

**FLORIDA CROWN
WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN**

FINANCIAL STATEMENTS

JUNE 30, 2023

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
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JUNE 30, 2023**

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors,
Florida Crown Workforce Board, Inc.
d/b/a CareerSource Florida Crown:

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and the major fund of the Florida Crown Workforce Board, Inc. d/b/a CareerSource Florida Crown (“CareerSource Florida Crown”) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise CareerSource Florida Crown’s basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of CareerSource Florida Crown, as of June 30, 2023, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (GAS)*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of CareerSource Florida Crown and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management 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; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about CareerSource Florida Crown’s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of CareerSource Florida Crown's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about CareerSource Florida Crown's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Emphasis of Matter

As discussed in Note (13) to the financial statements, effective July 1, 2024, CareerSource Florida Crown will transfer and consolidate its operations with another local workforce development board (CareerSource North Central Florida) and will operate as CareerSource North Central Florida in the new governing region. Our opinion is not modified with respect to that matter.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the budgetary comparison information as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

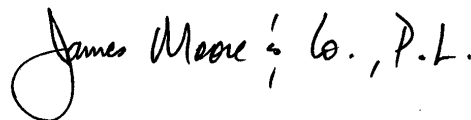
Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise CareerSource Florida Crown's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards, as required by the audit 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), is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards 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 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 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 January 29, 2025 on our consideration of CareerSource Florida Crown's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CareerSource Florida Crown's internal control over financial reporting and compliance.

James Moore & Co., P.L.

Tallahassee, Florida
January 29, 2025

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2023

Management is pleased to offer the following assessment of the operations of Florida Crown Workforce Board d/b/a CareerSource Florida Crown for the year ended June 30, 2023.

Overview of Financial Statements

This discussion and analysis is intended to serve as an introduction to CareerSource Florida Crown's basic financial statements. CareerSource Florida Crown's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of CareerSource Florida Crown's finances in a manner similar to a private sector business. The government-wide financial statements consist of the Statement of Net Position and the Statement of Activities.

The *statement of net position* presents information on all of CareerSource Florida Crown's assets and liabilities, with the difference between the two reported as net position. Over time increases or decreases in net position may serve as a useful indicator of whether the financial position of CareerSource Florida Crown is improving or deteriorating.

The *statement of activities* presents information showing how CareerSource Florida Crown's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. CareerSource Florida Crown uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. CareerSource Florida Crown maintains one fund, which is the governmental fund.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be used in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*. The location of the basic governmental fund financial statements can be found in the table of contents in this report.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2023
(Continued)

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. The location of the notes to the financial statements can be found in the table of contents.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents a Schedule of Expenditures of Federal Awards. This schedule lists all Federal grants awarded to CareerSource Florida Crown and the related expenditures for the fiscal year ended June 30, 2023. In addition, budget to actual comparisons for the general fund are presented. The location of the Schedule of Expenditures of Federal Awards can be found in the table of contents.

Government-wide Financial Analysis *Condensed financial information* - As noted earlier, net position may serve over time as a useful indicator of a government's financial position.

	Condensed Statements of Net Position	
	2023	2022
Current assets	\$ 361,134	\$ 198,160
Noncurrent assets	538,748	797,785
Total Assets	899,882	995,945
Accounts payable and accrued expenses	163,164	92,429
Unearned revenue	353,295	254,687
Noncurrent liabilities	580,152	855,233
Total Liabilities	1,096,611	1,202,349
Net investment in capital assets	(41,404)	-
Unrestricted	(155,325)	(206,404)
Net Position (Deficit)	\$ (196,729)	\$ (206,404)

CareerSource Florida Crown had deficit balances in net position for June 30, 2023 and 2022.

	Condensed Statements of Activities	
	2023	2022
Program revenues:		
Operating grants, contributions and charges for services	\$ 2,266,778	\$ 2,176,324
General revenues:		
Other	111,010	11,358
Total revenues	2,378,543	2,187,682
Expenses:		
Training, retraining and readjustment	2,368,868	2,200,783
Change in net position	9,675	(13,101)
Net position (deficit), beginning of year	(206,404)	(193,303)
Net position (deficit), end of year	\$ (196,729)	\$ (206,404)

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2023
(Continued)

Financial Highlights

The liabilities of CareerSource Florida Crown exceeded its assets at June 30, 2023 by \$196,729.

Governmental activities. Governmental activities increased CareerSource Florida Crown's net position by \$9,675. The increase is attributable to miscellaneous unrestricted funding that was earned in the 2023 fiscal year.

Capital Assets

CareerSource Florida Crown's investment in capital assets (including right-to-use leased assets) for its governmental activities as of June 30, 2023, amounts to \$538,748 (net of accumulated depreciation). This investment in capital assets includes equipment and right-to-use leased assets.

Economic Factors

The CareerSource Florida Crown currently is not aware of any conditions that are expected to have a significant effect on the CareerSource Florida Crown's financial position or results of operations.

General Fund - Budgetary Highlights

Revenues of the General Fund were approximately \$135,000 less than budgeted amounts. The largest variance between final budget amounts and actual results occurred with grants and contracts revenues. CareerSource Florida Crown's primary source of funding is from the Department of Commerce and those revenues vary depending on the amount expended annually.

Debt Administration

CareerSource Florida Crown's long-term debt is its accrual for compensated absences and lease liability. Please refer to the notes accompanying financial statements entitled *Long Term Debt* and *Leases* for more detailed information about long-term debt activity.

Request for Information

This report is designed to provide a general overview of CareerSource Florida Crown's finances for all those with an interest in CareerSource Florida Crown's finances. Questions concerning any of the information in this report or requests for additional information should be addressed as follows:

Florida Crown Workforce Board, Inc.
d/b/a CareerSource North Central Florida
1389 US Hwy 90 W, Suite 170
Lake City, Florida 32055

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
STATEMENT OF NET POSITION
JUNE 30, 2023**

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 255,941
Grant, contract and other receivables	100,092
Prepays	5,101
Capital assets, net of accumulated depreciation and amortization	538,748
Total assets	\$ 899,882
 LIABILITIES	
Accounts payable and accrued expenses	\$ 124,947
Unearned revenue	353,295
Noncurrent liabilities:	
Compensated absences, current portion	22,930
Lease liability, current portion	265,297
Compensated absences, noncurrent portion	15,287
Lease liability, noncurrent portion	314,855
Total liabilities	\$ 1,096,611
 NET POSITION	
Net investment in capital assets	\$ (41,404)
Unrestricted	(155,325)
Total net position	\$ (196,729)

The accompanying notes to financial statements
are an integral part of this statement.

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023**

	PROGRAM REVENUES			NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION
	EXPENSES	CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	GOVERNMENTAL ACTIVITIES
Functions/Programs				
Governmental activities:				
Training, retraining and readjustment	\$ 2,368,868	\$ 66,162	\$ 2,266,778	\$ (35,928)
Total governmental activities	<u>\$ 2,368,868</u>	<u>\$ 66,162</u>	<u>\$ 2,266,778</u>	<u>(35,928)</u>
		General revenues:		
		Other		45,603
		Change in net position		<u>9,675</u>
		Net position (deficit), beginning of year		(206,404)
		Net position (deficit), end of year		<u>\$ (196,729)</u>

The accompanying notes to financial statements
are an integral part of this statement.

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
BALANCE SHEET
GOVERNMENTAL FUND
JUNE 30, 2023**

	General Fund
ASSETS	
Cash and cash equivalents	\$ 255,941
Grant, contract, and other receivables	100,092
Prepays	5,101
Total assets	\$ 361,134
LIABILITIES	
Accounts payable and accrued expenses	\$ 124,947
Unearned revenue	353,295
Total liabilities	478,242
FUND BALANCE	
Nonspendable	5,101
Unassigned	(122,209)
Total fund balance	(117,108)
Total liabilities and fund balance	\$ 361,134

The accompanying notes to financial statements
are an integral part of this statement.

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUND
TO THE STATEMENT OF NET POSITION
JUNE 30, 2023**

Fund balances - total governmental fund		\$ (117,108)
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.</p>		
Total governmental capital assets	1,068,982	
Less: accumulated depreciation and amortization	<u>(530,234)</u>	538,748
<p>Long-term liabilities, including bonds payable and notes payable, are not due and payable in the current period and, therefore, are not reported in the funds. These liabilities, deferred outflows, and other debt-related deferred charges consist of the following:</p>		
Lease liability	(580,152)	
Compensated absences	<u>(38,217)</u>	(618,369)
Net position of governmental activities		<u><u>\$ (196,729)</u></u>

The accompanying notes to financial statements are an integral part of this statement.

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2023**

	General Fund
Revenues	
Grants and contracts	\$ 2,266,778
Other	111,765
Total revenues	2,378,543
Expenditures	
Personnel and benefits	1,243,100
Participant training and support	467,782
Community outreach	28,932
Insurance	14,873
Repairs and maintenance	67,348
Postage	2,037
Printing and copying	7,858
Professional fees	55,880
Information technology	26,833
Supplies	15,744
Travel and training	63,440
Utilities and communication	67,650
Debt service:	
Principal	245,922
Interest	39,296
Total expenditures	2,346,695
Net change in fund balance	31,848
Fund balance (deficit), beginning of year	(148,956)
Fund balance (deficit), end of year	\$ (117,108)

The accompanying notes to financial statements
are an integral part of this statement.

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUND TO
THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balance - governmental fund	\$ 31,848
<p>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 and reported as depreciation or amortization expense:</p>	
Amortization expense	(259,037)
<p>Compensated absences reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:</p>	
	(9,058)
<p>The issuance of long-term debt provides current financial resources to government funds, while repayment of the principal of long-term debt consumes current financial resources of the governmental funds</p>	
Long-term lease liability - repayment of principal	245,922
Change in net position of governmental activities	\$ 9,675

The accompanying notes to financial statements
are an integral part of this statement.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(1) **Summary of Significant Accounting Policies:**

The following is a summary of the more significant accounting policies of Florida Crown Workforce Board, Inc. d/b/a CareerSource Florida Crown (CareerSource Florida Crown), which affect significant elements of the accompanying basic financial statements:

(a) **Reporting entity**—CareerSource Florida Crown was incorporated as a nonprofit corporation on May 15, 1998; under the provisions of the Florida Not-For-Profit CareerSource Florida Crown Act (WIOA) set forth in Chapter 617, Florida Statutes. The CareerSource Florida Crown exists as a result of the passage of the Workforce Florida Act of 1996, as subsequently amended, and the Inter-local Agreement establishing the Columbia, Dixie, Gilchrist and Union County Consortium. The CareerSource Florida Crown has been determined to be a special district within the meaning of the Uniform Special District Accountability Act of the laws of the State of Florida. The CareerSource Florida Crown is a special-purpose government.

The purpose of CareerSource Florida Crown is to fulfill those duties and responsibilities provided for by the Workforce Innovation and Opportunity Act, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Balanced Budget Act of 1997 and the Workforce Florida Act of 1996, as amended; consistent with the provisions of job training, job placement and benefit services to the citizens of Columbia, Dixie, Gilchrist and Union Counties, Florida.

The governing board of CareerSource Florida Crown is the Board of Directors. As required by generally accepted accounting principles, the financial statements of the reporting entity include those of CareerSource Florida Crown (the primary government unit) and its component units. There were no entities that required inclusion as a component unit within CareerSource Florida Crown's financial statements.

(b) **Government-wide and fund financial statements**—The government-wide financial statements (the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of CareerSource Florida Crown. Governmental activities are reported separately from business-type activities, which rely on fees charged to external parties as their primary revenues. CareerSource Florida Crown has no business-type activities.

The Statement of Net Position reports CareerSource Florida Crown's financial position as of the end of the fiscal year. In this statement, CareerSource Florida Crown's net position are reported in two categories: investment in capital assets and unrestricted net position.

The Statement of Activities is displayed using a net-cost format and reports 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. Indirect costs are included in the program expense reported for individual functions and activities. Program revenues include (1) charges for services that are directly related to a given function and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for the general fund, which is CareerSource Florida Crown's only fund.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(1) **Summary of Significant Accounting Policies:** (Continued)

(c) **Measurement focus and basis of accounting**—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 the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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 available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, CareerSource Florida Crown considers revenues to be available if they are collected within sixty 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 and claims and judgments, are recorded only when payment is due.

CareerSource Florida Crown considers most revenues, such as reimbursement-based grant revenues and charges for service, to be susceptible to accrual and so they have been recognized as revenues in the current fiscal period. Other revenue items are considered to be measurable and available only when cash is received. When both restricted and unrestricted resources are available for use, it is CareerSource Florida Crown's policy to use restricted resources first, then unrestricted resources as they are needed.

Major Governmental Fund—The sole governmental fund used by CareerSource Florida Crown is the general fund, which is used to account for all financial activity of CareerSource Florida Crown.

CareerSource Florida Crown's financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board. Accordingly, the financial statements are organized on the basis of funds. A fund is an accounting entity having a self-balancing set of accounts for recording assets, liabilities, fund equity, revenues, expenditures, and other financing sources and uses.

(d) **Cash and cash equivalents**—Cash and cash equivalents include amounts in demand deposits as well as investments that are readily convertible to known amounts of cash. Investments with original maturities of three months or less are considered to be cash equivalents.

(e) **Grants and other receivables**—Grants and other receivables consist of amounts due from grantor agencies for reimbursement of expenditures under various programs. Management has concluded that realization of losses on balance outstanding at year-end will be immaterial.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(1) **Summary of Significant Accounting Policies:** (Continued)

(f) **Prepaid items**—Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government wide and fund financial statements. The cost of prepaid items is recorded when consumed rather than when purchased.

(g) **Unearned revenues**—Unearned revenues are comprised of amounts received from grantor agencies by CareerSource Florida Crown prior to meeting revenue recognition criteria. In subsequent periods, when the revenue recognition criteria have been met, the liability for unearned revenues is reduced and revenue is recognized.

(h) **Capital assets**—Capital assets acquired by CareerSource Florida Crown are considered to be owned by CareerSource Florida Crown. However, funding sources may maintain an equitable interest in the capital assets 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.

Capital assets with a value of \$5,000 or greater and an estimated useful life of at least one year are recorded at cost when purchased or at estimated fair value when contributed. Depreciation is computed using the straight-line method over the estimated useful life of the assets, ranging from three to ten years.

(i) **Leases**—CareerSource Florida Crown leases building facilities and determines if an arrangement is a lease at inception. CareerSource Florida Crown recognizes intangible right-to-use (RTU) assets and corresponding lease liabilities for all leases that are not considered short-term. RTU assets represent the CareerSource Florida Crown's right to use an underlying asset for the lease term and lease liabilities represent CareerSource Florida Crown's obligation to make lease payments arising from the lease. RTU assets and liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term.

Basis of lease classification – Leases that meet the following requirement will not be considered short term: the maximum possible lease term(s) is non-cancelable by both lessee and lessor, and is more than 12 months, and (2) the present value of lease payments for the lease is less than \$5,000.

Discount Rate – Unless explicitly stated in the lease agreement, known by CareerSource Florida Crown, or CareerSource Florida Crown is able to determine the rate implicit within the lease, the discount rate used to calculate lease right-to-use assets and liabilities will be CareerSource Florida Crown's incremental borrowing rate (IBR), which will be the rate utilized for the subsequent fiscal year. CareerSource Florida Crown's IBR was 5.50% at June 30, 2021, and was the discount rate utilized for applicable leases beginning July 1, 2021 and applicable lease conversions.

The CareerSource Florida Crown's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(1) **Summary of Significant Accounting Policies:** (Continued)

(j) **Use of estimates**—The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues and expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

(k) **Compensated Absences**—Eligible employees earn paid time off at varying rates based upon length of employment. Paid time off is accrued as earned by employees and recorded as an expense in the period earned. The total accumulated paid time off is paid out to eligible employees at termination.

(l) **Net position flow assumption**—Sometimes CareerSource Florida Crown will fund outlays for a particular purpose from both restricted 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 Crown’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

(m) **Fund balance**—In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which CareerSource Florida Crown is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Those classifications are as follows:

Nonspendable—Amounts that cannot be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact.

Restricted—Amounts that can be spent only for specific purposes because of the Bylaws, state or federal laws, or externally imposed conditions by grantors or creditors.

Committed—Amounts that can be used only for specific purposes determined by a formal action by ordinance or resolution.

Assigned—Amounts that are designated by CareerSource Florida Crown Directors for a specific purpose but are not spendable until a budget ordinance is passed by CareerSource Florida Crown Directors.

Unassigned—All amounts not included in other spendable classifications.

It is the CareerSource Florida Crown’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.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(1) **Summary of Significant Accounting Policies:** (Continued)

(n) **Revenues and expenditures/expenses**—Generally, revenue is received from the State of Florida, Department of Commerce and is earned on a cost reimbursement basis.

(o) **Budgets**—The Board of Directors adopts an annual operating budget, which can be amended by CareerSource Florida Crown throughout the year. The budget is adopted using the same basis of accounting that is used to reflect actual revenues and expenditures.

(2) **Reconciliation of Government-Wide and Fund Financial Statements:**

(a) **Explanation of certain differences between the governmental fund balance sheets and the government-wide statements of net position**—Following the governmental fund balance sheets is a reconciliation between *fund balance – total governmental funds* and *net position of governmental activities* as reported in the government-wide statements of net position. The details of these differences are explained in the above referenced financial statements.

(b) **Explanation of certain differences between the governmental fund statements of revenues, expenditures, and changes in fund balance and the government-wide statements of activities**—Following the governmental fund statements of revenues, expenditures, and changes in fund balance, there is a reconciliation between *net change in fund balance – total governmental funds* and *change in net position of governmental activities* as reported in the government-wide statements of activities. The details of these differences are explained in the above referenced financial statements.

(3) **Deposits:**

Custodial credit risk-deposits. In the case of deposits, this is the risk that in the event of a bank failure, CareerSource Florida Crown’s deposits may not be returned. At year end, the carrying amount of deposits was \$255,941 and the bank balance was \$313,679. The entire bank balance was insured up to Federal Deposit Insurance Corporation (“FDIC”) limits.

(4) **Retirement Plan:**

CareerSource Florida Crown sponsors a defined contribution retirement plan which covers substantially all employees. The amount of retirement expense for the year ended June 30, 2023 was \$30,878.

(5) **Unearned Revenue:**

Governmental funds defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the June 30, 2023, unearned revenue from grant drawdowns made prior to meeting all requirements was \$353,295.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(6) **Capital Assets:**

Capital asset activity for the year ended June 30, 2023, was as follows:

	Balance 07/01/22	Increases	Decreases	Balance 06/30/23
Furniture, fixtures and equipment	\$ 12,159	\$ -	\$ -	\$ 12,159
Right-to-use leased assets	1,056,823	-	-	1,056,823
Total capital assets	1,068,982	-	-	1,068,982
Less accumulated depreciation	(12,159)	-	-	(12,159)
Less accumulated amortization	(259,038)	(259,037)	-	(518,075)
Capital assets, net	<u>\$ 797,785</u>	<u>\$ (259,037)</u>	<u>\$ -</u>	<u>\$ 538,748</u>

There was no depreciation expense during the year ended June 30, 2023. The amortization expense for right-to-use leased assets was \$259,037 for the year ended June 30, 2023.

(7) **Leases:**

CareerSource Florida Crown has leases in effect for buildings and copiers with terms ending from 2024 through 2026. These are considered right-to-use assets of CareerSource Florida Crown. For disclosure purposes, this lease excludes ancillary costs included in the lease, such as utilities.

The principal and interest requirements to maturity for the lease liability as of June 30, 2023 is as follows:

Year Ending June 30,	Principal	Interest	Total
2024	\$ 265,297	\$ 25,242	\$ 290,539
2025	277,851	10,382	288,233
2026	29,399	1,301	30,700
2027	7,605	71	7,676
Total future minimum lease payments	<u>\$ 580,152</u>	<u>\$ 36,996</u>	<u>\$ 617,148</u>

(8) **Related Parties:**

Related party transactions included Department of Commerce (DEO) required partners. Those partners are as follows:

Columbia and Union County School Boards

These entities deliver services under the Able Trust and WhyTry programs for rental space of classrooms.

Florida Gateway College

This entity is a secondary education establishment that helps with participation in the WIOA Adult program.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(8) **Related Parties:** (Continued)

Certain board members are employees of these entities and those entities provide services either directly or indirectly to CareerSource Florida Crown. The board members that are affiliated with these entities do not directly benefit as they do not hold higher positions and are not directly involved in the daily operations. The total amount of services provided is as follows:

Education and Training \$ 16,785

(9) **Long-term Liabilities:**

Changes in Long-term Liabilities. Long-term liability activity for the year ended June 30, 2023, was as follows:

	Balance 07/01/22	Additions	Reductions	Balance 06/30/23	Due in one year
Governmental activities					
Lease liability	\$ 826,074	\$ -	\$ (245,922)	\$ 580,152	\$ 265,297
Compensated absences	29,159	82,547	(73,489)	38,217	22,930
Total Long-term liabilities	\$ 855,233	\$ 82,547	\$ (319,411)	\$ 618,369	\$ 288,227

(10) **Risk Management:**

CareerSource Florida Crown is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which CareerSource Florida Crown carries commercial insurance. Insurance against losses is provided for the following types of risk:

- Personal Property
- Public Officials' Liability
- General Liability
- Workers' Compensations
- Employer Practices and Crime
- Cyber Liability Insurance

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(11) **Contingencies:**

- (a) **Grant programs**—Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the Federal government and the State of Florida. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although CareerSource Florida Crown expects such amounts, if any, to be immaterial.
- (b) **Litigation**—CareerSource Florida Crown is party to routine legal proceedings and litigation arising in the ordinary course of business. In the opinion of management, the outcome of such actions will have no material impact on CareerSource Florida Crown’s financial condition.

(11) **Significant Funding Source:**

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

(12) **Subsequent Events:**

Subsequent to June 30, 2023 and before the date of the auditor’s report of January 29, 2025, CareerSource Florida Crown ceased operations as a standalone workforce board, and is now consolidated with CareerSource North Central Florida.

(13) **Consolidation and Transfer of Operations:**

The Florida Workforce System Transformation Plan streamlines and modernizes the state’s workforce system, enhancing alignment and accountability, serving job seekers and businesses more effectively, and improving outcomes for Floridians. Empowered by the state’s Reimagining Education and Career Help (REACH) Act, the plan is focused around three pillars: Alignment and Consolidation, System-wide Improvements and Regional Planning. A reduction in the number of local workforce development boards was required by the REACH Act to minimize duplication, improve consistency and maximize resources to enhance outcomes for businesses and individuals, emphasizing a customer-focused approach. In May 2023, the Governor affirmed the recommendation provided by the CareerSource Florida Board of Directors to realign and consolidate 10 local workforce development areas as outlined in the Florida Workforce System Transformation Plan. These changes affected 27 counties and reduced the number of Local Workforce Development Boards in the State of Florida from 24 to 21. Actions include the consolidation of CareerSource Florida Crown and CareerSource North Central Florida into a new region that will assume the name of CareerSource North Central Florida as of July 1, 2024.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(14) **Recent Accounting Pronouncements:**

The Governmental Accounting Standards Board (“GASB”) has issued several pronouncements that have effective dates that may impact future financial statements. Listed below are pronouncements with required implementation dates effective for subsequent fiscal years that have not yet been implemented. Management has not currently determined what, if any, impact implementation of the following will have on the District’s financial statements:

- (a) GASB issued Statement No. 101, *Compensated Absences*, in June 2022. GASB Statement No. 101 amends the existing guidance related to the calculation and disclosures surrounding the liability for compensated absences. The provisions for GASB 101 are effective for fiscal years beginning after December 15, 2023.
- (b) GASB issued Statement No. 102, *Certain Risk Disclosures*, in December 2023. GASB Statement No. 102 amends GASB Statement No 62 regarding the disclosure of a government’s vulnerability to risks related to certain concentrations and constraints that limit its ability to acquire resources or control spending. The provisions for GASB 102 are effective for fiscal years beginning after June 15, 2024.
- (c) GASB issued Statement No. 103, *Financial Reporting Model Improvements*, in April 2024. The objective of GASB 103 improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government’s accountability. The effective date for implementation is fiscal years beginning after June 15, 2025, and all reporting periods thereafter.
- (d) GASB issued Statement No. 104, *Disclosure of Certain Capital Assets*, in September 2024. The standard introduces requirements for enhanced disclosure of specific types of capital assets in governmental financial reports. It focuses on assets such as leased assets, intangible right-to-use assets, subscription-based IT arrangements (SBITAs), and capital assets held for sale. The guidance becomes effective for fiscal years beginning after June 15, 2025.

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023**

Federal Grantor/Pass-Through Grantor/ State Grantor/Program Title	Federal Assistance Listing Number	Pass-Through Entity Award Number	Expenditures
FEDERAL AWARDS			
U. S. Department of Health and Human Services			
Passed through State of Florida, Department of Economic Opportunity			
Temporary Assistance for Needy Families	93.558	WTS 22	\$ 255,311
Temporary Assistance for Needy Families	93.558	WTS23	580,324
		Total TANF Cluster	<u>835,635</u>
U. S. Department of Labor			
Passed through State of Florida, Department of Economic Opportunity			
Employment Service/Wagner-Peyser Funded Activities	17.207	WPA23	24,372
Employment Service/Wagner-Peyser Funded Activities	17.207	WPB22	87,583
Disable Veterans' Outreach Program (DVOP)	17.801	DVP22	23,344
Disable Veterans' Outreach Program (DVOP)	17.801	DVP23	11,498
Disable Veterans' Outreach Program (DVOP)	17.801	LVR22	15,031
Disable Veterans' Outreach Program (DVOP)	17.801	LVR23	22,336
		Total Employment Service Cluster	<u>184,164</u>
Unemployment Insurance	17.225	UCR21	92,301
Unemployment Insurance	17.225	UCR22	31,968
			<u>124,269</u>
Trade Adjustment Assistance	17.245	TAC21	343
Trade Adjustment Assistance	17.245	TAT20	36,000
			<u>36,343</u>

See Accompanying Notes to Schedule of Expenditures of Federal Awards.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023
(Continued)

Federal Grantor/Pass-Through Grantor/ State Grantor/Program Title	Federal Assistance Listing Number	Pass-Through Entity Award Number	Expenditures
FEDERAL AWARDS (Continued)			
U. S. Department of Labor (Continued)			
Passed through State of Florida, Department of Economic Opportunity (Continued)			
WIOA Adult Program	17.258	WIA22	\$ 216,311
WIOA Adult Program	17.258	WIS21	80,000
WIOA Adult Program	17.258	WIA23	2,370
WIOA Youth Activities	17.259	WIY23	234,305
WIOA Youth Activities	17.259	WIS21	80,000
WIOA Dislocated Worker Formulas Grants	17.278	WIS21	90,000
WIOA Dislocated Worker Formulas Grants	17.278	WID22	134,402
WIOA Dislocated Worker Formulas Grants	17.278	WIR22	11,203
WIOA Dislocated Worker Formulas Grants	17.278	WIR23	106,861
		Total WIOA Cluster	<u>955,452</u>
U. S. Department of Agriculture			
Passed through State of Florida, Department of Economic Opportunity			
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	FSH22	19,465
		Total SNAP Cluster	<u>19,465</u>
TOTAL FEDERAL AWARDS			<u><u>\$ 2,155,328</u></u>

See Accompanying Notes to Schedule of Expenditures of Federal Awards.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023

(1) **Basis of Presentation:**

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the Federal awards activity of CareerSource Florida Crown under programs of the federal government for the year ended June 30, 2023 in accordance with the 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). Because the Schedule presents only a selected portion of the operations of CareerSource Florida Crown it is not intended to and does not present the financial position, changes in net assets, or cash flows of CareerSource Florida Crown.

(2) **Summary of Significant Accounting Policies:**

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursement.

(3) **De Minimis Indirect Cost Rate Election:**

CareerSource Florida Crown has elected not to use the 10 percent de minimis indirect cost rate as allowed under Uniform Guidance.

(4) **Subrecipients:**

No grant funds were passed to subrecipients in fiscal year 2023.

REQUIRED SUPPLEMENTARY INFORMATION

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Grants and Contracts	\$ 1,921,431	\$ 2,513,108	\$ 2,266,778	\$ (246,330)
Other	-	-	111,765	111,765
Total revenues	<u>1,921,431</u>	<u>2,513,108</u>	<u>2,378,543</u>	<u>(134,565)</u>
EXPENDITURES				
Personnel and benefits	1,246,873	1,246,873	1,243,100	3,773
Participant training and support	147,950	709,627	467,782	241,845
Community Outreach	3,500	3,500	28,932	(25,432)
Insurance	15,000	15,000	14,873	127
Repairs and maintenance	19,611	19,611	67,348	(47,737)
Postage	2,000	2,000	2,037	(37)
Printing and copying	7,500	7,500	7,858	(358)
Professional fees	34,500	54,500	55,880	(1,380)
Information technology	40,000	20,000	26,833	(6,833)
Supplies	18,000	18,000	15,744	2,256
Travel and training	45,000	65,000	63,440	1,560
Utilities and communication	60,000	70,000	67,650	2,350
Debt service:				
Principal	281,497	281,497	245,922	35,575
Interest	-	-	39,296	(39,296)
Total expenditures	<u>1,921,431</u>	<u>2,513,108</u>	<u>2,346,695</u>	<u>166,413</u>
Net change in fund balances	<u>-</u>	<u>-</u>	<u>31,848</u>	<u>31,848</u>
Fund balances (deficiency), beginning of year	(148,956)	(148,956)	(148,956)	-
Fund balances (deficiency), end of year	<u>\$ (148,956)</u>	<u>\$ (148,956)</u>	<u>\$ (117,108)</u>	<u>\$ 31,848</u>

The accompanying notes to financial statements are an integral part of this statement.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES – BUDGET AND ACTUAL – GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

(1) **Summary of Significant Accounting Policies:**

The Schedules of Revenues, Expenditures and Changes in Fund Balances – Budget to Actual are presented using Florida Crown Workforce Board, Inc. d/b/a CareerSource Florida Crown’s budget format for all major governmental funds.

(2) **Budgetary Basis of Accounting:**

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual budgets are adopted for the entire operations at the combined governmental level and may be amended by the Board of Directors. The budget presented for fiscal year ended June 30, 2023, was amended during the year.

Budgets are presented on the modified accrual basis of accounting. The legal level of budgetary control is the fund level.

**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***

To the Board of Directors,
Florida Crown Workforce Board, Inc.
d/b/a CareerSource Florida Crown:

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 each major fund of Florida Crown Workforce Board, Inc. ("CareerSource Florida Crown") as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise CareerSource Florida Crown's basic financial statements, and have issued our report thereon dated January 29, 2025.

Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2023-003 that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether CareerSource Florida Crown'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 financial statements. 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*.

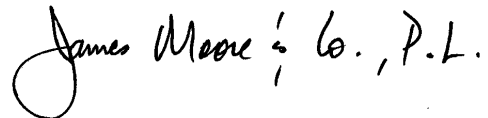
We noted certain matters that we reported to management of CareerSource Florida Crown in a separate management letter required by Chapter 10.550, Rules of the State of Florida, office of the Auditor General dated January 29, 2025.

CareerSource Florida Crown's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the CareerSource Florida Crown's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. CareerSource Florida Crown's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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 result 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.

James Moore & Co., P.L.

Tallahassee, Florida
January 29, 2025

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE

To the Board of Directors,
Florida Crown Workforce Board, Inc.
d/b/a CareerSource Florida Crown:

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Florida Crown Workforce Board, Inc. d/b/a CareerSource Florida Crown (“CareerSource Florida Crown”) compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of CareerSource Florida Crown’s major federal programs for the year ended June 30, 2023. CareerSource Florida Crown’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, CareerSource Florida Crown 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 for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (Government Auditing Standards); the special audit guidance provided by the State of Florida Department of Commerce and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors’ Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of CareerSource Florida Crown and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the CareerSource Florida Crown’s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to CareerSource Florida Crown’s federal programs.

Auditors' Responsibility

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the CareerSource Florida Crown's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the CareerSource Florida Crown's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards* the special audit guidance provided by the State of Florida Department of Commerce and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the CareerSource Florida Crown's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the CareerSource Florida Crown's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the CareerSource Florida Crown's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

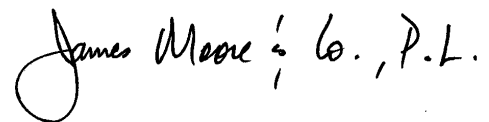
Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

A handwritten signature in black ink that reads "James Moore & Co., P.L.". The signature is written in a cursive style with a large initial "J" and a stylized "M".

Tallahassee, Florida
January 29, 2025

**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED BY CHAPTER
10.550, RULES OF THE STATE OF FLORIDA OFFICE OF THE AUDITOR GENERAL**

To the Board of Directors,
Florida Crown Workforce Board, Inc.
d/b/a CareerSource Florida Crown:

Report on the Financial Statements

We have audited the financial statements of Florida Crown Workforce Board, Inc. d/b/a CareerSource Florida Crown (“CareerSource Florida Crown”), as of and for the fiscal year ended June 30, 2023, and have issued our report thereon dated January 29, 2025.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards, and Chapter 10.550, Rules of the Auditor General; and Independent Accountants' Report on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated January 29, 2025, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with:

- Special audit guidance provided by the Department of Commerce (DEO).

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Finding 2022-001 remains uncorrected from the 2022 and 2021 audits. The following is a summary of prior year recommendations:

2022-001 Financial Condition – Comment remains uncorrected from the preceding 2022 and 2021 audits; see repeat comment 2023-001.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the primary government of the reporting entity is disclosed in Note 1 of the basic financial statements.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not CareerSource Florida Crown has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that CareerSource Florida Crown did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for CareerSource Florida Crown. It is management's responsibility to monitor CareerSource Florida Crown's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same. As noted below at 2023-001, the result of our procedures indicated a deteriorating financial condition.

2023-001: Financial Condition

We performed certain financial condition assessment procedures pursuant to Section 10.556(8), Rules of the Auditor General. The results of these procedures indicated a deteriorating financial condition in the general fund. As of June 30, 2023, the governmental activities had an unrestricted net position of (\$196,729). Unrestricted net position is considered a key financial indicator in the determination of overall financial condition. We recommend management act to improve the financial condition of the CareerSource Florida Crown.

2023-002: Financial Disclosure Filings

All elected state and local public officers, including finance directors, are required to file a financial disclosure form annually by July 1 to the Florida Commission on Ethics (COE). Instances were noted in which this filing has not been completed as of the date of the auditors' report.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we had no such recommendations except as noted above in Finding 2023-001 and Finding 2023-002.

Specific Special District Information – CareerSource Florida Crown (an Independent Special District)

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, CareerSource Florida Crown reported:

- a. The total number of district employees compensated in the last pay period of the district’s fiscal year as 23.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district’s fiscal year as \$0.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as \$976,049.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$0.
- e. Each construction project with a total cost of at least \$65,000 approved by the district that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project: None.
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes, as \$591,677.

Additional Matters

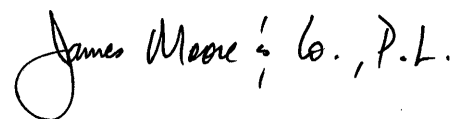
Section 10.554(1)(i)3, Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

CareerSource Florida Crown’s Response to Findings

CareerSource Florida Crown’s response is described in the accompanying Corrective Action Plan. CareerSource Florida Crown’s response was not subjected to the auditing procedures and, accordingly, we express no opinion on it.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Governing Board, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



Tallahassee, Florida
January 29, 2025

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2023**

I. Summary of Auditors' Results:

Financial Statements

A. Type of audit report issued on the financial statements: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? X yes no
- Significant deficiency(ies) identified? yes X none reported

Noncompliance material to financial statements noted? yes X no

Federal Awards

Internal control over major Federal programs:

- Material weakness(es) identified? yes X no
- Significant deficiency(ies) identified? yes X none reported

Types of auditor's report issued on compliance for major Federal programs: *Unmodified*

Any audit findings that are required to be reported in accordance with 2 CFR 200.516(a)? yes X no

B. Identification of major programs:

Federal Program	Federal Assistance Listing Number
TANF Cluster	93.558
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	<u> X </u> yes <u> </u> no

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2023
(Continued)

II. Financial Statement Findings:

2023-003 SERA Reporting Errors

Criteria: CareerSource Florida Crown's Local Operating Procedure for SERA Cash Draws provides that the cash draw calculation should be determined based on the amount of allocated and direct costs, the outstanding check balance, and any expected bills.

Condition: CareerSource Florida Crown's cash draw calculations included estimated amounts for rent, salaries, and direct charges, but did not document estimates for any other upcoming expenditures.

Cause: The discrepancy in CareerSource Florida Crown's estimation of cash needs in comparison to its cash draw, combined with the lack of documentation of this discrepancy, demonstrates that CareerSource Florida Crown has not been using their cash draw calculation worksheet as a budgetary tool for effective planning and budgeting. Further, the consistent, significant discrepancy between cash draws and estimated cash need is an indication of inadequate recordkeeping. No formal process to allocate indirect costs from cost pools in the SERA system.

Effect: Shortage or excess of funds could occur and negatively impact operations.

Recommendation: We recommend CareerSource Florida Crown implement a process to include all estimated expenditures in the cash draw calculation and prevent discrepancies between the actual and estimate cash requested amounts.

III. Federal Award Findings and Questioned Costs:

None.

IV. State of Florida, Department of Commerce Reporting Requirements:

Florida Crown Workforce Board, Inc. d/b/a CareerSource Florida Crown performed reconciliations between the general ledger accounting system and the Subrecipient Enterprise Resource Application.

V. Summary Schedule of Prior Year Findings:

There were no audit findings for the year ended June 30, 2022.

INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

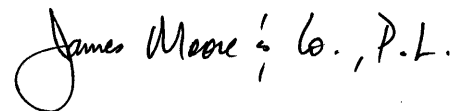
To the Board of Directors,
Florida Crown Workforce Board, Inc.
d/b/a CareerSource Florida Crown:

We have examined CareerSource Florida Crown's compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended June 30, 2023. Management is responsible for CareerSource Florida Crown's compliance with those requirements. Our responsibility is to obtain reasonable assurance by evaluating CareerSource Florida Crown's compliance against Section 218.415, Florida Statutes, *Local Government Investment Policies*, and performing other procedures to obtain sufficient appropriate evidence to express an opinion that conveys the results of our evaluation based on our examination.

Our examination was conducted in accordance with the attestation standards for a direct examination engagement established by the AICPA. Those standards require that we obtain reasonable assurance by evaluating CareerSource Florida Crown's compliance against Section 218.415, Florida Statutes, *Local Government Investment Policies*, and performing other procedures to obtain sufficient appropriate evidence to express an opinion that conveys the results of our evaluation of CareerSource Florida Crown's compliance for the year ended June 30, 2023. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks that CareerSource Florida Crown's compliance was not in accordance with the aforementioned requirements, in all material respects, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent of CareerSource Florida Crown, and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our examination engagement.

In our opinion, CareerSource Florida Crown complied, in all material respects, with the aforementioned requirements for the year ended June 30, 2023.



Tallahassee, Florida
January 29, 2025

January 29, 2025

Honorable Sherrill F. Norman, CPA
Auditor General, State of Florida
Local Government Audits/342
Claude Pepper Bldg, Rm 401
111 West Madison St
Tallahassee, FL 32399-1450

Dear Ms. Norman:

This letter is written in response to the Independent Auditor's Management Letter for Florida Crown Workforce Board, Inc., for the fiscal year ended June 30, 2023. The Management Letter contained two findings which are listed below. Additionally, the Auditor's Schedule of Findings and Questioned Costs also contained one finding which is also listed below. We have addressed all three findings.

Finding 2023-001: Financial Condition

We performed certain financial condition assessment procedures pursuant to Section 10.556(8), Rules of the Auditor General. The results of these procedures indicated a deteriorating financial condition in the general fund. As of June 30, 2023, the governmental activities had an unrestricted net position of (\$196,729). Unrestricted net position is considered a key financial indicator in the determination of overall financial condition. We recommend management act to improve the financial condition of the CareerSource Florida Crown. This is a repeat finding of 2022-01 from the FY2022 audit.

Response: Management agrees with the finding. We tightened spending controls and worked diligently in FY2023 to improve the overall financial condition of Florida Crown. The result in FY2023 was a positive change in fund balance in the General Fund of \$31,848. We recognize that despite the positive change in fund balance pursuant to the procedures in Section 10.556(8), Rules of the Auditor General, Florida Crown continues to have a deteriorating financial condition. To address the systemic issues with our financial condition we began working with the State of Florida Department of Commerce and CareerSource Florida to consolidate our operations with LWDB 9, also known as CareerSource North Central Florida. As discussed in Note 14 to the Financial Statements, the consolidation with CareerSource North Central Florida creating a new six county workforce region on July 1, 2024.

Finding 2023-002: Financial Disclosure Filings

All elected state and local public officers, including finance directors, are required to file a financial disclosure form annually by July 1 to the Florida Commission on Ethics (COE). Instances were noted in which this filing has not been completed as of the date of the auditors' report.

Response: Management agrees with the finding. As noted above, Florida Crown has consolidated with CareerSource North Central Florida. The staff for the new consolidated Council/Board has processes in place to ensure the timely filing of financial disclosure forms for public officers and the Finance Director to the Florida Commission on Ethics prior to the July 1st deadline.

Finding noted in the Schedule of Findings and Questioned Costs

Finding 2023-003: SERA Reporting Errors

Criteria: CareerSource Florida Crown's Local Operating Procedure for SERA Cash Draws provides that the cash draw calculation should be determined based on the amount of allocated and direct costs, the outstanding check balance, and any expected bills.

Condition: CareerSource Florida Crown's cash draw calculations included estimated amounts for rent, salaries, and direct charges, but did not document estimates for any other upcoming expenditures.

Cause: The discrepancy in CareerSource Florida Crown's estimation of cash needs in comparison to its cash draw, combined with the lack of documentation of this discrepancy, demonstrates that CareerSource Florida Crown has not been using their cash draw calculation worksheet as a budgetary tool for effective planning and budgeting. Further, the consistent, significant discrepancy between cash draws and estimated cash need is an indication of inadequate recordkeeping. No formal process to allocate indirect costs from cost pools in the SERA system.

Effect: Shortage or excess of funds could occur and negatively impact operations.

Recommendation: We recommend CareerSource Florida Crown implement a process to include all estimated expenditures in the cash draw calculation and prevent discrepancies between the actual and estimate cash requested amounts.

Response: Management concurs with the finding and recommendation. The Finance Director began a new process of reviewing the beginning cash balance, cash received, along with actual expenditures to date, and projected expenditures remaining through the draw period, which results in a more accurate estimate of the cash needs. Additionally, beginning in March 2024, we agreed with the Florida Department of Commerce to go on a cost reimbursement basis only. After April 1, 2024, we no longer requested cash advances. We only requested cash draws based on costs incurred and pre-approved by the Florida Department of Commerce.

Please contact me at (386) 755-9026 if you need additional information.

Sincerely,

Jeff Geering
Finance Director
Director of Finance and Administrative Services

Enclosures