

Request for Proposals #AU13-14-01

Questions and Answers Response #1

1. Could you please provide a copy of the June 30, 2013 audit adjustments from the audit?

There were no audit adjustments.

2. Could you please provide a copy of your 2013 Form 990 tax return?

The 2012 (based on calendar year) Form 990 is still being prepared by the auditors.

3. Do you utilize a third party for accounting services?

No.

4. Do you typically prepare financial statements including the statement of functions expenses or does the auditor?

I prepare all of the financial statements, including the statement of functional expenses.

5. Does the organization have an audit committee or equivalent oversight by the Board?

Yes, we have an Audit/Finance Committee.

6. Can you tell us a little about the background of the accounting department (i.e. experience, education) as well as any other top financial person(s) at Pasco-Hernando Workforce Board, Inc.?

We have two employees in the Finance Department. Cathy Bravico is our Assistant Finance Director. She has been employed by the workforce board since 2006. Prior to her employment here, she worked for several grant-funded organizations that used fund accounting for 20+ years. I (Dianne Weiss) have a BBA degree with a major in accounting. I have been employed in workforce development for 25+ years, with the majority of that time spent in a Finance Director or equivalent positions.

7. May we please get a copy of the budget or any interim financial statements for the fiscal year ending June 30, 2014?

Below is the most recent Financial Summary Report presented to the Audit/Finance Committee this month

Pasco Hernando Workforce Board, Inc.						% of Year Elapsed
Financial Summary Report						50%
December 31, 2013 YTD						
Program:	Approved Budget	FY14 Accrued Expenditures	Goodwill Obligations	Total Accrued Expenditures	Budget Balance Remaining	Percent Expended or Obligated
WIA Adult	1,709,046	888,842	142,282	1,031,123	677,923	60%
WIA Youth	1,456,433	479,050	45,013	524,062	932,371	36%
WIA Dislocated Wkr	1,860,239	741,184	215,303	956,488	903,751	51%
WIA DW National Emergency	54,459	-	-	-	54,459	0%
NEG OJT	43,115	39,431	-	39,431	3,684	91%
TAA *	187,980	144,366	23,602	167,968	20,012	89%
Subtotal WIA	5,311,272	2,292,872	426,199	2,719,072	2,592,200	51%
Wagner Peyser *	821,737	471,165	-	471,165	350,572	57%
Wagner Peyser Rebranding	62,500	-	-	-	62,500	0%
Veterans Programs *	134,000	42,452	-	42,452	91,548	32%
Disability Navigator	22,534	15,178	-	15,178	7,356	67%
FSET	210,000	87,858	-	87,858	122,142	42%
Re-employment Assistance	104,070	9,264	-	9,264	94,806	9%
EUC RES-REA * (6/1-12/31/13)	56,943	30,472	-	30,472	26,471	54%
Re-Employment & Elig (REA) (4/1/13-3/31/2014)	139,256	75,998	-	75,998	63,258	55%
Subtotal DEO	1,551,040	732,386	-	732,386	818,654	47%
Welfare Transition Program	2,018,867	904,063	101,130	1,005,193	1,013,674	50%
Subtotal WTP	2,018,867	904,063	101,130	1,005,193	1,013,674	50%
USDOL H1B Technical Skills	638,989	258,256	76,179	334,435	304,554	52%
Workforce Innovation Grant	342,767	183,039	-	183,039	159,728	53%
Subtotal Other Grants	981,756	441,295	76,179	517,474	464,282	53%
Total FY 2014 Budget	9,862,935	4,370,617	603,508	4,974,125	4,888,810	50%
	Balance 7/1/13	Revenue			Expenditures	Bal 12/31/13
Corporate Checking (Unrestricted)	38,437	44,750			11,810	71,378

* Does not include DEO Staff
Salaries

8. Any other accounting or auditing problems/difficulty we need to know about (source of pain)?

None.

9. If possible, could you please indicate the amount of the audit fee for 2012 and/or how many hours they incurred for the audit?

I assume you are requesting the audit fee for FYE 6-30-13, as it is the most recently completed. The total fees were \$26,500. I do not know how many hours the auditors incurred for the audit.