



# Finance Committee Meeting Monday, February 5, 2024 – 3:30pm CSB Boardroom or Virtually

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Attendees: Shawn Beal, Colleen Browne (Chair), Wayne Olson, and Amar Patel

## Agenda

*To facilitate and be the catalyst for workforce development services  
that are responsive to the employment needs of Brevard County*

		Page Number
<b>Call to Order</b>	<i>Colleen Browne</i>	
<b>Roll Call</b>		
<b>Public Comment:</b>		
<b>Action Items:</b>		
A. Approval of Finance Committee minutes for 11/6/2023	<i>Colleen Browne</i>	1 - 2
B. Approval of Audit for PY 22-23	<i>Lynn Hudson</i>	3 - 10
<b>Discussion/Information Items:</b>		
A. Fiscal Agent Report for Flagler Volusia	<i>Janice Beahn</i>	
B. President’s Report	<i>Marci Murphy</i>	
C. Financial Reports	<i>Lynn Hudson</i>	11-15
D. Vendor Payment Report		16
<b>Adjourn</b>		

*Meeting information is always available @ [careersourcebrevard.com](http://careersourcebrevard.com)*

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise CareerSource Brevard at least 48 hours prior to the meeting by contacting Holly Paschal at (321) 394-0507. Persons who are hearing or speech impaired can contact Holly Paschal through the Florida Relay Service by dialing 7-1-1

## Upcoming Meetings:

### **February 2024**

5th Finance Committee-3:30pm  
5th Executive Committee-4:00pm  
15<sup>th</sup> Board of Directors-8:30am

### **March 2024**

No meetings

### **April 2024**

9<sup>th</sup> Industry Workforce Committee-8:30am  
23<sup>rd</sup> Career Center Committee-8:30am

### **May 2024**

6th Finance Committee-3:30pm  
6th Executive Committee-4:00pm  
16<sup>th</sup> Board of Directors-8:30am

### **June 2024**

No meetings

**CareerSource Brevard (CSB)**  
Finance Committee Meeting  
November 06, 2023

**MINUTES**

**Members in Attendance:** Shawn Beal, Colleen Browne (Chair), and Wayne Olson.

**Members Absent:** Amar Patel.

**Staff in Attendance:** Lynn Hudson, Marci Murphy, Holly Paschal, and Jeff Witt.

**Guests:** None

Colleen Browne called the meeting to order at 3:30pm.

**Roll Call**

**Public Comments:** There was no public comment.

**Action Items:**

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for August 2, 2023, made by Shawn Beal and seconded by Wayne Olson. Motion passed unanimously.

**Discussion/Information Items:**

Review of 20 CFR 679.420/Fiscal Agent Responsibilities

Marci Murphy gave an overview of the financial updates as it pertains to the consolidation with CareerSource Flagler Volusia (CSFV), and informed that CSB will become the Fiscal Agent for CSFV. Ms. Murphy informed the Committee that due to the consolidation; it is imperative for the Finance Committee to understand the responsibilities of the Fiscal Agent as outlined by the Code of Federal Regulations (CFR) and reviewed the training description with the Committee. The Committee did not have any questions regarding the Fiscal Agent Responsibilities.

President's Report

Ms. Murphy gave a report on the meeting with the CSB senior team and CSFV on November 2, 2023, and shared that CSB team met with CSFV finance department to understand their policies and procedures. Ms. Murphy states she is working a plan based on the information collected during the visit at CSFV. She also stated to the Committee that CSB will continue to use our current 501(c)(3) and will not need to obtain a new 501(c)(3) for the merger.

Monitoring Activity Report PY 21/22

Marci Murphy informed the Committee that Florida Commerce, formerly DEO completed the Auditing and Monitoring Activity for Program Year (PY) 2021-2022. Ms. Murphy shared that the Finance Department had two findings. Lynn Hudson explained the two Finance Department findings. Ms. Murphy informed that there were three programmatic findings in total this year and eight other non-compliance issues and informed that they've all been addressed and corrected.

Financial Reports

Lynn Hudson gave an overview of the financial activity for the fiscal period ending on September 30, 2023.

Vendor Payment Report

Staff reviewed the Vendor Payment report from July 1, 2023, through September 30, 2023.

**Adjournment:**

The meeting adjourned at 3:58pm.

Submitted by,

Reviewed by,

(signature on file)

Holly Paschal

11/07/2023

Date

(signature on file)

Colleen Browne, Chair

11/07/2023

Date



February 5, 2024

## *Action Brief*

### **Program Year 2022-2023 Audit Report**

#### Background

James Moore & Co. has completed an audit of the financial position of Brevard Workforce Development Board, Inc. dba CareerSource Brevard for the fiscal year ended June 30, 2023. The audit was conducted in accordance with generally accepted auditing standards. In their opinion, the financial statements present fairly, in all material respects, CSB's financial position as of June 30, 2023, and the changes in its net assets and cash flows for the year then ended, in conformity with generally accepted accounting principles.

The auditors' report expresses an unmodified opinion on the financial statements of Brevard Workforce. The Schedule of Findings (attached) indicates that there were no reportable conditions in internal control, and no material instances of noncompliance. CSB was determined to be a low-risk auditee pursuant to the Uniform Guidance.

The audit team from James Moore & Co. will present the audit report at the CSB Board of Directors meeting on February 15, 2024.

#### Action

Recommend to the full Board of Directors that they accept the Independent Auditor's Report on the financial statements of Brevard Workforce for the program year ended June 30, 2023.

**BREVARD WORKFORCE DEVELOPMENT BOARD, INC.  
DBA: CAREERSOURCE BREVARD  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2023**

**I. Summary of Auditors' Results:**

***Financial Statements:***

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

Internal control over financial reporting:

Material weakness(es) identified? \_\_\_\_\_ yes   X   no

Significant deficiency(ies) identified? \_\_\_\_\_   yes     X   none reported

Noncompliance material to financial statements noted? \_\_\_\_\_ yes   X   no

***Federal Awards:***

Internal control over major Federal programs:

Material weakness(es) identified? \_\_\_\_\_ yes   X   no

Significant deficiency(ies) identified? \_\_\_\_\_ yes   X   none reported

Type of auditors' report issued on compliance for major Federal programs: *Unmodified*

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

Identification of major Federal programs:

Assistance Listing Number(s)	Program Name
17.277	National Emergency Grant
17.258, 17.259, 17.278	WIOA Cluster
17.207, 17.801	Employment Service Cluster
Dollar threshold used to distinguish between type A and type B Federal programs:	\$750,000
Auditee qualified as low-risk auditee?	<u>  X  </u> yes      _____ No

***State Financial Assistance:***

Internal control over major State projects:

Material weakness(es) identified? \_\_\_\_\_ yes   X   no

Significant deficiency(ies) identified? \_\_\_\_\_ yes   X   none reported

Type of auditors' report issued on compliance for major State projects: *Unmodified*

Any audit findings disclosed that are required to be reported for state financial assistance projects in accordance with Chapter 10.550? \_\_\_\_\_ yes  X  none reported

Dollar threshold used to distinguish between type A and type B programs:  \$300,000

Identification of major State programs:

<u>CSFA Number</u>	<u>Program Name</u>
40.037	Workforce Development Projects

- II. **Financial Statement Findings:** None.
- III. **Federal Awards and State Projects Findings and Questioned Costs:** None.
- IV. **Prior Audit Findings:** See Schedule of Prior Audit Findings on page 26.
- V. **State of Florida, Department of Commerce (DEO) Reporting Requirements:** The Organization performed timely reconciliations between the general ledger accounting system and the Subrecipient Enterprise Resource Application maintained by DEO. Also, based on the DEO reporting requirements, there were no additional findings required to be reported in FY2023.



December 1, 2023

To the Board of Directors of  
Brevard Workforce Development Board, Inc.:

We have audited the financial statements of the Brevard Workforce Development Board, Inc. (the Organization) as of and for the year ended June 30, 2023, and have issued our report thereon dated December 1, 2023. 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 23, 2023, 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 conformity 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 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 internal control of the Organization 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, and our firm have complied with all relevant ethical requirements regarding independence.

In order to eliminate threats to independence related to non-attest 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 non-attest work on your behalf.

### **Significant Risks Identified**

We have identified the following significant risks for the Board: override of internal controls by management, improper revenue recognition due to fraud, and improper use of restricted net assets. There were no modifications to the risks identified during the audit and no findings noted in these areas.

### **Qualitative Aspects of the Entity's 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 the Brevard Workforce Development Board, Inc. 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 2023 other than the implementation of ASC 842, *Leases*. 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*

Accounting estimates 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.

The most sensitive accounting estimates affecting the financial statements are:

Management's estimate of the depreciation expense is based on the straight-line method of calculating depreciation over the useful life of the related asset. We evaluated the key factors and assumptions used to develop the depreciation expense and determined that it is reasonable in relation to the financial statements taken as a whole and in relation to the applicable opinion units.

Management's estimate of functional expense allocation is based on the costs of providing the various programs and other activities. We evaluated the key factors and assumptions used to develop the functional expense allocation in determining that it is reasonable in relation to the financial statements taken as a whole.

#### *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 Brevard Workforce Development Board, Inc.'s financial statements relate to:

- Note 2 – Liquidity and Availability

- Note 3 – Concentrations of Credit Risk and Significant Funding Source
- Note 6 – Related Parties
- Note 7 – Leases

### **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.

### **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 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. Below summarizes uncorrected financial statement misstatements, if any, 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.

- Approximately \$115,000 adjustment to revenues, expenses, receivables, and payables for external payroll costs to be accrued at year-end.

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. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole. However, the following misstatements, although not material, that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- An adjustment of approximately \$23,000 to grant receivables and grant revenue to properly record year-end grant balances.
- An adjustment of approximately \$48,000 to depreciation and accumulated depreciation to correct the entry to record current year depreciation.
- An adjustment of approximately \$23,000 to accumulated depreciation and fixed assets to remove fixed assets disposed of in the current year.
- An adjustment of approximately \$19,000 to write off an old refundable advance.
- An adjustment of approximately \$20,000 to adjust cash.

Board of Directors of  
Brevard Workforce Development Board, Inc.  
December 1, 2023  
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### **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 the Organization's financial statements or the auditors' report. No such disagreements arose during the course of our 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.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the attached letter dated December 1, 2023.

### **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 the Brevard Workforce Development Board, Inc., 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 conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Organization's auditors. However, the following are recommendations for improving the Organization's internal control, which are required to be communicated to those charged with governance and management:

- **Account Balance Reconciliation** - Per our testing of DEO grant funding, we noted adjustments needed to grant revenue and receivables to agree balances to the SERA grant summary report. We also noted adjustments needed to fixed assets, accumulated depreciation, and depreciation expense to adjust fixed asset activity at year-end. We recommend increasing review of all programs at the end of the year to reconcile DEO grant funding and balances per the SERA system to the grant funding per MIP to verify no later adjustments will be required. We also recommend increasing review of fixed assets to verify no additional adjustments are needed at year-end.

### **Other Information in Documents Containing Audited Financial Statements**

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in the Board's annual reports, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information, except as detailed below.

Board of Directors of  
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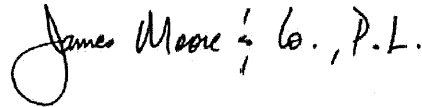
*Supplementary Information Accompanying the Audited Financial Statements*

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

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.

This report is intended solely for the information and use of the Board of Directors, and management of Brevard Workforce Development Board, Inc. 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 initial 'J'.

JAMES MOORE & CO., P.L.



February 5, 2024

## *Information Brief*

### **Financial Reports**

#### Background

The three reports that follow this brief will provide the Finance Committee with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2023 and ending on December 31, 2023.

#### Report Descriptions

##### **CSB BUDGET TO ACTUAL REPORT (ATTACHMENT 1)**

The report provides a comprehensive analysis of funding and spending in the first half of program year 2023-2024 as follows:

- Displays all grant revenues for the current year, including carry-in funding from the prior year, current year grant awards, and planned carryover for the next program year. Major funding streams are detailed in separate columns.
- The annual budget and cumulative expenditures are summarized into eight major categories: (1) staff salaries and fringe benefits; (2) program operations and business services costs; (3) infrastructure and maintenance related costs; (4) IT and technology related costs; (5) contracted service provider costs; (6) customer training activities; (7) customer support services; (8) indirect costs.
- Expenditures are displayed in separate columns for each major funding stream. Total expenditures and percentages of the annual budget expended within each category are also shown.
- Actual indirect costs incurred to date are shown in the right column for each expenditure category. The total indirect cost applied to the grants using our federally negotiated indirect cost rate is deducted at the bottom of the column to arrive at the surplus or deficit indirect cost recovered to date.

##### **CSB FISCAL DASHBOARD INDICATORS (ATTACHMENT 2)**

- Displays the number of individuals identified as placed in EFM or found in Department of Revenue New Hire data, as reported on the DEO Monthly Management Report.

- Displays the number of job seekers in EFM who have not received a reportable service in the last 90 days, as reported on the DEO Monthly Management Report.
- Displays the total number of advertised occupations for each month, as reported on the Help Wanted OnLine Monthly Job Demand Report.
- Calculates the CSB total monthly spending per job placement (total monthly expenditures divided by total monthly job placements).
- Displays the quarterly calculations for required spending caps:
  - 1) Administration – limited to 10% of expenditures at year-end
  - 2) ITA Spending – minimum of 30% of expenditures at year-end
  - 3) Youth Spending – minimum of 75% for out-of-school youth

### **CSB FEE FOR SERVICE ACTIVITIES (ATTACHMENT 3)**

- Reports current balance of unrestricted funds available.
- Displays revenue, expenses and the resulting profit or loss for each Fee for Service project in the current year (since July 1).
- Calculates each revenue and expense category as a percentage of total revenue earned for each revenue and expense category.



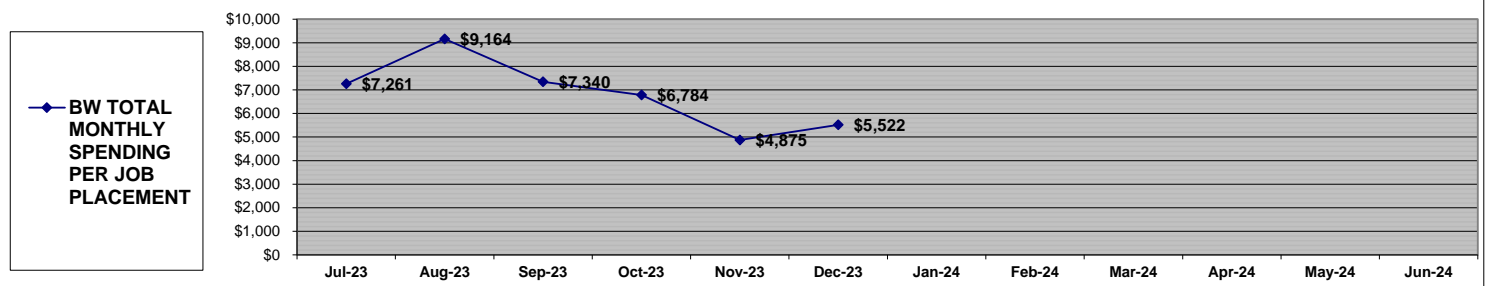
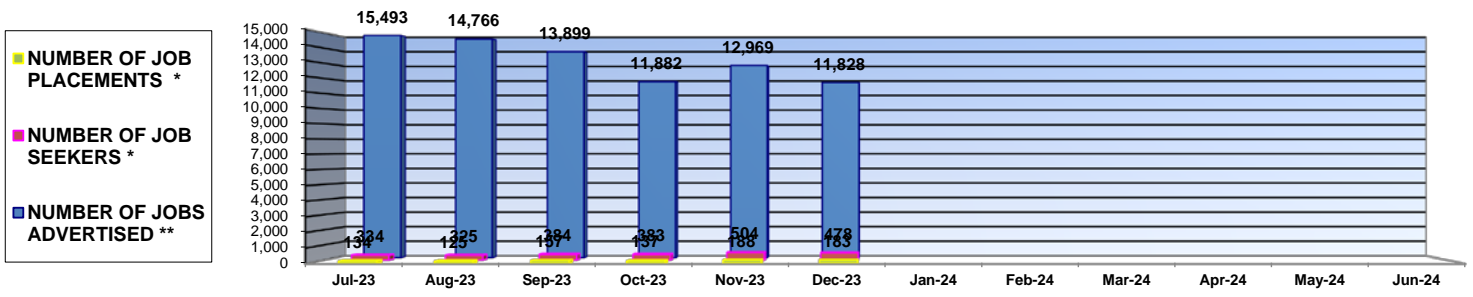
## Budget to Actual Report

As of December 31, 2023

Revenue PY 2023 - 2024	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Grants	Other Grants	INDIRECT POOL
Carry In Funds From PY 22 - 23	5,736,372	-	163,990	430,397	187,933	1,717,866	3,236,186	
PY 23 - 24 Base Awards	4,154,048	632,152	548,465	625,035	1,105,267	-	1,243,129	
PY 23 - 24 Supplements / Transfers	3,315,780	650,000	-	(516,370)	450,000	2,732,150	-	
Award Total - Available Funds	13,206,200	1,282,152	712,455	539,062	1,743,200	4,450,016	4,479,315	
LESS planned Carryover For PY 24 - 25	-	-	-	-	-	-	-	
<b>Total Available Revenue</b>	<b>13,206,200</b>	<b>1,282,152</b>	<b>712,455</b>	<b>539,062</b>	<b>1,743,200</b>	<b>4,450,016</b>	<b>4,479,315</b>	

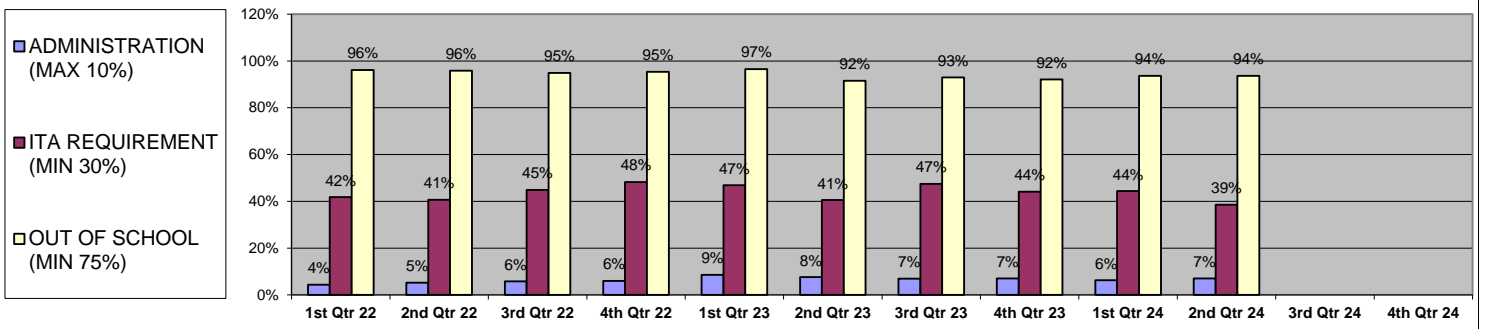
Expenditures								Total Expenditures - 12/31/23	% of Budget - 12/31/23	
Staff Salaries/Fringe Benefits	1,401,800	37,931	44,067	6,034	48,701	372,100	193,943	702,776	50.1%	324,425
Program Operations/Business Services	2,428,800	65,550	76,153	10,426	84,159	643,029	335,158	1,214,475	50.0%	63,081
Infrastructure/Maintenance Related Costs	919,900	20,825	24,194	3,313	26,738	204,291	106,478	385,839	41.9%	20,041
IT Costs/Network Expenses	407,000	7,760	9,015	1,234	9,963	76,123	39,676	143,771	35.3%	7,468
Contracted One-Stop Services	3,798,400	200,798	213,067	26,039	184,023	271,928	731,710	1,627,565	42.8%	-
Customer Training Activities	3,286,300	185,951	50,586	19,364	39,211	1,051,010	221,099	1,567,221	47.7%	-
Customer Support Services	100,000	3,238	7,362	108	10,359	2,931	22,236	46,234	46.2%	-
Indirect Cost (Budgeted at 7% of Direct)	864,000	44,134	25,334	5,202	27,137	201,206	112,002	415,015	48.0%	(415,015)
<b>TOTAL EXPENDITURES</b>	<b>13,206,200</b>	<b>566,187</b>	<b>449,778</b>	<b>71,720</b>	<b>430,291</b>	<b>2,822,618</b>	<b>1,762,302</b>	<b>6,102,896</b>	<b>46.2%</b>	<b>-</b>
<b>REMAINING AVAILABLE FUNDS</b>		<b>715,965</b>	<b>262,677</b>	<b>467,342</b>	<b>1,312,909</b>	<b>1,627,398</b>	<b>2,717,013</b>			
<b>% OF FUNDS EXPENDED BY GRANT THROUGH 12/31/23</b>		<b>44.2%</b>	<b>63.1%</b>	<b>13.3%</b>	<b>24.7%</b>	<b>63.4%</b>	<b>39.3%</b>			

## MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



\* Source - DOC Monthly Management Reports  
 \*\* Source - HWOL Monthly Job Demand Reports

## ANNUAL SPENDING CAPS BY QUARTER



Category	1st Qtr 22	2nd Qtr 22	3rd Qtr 22	4th Qtr 22	1st Qtr 23	2nd Qtr 23	3rd Qtr 23	4th Qtr 23	1st Qtr 24	2nd Qtr 24	3rd Qtr 24	4th Qtr 24
<b>PROGRAM SPENDING:</b>												
ADMINISTRATION (MAX 10%)	151,800	313,374	485,854	678,148	193,893	350,822	496,755	748,288	203,429	429,235		
PROGRAM ACTIVITIES	3,373,255	5,690,997	7,883,208	10,647,132	2,085,113	4,297,046	6,652,396	9,869,017	3,067,422	5,698,030		
<b>CUSTOMER SPENDING:</b>												
STATE ITA COSTS (MIN 30%)	156,560	267,019	459,397	639,159	218,943	355,097	497,377	565,175	138,585	238,443		
OTHER PROGRAM COSTS	218,239	389,341	565,417	685,024	247,989	521,175	550,391	716,593	173,930	380,128		
<b>YOUTH SPENDING:</b>												
IN-SCHOOL	6,131	12,987	24,277	30,364	6,362	32,212	23,010	44,792	13,940	26,367		
OUT-OF-SCHOOL (MIN 75%)	153,264	296,093	450,860	624,636	178,134	347,893	303,317	521,506	205,123	387,972		





CURRENT YEAR FEE FOR SERVICE ACTIVITIES (10/1/2023 - 12/31/2023)

**Unrestricted Balances: Cash on Hand \$240,400 Certificates of Deposit \$77,728 Total \$318,128**

	AARP BTW 50+ & Skills Accelerator		Cocoa Works Program		Ticket to Work & TFF Programs		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
<b>Revenue</b>										
Grant Awards	\$ 18,000	100.0	\$ 3,000	100.0	\$ -	0.0	\$ 20,000	82.8	\$ 41,000	89.7
Contract Revenue	-	0.0	-	0.0	571	100.0	-	0.0	571	1.2
Sponsorship Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Donated Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Website Licenses	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	0.0	4,148	17.2	4,148	9.1
<b>Total Revenue</b>	<b>\$ 18,000</b>	<b>100.0</b>	<b>\$ 3,000</b>	<b>100.0</b>	<b>\$ 571</b>	<b>100.0</b>	<b>\$ 24,148</b>	<b>100.0</b>	<b>\$ 45,719</b>	<b>100.0</b>
<b>Expenses</b>										
Personnel	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0
Travel / Training	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Outreach	6,681	37.1	-	0.0	-	0.0	-	0.0	6,681	14.6
Software	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	68	0.4	-	0.0	-	0.0	2,670	11.1	2,738	6.0
Equipment	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	12,770	70.9	-	0.0	-	0.0	181	0.7	12,951	28.3
Customer Training	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Customer Support	1,999	11.1	-	0.0	-	0.0	-	0.0	1,999	4.4
Indirect Costs	1,258	7.0	-	0.0	-	0.0	410	1.7	1,668	3.6
<b>Total Expenses</b>	<b>\$ 22,776</b>	<b>126.5</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ 3,261</b>	<b>13.5</b>	<b>\$ 26,037</b>	<b>57.0</b>
<b>Net Profit (Loss)</b>	<b>\$ (4,776)</b>	<b>-26.5</b>	<b>\$ 3,000</b>	<b>100.0</b>	<b>\$ 571</b>	<b>100.0</b>	<b>\$ 20,887</b>	<b>86.5</b>	<b>\$ 19,682</b>	<b>43.0</b>

**VENDOR PAYMENTS REPORTED FROM 10/1/23 - 12/31/23 (>1,500)**

VENDOR	AMOUNT	PURPOSE
22ND Century Technologies, Inc	15,832.82	Participant work experience for the COVID Grant
A S and D, LLC	4,560.00	OJT Vendor
Abilia, Inc.	6,473.69	MIP annual maintenance and support
Ademero, Inc.	13,500.00	Content Central maintenance and support
Alluvionic, Inc.	1,749.50	IWT Vendor
Bowen Mclitt & Britt of FL.	8,824.40	Vehicle additions (Hurricane Ian)
Brandt Ronat and Company	14,597.50	Outreach and Success stories video
Brevard Nursing Academy	25,943.31	Nursing Scholarships
CareerSource Flagler Volusia	2,297.81	Meet & Greet Event
Codecraft Works, LLC	38,000.00	Scholarship Tuition
Educare Envision College of Nursing	27,019.50	Scholarship Tuition
Essential Education	1,650.00	Software to improve TABE/GED scores
Florida Trend	3,900.00	FAWA Ad
HERC Rentals, Inc	150,255.20	Rental of heavy equipment for Hurricane Ian grant
IM Solutions, Inc.	3,420.00	OJT Vendor
Indian River Networks, LLC.	3,080.70	Participant training
James Moore & Co.	39,000.00	Annual Audit
John Calkins	2,000.00	Digital Annual Report
Kegman Inc.	3,166.67	OJT
KnowBe4, Inc.	1,870.50	Security Awareness Training Subscription
Lowe's	2,136.54	Hurricane Ian/Miscellaneous Supplies
Midwest Dental Arts	4,741.28	OJT
My IT Future Institute	60,869.00	Scholarship Tuition
Quality Labor Management, LLC	388,491.90	Participant work experience for the Hurricane Ian Grant
Rockledge Institute School of Health & Beauty	1,617.00	Scholarship Tuition
Run Smarter IT, LLC	2,783.42	OJT Vendor
SilverHorse Racing, LLC.	3,672.00	OJT
Softchoice Corp.	15,957.92	Paper products
Spherion Corporation-Atlanta	2,012.31	Temporary labor for COVID-19 and Rebuild FL grants
Sunbelt Rentals	75,563.15	Rental of heavy equipment for Hurricane Ian grant
Taylor Hall Miller Parker P.A.	36,481.25	Programmatic & Financial Monitoring-Consolidation Guidance
Truck Driver Institute of Florida, Inc.	29,474.00	CDL Scholarships
United Rentals	63,347.49	Participant training for CDBG construction grant
Wright Express	44,391.17	Fuel for COVID-19 program rental vehicles
<b>TOTAL</b>	<b>1,098,680.03</b>	