(107,424)	-	45,694	(45,694)	-
Total revenue	4,798,427	(89,326)	4,709,101	4,235,579	3,219	4,238,798
Expenses						
Program	3,816,475	-	3,816,475	3,720,361	-	3,720,361
Administration and general	327,930	-	327,930	310,196	-	310,196
Fundraising	178,584	-	178,584	135,607	-	135,607
Total expenses	4,322,989	-	4,332,989	4,166,164	-	4,166,164
Change in net assets	475,438	(89,326)	386,112	69,415	3,219	72,634
Net assets as of beginning of year	3,237,913	126,626	3,364,539	3,168,498	123,407	3,291,905
Net assets as of end of year	<u>\$ 3,713,351</u>	<u>\$ 37,300</u>	<u>\$ 3,750,651</u>	<u>\$ 3,237,913</u>	<u>\$ 126,626</u>	<u>\$ 3,364,539</u>

Read independent auditor's report and notes to the financial statements.

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
SCHEDULES OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED SEPTEMBER 30, 2019  
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED SEPTEMBER 30, 2018)

	Program	Administrative	Fundraising	Totals	
				2019	2018
Admin travel & entertainment	\$ -	\$ 4,252	\$ -	\$ 4,252	\$ 7,101
Audit	36,299	2,025	766	39,090	24,985
Auto - employee	75,156	3,890	2,168	81,214	73,768
Computer programming/consulting	52,712	2,940	1,113	56,765	75,343
Conferences seminars & training	24,826	1,385	524	26,735	20,900
Consulting	26,333	1,469	556	28,358	37,968
Copier lease	5,615	313	119	6,047	6,459
Depreciation	31,987	1,570	566	34,123	28,447
Document destruction	1,121	63	24	1,208	1,207
Dues & Publications - Legal	1,525	-	-	1,525	1,444
Dues & Publications - Other	-	978	-	978	1,531
Emergency fund	4,849	-	-	4,849	3,969
Employee relations	5,643	315	119	6,077	6,603
Employee testing	6,303	-	-	6,303	6,627
General/supplies	21,501	1,199	454	23,154	23,647
Golf tournament	-	-	29,151	29,151	25,351
Hospitality	8,853	494	187	9,534	10,798
Information technology	41,193	2,298	869	44,360	47,649
Insurance - business	75,498	6,860	3,182	85,540	75,333
Insurance - group	475,184	43,179	20,028	538,391	507,150
Licenses & Notary fees	534	-	-	534	597
Merchant account	-	-	289	289	240
Outside storage	2,622	146	55	2,823	2,257
Payroll processing	6,575	367	139	7,081	4,404
Payroll taxes	175,376	15,936	7,392	198,704	190,240
Postage	8,900	497	188	9,585	8,931
Postage machine lease	1,330	74	28	1,432	1,576
Public relations and outreach	564	31	12	607	-
Rent	216,078	10,383	5,307	231,768	284,577
Repairs & maintenance	4,354	209	107	4,670	1,250
Retirement Plan	106,876	9,712	4,505	121,093	98,650
Salaries	2,381,254	216,379	100,366	2,697,999	2,562,451
Software amortization	-	-	-	-	-
Telephone	16,732	933	353	18,018	23,974
Utility	682	33	17	732	699
Web development	-	-	-	-	38
<b>Total Expenses</b>	<b>\$ 3,816,475</b>	<b>\$ 327,930</b>	<b>\$ 178,584</b>	<b>\$ 4,322,989</b>	<b>\$ 4,166,164</b>

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
STATEMENTS OF CASH FLOWS  
YEARS ENDED SEPTEMBER 30, 2019 AND 2018

	2019	2018
Cash flows from operating activities:		
Change in net assets	\$ 386,112	\$ 72,634
Adjustments to reconcile the change in net assets to net cash provided by (used in) operating activities:		
Depreciation and amortization expense	34,123	28,447
Increase in grants receivable	(89,487)	(103,446)
(Increase) Decrease in loans receivable	(9,098)	188
Increase in prepaid expenses	(1,986)	(3,556)
Increase in accounts payable	2,059	6,805
Increase in accrued vacation pay	19,151	3,056
Increase in payroll liabilities	6,109	3,371
Increase in other liabilities	1,218	1,923
Decrease in deferred revenue	-	(30,817)
Decrease in deferred rent	(83,770)	(19,660)
Net cash provided (used) by operating activities	264,431	(41,055)
Cash flows from investing activities:		
Purchases of property and equipment	(65,097)	-
Investment in certificate of deposits	(2,042,964)	(251,314)
Net cash used by investing activities	(2,108,061)	(251,314)
Net decrease in cash and cash equivalents	(1,843,630)	(292,369)
Cash and cash equivalents at beginning of year	3,144,930	3,437,299
Cash and cash equivalents at end of year	\$ 1,301,300	\$ 3,144,930



GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED SEPTEMBER 30, 2019 AND 2018

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

General

The Guardianship Program of Dade County, Inc. (the "Organization") began on May 1, 1980 as a project of Jewish Family and Children's Services, Inc. On July 20, 1981, the Organization was separately incorporated as a tax-exempt entity under Internal Revenue Code Section 501(c)(3).

In 1990, the Organization was appointed and began operations as the Public Guardian of Miami-Dade County, Florida. As the Public Guardian, the Organization provides guardianship services to those individuals who have been adjudicated incapacitated, and whose income and assets are less than the statutory-allowed limits.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. Classification of the Organization's net assets and its revenues and expenses are based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as:

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

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors. Donor restrictions are met by actions of the Organization or by the passage of time.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For purposes of the Statements of Cash Flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

The Organization has a Daily Overnight Repurchase Agreement with its financial institution, which allows for withdrawals and deposits of cash balances to invest in short-term securities overnight. Interest income received from this arrangement during the years ended September 30, 2019 and 2018 was \$6,377 and \$20,151, respectively. As of September 30, 2019 and 2018, this account had a balance of \$1,083,574 and \$2,920,580, respectively.

Cash and cash equivalents include a special account that is used for certain grants that do not allow for the commingling of funds. Once the funds are received into this account they may be transferred to the operating account. As of September 30, 2019 and 2018, the special account had a balance of \$214 and \$192, respectively.

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED SEPTEMBER 30, 2019 AND 2018

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Interest-Bearing Deposits in Other Financial Institutions

Interest-bearing deposits in other financial institutions mature within eleven months and are carried at cost.

Support and Expenses

Contributions received, if any, and unconditional promises to give, if any, are measured at their fair values and are reported as an increase in net assets. The Organization 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 or if they are designated as support for future periods. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with restrictions are reclassified to net assets without restrictions and reported in the Statements of Activities as net assets released from restrictions.

Expense Allocation

The costs of providing various programs and other activities have been summarized on a functional basis in the Statements of Activities and in the Schedules of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefitted. The costs of providing various program and supporting activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present expenses by function and natural classification. Expenses directly attributable to a specific functional area of the Organization are reported as expenses of those functional areas while indirect costs that benefit multiple functional areas have been allocated among the various functional areas based on the full-time employee equivalent method of allocation.

Property and Equipment

Property and equipment are stated at cost. Depreciation is provided utilizing the straight-line method over the estimated useful lives of the assets. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts, and any resulting gain or loss is recognized in income for the period. The Organization follows the practice of capitalizing all expenditures for property and equipment in excess of \$1,000. Useful lives for property and equipment are as follows:

Office furniture and equipment	7-10 years
Computer hardware and equipment	5 years

Computer Software Costs

Computer software purchased or developed for internal use is capitalized and amortized over a three-year period.

Income Taxes

No provision for Federal or State income taxes is made, since the Organization qualifies under Internal Revenue Code 501(c)(3) as a tax-exempt entity and is, therefore, exempt from income taxes.

The Organization's Form 990, Return of Organization from Income Tax, for the years ended September 30, 2016-2018 remain subject to examination by the Internal Revenue Service, generally for three years after they were filed.

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED SEPTEMBER 30, 2019 AND 2018

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Date of Management's Review

Subsequent events were evaluated through December 9, 2019, which is the date the financial statements were available to be issued.

Concentrations of Risk

Major Funding Sources: During the fiscal years ended September 30, 2019 and 2018, the Organization received approximately 58% of its funding from Miami-Dade County, Florida on behalf of the Eleventh Judicial Circuit Court of Florida and 29% from the State of Florida - Department of Elder Affairs.

Deposits Held in Financial Institutions: The Organization maintains its cash balance in a financial institution located in Miami, Florida. The balances were fully insured by the Federal Deposit Insurance Corporation ("FDIC") up to \$250,000. As of September 30, 2019 and 2018, there were no cash balances in excess of insurance limits.

Funds invested in Repurchase Agreements are not insured by the FDIC. However, in the event of bank failure, the Organization will be deemed a secured creditor of the bank and the FDIC will recognize its ownership or security interest in the Repurchase Agreements.

Geographic Limitations: The majority of the wards who benefit from the services of the Organization reside within Miami-Dade County.

New Accounting Standards

On August 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Organization has adjusted the presentation of these statements accordingly.

In June 2018, FASB issued ASU 2018-08: *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 958)*. ASU 2018-08 clarifies and improves current guidance about whether a transfer of assets, or the reduction, settlement, or cancellation of liabilities, is a contribution or an exchange transaction. It provides criteria for determining whether the resource provider is receiving commensurate value in return for the resources transferred which, depending on the outcome, determines whether the organization follows contribution guidance or exchange transaction guidance in the revenue recognition and other applicable standards. The new standard is effective for fiscal years beginning after December 15, 2018. The Organization has not yet determined the effect ASU 2018-08 will have on the financial statements.

In May 2014, FASB issued ASU 2014-09, *Revenue from Contracts with Customers (Topic 606)*, requiring an entity to recognize the amount of revenue to which it expects to be entitled for the transfer of promised goods or services to customers. The updated standard will replace most existing revenue recognition guidance in U.S. GAAP when it becomes effective and permits the use of either a full retrospective or retrospective with cumulative effect transition method. In August 2015, the FASB issued ASU 2015-14, which defers the effective date of ASU 2014-09 by one year making it effective for annual reporting periods beginning after December 15, 2018. The Organization has not yet determined the effect ASU 2014-09 will have on the financial statements.

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED SEPTEMBER 30, 2019 AND 2018

**NOTE 2 - AVAILABILITY AND LIQUIDITY**

Quantitative

As of September 30, 2019 and 2018, there are no board designed net assets. The Organization's financial assets available within one year of the statement of financial position date for general expenditures are as follows:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 1,274,759	\$ 3,104,465
Certificates of deposit	2,294,278	251,314
Grants receivable	298,761	209,274
Loans receivable	<u>10,801</u>	<u>1,703</u>
Total financial assets available within one year	<u>\$ 3,878,599</u>	<u>\$ 3,566,756</u>

Qualitative

The Organization's goal is generally to maintain financial assets to meet 3 - 6 months of budgeted spending should our state or county funding, based on our current funding agreements be delayed for any reason. As part of its liquidity plan, the Organizations also has a \$350,000 line of credit, secured by the Organization's assets, which it could draw upon in the event of a liquidity need.

**NOTE 3 - NET ASSETS**

As of September 30, 2019 and 2018, net assets with donor restrictions consist of the following:

	<u>2019</u>	<u>2018</u>
Ely and Rose Schwartz	\$ 22,575	\$ 26,899
Robert M. McClaskey Jr. Memorial Fund	14,725	15,092
Florida Bar Foundation - Sam Smith Endowment	<u>-</u>	<u>84,635</u>
	<u>\$ 37,300</u>	<u>\$ 126,626</u>

The various purposes of the above donor restricted amounts are as follows:

Ely and Rose Schwartz

The Ely and Rose Schwartz Estates both terminated in 1986. As part of the termination of the Estates, the Personal Representative transferred cash to the Organization. The terms of the decedents' wills required that the use of the funds be restricted to "rendering aid, assistance and comfort to the aged."

By transferring the funds to the Organization, the Personal Representative has entrusted the Organization with the responsibility of determining the disposition of these funds.

The Personal Representative specifically designated that the amount cannot be used for the Organization's general operations. At the time of the grant, the Board of Directors drafted a resolution for the approval of the Personal Representative, which would establish a fund that would be used to render "aid, assistance and comfort to the aged." The fund would be specifically used to fund the Wards Emergency Fund, which is a fund that provides financial assistance to wards in need.

As of September 30, 2019 and 2018, the balance in the cash accounts, which is included in restricted cash in the statements of financial position, representing the principal of the Ely and Rose Schwartz bequests totaled \$15,296, and \$26,734, respectively.

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
 NOTES TO FINANCIAL STATEMENTS  
 YEARS ENDED SEPTEMBER 30, 2019 AND 2018

**NOTE 3 - NET ASSETS (CONTINUED)**

Robert McClaskey Jr. Memorial Fund

The Robert McClaskey Jr. Memorial funds are dedicated to the Wards Emergency Funds of the Guardianship Program of Dade County, Inc.

As of September 30, 2019 and 2018, the balance in the cash account, which is included in restricted cash in the statements of financial position, representing the principal of the Robert McClaskey Jr. Memorial funds totaled \$11,245 and \$13,731, respectively.

Sam Smith Endowment

The Sam Smith Endowment funds were provided by the Florida Bar Foundation for the purpose of supporting the protection of legal rights of low-income persons who are elderly, disabled or otherwise incapacitated.

As of September 30, 2019 and 2018, the balance in the cash account, which is included in cash and cash equivalents in the statements of financial position, representing the principal of the Sam Smith Endowment funds totaled \$0 and \$84,635, respectively.

Net assets were released during the years ended September 30, 2019 and 2018 for the following purposes:

	<u>2019</u>	<u>2018</u>
Ely and Rose Schwartz	\$ 4,334	\$ -
Robert M. McClaskey Jr. Memorial Fund	380	298
Florida Bar Foundation - Sam Smith Endowment	84,635	-
Community Based Organ. Grant	18,075	18,072
Florida Bar Foundation's (IOTA) Program	-	7,380
Mills Charity Foundation	-	19,944
	<u>\$ 107,424</u>	<u>\$ 45,694</u>

**NOTE 4 – CERTIFICATE OF DEPOSITS**

Certificate of deposits totaled \$2,294,278 and \$251,314 at September 30, 2019 and 2018. Initial maturities at purchase of these certificates ranged from 11 months to 1 year, with penalties for early withdrawal. At September 30, 2019 interest rates ranged from 1.90% to 2.52%, with interest paid periodically on a monthly basis and added to the principal.

**NOTE 5 - PROPERTY AND EQUIPMENT - NET**

Property and equipment - net, at September 30, 2019 and 2018, are as follows:

	<u>2019</u>	<u>2018</u>
Equipment	\$ 75,803	\$ 77,640
Furniture and fixtures	266,239	201,142
Computer software	119,644	119,644
Total property and equipment	461,686	398,426
Accumulated depreciation and amortization	<u>(346,182)</u>	<u>(313,896)</u>
Property and equipment - net	<u>\$ 115,504</u>	<u>\$ 84,530</u>

Depreciation expense for the years ended September 30, 2019 and 2018 was \$34,123 and \$28,447, respectively.

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
 NOTES TO FINANCIAL STATEMENTS  
 YEARS ENDED SEPTEMBER 30, 2019 AND 2018

**NOTE 6 – LOANS RECEIVABLE**

As of September 30, 2019 and 2018, the Organization had receivables of \$10,801 and \$1,703, respectively, for advances to the wards for emergency uses. Management believes these funds will be reimbursed.

**NOTE 7 - RETIREMENT PLAN**

The Organization adopted a 403(b) Thrift Plan (the “Plan”), effective January 1, 2008. The Plan is administered by Mutual of America and covers all employees who are at least 21 years of age with one or more years of service.

The Plan entitles all eligible employees whether or not they elect voluntary deferment to receive contributions from the Organization limited to a maximum of 5%. Additional contributions may be designated at the discretion of the Board of Directors. Vested benefits vary in accordance with years of credited service. For the years ended September 30, 2019 and 2018, contributions to the Plan were \$121,092 and \$98,650, respectively.

**NOTE 8 - GOVERNMENT GRANTS**

The Organization receives funds from various governmental agencies in order to provide guardianship services. For the years ended September 30, 2019 and 2018, the funds received were as follows:

	2019	2018
Miami-Dade County, Florida on behalf of the Eleventh Judicial Circuit Court	\$ 2,728,000	\$ 2,428,000
State of Florida, Department of Elder Affairs	1,380,006	1,245,774
Miami-Dade County, Office of Management and Budget	18,075	18,072
	\$ 3,691,846	\$ 3,691,846

Government grant receivables were as follows at September 30, 2019 and 2018:

	2019	2018
State of Florida, Department of Elder Affairs	\$ 297,116	\$ 207,629
Miami-Dade County, Office of Management and Budget	1,645	1,645
	\$ 298,761	\$ 209,274

Management deems that grants receivable at September 30, 2019 and 2018 are fully collectible, and therefore has not recorded an allowance.

**NOTE 9 - FLORIDA BAR FOUNDATION GRANT**

For the year ended September 30, 2018 the Organization received grants with donor restrictions from the Florida Bar Foundation with funds provided by the Florida Bar Foundation’s Interest on Trust Accounts (IOTA) Program, in the amount of \$7,380. The grant had the purpose to reimburse a portion of the salaries of the staff attorneys employed by the Organization in order to provide free legal services to the wards. The Organization received funding until December 31, 2017 and no further funding is expected.

There were three staff attorneys in 2019 and 2018, all of who were employed full-time by the Organization.

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED SEPTEMBER 30, 2019 AND 2018

**NOTE 9 - FLORIDA BAR FOUNDATION GRANT (CONTINUED)**

For the years ended September 30, 2019 and 2018, the Organization paid the following amounts for these staff attorneys:

	2019	2018
Salaries	\$ 257,193	\$ 265,454
Payroll taxes	19,845	20,477
Insurance	30,264	28,296
Retirement plan	12,860	13,273
Total	320,161	327,500
Amount reimbursed by the Florida Bar Foundation	-	(7,380)
Balance paid by the Organization	\$ 320,161	\$ 320,120

**NOTE 10 - COMMITMENTS**

The Organization leases its current office space under a 90-month lease which commenced on December 7, 2013 and expires on June 7, 2023. The lease requires monthly rental payments of \$18,789, which increases by 3% each year until June 7, 2021. Commencing on June 8, 2021 through June 7, 2022, the lease will require equal monthly rental payments of \$24,026 and from June 8, 2022 through June 7, 2023, payments will increase to \$24,989. The lease allowed for six months of rent abatement for the months of July through December 2014. The total amount of rental payments due over the lease term is charged to rent expense on the straight-line method over the long-term of the lease. The difference between rent expense recorded and the amount paid is credited to "deferred rent obligation," included in long-term liabilities and amortized over the life of the lease.

Effective September 30, 2016, the lease was modified to include an expansion space, which was occupied by the Organization in April 2017. The term of the expansion space commenced on April 7, 2017 and expires on June 7, 2023 and requires monthly rental payments of \$3,721, which increases by 3% each subsequent year. The lease allowed for two months of rent abatement for the months of April and May 2017. The total amount of rental payments due over the lease term is charged to rent expense on the straight-line method over the long-term of the lease. The difference between rent expense recorded and the amount paid is credited to "deferred rent obligation," included in long-term liabilities and amortized over the life of the lease.

The Organization entered into a non-cancelable operating lease agreement for copier machines on February 18, 2018. The total monthly payment is \$395 until February 17, 2022.

The Organization entered into a non-cancelable operating lease agreement for a mailing system on February 18, 2018. The monthly lease payment is \$117 through the expiration date on February 17, 2022

Minimum future lease payments under the above-mentioned lease commitments as of September 30, 2018, are as follows:

2020	\$	321,488
2021		334,620
2022		345,481
2023		234,684
Total	\$	1,236,273

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED SEPTEMBER 30, 2019 AND 2018

**NOTE 10 - COMMITMENTS (CONTINUED)**

Rent expense for the years ended September 30, 2019 and 2018 was \$231,768 and \$284,577, respectively. Amounts paid under the copier machine and mailing system leases for the years ended September 30, 2019 and 2018 were \$7,479 and \$8,035, respectively.

**NOTE 11 - SHORT-TERM BORROWING**

The Organization has a line of credit with Iberia Bank, which allows it to borrow up to \$350,000 through February 5, 2021. There were no amounts due as of September 30, 2019 and 2018.

**NOTE 12 - RECLASSIFICATIONS**

Certain items on the 2018 financial statements have been reclassified to conform to the current year's presentation. Net assets and change in net assets are unchanged due to these reclassifications.



**SUPPLEMENTARY INFORMATION**

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
 SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE  
 FOR THE YEAR ENDED SEPTEMBER 30, 2019

<u>State Agency/State Project</u>	<u>CSFA No.</u>	<u>Contract/Grant No.</u>	<u>Expenditures</u>
FLORIDA DEPARTMENT OF ELDER AFFAIRS			
Public Guardianship	65.003	X9108	\$ 934,332
Public Guardianship	65.003	X9108.A1	445,674
TOTAL STATE AGENCY			<u>1,380,006</u>
TOTAL EXPENDITURES OF STATE FINANCIAL ASSISTANCE			<u><u>\$ 1,380,006</u></u>

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
NOTES TO SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED SEPTEMBER 30, 2019

**NOTE A—BASIS OF PRESENTATION**

The accompanying schedule of expenditures of state financial assistance (the “schedule”) presents the activity of all state award programs of Guardianship Program of Dade County, Inc. for the year ended September 30, 2019. The information in this schedule is presented in accordance with the requirements of Chapter 10.650, Rules of the Auditor General. Because the schedule presents only a selected portion of the Organization’s operations, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Guardianship Program of Dade County, Inc.

State financial assistance is financial assistance from state resources to non-state organizations to carry out a state project. It does not include federal financial assistance and state matching provided by state agencies for federal programs.

**NOTE B—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the schedule are reported on the accrual basis of accounting. Under the accrual basis, expenditures are recognized in the period liabilities are incurred.



DAVID D. SHARFF, C.P.A. - DECEASED  
STEVEN C. WITTMER, C.P.A. - DECEASED  
JOSEPH M. KURTZ, C.P.A. - RETIRED  
MICHAEL L. JACKSON, C.P.A. - RETIRED  
MARTIN ROSEN, C.P.A. - RETIRED

LUIS E. DIAZ, C.P.A.  
JOSEPH M. JACKSON, C.P.A.  
AMY K. BEENKEN, C.P.A.  
LAURA S. FEINBERG, C.P.A.

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

To the Board of Directors of  
Guardianship Program of Dade County, Inc.

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 Guardianship Program of Dade County, Inc. (a nonprofit organization), which comprise the statements of financial position as of September 30, 2019 and 2018, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated December 9, 2019.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Guardianship Program of Dade County, 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 an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Guardianship Program of Dade County, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Guardianship Program of Dade County 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 the 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 Guardianship Program of Dade County, 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 Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Sharff, Wittmer, Kurtz, Jackson & Diaz, P.A.*

SHARFF, WITTMER, KURTZ, JACKSON & DIAZ, P.A.  
Certified Public Accountants

Coral Gables, Florida  
December 9, 2019



CERTIFIED PUBLIC ACCOUNTANTS



DAVID D. SHARFF, C.P.A. - DECEASED  
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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR  
STATE PROJECT AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY  
CHAPTER 10.650, RULES OF THE AUDITOR GENERAL

To the Board of Directors of  
Guardianship Program of Dade County, Inc.

**Report on Compliance for Each Major State Project**

We have audited the Guardianship Program of Dade County, Inc.'s compliance with the types of compliance requirements described in the *Department of Financial Services' State Projects Compliance Supplement* that could have a direct and material effect on each of Guardianship Program of Dade County, Inc.'s major state projects for the year ended September 30, 2019. Guardianship Program of Dade County, Inc.'s major state projects are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

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

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Guardianship Program of Dade County, Inc.'s major 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; and the audit requirements of *Chapter 10.650, Rules of the Auditor General*. Those standards, and Chapter 10.650, Rules of the Auditor General, 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 state project occurred. An audit includes examining, on a test basis, evidence about Guardianship Program of Dade County, 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 state project. However, our audit does not provide a legal determination of the Guardianship Program of Dade County, Inc.'s compliance.

***Opinion on Each Major State Project***

In our opinion, Guardianship Program of Dade County, 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 state projects for the year ended September 30, 2019.

## Report on Internal Control Over Compliance

Management of Guardianship Program of Dade County, 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 the Guardianship Program of Dade County, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major 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 state project and to test and report on internal control over compliance in accordance with Chapter 10.650, Rules of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Guardianship Program of Dade County, 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 state project on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a 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 as combination of deficiencies, in internal control over compliance with a type of compliance requirement of a 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 results of that testing based on the requirements of Chapter 10.650, Rules of the Auditor General. Accordingly, this report is not suitable for any other purpose.



SHARFF, WITTMER, KURTZ, JACKSON & DIAZ, P.A.  
Certified Public Accountants

Coral Gables, Florida  
December 9, 2019



CERTIFIED PUBLIC ACCOUNTANTS

GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 FOR THE YEAR ENDED SEPTEMBER 30, 2019

**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

**Financial Statements**

Type of auditor’s report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	No
Noncompliance material to financial statements noted?	No

**State Projects**

Type of auditor’s report issued on compliance for each major state project:	Unmodified
Internal control over major projects:	
Material weaknesses identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	No
Any audit findings disclosed that are required to be reported under Section 10.656, Rules of the Auditor General?	No

Identification of Major Projects:

<u>State Project</u>	<u>CSFA No.</u>	<u>Expenditures</u>	<u>Year</u>
Florida Department of Elder Affairs	65.003	\$1,380,006	2018-2019

Dollar threshold used to distinguish between Type A and Type B projects: \$414,002



GUARDIANSHIP PROGRAM OF DADE COUNTY, INC.  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
FOR THE YEAR ENDED SEPTEMBER 30, 2019

**SECTION II – FINDINGS - FINANCIAL STATEMENTS**

None

**SECTION III – FINDINGS AND QUESTIONED COSTS - MAJOR STATE PROJECTS**

None

No management letter is required because there were no findings required to be reported.

No Summary Schedule of Prior Audit Findings is required because there were no prior audit findings related to state projects.

No Corrective Action Plan is required because there were no findings required to be reported under the Florida Single Audit Act.