

Minutes of the CSNCFL Council Meeting

Meeting #3

Date: Wednesday, September 17, 2025

Time: 11:00 a.m.

Location: 1112 N. Main Street, Gainesville, FL 32601

Council Members in Attendance (all attended virtually unless noted):

- Chair: Commissioner Ken Cornell (Alachua County)
- Vice Chair: Commissioner Sharon A. Langford (Gilchrist County)
- Commissioner Carolyn Spooner (Bradford County)
- Commissioner Robby Hollingsworth (Columbia County)
- Commissioner David Osteen (Dixie County)
- Commissioner Mac Johns (Union County)

Staff in Attendance Staff Present: (all attended virtually unless noted):

- Phyllis Marty, CEO (in person)
- Karen Davis (in person)
- Rochelle Daniels (Board Counsel)
- Alexander Ganz
- Kelli Hutchins
- Diane Burke (in person)
- Christina Brown
- Todd Hutchison
- Dave Forziano (County Attorney)
- Jason Buss (in person)

Guests in Attendance (all attended virtually unless noted):

- Stew Lilker (Columbia County Observer)
 - Saundel (unidentified guest)
 - Antonio M. Stevenson (DEX) (in person)
-

I. Call to Order and Roll Call

Chair Commissioner Cornell called the meeting to order at 11:00 a.m. Karen Davis conducted roll call. A quorum was present.

II. Approval of Agenda

Motion by Commissioner Spooner, seconded by Commissioner Osteen. **Motion passed unanimously.**

III. Approval of Minutes (June 11, 2025)

Motion by Commissioner Langford, seconded by Commissioner Osteen. **Motion passed unanimously.**

IV. Public Comment

None

V. Consent Agenda

1. Fiscal Report

The Fiscal Report summaries provided by the clerk's office through August 21, 2025.

2. Transfer of WIOA Dislocated funds to WIOA Adult funds

Approval of the transfer of \$178,000 of WIOA Dislocated Worker Funds to the WIOA Adult Funding Stream. We served more adults than dislocated workers in the previous program year. The transfer will cover those expenditures and balance the books for Program Year 2024 – 2025. WIOA allows 100% transferability between these 2 funding streams with State and governing boards' approval. This item was brought to the Finance and Executive Committee on 9/3/25 and the Full Board on 9/10/25 for review and approval.

3. Acceptance of \$196,560 for WP Hope Florida, Veterans and Board Consolidation

Approval to accept additional \$196,560 in grant funds. The state has awarded us an additional \$196,560- \$2,824 for Wagner Peyser Hope Florida, \$10,836 for Veterans programs and \$182,9000 Board Consolidation. We are requesting approval to accept the funds. This item was brought to the Finance and Executive Committee on 9/3/25 and the Full Board on 9/10/25 for review and approval.

4. Approval of the State Memorandum of Understanding (MOU) One Stop Partner Template

Approval of the State MOU Template to be executed with each of the WIOA one-stop partners. Our current agreement is expiring and the State template is closely aligned with the template we used for the previous period. Following governing boards' approval, staff will work with the one stop mandatory partners to complete the execution process in accordance with State and WIOA requirements. This item was brought to the Executive Committee on 9/3/25 and the Full Board on 9/10/25 for review and approval.

Motion by Commissioner Langford, seconded by Commissioner Osteen. **Motion passed unanimously.**

VI. Old Business

1. **Fiscal Report** – The audit of CareerSource North Central Florida (CSNCFL) was incorporated into the Alachua County Audit, as CSNCFL was a department within Alachua County at the time of the review. The audit resulted in no findings and no management letter.

Regarding the former Board 7 (CareerSource Florida Crown) audit, James Moore & Company completed their work as of September 3, 2025. A formal statement will be provided later date.

VII. New Business

1. **Approval of Agreement for Office Space in the City of Alachua**
Approval was granted to accept office space from the City of Alachua at the Swick House. The space is being provided to CSNCFL at no cost and will enhance service accessibility for Columbia and Union County residents, as the location is more convenient to the primary population centers in those two counties than our existing career centers. This was reviewed and approved by the Full Board on 9/10/25. Motion by Commissioner Johns, seconded by Commissioner Langford. **Motion passed unanimously.**

2. **Lease Approval – Cross City/Dixie County**

Approval was granted to lease 1,788 sq. ft. at 405 SE 22nd Ave., Cross City, FL at an annual rent \$32,184 (\$18/sq. ft.). This will save CSNCFL \$15,000+/year compared to the previous Old Town office. The location is also more convenient to customers as Cross City is the county seat and the location is near other resources. This was reviewed and approved by the Full Board on 9/10/25.

Motion by Commissioner Langford, seconded by Commissioner Johns. **Motion passed unanimously.**

3. **Lease Renewal – Starke/Bradford County**

Approval was granted to renew the lease at 925 N Temple Ave., Suites C & D, Starke, FL. Annual rent of \$21,600 (\$17.53/sq. ft. is unchanged from the prior year. Term: Oct. 1, 2025 – Sept. 30, 2026. This was reviewed and approved by the Full Board on 9/10/25.

Motion by Commissioner Spooner, seconded by Commissioner Johns. **Motion passed unanimously.**

4. Contract Renewals

- **CTS/Atlas Document Management**

Approval was granted for renewal of the contract with Atlas Document Management Services in the amount of \$71,360.76. This is for core, cloud hosting fees and an employer portal for our document management across all offices. This is in the approved budget and was approved by the Executive Committee on 9/3/25 and the Full Board on 9/10/25.

- **Barkley Security**

Approval was granted for the renewal of the contract with Barkley Security in the amount of \$90,000 for security at the Gainesville and Starke career centers with the option to add other centers if needed. The per hour rate of \$22.50 is the same as last year. This is the 1st renewal under the PY24-25 contract. This is in the approved budget and was approved by the Executive Committee on 9/3/25 and the Full Board on 9/10/25.

- **City Wide Janitorial Services**

Approval was granted for the 1st renewal of the contract with City Wide in the amount of \$33,876 for janitorial services at the Gainesville and Starke career centers with the option to add other centers if needed. The fee includes a 1% increase to the base rate in accordance with their contract. This is in the approved budget and was approved by the Executive Committee on 9/3/25 and the Full Board on 9/10/25.

- **Bradford Communities in Schools –**

Approval was granted for a contract with Bradford Communities in Schools in the amount of \$60,000 for teen pregnancy prevention and summer work experience services in Bradford County. Rather than renew the previous contract, staff requested to enter into a new contract to cover the period of the summer program each year. This would have been their 2nd renewal under the original contract. This is in the approved budget and was approved by the Executive Committee on 9/3/25 and the Full Board on 9/10/25.

- **Legal Services – Rochelle Daniels –**

Approval was granted for renewal of the contract for Board and Council legal services with Rochelle Daniels, Attorney in the amount of \$ 75,000. This is the 1st renewal under the original contract. The hourly rate of \$300/hour is the same as it has been in previous years. Staff and governing board members have been satisfied with the services and counsel provided. This is in the approved budget and was approved by the Executive Committee on 9/3/25 and the Full Board on 9/10/25.

- **Taylor Hall Miller Parker (THMP) –**

Approval was granted for the renewal of the contract with THMP in the amount of \$60,000 for fiscal and program monitoring. This is the 2nd renewal under the original contract. This is in the approved budget and was approved by the Finance and Executive Committee on 9/3/25 and the Full Board on 9/10/25.

- **SCAD Media Marketing –**

Approval was granted for the renewal of the contract with SCAD Media in the amount of \$75,000 for marketing, communications and outreach. This is the 3rd renewal under the original contract and is in the approved budget. This item was approved by the Executive Committee on 9/3/25 and the Full Board on 9/10/25.

All contract Renewals combined: Motion by Commissioner Langford, seconded by Commissioner Spooner. **Motion passed unanimously.**

5. SCAD Media – One-Stop Operator Contract

WIOA requires the One Stop Operator (OSO) contracts be procured every three years. Our OSO was procured and selected in PY 21 and we waited until the consolidation was completed before issuing a new procurement to allow organizations in our newly formed region to apply. The RFQ was issued on 4/18/25 and we received one response, it was from our current provider, SCAD. We extended the time to respond to 7/31/25, but did not receive any additional responses. The proposal was reviewed by the members of the One Stop Adult Dislocated Worker Performance Committee, who found the proposal response met our requirements. Approval granted to move forward with issuing a contract to SCAD in the amount of up to \$ 40,000 subject to negotiation. This was approved by the Full Board 9/10/25.

Motion by Commissioner Spooner, seconded by Commissioner Johns. **Motion passed unanimously.**

6. Audit Services Contract

An RFQ for Audit Services was issued on June 4, 2025 and we received three responses. The Executive Committee, as appointed by Chair Fieldman, met at a Special Meeting on September 3, 2025, to review the proposals. The three responders each made a brief presentation and the Committee then had the opportunity to ask them questions. The Committee opined that each of the firms would be able to do the job. The Committee completed the rating forms and Purvis Gray was ranked the number 1 proposer. They were the second lowest cost proposal but there was only a difference of \$500.00 between them and the lowest proposal. Purvis Gray currently performs the Alachua County (our fiscal agent) audit and has experience auditing the previous Region 9 WIOA funds. Their familiarity with the Alachua County fiscal system was an important consideration in the ratings. Approval granted to negotiate a contract with the Committee's # 1 ranked Audit Firm, Purvis Gray for Audit Services at a cost of \$25,000 for the current years audit. This was approved by the Full Board 9/10/25.

Motion by Commissioner Spooner, seconded by Commissioner Hollingsworth. **Motion passed unanimously.**

7. Board Membership – Richard Kearse

Approval was granted to recommend to the Council of Elected Officials to end the membership term of Mr. Kearse. He was appointed October 31, 2024, but has not attended any meetings. Staff has called and written him but have not received any response. This item was approved by the Executive Committee on 9/3/25 and the Full Board on 9/10/25.

Motion by Commissioner Hollingsworth, seconded by Commissioner Langford. **Motion passed unanimously.**

VIII. Reports

Discussion held on workforce funding impacts.

IX. Council Member Comments

Council discussed revision of the Interlocal Agreement to reduce quorum requirements from six (6) members to four (4). All members expressed agreement and requested Attorney Daniels to move forward with the amendment to go before each BoCC.

X. CEO Comments

CEO Phyllis Marty outlined measures to improve meeting accessibility:

In response to difficulties some individuals have experienced when attempting to access the links for our governing board and committee meetings, the following actions have been implemented:

- The CSNCFL CEO, Phyllis Marty, is responsible for providing meeting agendas, supporting documents, and Zoom links on a timely basis to SCAD, CSNCFL's contracted outreach provider and one-stop operator.
- SCAD Marketing is responsible for posting the links, agendas, and supporting documents on the CSNCFL homepage
- SCAD Marketing is responsible for testing the links to ensure accessibility prior to all meetings
- SCAD Marketing is responsible for distributing public notices and links to the six counties we serve.

XI. Public Comment

Stew Lilker noted a typo in the Legal Services Contract: commencement date should read **7/1/2025** (not 7/1/2026). Chair Cornell asked the revision be made and the approval to stand.

XII. Adjournment

Meeting adjourned at 11:44 a.m.

Next Meeting: Wednesday, December 17, 2025, at 11:00 a.m.

Rochelle J. Daniels, Attorney
5301 North 36th Court ~ Hollywood, Florida 33021
(954) 205 2582 danielsrj@aol.com

To: The CSNCFL Council of Elected Officials
The NCFWDB

From: Rochelle Daniels, Attorney

Subject: Workforce Development Boards and Special Districts

Date: September 21, 2025

ISSUE

Is CareerSource North Central Florida (CSNCFL) a Special District under Chapter 189, Florida Statutes, (Fla. Stat.) the Uniform Special District Accountability Act?

A member of the media has questioned whether CSNCFL is a Special District under Florida law, which would mandate certain meeting notice and other compliance requirements.

RESPONSE

No. CSNCFL is not a special district under Chapter 189, Fla. Stat. CSNCFL is a non-taxing administrative entity created by interlocal agreement under §163.01, Fla. Stat., to administer federally funded workforce development programs in Region 26.¹ It does not possess the statutory characteristics of a Special District under Chapter 189.

DISCUSSION

Statutes and Structure

- A. CSNCFL, the administrative entity for Region 26, was created pursuant to an interlocal agreement under §163.01(7), Fla. Stat., between the six counties comprising Region 26, as designated by the Governor and described at §106 of the Workforce Innovation and Opportunity Act (WIOA).²

Under the Florida Interlocal Cooperation Act, Fla. Stat. §163.01, local governments may enter into agreements to create a separate legal or administrative entity to carry out shared functions. This is a common structure for regional coordination, including workforce development.

¹ Region 26 is the workforce development area created under WIOA consisting of Alachua, Bradford, Columbia, Dixie, Gilchrist, and Union Counties.

² WIOA 113 -128, Stat. 1425, (2014) 29 U.S.C. §3101, et. seq. See also 29 U.S.C. § 3121 and 20 CFR § 679.210–679.250.

Special districts must be explicitly created through statutory mechanisms.³ Entry into an interlocal agreement, even one that creates a separate administrative entity, does not, by itself, establish a special district. Section 189.012 defines a “special district” as a unit of local government created by:

Special Districts must be explicitly created through:

1. Special act of the Legislature
2. Local ordinance
3. Rule of the Governor and Cabinet
4. General law⁴

CSNCFL does not meet any of these criteria CSNCFL’s board is appointed under WIOA and §445.007, Fla. Stat. It does not exercise independent governance, taxing authority, or territorial jurisdiction, hallmarks of special district status. Nor was it created under “general law” through a statewide act of the Legislature authorizing a type or class of special district.

The Florida Attorney General supports this principle. In AGO 2015-11,⁵ the Attorney General concluded that an entity created under a Ch. 163 interlocal agreement was not imbued with the statutory lien powers granted only to special districts created under Ch. 153. AGO 2015-11 (Aug. 4, 2015). Hence, creation under Ch. 163 does not confer special district status.

- B. FloridaCommerce is charged with publishing the *Official List of Special Districts*, no local workforce development board appears on that list. As FloridaCommerce is also responsible for oversight of local workforce boards, they would have included local workforce boards in the *Official List* if the local boards were categorized as special districts.

Both WIOA implementation and Special Districts fall under the oversight of FloridaCommerce, but they operate under entirely different statutory frameworks. WIOA is implemented as set forth in Fla. Stat §445.007 and is subject to policies adopted by CareerSource Florida (CSF). Special Districts are subject to Fla. Stat.

³ §189.012 Definitions - “Special district” means a unit of local government created for a special purpose, as opposed to a general purpose, which has jurisdiction to operate within a limited geographic boundary **and is created by** general law, special act, local ordinance, or by rule of the Governor and Cabinet. The Florida Supreme Court has further opined: A general law “operates universally throughout the state, uniformly upon subjects as they may exist throughout the state” (*State ex rel. Landis v. Harris*, 120 Fla. 555 (1935)). This definition still stands today.

⁴ General Law, in the definition above is a law of statewide application that applies uniformly throughout Florida. Article X, §12(g), Florida Constitution

⁵ In the Big Bend Water Authority AGO 2015-11, the Florida Attorney General distinguishes between entities created pursuant to Interlocal agreements under Fla. Stat. §163.01 and special districts. In this instance, Big Bend was a water district created under Fla. Stat. §163.01, that wanted to exercise lien powers. The AGO said, that the creation of the Big Bend Water Authority as an authority under §163.01 did not make it a Special District. The AGO concluded that “Big Bend” did not have the statutory lien powers afforded only to water/sewer districts created under Chapter 153.

§189 with separate creation procedures, governance rules, and reporting requirements.

The *Florida Special District Handbook (Sept. 2024)* further explains that special districts exist only when explicitly created by statute. Entities created under interlocal agreements are not special districts unless the Legislature so provides. If the Legislature had intended workforce boards to be treated as special districts, it would have said so in §445.007.⁶

Transparency and Notice Requirements

It is easy to see the difference between local boards and special districts by examining the differences in their transparency and notice requirements.

CSNCFL must comply with WIOA's "Sunshine Provision," CSF Policy G110, Section H and the Grantee-Subgrantee Agreement with FloridaCommerce. These requirements differ significantly from those imposed on special districts under §189.015, Fla. Stat.

Meeting Notice Requirements: Local Workforce Boards vs. Special Districts

REQUIREMENT	LOCAL WORKFORCE BOARDS	SPECIAL DISTRICTS
Governing Statutes	§445.007, Fla. Stat. WIOA §106 CSF Policy G110	Chapter 189, Fla. Stat. Chapter 50, Fla. Stat.
Oversight Agency	CSF FloridaCommerce	FloridaCommerce
Regular Meetings Notice Requirement	7 days minimum prior notice CSF Policy G110 §H(d)) ⁷	Must file annual, semiannual, or quarterly schedule with local government Must publish in newspaper (Ch. 50)
Special/Emergency Notice Requirement	72 hours minimum prior notice CSF Policy G110 §H(d)	7 days publication in newspaper Emergency meetings require reasonable notice and ratification
Posting Location	Local Workforce Board's website	Newspaper of general circulation in the Special District area (Ch. 50)
Virtual Access Requirement	Must provide remote access (Zoom, Teams, etc.)	Not required by statute, but encouraged for transparency
Content of Notice	Date, time, access link, agenda (CSF Policy G110)	Date, time, location, purpose of meeting (Ch. 189.015)
Public Access Standard	WIOA Sunshine Provision §286, Fla. Stat.	§286, Fla. Stat. (Sunshine Law)
Legal Advertising Requirement	Not required	Required Chapter 50 for non-regular meeting
Budget Approval Restrictions	No restrictions tied to meeting type	Cannot approve budget at emergency meetings (Ch. 189.015(5))

⁶ <https://www.floridajobs.org/community-planning-and-development/special-districts/special-district-accountability-program/florida-special-district-handbook-online>

⁷ careersourceflorida.com Workforce Policy G110 Governance

The table on page 3 highlights that workforce boards already follow robust transparency obligations, but under a different policy and statutory framework than special districts.

CONCLUSION

Local board governance and funding are tied to federal and state workforce systems, not local ordinances or legislative acts that would create a Special District. Local boards operate under a different statutory framework, and their powers are administrative, not territorial or taxing.

CSNCFL is an administrative entity created by interlocal agreement under §163.01 to implement workforce development programs under WIOA. It does not meet the statutory criteria for a Special District under Chapter 189, Fla. Stat., and it does not appear on the FloridaCommerce Official List of Special Districts. Its governance, funding, and transparency obligations are defined by federal law, state workforce statutes, and CSF policy, not by Fla. Stat. § 189 Uniform Special District Accountability Act.

REFERENCES:

§163.01(7), Fla. Stat. – Interlocal Cooperation Act

§445.007, Fla. Stat. – Local Workforce Development Boards

§§189.012 & 189.015, Fla. Stat. – Special District Definitions & Notice Requirements

§286, Fla. Stat. – Florida Sunshine Law

29 U.S.C. §3121 – WIOA Section 106

CareerSource Florida Policy G110 – Governance & Transparency

FloridaCommerce Official List of Special Districts

AGO 2015-11 (Aug. 4, 2015) – *Water and Sewer Districts – Special Assessments*

Florida Special District Handbook (Sept. 2024)



September 3, 2025

Board of Directors,
Florida Crown Workforce Board, Inc. d/b/a
CareerSource Florida Crown
1389 W US Highway 90 #170
Lake City, Florida 32055

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 year ended June 30, 2024, and have issued our report thereon dated September 3, 2025. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated August 1, 2019, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of the system of internal control over financial reporting as a basis for designing 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 over financial reporting. Accordingly, as part of our audit, we considered the system of internal control of CareerSource Florida Crown solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

In order to eliminate threats to independence related to nonattest services that we provide you, we have instituted a quality control review over all non-attest work. Also, in the engagement letter, we identified a person within your organization with the skills, knowledge and expertise to review our nonattest work on your behalf.

Florida Crown Workforce Board
d/b/a CareerSource Florida Crown
September 3, 2025
Page 2

Significant Risks Identified

Professional standards require that we, as auditors, identify significant risks that impact the audit based upon the nature of the organization and design our audit procedures to adequately address those risks. As part of the audit process, we have identified the following significant risks, which are being communicated solely to comply with auditing standards and do not represent any specific finding and/or concerns related to the audit:

- Override of internal controls by management
- Improper revenue recognition due to fraud
- Improper use of restricted resources

Our audit was designed to adequately address the above risks and no issues were noted that impacted our ability to render an opinion on the financial statements.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by CareerSource Florida Crown is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended June 30, 2024. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates and Related Disclosures

Accounting estimates and related disclosures are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. We identified no significant accounting estimates as a result of our audit procedures.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting CareerSource Florida Crown's financial statements relate to:

- Note 7 – Leases
- Note 8 – Related Parties
- Note 12 – Significant Funding Source
- Note 14 – Consolidation and Transfer of Operations

Florida Crown Workforce Board
d/b/a CareerSource Florida Crown
September 3, 2025
Page 3

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. We identified no significant unusual transactions as a result of our audit procedures.

Identified or Suspected Fraud

We have not identified or have obtained information that indicates that fraud may have occurred.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. The attached schedule summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- \$77,000 prior period adjustment to record GASB 87 right of use assets and lease liabilities not recorded in the prior year.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to CareerSource Florida Crown's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. We identified no circumstances that affect the form and content of the auditor's report as a result of our audit procedures.

Florida Crown Workforce Board
d/b/a CareerSource Florida Crown
September 3, 2025
Page 4

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated September 3, 2025.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with CareerSource Florida Crown, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as CareerSource Florida Crown's auditors.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

Substantial Doubt on the Entity's Ability to Continue as a Going Concern

We believe that the following events or conditions identified during the course of the audit raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time:

- CareerSource Florida Crown has had a negative fund balance deficit for fiscal years ending 2019 through 2024, which could put in doubt its ability to continue as a going concern in future years. As of July 1, 2024, CareerSource Florida Crown is transferring its operations to CareerSource North Central Florida and will operate under that name. Any negative fund balances, however, per the original interlocal agreement, are the responsibility of the four counties which created the Organization. Therefore, the alleviating of the negative fund balance will be resolved by the counties themselves, and will not be transferred to the new entity, CareerSource North Central Florida. The going concern basis of account is considered appropriate. See Note 14 - Consolidation and Transfer of Operations in the financial statements

Modification of the Auditors' Report

We have made the following modification to our auditors' report:

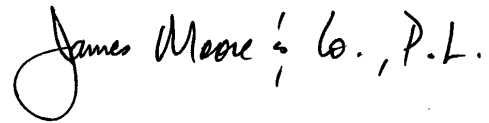
- We have added a paragraph to our auditors' report disclosing Significant Doubt About the Entity's Ability to Continue as a Going Concern.

. OB2.

Florida Crown Workforce Board
d/b/a CareerSource Florida Crown
September 3, 2025
Page 5

This report is intended solely for the information and use of the Board of Directors and management of CareerSource Florida Crown and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

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

James Moore & Co., P.L.

**FLORIDA CROWN
WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
FINANCIAL STATEMENTS
JUNE 30, 2024**

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
TABLE OF CONTENTS
JUNE 30, 2024**

	<u>Page(s)</u>
Independent Auditors' Report	1 – 4
Management's Discussion and Analysis	5 – 7
Basic Financial Statements:	
Government-wide Financial Statements	
Statement of Net Position	8
Statement of Activities	9
Fund Financial Statements	
Balance Sheet – Governmental Fund	10
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position	11
Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund	12
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of the Governmental Fund to the Statement of Activities	13
Notes to Financial Statements	14 – 22
Schedule of Expenditures of Federal Awards	23 – 24
Notes to Schedule of Expenditures of Federal Awards	25
Required Supplementary Information	26
Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund	27
Note to Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – Governmental Funds	28
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 <i>Government Accounting Standards</i>	29 – 30
Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance in Accordance with Uniform Guidance	31 – 33
Independent Auditors' Management Letter Required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General	34 – 37
Schedule of Findings and Questioned Costs	38 – 43
Summary Schedule of Prior Audit Findings	44 – 45
Independent Accountants' Examination Report	46
Corrective Action Plan	47 – 52



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, 2024, 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, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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 Auditors' 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.

Financial Statements Restated

As discussed in note (15) to the financial statements, the June 30, 2023 financial statements have been restated to correct a misstatement. Our opinion is not modified with respect to this matter.

Substantial Doubt About the Entity's Ability to Continue as a Going Concern

The accompanying financial statements have been prepared assuming that CareerSource Florida Crown will continue as a going concern. As discussed in Note (14) to the financial statements, CareerSource Florida Crown has suffered recurring losses from operations, has a net fund balance deficit, and has stated that substantial doubt exists about CareerSource Florida Crown's ability to continue as a going concern. Management's evaluation of the events and conditions and management's plans regarding these matters are also described in Note (14). The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

Other Matters

Emphasis of Matter – Transfer of Operations

As discussed in Note (14) 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 opinions 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), are 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 3, 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 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

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opinion on the effectiveness of 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.

Daytona Beach, Florida
September 3, 2025

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

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, 2024.

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, 2024
(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, 2024. 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		
	2024	2023
Current assets	\$ 410,400	\$ 361,134
Noncurrent assets	340,794	615,356
Total Assets	<u>751,194</u>	<u>976,490</u>
Accounts payable and accrued expenses	346,948	163,164
Unearned revenue	175,198	353,295
Noncurrent liabilities	376,363	657,587
Total Liabilities	<u>898,509</u>	<u>1,174,046</u>
Net investment in capital assets	(35,569)	(42,231)
Unrestricted	(111,746)	(155,325)
Net Position (Deficit)	<u>\$ (147,315)</u>	<u>\$ (197,556)</u>

CareerSource Florida Crown had deficit balances in net position for June 30, 2024 and 2023.

Condensed Statements of Activities		
	2024	2023
Program revenues:		
Operating grants, contributions and charges for services	\$ 2,247,415	\$ 2,266,778
General revenues:		
Other	50,472	111,765
Total revenues	<u>2,299,227</u>	<u>2,378,543</u>
Expenses:		
Training, retraining and readjustment	2,248,986	2,369,695
Change in net position	50,241	8,848
Net position (deficit), beginning of year	(197,556)	(206,404)
Net position (deficit), end of year	<u>\$ (147,315)</u>	<u>\$ (197,556)</u>

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024
(Continued)**

Financial Highlights

The liabilities of CareerSource Florida Crown exceeded its assets at June 30, 2024 by \$147,315.

Governmental activities. Governmental activities increased CareerSource Florida Crown's net position by \$50,241. The increase is primarily attributable to miscellaneous non-grant related unrestricted funding that was earned in the 2024 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, 2024, amounts to \$340,794 (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 \$468,000 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, 2024**

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 95,474
Grant, contract and other receivables	305,117
Prepays	9,809
Capital assets, net of accumulated depreciation and amortization	<u>340,794</u>
Total assets	<u><u>\$ 751,194</u></u>
 LIABILITIES	
Accounts payable and accrued expenses	\$ 346,948
Unearned revenue	175,198
Noncurrent liabilities:	
Lease liability, current portion	294,676
Lease liability, noncurrent portion	<u>81,687</u>
Total liabilities	<u><u>\$ 898,509</u></u>
 NET POSITION	
Net investment in capital assets	\$ (35,569)
Unrestricted	<u>(111,746)</u>
Total net position	<u><u>\$ (147,315)</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 ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024**

		PROGRAM REVENUES		NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	
Functions/Programs	EXPENSES			GOVERNMENTAL ACTIVITIES
Governmental activities:				
Training, retraining and readjustment	\$ 2,248,986	\$ 1,340	\$ 2,247,415	\$ (231)
Total governmental activities	<u>\$ 2,248,986</u>	<u>\$ 1,340</u>	<u>\$ 2,247,415</u>	<u>(231)</u>
		General revenues:		
		Other		<u>50,472</u>
		Change in net position		50,241
		Net position (deficit), beginning of year, as restated		<u>(197,556)</u>
		Net position (deficit), end of year		<u>\$ (147,315)</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, 2024

	General Fund
ASSETS	
Cash and cash equivalents	\$ 95,474
Grant, contract, and other receivables	305,117
Prepays	9,809
Total assets	<u>\$ 410,400</u>
LIABILITIES	
Accounts payable and accrued expenses	\$ 346,948
Unearned revenue	175,198
Total liabilities	<u>522,146</u>
FUND BALANCE	
Nonspendable	9,809
Unassigned	(121,555)
Total fund balance	<u>(111,746)</u>
Total liabilities and fund balance	<u>\$ 410,400</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
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUND
TO THE STATEMENT OF NET POSITION
JUNE 30, 2024**

Fund balances - total governmental fund	\$ (111,746)
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.

Total governmental capital assets	1,124,756	
Less: accumulated depreciation	<u>(783,962)</u>	340,794

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:

Lease liability	(376,363)
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Net position of governmental activities	<u><u>\$ (147,315)</u></u>
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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, 2024**

	<u>General Fund</u>
Revenues	
Grants and contracts	\$ 2,247,415
Other	51,812
Total revenues	<u>2,299,227</u>
Expenditures	
Personnel and benefits	1,249,152
Participant training and support	503,081
Community outreach	3,970
Insurance	10,663
Repairs and maintenance	29,302
Postage	2,860
Printing and copying	5,317
Professional fees	69,620
Information technology	24,289
Supplies	7,781
Travel and training	23,094
Utilities and communication	54,407
Debt service:	
Principal	281,224
Interest	29,105
Total expenditures	<u>2,293,865</u>
Net change in fund balance	<u>5,362</u>
Fund balance (deficit), beginning of year	(117,108)
Fund balance (deficit), end of year	<u><u>\$ (111,746)</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
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, 2024**

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

Net change in fund balance - governmental fund	\$ 5,362
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:	
Amortization expense	(274,562)
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:	38,217
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	
Long-term lease liability - repayment of principal	281,224
Change in net position of governmental activities	<u><u>\$ 50,241</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
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

(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, 2024

(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, 2024

(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, 2024**

(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, 2024**

(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 \$95,474 and the bank balance was \$150,915. 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, 2024 was \$30,163.

(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, 2024, unearned revenue from grant drawdowns made prior to meeting all requirements was \$175,198.

FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

(6) Capital Assets:

Capital asset activity for the year ended June 30, 2024, was as follows:

	Balance 07/01/23	Increases	Decreases	Balance 06/30/24
Furniture, fixtures and equipment	\$ 12,159	\$ -	\$ -	\$ 12,159
Right-to-use leased assets	1,143,549	-	(30,952)	1,112,597
Total capital assets	1,155,708	-	(30,952)	1,124,756
Less accumulated depreciation	(12,159)	-	-	(12,159)
Less accumulated amortization	(528,193)	(274,562)	30,952	(771,803)
Capital assets, net	\$ 615,356	\$ (274,562)	\$ -	\$ 340,794

There was no depreciation expense during the year ended June 30, 2024. The amortization expense for right-to-use leased assets was \$274,562 for the year ended June 30, 2024.

(7) Leases:

CareerSource Florida Crown has leases in effect for buildings and copiers with terms ending from 2024 through 2028. 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, 2024 is as follows:

Year Ending June 30,	Principal	Interest	Total
2025	\$ 294,676	\$ 13,345	\$ 308,021
2026	47,173	3,315	50,488
2027	26,382	1,081	27,463
2028	8,132	1,123	8,245
Total future minimum lease payments	<u>\$ 376,363</u>	<u>\$ 17,854</u>	<u>\$ 394,217</u>

(8) Related Parties:

Related party transactions included Department of Commerce (DOC) 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, 2024

(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 \$ 54,140

The Organization also had certain payables at year-end to related parties. As of June 30, 2024, the totaled amounts due to related parties were \$30,166.

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

Changes in Long-term Liabilities. Long-term liability activity for the year ended June 30, 2024, was as follows:

	Balance 07/01/23	Additions	Reductions	Balance 06/30/24	Due in one year
Governmental activities					
Lease liability	\$ 657,587	\$ -	\$ (281,224)	\$ 376,363	\$ 294,676
Compensated absences	38,217	-	(38,217)	-	-
Total Long-term liabilities	<u>\$ 695,804</u>	<u>\$ -</u>	<u>\$ (319,441)</u>	<u>\$ 376,363</u>	<u>\$ 294,676</u>

Compensated absences had a zero balance at June 30, 2024. This is due to CareerSource Florida Crown's transfer of operations on of July 1, 2024, as described in Note (14), and the remaining accrued leave balance was transferred to the new operating entity with no liability paid by the Organization after year-end.

(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, 2024**

(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.

(12) **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.

(13) **Subsequent Events:**

Subsequent to June 30, 2024 and before the date of the auditors' report of September 3, 2025, CareerSource Florida Crown ceased operations as a standalone workforce board on July 1, 2024, and is now consolidated with CareerSource North Central Florida, see Note (14).

(14) **Consolidation, Transfer of Operations, and Going Concern:**

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, 2024**

(14) **Consolidation, Transfer of Operations, and Going Concern:** (Continued)

CareerSource Florida Crown has had a negative fund balance deficit for fiscal years ending 2019 through 2024, which could put in doubt its ability to continue as a going concern in future years. With CareerSource Florida Crown transferring its operations to CareerSource North Central Florida as noted above. Any negative fund balances, however, per the original interlocal agreement, are the responsibility of the four counties (Columbia, Dixie, Gilchrist, and Union) which created the Organization. Therefore, the alleviating of the negative fund balance will be resolved by the counties themselves through a pro-rata share upon the final transfer of operations, and the negative fund balance will therefore not be transferred to the new entity, CareerSource North Central Florida.

(15) **Restatement of Beginning Net Position:**

During the fiscal year ending June 30, 2024, a restatement of beginning net position was made for a correction of an error in previously issued financial statements for the following: an understatement of government-wide lease assets and lease liabilities due to improper recording in the prior period. The net effect of these adjustments on beginning net position were as follows:

	Net Position Governmental Activities
Net position (deficit) – 6/30/23, originally reported	\$ (196,729)
Lease Asset restatements	76,608
Lease Liability restatements	<u>(77,435)</u>
Net position (deficit) – 6/30/23, as restated	<u><u>\$ (197,556)</u></u>

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024**

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 Commerce			
Temporary Assistance for Needy Families	93.558	WTS23	\$ 127,170
Temporary Assistance for Needy Families	93.558	WTS24	427,593
		Total TANF	<u>554,763</u>
U. S. Department of Labor			
Passed through State of Florida, Department of Commerce			
Employment Service/Wagner-Peyser Funded Activities	17.207	WPA23	31,260
Employment Service/Wagner-Peyser Funded Activities	17.207	WPA24	63,607
Employment Service/Wagner-Peyser Funded Activities	17.207	WPB22	73,623
Disable Veterans' Outreach Program (DVOP)	17.801	LVR23	6
Disable Veterans' Outreach Program (DVOP)	17.801	DVP23	607
Disable Veterans' Outreach Program (DVOP)	17.801	DVP24	2,871
Disable Veterans' Outreach Program (DVOP)	17.801	LVR24	5,835
Disable Veterans' Outreach Program (DVOP)	17.801	DLC24	38,187
		Total Employment Service Cluster	<u>215,996</u>
Unemployment Insurance	17.225	UCR22	110,855
		Total Unemployment Insurance	<u>110,855</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, 2024
(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 Commerce (Continued)			
WIOA Adult Program	17.258	WIA24	\$ 243,142
WIOA Adult Program	17.258	WIA23	243,575
WIOA Adult Program	17.258	WIS23	9,408
WIOA Youth Activities	17.259	WIY23	77,527
WIOA Youth Activities	17.259	WIY24	208,194
WIOA Youth Activities	17.259	WIS23	9,123
WIOA Dislocated Worker Formulas Grants	17.278	WIR24	61,584
WIOA Dislocated Worker Formulas Grants	17.278	WID23	103,478
WIOA Dislocated Worker Formulas Grants	17.278	WRS22	250,000
WIOA Dislocated Worker Formulas Grants	17.278	WIS23	9,979
		Total WIOA Cluster	<u>1,216,010</u>
U. S. Department of Agriculture			
Passed through State of Florida, Department of Commerce			
Supplemental Nutrition Assistance Program	10.561	FSH24	17,345
Supplemental Nutrition Assistance Program	10.561	FSH23	53,083
		Total SNAP Cluster	<u>70,428</u>
TOTAL FEDERAL AWARDS			<u><u>\$ 2,168,052</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, 2024**

(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, 2024 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 2024.

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, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Grants and Contracts	\$ 1,971,414	\$ 2,767,190	\$ 2,247,415	\$ (519,775)
Other	-	-	51,812	51,812
Total revenues	<u>1,971,414</u>	<u>2,767,190</u>	<u>2,299,227</u>	<u>(467,963)</u>
EXPENDITURES				
Personnel and benefits	1,388,093	1,388,093	1,222,776	165,317
Participant training and support	97,821	830,597	510,883	319,714
Community Outreach	3,500	5,000	3,970	1,030
Insurance	15,000	15,000	11,345	3,655
Repairs and maintenance	19,500	19,500	31,967	(12,467)
Postage	2,000	3,500	2,820	680
Printing and copying	7,500	7,500	6,358	1,142
Professional fees	35,000	50,000	68,625	(18,625)
Information technology	15,000	25,000	24,376	624
Supplies	18,000	18,000	8,222	9,778
Travel and training	25,000	35,000	34,462	538
Utilities and communication	60,000	60,000	57,732	2,268
Debt service:				
Principal	285,000	310,000	281,224	28,776
Interest	-	-	29,105	(29,105)
Total expenditures	<u>1,971,414</u>	<u>2,767,190</u>	<u>2,293,865</u>	<u>473,325</u>
Net change in fund balances	<u>-</u>	<u>-</u>	<u>5,362</u>	<u>5,362</u>
Fund balances (deficiency), beginning of year	(117,108)	(117,108)	(117,108)	-
Fund balances (deficiency), end of year	<u>\$ (117,108)</u>	<u>\$ (117,108)</u>	<u>\$ (111,746)</u>	<u>\$ 5,362</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, 2024**

(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, 2024, 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 (*Government Auditing Standards*), 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, 2024, 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 September 3, 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.

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or 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. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2024-003, 2024-007, 2024-008, 2024-009, and 2024-010 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2024-004, 2024-005, and 2024-006 to be significant deficiencies.

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*.

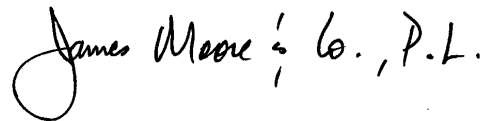
We noted certain matters that we reported to management of CareerSource Florida Crown in a separate management letter required by Chapter 10.550, Rules of the State of Florida, office of the Auditor General dated September 3, 2025.

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 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.

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.

Daytona Beach, Florida
September 3, 2025



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; 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, 2024. CareerSource Florida Crown's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, CareerSource Florida Crown complied, in all material respects, with the 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, 2024.

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' Responsibilities for the Audit of Compliance

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.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item 2024-009. Our opinion on each major federal program is not modified with respect to these matters. Government Auditing Standards requires the auditor to perform limited procedures on CareerSource Florida Crown's response to the noncompliance findings identified in our compliance audit 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 compliance and, accordingly, we express no opinion on the response.

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

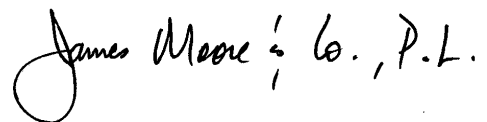
Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be material weaknesses

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 a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program 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. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2024-008, 2024-009, and 2024-010 to be material weaknesses.

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.

Government Auditing Standards requires the auditor to perform limited procedures on CareerSource Florida Crown's response to the internal control over compliance findings identified in our compliance audit 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 compliance and, accordingly, we express no opinion on the response

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.

James Moore & Co., P.L.

Daytona Beach, Florida
September 3, 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, 2024, and have issued our report thereon dated September 3, 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; 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); special audit guidance provided by the Department of Commerce (DOC); and Chapter 10.550, Rules of the 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 Financial Statements Performed in Accordance with *Government Auditing Standards*, and Report on Internal Control over Compliance in Accordance with the Uniform Guidance and Chapter 10.550, 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 September 3, 2025, should be considered in conjunction with this management letter.

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. Findings 2023-001 remains uncorrected from 2023, 2022, and 2021 audits. The following is a summary of prior year recommendations:

2023-001 Financial Condition – Comment remains uncorrected from the preceding 2023, 2022 and 2021 audits; see repeat comment 2024-001.

2023-002 Ethics Report – Comment remains uncorrected from the preceding 2023 audit; see repeat comment 2024-002.

2023-003 SERA Reporting Errors – Corrective action taken; no repeat comment.

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 of the reporting entity is disclosed in Note 1 to the financial statements.

Financial Condition and Management

Sections 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 conditions 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 2024-001, the result of our procedures indicated a deteriorating financial condition.

2024-001: 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, 2024, the governmental activities had a deficit unrestricted net position of (\$147,315). 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 CareerSource Florida Crown.

2024-002: 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 did not have any such recommendations except as noted above in Finding 2024-001 and Finding 2024-002.

Property Assessed Clean Energy (PACE) Programs

The following items have been provided to us to comply with state reporting requirements and have not been audited by us.

We did not audit the following information within this section, nor were we required to perform any procedures to verify the accuracy, or the completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on this data.

As required by Section 10.554(1)(i)6.a., Rules of the Auditor General, CareerSource Florida Crown did not have a property assessed clean energy (PACE) program that finances qualifying improvements authorized pursuant to Section 163.081 or Section 163.082, Florida Statutes, operated within CareerSource Florida Crown's geographical boundaries during the fiscal year under audit.

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 19.
- 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 \$991,622.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$4,260.
- 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 \$795,776.

Additional Matters

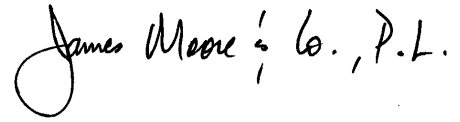
Section 10.554(1)(i)3, Rules of the Auditor General, requires us to address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention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

James Moore & Co., P.L.

Daytona Beach, Florida
September 3, 2025

**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2024**

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? X yes none reported

Noncompliance material to financial statements noted? yes X no

Federal Awards

Internal control over major Federal programs:

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

Types of auditors' 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)? X yes no

B. Identification of major programs:

Federal Program	Federal Assistance Listing Number
WIOA Cluster	17.258, 17.259, 17.278
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	<u> </u> yes <u> X </u> no



**FLORIDA CROWN WORKFORCE BOARD, INC.
D/B/A CAREERSOURCE FLORIDA CROWN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2024
(Continued)**

II. Financial Statement Findings:

2024-003 Support for GASB 96 Determinations

Criteria: GASB Statement No. 96, *SBITAs*, requires that subscription-based information technology arrangements (SBITAs) meeting defined criteria be recognized as a right-to-use subscription asset, an intangible asset, and a corresponding subscription liability. This accounting standard is intended to enhance the relevance and consistency of SBITAs reporting across governmental entities by ensuring that all obligations are accurately reflected in the financial statements. The statement was effective for the year ended June 30, 2024, for the Organization and support of internal information technology staff was needed to determine if any items needed to be recorded under this GASB Statement No. 96.

Condition: During our assessment of SBITAs subject to GASB 96, the Organization was unable to provide any documentation or agreements pertaining to such arrangements.

Cause: The Organization did not have access to potential applicable agreements due to the transfer of operations after year-end and was unable to provide the relevant support.

Effect: The Organization was unable to determine if potentially material SBITA assets and liabilities existed as of June 30, 2023 or June 30, 2024.

Recommendation: We recommend the Organization retain sufficient documentation relating to SBITAs to determine applicability to the entity and for proper audit support.

2024-004 Information Technology Support and Documentation

Criteria: As part of our audit procedures, specifically those relating to the implementation of AICPA Statement on Auditing Standards No. 145, we are required to obtain sufficient support, documentation, and understanding of CareerSource Florida Crown's use of information technology (IT) controls and the consideration of IT general controls.

Condition: During our testing of the Organization's IT controls, CareerSource Florida Crown was unable to provide sufficient support or documentation relating to its IT controls.

Cause: The lack of support and documentation was due to the Organization transferring their operation beginning on July 1, 2024 to a new entity. Further, the Organization's IT Director was not retained after the transfer of operations, further contributing to the lack of available support.

Effect: Due to this lack of availability, we were unable to fully assess and test the Organization's controls surrounding IT.

Recommendation: We recommend maintaining sufficient support to properly document IT related controls.

2024-005 Payroll Approval Controls

Criteria: Payroll transactions should be supported by documented authorization, including approved pay rates and supervisory review of employee timesheets, as required by the Organization's internal controls and GASB standards. This ensures that all compensation is accurate, authorized, and properly reviewed.

Condition: During testing of individual payroll transactions, three instances were identified where one employee's pay rate was applied without available documentation supporting organizational approval of the pay rate. In addition, four instances were noted in which the Executive Director's timesheets were missing evidence of proper review approval.

Cause: Internal control procedures relating to proper pay rate and timesheet approval were not followed for two employees in several instances.

Effect: The employee's pay rate approval was not documented, and the Executive Director's timesheets were not approved; as a result, documented internal controls were not properly followed.

Recommendation: We recommend the Organization ensure that procedures are in place so that only approved pay rates are applied for employee pay. We further recommend the Organization ensure all timesheets are being approved, including the Executive Director's timesheet.

2024-006 Grant Cash Draw Down Approval

Criteria: In accordance with internal control procedures and requirements set forth by the Florida Department of Commerce (FL DOC), cash draw requests must be reviewed and approved by an authorized official—typically the Executive Director—prior to submission. This ensures the accuracy and legitimacy of amounts requested and promotes accountability in the use of federal and state program funds.

Condition: During our testing of FL DOC cash draws, we noted that for 2 out of 4 cash draw weeks tested, documentation was missing the Executive Director's approval signature. These draw requests were submitted without appropriate evidence of review in accordance with established procedures.

Cause: The instances of missing approval were the result of inconsistent adherence to the Organization's internal control processes, which require the Executive Director's sign-off prior to submission of cash draw requests.

Effect: 2 cash draws selected for testing did not have the Executive Director's sign-off before submission of the request. Therefore, the request was not properly reviewed and approved by the Organization and so did not comply with DOC requirements.

Recommendation: We recommend the Organization follow established internal control procedures by properly approving all cash draws during the fiscal year to comply with DOC requirements.

2024-007 Correction of an Error for GASB 87 Leases

Criteria: GASB Statement No. 87, *Leases*, requires that leases meeting defined criteria be recognized as lease assets and lease liabilities at the commencement of the lease term. This accounting standard is intended to enhance the relevance and consistency of lease reporting across governmental entities by ensuring that all lease obligations are accurately reflected in the financial statements

Condition: During our testing of leases subject to GASB 87, we identified a lease agreement that began in fiscal year 2023, which had not been properly recorded as a lease asset and lease liability at year-end.

Cause: The leased asset was not properly recorded as a lease under the provisions of GASB 87 in the previous fiscal year.

Effect: An adjusting entry to the prior period for approximately \$87,000 was required to ensure the financial statements were materially correct.

Recommendation: We recommend the Organization ensure that all leases are properly recorded under the provisions of GASB 87 if required at year-end.

III. Federal Award Findings and Questioned Costs:

2024-008 WIOA Cluster Eligibility Support

Information on the Federal Program: Assistance Listing Numbers 17.258, 17.259, and 17.278 — Workforce Innovation and Opportunity Act Cluster, United States Department of Labor. *Pass-Through Entity:* Florida Department of Commerce. *Award Numbers:* WIA23, WIA24, WIS23, WIY23, WIY24, WIS23, WIR24, WID23, WRS22, and WIS 23. *Compliance Requirements:* Eligibility. *Type of Finding:* Internal Control Finding.

Criteria: According to the Compliance Supplement, 2 CFR PART 200, APPENDIX XI, published by the Office of Management and Budget (OMB) for the Workforce Innovation and Opportunity Act (WIOA) Cluster, for eligibility for individuals, the Local Workforce Development Board (LWDB) must perform its own assessment of the eligibility requirements of participants for WIOA cluster programs.

Condition: In the current year, of the six participants tested for eligibility assessments by the LWDB, the LWDB was unable to provide the applicable eligibility forms and documentation of eligibility determinations.

Cause: Due to the transfer of operations beginning on July 1, 2024 to a new LWDB, turnover within the LWDB, and movement to a new office, the LWDB was not able to locate the applicable eligibility forms and documentation of eligibility determinations.

Effect: No supporting documentation for four participants was available, and therefore, we were unable to ascertain if the LWDB completed the required eligibility forms and if the required documentation and assessment of participant eligibility was completed.

Recommendation: We recommend that the Organization ensure proper documentation as required by WIOA is retained and accessible to document compliance with grant requirements.

2024-009 WIOA Cluster Matching Noncompliance

Information on the Federal Program: Assistance Listing Numbers 17.258, 17.259, and 17.278 — Workforce Innovation and Opportunity Act Cluster, United States Department of Labor. *Pass-Through Entity:* Florida Department of Commerce. *Award Numbers:* WIA23, WIA24, WIS23, WIY23, WIY24, WIS23, WIR24, WID23, WRS22, and WIS 23. *Compliance Requirements:* Matching. *Type of Finding:* Internal Control and Noncompliance.

Criteria: According to the Compliance Supplement, 2 CFR PART 200, APPENDIX XI, published by the Office of Management and Budget (OMB) for the WIOA Cluster, Local Areas: "(1) A local area may expend no more than 10 percent of the Adult, Dislocated Worker, and Youth Activities funds allocated to the local area under Sections 128(b) (WIOA, 128 Stat. 1502) and 133(b) (WIOA, 128 Stat. 1516) for within State allocations."

Condition: In the current year, the Organization failed to expend no more than 10% in administrative costs in the WIOA cluster, expending 13.31%.

Cause: The Organization did not properly monitor administrative expenses for the WIOA Cluster to ensure that the overall percentage allocated to administrative expenses was no more than 10%.

Effect: The Organization was not in compliance with the Matching requirements under the WIOA cluster.

Recommendation: We recommend that the Organization ensure that expenses - and specifically administrative expenses - be properly tracked to ensure compliance with WIOA cluster grant requirements.

2024-010 WIOA Cluster Activities Allowed/Allowable Costs Support

Information on the Federal Program: Assistance Listing Numbers 17.258, 17.259, and 17.278 — Workforce Innovation and Opportunity Act Cluster, United States Department of Labor. *Pass-Through Entity:* Florida Department of Commerce. *Award Numbers:* WIA23, WIA24, WIS23, WIY23, WIY24, WIS23, WIR24, WID23, WRS22, and WIS 23. *Compliance Requirements:* Activities Allowed/Allowable Costs. *Type of Finding:* Internal Control Finding.

Criteria: According to the Compliance Supplement, 2 CFR PART 200, APPENDIX XI, published by the Office of Management and Budget (OMB) for the WIOA Cluster, for activities allowed/unallowed and allowable costs, expenses must only be spent on those items and activities which are noted to be allowable by the WIOA cluster, and must be supported by documentation to ensure expenses are proper.

Condition: In the current year, the Organization failed to provide supporting documentation for 7 of 40 non-payroll cash disbursement selections, and we were unable to determine if the cost/activity was allowable/unallowable.

Cause: Due to the transfer of operations beginning on July 1, 2024, to a new LWDB, turnover within the LWDB, and movement to a new office, the LWDB was not able to provide supporting documentation to substantiate the cost/activity.

Effect: The Organization was not to provide documentation of the Allowable Cost/Activity requirements being met under the WIOA grant for 7 selections.

Recommendation: We recommend that the Organization ensure proper documentation as required by WIOA is retained and accessible to document compliance with grant requirements.

IV. State of Florida, Department of Commerce (DOC) Reporting Requirements:

Florida Crown Workforce Board, Inc. d/b/a CareerSource Florida Crown performed timely reconciliations between the general ledger accounting system and the Subrecipient Enterprise Resource Application maintained by DOC. Based on the DOC reporting requirements, there were no additional findings to be reported in fiscal year 2024.



August 28, 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 schedule of prior year financial statements findings. The Auditor's Schedule of Findings and Questioned Costs in the prior fiscal year for the period ending June 30, 2023, contained one finding which is listed below. We have provided a response to the 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.

. OB2.

Management's Response to Schedule of Prior Year Findings:

Corrective action was taken during the year ended June 30, 2024. 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, it was agreed with the Florida Department of Commerce to go on a cost reimbursement basis only. After April 1, 2024, cash advances were no longer requested. Cash draws were only requested based on costs incurred and pre-approved by the Florida Department of Commerce.

Sincerely,

Signed by:

0F4E019ECC23416...

Jeff Geering
Finance Director
Director of Finance and Administrative Services

Enclosures

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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, 2024. CareerSource Florida Crown's management is responsible for its compliance with those statutory requirements. Our responsibility is to obtain reasonable assurance by evaluating CareerSource Florida Crown's compliance with those requirements for the year ended June 30, 2024, 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 whether CareerSource Florida Crown's complied with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended June 30, 2024, 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 with the requirements during the year ended June 30, 2024. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks that CareerSource Florida Crown is not in compliance with those 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 with the aforementioned requirements for the year ended June 30, 2024, in all material respects.

Daytona Beach, Florida
September 3, 2025



August 28, 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, 2024. The Management Letter contained two findings which are listed below. Additionally, the Auditor's Schedule of Findings and Questioned Costs also contained eight findings which are also listed below. We have given a response for all findings.

Finding 2024-001: 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, 2024, the governmental activities had a deficit unrestricted net position of (\$147,315). 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 CareerSource Florida Crown. This is a repeated finding.

Response: Management agrees with the finding. We tightened spending controls and worked diligently in FY2024 to improve the overall financial condition of Florida Crown. The result in FY2024 was a positive change in fund balance in the General Fund of \$5,362. 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 was effective on July 1, 2024.

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^{OB2}
Finding 2024-002: 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 workforce region, LWDB 26, has processes in place to ensure that elected officials and board members are aware of requirement to timely file financial disclosure forms with the Florida Commission on Ethics prior to the July 1st deadline.

Finding noted in the Schedule of Findings and Questioned Costs

2024-003 Support for GASB 96 Determinations

Criteria: GASB Statement No. 96, *SBITAs*, requires that subscription-based information technology arrangements (SBITAs) meeting defined criteria be recognized as a right-to-use subscription asset, an intangible asset, and a corresponding subscription liability. This accounting standard is intended to enhance the relevance and consistency of SBITAs reporting across governmental entities by ensuring that all obligations are accurately reflected in the financial statements. The statement was effective for the year ended June 30, 2024, for the Organization and support of internal information technology staff was needed to determine if any items needed to be recorded under this GASB Statement No. 96.

Condition: During our assessment of SBITAs subject to GASB 96, the Organization was unable to provide any documentation or agreements pertaining to such arrangements.

Cause: The Organization did not have access to potential applicable agreements due to the transfer of operations after year-end and was unable to provide the relevant support.

Effect: The Organization was unable to determine if potentially material SBITA assets and liabilities existed as of June 30, 2023, or June 30, 2024.

Recommendation: We recommend the Organization retain sufficient documentation relating to SBITAs to determine applicability to the entity and for proper audit support.

Response: Management concurs with the finding and recommendation. During the consolidation with LWDB 9, the new IT Department was unable to gain administrative rights to the network directory for LWDB 7 which resulted in the inability to provide copies of some contractual agreements that were executed in prior years. Any applicable SBITA in the name of Florida Crown terminated at June 30, 2024, pursuant to the non-appropriation termination language standard in all contracts. Management for the new consolidated workforce region, LWDB 26, has processes in place to track and account for all SBITAs that meet the reporting requirements for GASB 96.

2024-004 Information Technology Support and Documentation

Criteria: As part of our audit procedures, specifically those relating to the implementation of AICPA Statement on Auditing Standards No. 145, we are required to obtain sufficient support, documentation, and understanding of CareerSource Florida Crown's use of information technology (IT) controls and the consideration of IT general controls.

. OB2.

Condition: During our testing of the Organization's IT controls, CareerSource Florida Crown was unable to provide sufficient support or documentation relating to its IT controls.

Cause: The lack of support and documentation was due to the Organization transferring their operation beginning on July 1, 2024 to a new entity. Further, the Organization's IT Director was not retained after the transfer of operations, further contributing to the lack of available support.

Effect: Due to this lack of availability, we were unable to fully assess and test the Organization's controls surrounding IT.

Recommendation: We recommend maintaining sufficient support to properly document IT related controls.

Response: Management concurs with the finding and recommendation. The CEO and IT Director of the new consolidated region, LWDB 26, have procedures in place for information technology controls. Additionally, LWDB 26 has contracted with Alachua County, FL for administrative support and Fiscal Agent services. Alachua County, FL, has robust information technology controls, including written security protocols over the network and financial system software.

2024-005 Payroll Approval Controls

Criteria: Payroll transactions should be supported by documented authorization, including approved pay rates and supervisory review of employee timesheets, as required by the Organization's internal controls and GASB standards. This ensures that all compensation is accurate, authorized, and properly reviewed.

Condition: During testing of individual payroll transactions, three instances were identified where one employee's pay rate was applied without available documentation supporting organizational approval of the pay rate. In addition, four instances were noted in which the Executive Director's timesheets were missing evidence of proper review approval.

Cause: Internal control procedures relating to proper pay rate and timesheet approval were not followed for two employees in several instances.

Effect: The employee's pay rate approval was not documented, and the Executive Director's timesheets were not approved; as a result, documented internal controls were not properly followed.

Recommendation: We recommend the Organization ensure that procedures are in place so that only approved pay rates are applied for employee pay. We further recommend the Organization ensure all timesheets are being approved, including the Executive Director's timesheet.

Response: Management concurs with the finding and recommendation. The new consolidated entity uses an electronic timekeeping system, UKG, and all timesheets are reviewed and approved by a supervisor. The Executive Director's timesheet is reviewed and approved by Alachua County Fiscal Supervisor. Additionally, the Alachua County Clerk of Court reviews all payroll hours uploaded to the payroll system prior to processing the bi-weekly payroll.

2024-006 Grant Cash Draw Down Approval

Criteria: In accordance with internal control procedures and requirements set forth by the Florida Department of Commerce (FL DOC), cash draw requests must be reviewed and approved by an authorized official—typically the Executive Director—prior to submission. This ensures the accuracy and legitimacy of amounts requested and promotes accountability in the use of federal and state program funds.

Condition: During our testing of FL DOC cash draws, we noted that for 2 out of 4 cash draw weeks tested, documentation was missing the Executive Director’s approval signature. These draw requests were submitted without appropriate evidence of review in accordance with established procedures.

Cause: The instances of missing approval were the result of inconsistent adherence to the Organization’s internal control processes, which require the Executive Director’s sign-off prior to submission of cash draw requests.

Effect: 2 cash draws selected for testing did not have the Executive Director’s sign-off before submission of the request. Therefore, the request was not properly reviewed and approved by the Organization and so did not comply with DOC requirements.

Recommendation: We recommend the Organization follow established internal control procedures by properly approving all cash draws during the fiscal year to comply with DOC requirements.

Response: Management concurs with the finding and recommendation. The new consolidated entity has internal controls in place, including separation of duties which include the review and approval of cash draws by both a Fiscal Supervisor from Alachua County, FL, and a Grants Accountant from the Alachua County Clerk of Court’s Office. The cash draws are cost reimbursement based, and both positions reconcile the cash draw request against expenditures recorded in the general ledger prior to submitting the draw request to the State.

2024-007 Correction of an Error for GASB 87 Leases

Criteria: GASB Statement No. 87, *Leases*, requires that leases meeting defined criteria be recognized as lease assets and lease liabilities at the commencement of the lease term. This accounting standard is intended to enhance the relevance and consistency of lease reporting across governmental entities by ensuring that all lease obligations are accurately reflected in the financial statements

Condition: During our testing of leases subject to GASB 87, we identified a lease agreement that began in fiscal year 2023, which had not been properly recorded as a lease asset and lease liability at year-end.

Cause: The leased asset was not properly recorded as a lease under the provisions of GASB 87 in the previous fiscal year.

Effect: An adjusting entry to the prior period for approximately \$87,000 was required to ensure the financial statements were materially correct.

Recommendation: We recommend the Organization ensure that all leases are properly recorded under the provisions of GASB 87 if required at year-end.

Response: Management concurs with the finding and recommendation. The new consolidated entity uses software called DebtBook to track and record all leases that qualify under GASB 87. A right to use lease asset and corresponding lease liability will be recorded, when applicable.

2024-008 WIOA Cluster Eligibility Support

Criteria: According to the Compliance Supplement, 2 CFR PART 200, APPENDIX XI, published by the Office of Management and Budget (OMB) for the Workforce Innovation and Opportunity Act (WIOA) Cluster, for eligibility for individuals, the Local Workforce Development Board (LWDB) must perform its own assessment of the eligibility requirements of participants for WIOA cluster programs.

Condition: In the current year, of the six participants tested for eligibility assessments by the LWDB, the LWDB was unable to provide the applicable eligibility forms and documentation of eligibility determinations.

Cause: Due to the transfer of operations beginning on July 1, 2024, to a new LWDB, turnover within the LWDB, and movement to a new office, the LWDB was not able to locate the applicable eligibility forms and documentation of eligibility determinations.

Effect: No supporting documentation for four participants was available, and therefore, we were unable to ascertain if the LWDB completed the required eligibility forms and if the required documentation and assessment of participant eligibility was completed.

Recommendation: We recommend that the Organization ensure proper documentation as required by WIOA is retained and accessible to document compliance with grant requirements.

Response: Management concurs with the finding and recommendation. The missing supporting documentation for the four participants was a result of the certain documents not being turned over from LWDB 7 to LWDB 9 during the transition period. The new consolidated entity, LWDB 26, has processes in place to track and store all required eligibility forms, utilizing a secure document management system. Additionally, LWDB 26 has internal and external Quality Assurance reviews, including annual Florida Commerce monitoring, to assure eligibility requirements are met, documented and stored for each participant.

2024-009 WIOA Cluster Matching Noncompliance

Criteria: According to the Compliance Supplement, 2 CFR PART 200, APPENDIX XI, published by the Office of Management and Budget (OMB) for the WIOA Cluster, Local Areas: "(1) A local area may expend no more than 10 percent of the Adult, Dislocated Worker, and Youth Activities funds allocated to the local area under Sections 128(b) (WIOA, 128 Stat. 1502) and 133(b) (WIOA, 128 Stat. 1516) for within State allocations."

Condition: In the current year, the Organization failed to expend no more than 10% in administrative costs in the WIOA cluster, expending 13.31%.

Cause: The Organization did not properly monitor administrative expenses for the WIOA Cluster to ensure that the overall percentage allocated to administrative expenses was no more than 10%.

. OB2.

Effect: The Organization was not in compliance with the Matching requirements under the WIOA cluster.

Recommendation: We recommend that the Organization ensure that expenses - and specifically administrative expenses - be properly tracked to ensure compliance with WIOA cluster grant requirements.

Response: Management concurs with the finding and recommendation. Due to the termination of awards effective June 28, 2024, FL Crown did not have the ability to reclassify administrative costs to subsequent program year awards. The new consolidated entity, LWDB 26, monitors the 10% cap with each monthly cash draw and benefits from having an interlocal agreement with Alachua County to provide administrative support services at a capped rate of 3.5% of formula awards.

2024-010 WIOA Cluster Activities Allowed/Allowable Costs Support

Criteria: According to the Compliance Supplement, 2 CFR PART 200, APPENDIX XI, published by the Office of Management and Budget (OMB) for the WIOA Cluster, for activities allowed/unallowed and allowable costs, expenses must only be spent on those items and activities which are noted to be allowable by the WIOA cluster, and must be supported by documentation to ensure expenses are proper.

Condition: In the current year, the Organization failed to provide supporting documentation for 7 of 40 non-payroll cash disbursement selections, and we were unable to determine if the cost/activity was allowable/unallowable.

Cause: Due to the transfer of operations beginning on July 1, 2024, to a new LWDB, turnover within the LWDB, and movement to a new office, the LWDB was not able to provide supporting documentation to substantiate the cost/activity.

Effect: The Organization was not to provide documentation of the Allowable Cost/Activity requirements being met under the WIOA grant for 7 selections.

Recommendation: We recommend that the Organization ensure proper documentation as required by WIOA is retained and accessible to document compliance with grant requirements.

Response: Management concurs with the finding and recommendation. Due to the transfer of operations beginning on July 1, 2024, to a new LWDB, turnover within FL Crown, and movement to a new office, FL Crown was not able to provide supporting documentation to substantiate the cost/activity for 7 of 40 disbursement samples. The new consolidated entity, LWDB 26, through its Fiscal Agent, Alachua County and Alachua County Clerk of Court has robust controls in place to track all invoices and payments and the related supporting documentation. All the documentation is maintained in electronic workflows and stored within the ERP financial software system.

Sincerely,

Signed by:


Jeff Geering

Finance Director

Director of Finance and Administrative
Services

1389 West. US Highway 90, Suite 170 | Lake City, FL 32055

(386) 755-9026 telephone | (386) 487-1218 fax

TTY via Florida Relay 711

**Serving the Counties of
Columbia, Dixie, Gilchrist & Union**

**Florida Crown Workforce Board, Inc.
DBA: CareerSource Florida Crown
Audit for the Year Ended June 30, 2024**



Overview

- ❖ Thank You and Audit Process

Independent Auditors' Reports on:

- ❖ Financial Statements (pages 1-4) - Unmodified Opinion
 - Restatement and Going Concern paragraphs added
- ❖ Internal Control and Compliance (pages 29-30) – See findings on Schedule of Findings and Questioned Costs (pages 38-43)
 - Material weaknesses: 2024-003 (GASB 96 Support), 2024-007 (GASB 87 Correction)
 - Significant deficiencies: 2024-004 (IT Support), 2024-005 (Payroll Approvals), 2024-006 (Grant Draw Down Approvals)
- ❖ Compliance and Internal Control over Major Federal Program(s) (pages 31-33) - See findings on Schedule of Findings and Questioned Costs (pages 38-43)
 - Material weaknesses: 2024-008 (WIOA Eligibility Support), 2024-009 (WIOA Matching Noncompliance), and 2024-010 (WIOA Allowability Support)

Required Communications

- ❖ Our Responsibility in Relation to Financial Statement Audit
- ❖ Significant Disclosures
 - Note 7 – Leases
 - Note 8 – Related Parties
 - Note 12 – Significant Funding Source
 - Note 14 – Consolidation and Transfer of Operations
- ❖ Significant Difficulties Performing Audit, Disagreements with Management - None
- ❖ Audit Adjustments – adjustment of approximately \$77k to record GASB 87 right of use assets and lease liabilities not recorded in the prior year.

Financial Highlights

- ❖ Revenues (page 9) - \$2,299,227
 - Decrease of approximately \$79k (3.3%) from prior year
- ❖ Expenses Full Accrual (page 9) - \$2,248,986
 - Decrease of approximately \$121k (5.1%) from prior year
- ❖ Net Deficit (page 8) - \$(147,315)
 - Deficit Decreased by approximately \$50k from prior year



James Halleran, CPA
Partner
www.jmco.com
386.257.4100
James.Halleran@jmco.com

FIRST AMENDMENT TO THE
INTERLOCAL AGREEMENT

BETWEEN

THE ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS

AND

THE BRADFORD COUNTY BOARD OF COUNTY COMMISSIONERS

AND

THE COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

AND

THE DIXIE COUNTY BOARD OF COUNTY COMMISSIONERS

AND

THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS

AND

THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS

REGARDING LOCAL WORKFORCE DEVELOPMENT AREA 26

THIS FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT ("First Amendment") is made and entered into pursuant to the authority of section 163.01, Florida Statutes, 29 USCS §3101 - §3361, United States Public Law 113-128 the Workforce Innovation and Opportunities Act, and Chapter 445, Florida Statutes, by and between Alachua County, a charter county and a political subdivision of the State of Florida, and Bradford County, a political subdivision of the State of Florida, and Columbia County a charter county and a political subdivision of the State of Florida, and Dixie County a political subdivision of the State of Florida, and Gilchrist County a political subdivision of the State of Florida, and Union County a political subdivision of the State of Florida, (hereinafter, Alachua County, Bradford County, Columbia County, Dixie County, Gilchrist County and Union County are collectively referred to herein as the "Parties" or individually as a "Party").

WHEREAS, in 2024, the Parties entered into an interlocal agreement, which is recorded in the Official Records of Alachua County, Florida in O.R Book 5195 Page 86 ("Interlocal Agreement") for the purpose of establishing a multi-jurisdictional arrangement

to carry out the individual responsibilities of each Party under the Workforce Innovation and Opportunity Act of 2014, United States Public Law 113 - 128 ("WIOA"); and

WHEREAS, pursuant to the provisions of WIOA and sections 163.01, 445.003 and 445.007, Florida Statutes, the Parties desire to amend the Interlocal Agreement to amend the number of Council members needed to constitute a quorum of the Council; and

WHEREAS, Section 17 of the Interlocal Agreement requires that all amendments to the Interlocal Agreement must be signed by all 6 Parties and filed with the Clerk of the Circuit Court in Alachua County, Florida.

NOW, THEREFORE, in consideration of the mutual promises and the conditions herein set forth, and pursuant to section 163.01, Florida Statutes, the Parties agree to amend the Interlocal Agreement as follows:

1. Section 6 of the Interlocal Agreement, entitled Meetings of the Council, is amended and replaced in its entirety with the following:

6. Meetings of the Council

A. All meetings of the Council shall be subject to Chapter 286, Florida Statutes, and §445.007(1), Florida Statutes.

B. The Chair, or in the Chair's absence the Vice Chair, shall preside over meetings of the Council.

C. A quorum for the purposes of voting at any Council meeting shall consist of any four (4) of members of the Council.

D. An individual party's Council seat shall be immediately and automatically suspended and made inactive for purposes of voting or establishing a quorum for the following reasons:

i Voluntary request by the party if they are unable to fulfill their commitment to attend and participate in Council meetings; or

ii Absent for 2 consecutive regularly scheduled and properly noticed meetings of the Council.

a. The seat will only be reactivated upon request of the suspended party with an explanation and plan to rectify the delinquency.

E. All items coming before the Council shall require an affirmative vote of all Council members present at the Council meeting. Each member of the Council shall have one vote.

- F. Matters coming before the Council may be approved by motion and shall not require adoption of a formal Resolution.
 - G. The Council may schedule and meet jointly with LWDB 26. Each entity shall separately vote on matters solely within their purview including items requiring joint approval. Meetings of the Council and meetings of LWDB 26, held individually or jointly, shall not conflict with public meetings scheduled by any of the member counties' publicly noticed meetings of their respective Boards of County Commissioners.
- 2. Except as expressly provided in this First Amendment, all provisions of Interlocal Agreement shall remain in full force and effect.
 - 3. Effective Date: This First Amendment shall become effective after approval and execution by all 6 Parties and upon filing the fully executed First Amendment with the Clerk of the Circuit Court of Alachua County, Florida.

[This space was intentionally left blank]

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature;

DULY APPROVED, with a quorum present and voting this the _____ day of December, 2025.

ATTEST:

J.K. “Jess” Irby. Esq., Clerk
(SEAL)

ALACHUA COUNTY,
FLORIDA

By: _____, Chair
Ken Cornell
Board of County Commissioners

Date: _____

Approved as to Form:

Alachua County Attorney’s Office

DULY APPROVED, with a quorum present and voting this the ____day of _____, 202__.

BRADFORD COUNTY

By: _____

Title: Chair, Board of County Commissioners

DATE: _____

Approved as to Form:

Bradford County Attorney

ATTEST:

By _____, Clerk

DULY APPROVED, with a quorum present and voting this the ____day of _____, 202__.

COLUMBIA COUNTY

By: _____

ATTEST

Title: Chair, Board of County
Commissioners

Date: _____

By: _____, Clerk

Approved as to Form:

Columbia County Attorney

DULY APPROVED, with a quorum present and voting this the ____ day of _____, 202__.

DIXIE COUNTY

By: _____

Title: Chair, Board of County
Commissioners

Date: _____

ATTEST:

By: _____, Clerk

Approved as to Form:

Dixie County Attorney

DULY APPROVED, with a quorum present and voting this the ____ day of _____, 202__.

GILCHRIST COUNTY

By: _____

Title: Chair, Board of County
Commissioners

Date: _____

ATTEST:

By: _____, Clerk

Approved as to Form:

Gilchrist County Attorney

DULY APPROVED, with a quorum present and voting this the ____ day of _____, 202__.

UNION COUNTY

By: _____

Title: Chair, Board of County
Commissioners

Date: _____

ATTEST:

By: _____, Clerk

Approved as to Form:

Union County Attorney



2026 Meeting Schedule

January 2026

January 14, 2026

- 10:00 a.m. – One-Stop Committee Meeting
- 11:00 a.m. – Youth Committee Meeting

February 2026

February 11, 2026

- 10:00 a.m. – Finance Committee Meeting
- 11:00 a.m. – Executive Committee Meeting

March 2026

March 4, 2026

- 11:00 a.m. – CSNCFL Board Meeting

March 11, 2026

- 11:00 a.m. – CSNCFL Council Meeting

March 25, 2026

- 11:00 a.m. – Education & Industry Consortium

April 2026

April 22, 2026

- 10:00 a.m. – One-Stop Committee Meeting
- 11:00 a.m. – Youth Committee Meeting

May 2026

May 13, 2026

- 10:00 a.m. – Finance Committee Meeting
- 11:00 a.m. – Executive Committee Meeting

June 2026

June 10, 2026

- 11:00 a.m. – CSNCFL Board Meeting

June 17, 2026

- 11:00 a.m. – CSNCFL Council Meeting

June 24, 2026

- 11:00 a.m. – Education & Industry Consortium

July 2026

July 15, 2026

- 10:00 a.m. – One-Stop Committee Meeting
- 11:00 a.m. – Youth Committee Meeting

August 2026

August 12, 2026

- 10:00 a.m. – Finance Committee Meeting
- 11:00 a.m. – Executive Committee Meeting

September 2026

September 9, 2026

- 11:00 a.m. – CSNCFL Board Meeting

September 16, 2026

- 11:00 a.m. – CSNCFL Council Meeting

September 23, 2026

- 11:00 a.m. – Education & Industry Consortium

October 2026

October 14, 2026

- 10:00 a.m. – One-Stop Committee Meeting
- 11:00 a.m. – Youth Committee Meeting

November 2026

November 18, 2026

- 10:00 a.m. – Finance Committee Meeting
- 11:00 a.m. – Executive Committee Meeting

December 2026

December 2, 2026

- 11:00 a.m. – CSNCFL Board Meeting

December 9, 2026

- 11:00 a.m. – CSNCFL Council Meeting

December 16, 2026

- 11:00 a.m. – Education & Industry Consortium

Rochelle J. Daniels, Attorney
5301 North 36th Court ~ Hollywood, Florida 33021
(954) 205 2582 danielsrj@aol.com

TO: The CareerSource North Central Florida (CSNCFL) Council of Elected Officials and the North Central Florida Workforce Development Board

SUBJECT: Public Comment at Council and Board Meetings

FROM: Rochelle Daniels, Attorney

DATE: November 11, 2025

QUESTION

What is the public comment requirement at regularly scheduled Board and Council meetings under the Florida Statutes § 286.0114?

RESPONSE

Florida law requires that any board or commission of a state agency or authority, or of any county, municipality, or political subdivision of the state give the public a reasonable opportunity to be heard on any matter coming before the board, commission, state agency or authority, before official action is taken.

DISCUSSION

In general meetings:

1. Must be open to the public
2. Must be properly noticed
3. Must be memorialized through minutes

Further boards are prohibited from taking binding action outside of regular Council or Board meetings so that members of the public have a reasonable opportunity to comment prior to a board taking official action on an item.

A reasonable opportunity to comment is not defined by the statute, however over time it has been determined that boards and commissions can adopt policies to regulate public comment so that meetings are not derailed. Policies should be consistently applied and not be used to suppress dissenting viewpoints.

Policies may:

1. Limit the time per speaker (e.g., 3 minutes)
2. Allow written comments
3. Require that individuals who want to comment sign up in advance
4. Restrict comments to agenda items
5. Designate a comment period at the beginning of the meeting before there has been a vote on any item.

Boards are not required to allow public comment:

1. During emergencies affecting public health, safety, or welfare
2. On ministerial acts such as approval of minutes.
3. When there is no official action being taken

POLICY OPTIONS

Option 1:

1. Our agendas list public comment following approval of the agenda.
2. At that time the Chair can say that this is the public's opportunity to comment on any items that will be coming up on the agenda for a vote.
3. Language can be added to the agenda that states comments are limited to 3 minutes.
4. We can include a message at the top of the agenda reminding the reader that public comment is provided for at the start of the meeting

Option 2

1. We can omit the request for public comment at the start of the meeting
2. We can provide an opportunity for public comment as each item is presented for consideration.
3. Comments can be limited to 3 minutes.

Notes:

1. Once an option is selected we will adjust the Agenda cover page accordingly.
2. Board / Council members do not have to respond to comments. The requirement is to provide an opportunity for public comment there is no requirement to enter into a discussion or to allow the meeting to be disrupted or derailed
3. If an item is of great public interest the Board/Council can require individuals wishing to speak to sign up before the meeting begins and post the process when the agenda is posted.
4. Comments can be limited to items on the agenda
5. We can still include a section for comments from the public at the end of the Agenda. It is not always possible nor is it desirable to squelch public comment regardless of the subject. Experience tells us that whether a comment is made at a public meeting or published on line or by the media the public will have their say. It may be better to provide an opportunity at the end of the meeting than to appear to be squelching a comment.

RECOMMENDATION

Adopt option 1 and provide for public comment at the end of the meeting.