



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

AUDIT COMMITTEE MEETING

**July 21, 2014
2:00 P.M.**

South Florida Workforce Investment Board
2nd floor
7300 Corporate Center Drive
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Meeting Minutes
 - A. June 19, 2014
3. Information – Status of 2013-14 Audit
4. Information – Fiscal Audit/Monitoring Activity Report
5. Information – Internal Monitoring Activity Report



SFWIB AUDIT COMMITTEE

DATE: 7/21/2014

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: STATUS OF 2013-14 FISCAL AUDIT

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Strong, Timely Reporting Standards for End User Customers and Providers of Services

STRATEGIC PROJECT: Raise the Bar/ One-Stop Performance Consistency

BACKGROUND:

On June 19, 2013, the South Florida Workforce Investment Board (SFWIB) approved the negotiation of a contract with TCBA Watson Rice, LLP for the performance of an external independent audit of the agency's financial records and reports for Fiscal Year 2013-14. Subsequently, SFWIB staff contacted members of the Audit Management Team and asked them to communicate with the Audit Committee on matters related to the planned scope and timing of the audit.

Mr. Thompkins will discuss the audit plan, scope and timing with the members of the Committee

FUNDING: N/A

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB AUDIT COMMITTEE

DATE: 7/21/2014

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: ACTIVITY REPORT -- FISCAL AUDIT/MONITORING

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Premier National Provider of Employment and Career Training

STRATEGIC PROJECT: Raise the Bar One-Stop Performance & Consistency

BACKGROUND:

At the December 2013 Audit Committee meeting, the committee members passed a resolution instructing staff to present monitoring activity reports at subsequent Audit Committee meetings.

In response to said request, Staff prepared the attached Activity Report. The report is a summary of the findings resulting from External Fiscal Audit/Monitoring activities.

FUNDING: NA

PERFORMANCE: NA

ATTACHMENT

AUDIT/MONITORING ACTIVITY REPORT

Auditor	Description	Period	Status	Report Date	Opinion Issued	Findings	Observations	Recommendations
TCBA Watson Rice LLP	Annual Audited Financial Statements & OMB A-133 Audit	7/1/13-6/30/14	In Progress					
Department of Economic Opportunity	Annual Monitoring	7/1/13-6/30/14	In Progress	Draft received 7/8/2014	N/A	1		
TCBA Watson Rice LLP	Annual Audited Financial Statements & OMB A-133 Audit	7/1/12-6/30/13	Completed	12/19/2013	Unqualified	-		
Audit General Office	Special ITA Monitoring	7/1/11-6/30/13	Completed	2/5/2014	N/A	4		
McGladrey, subcontracted through DEO	Annual Monitoring	7/1/12-2/28/13	Completed	5/16/13 released 8/14/13	N/A	-	1	-
TCBA Watson Rice LLP	Annual Audited Financial Statements & OMB A-133 Audit	7/1/11-6/30/12	Completed	12/14/2012	Unqualified	-	-	-
KPMG, LLP subcontracted through DEO	Annual Monitoring	2/1/11-12/31/11	Completed	3/6/12 released 4/19/12	N/A	1	2	-
Sharpton, Brunson & Company P.A.	Annual Audited Financial Statements & OMB A-133 Audit	7/1/10-6/30/11	Completed	11/22/2011	Unqualified	-	-	-
KPMG, LLP subcontracted through AWI	Annual Monitoring	1/1/10-1/31/11	Completed	3/25/11 released 4/27/11	N/A	-	2	-
Sharpton, Brunson & Company P.A.	Annual Audited Financial Statements & OMB A-133 Audit	7/1/09-6/30/10	Completed	12/20/2010	Unqualified	-	-	-
Thomas, Howell, Ferguson, P.A. subcontracted through AWI	Annual Monitoring	7/1/09-12/31/09	Completed	3/2/10 released 9/15/10	N/A	1	2	-
Sharpton, Brunson & Company P.A.	Annual Audited Financial Statements & OMB A-133 Audit	7/1/08-6/30/09	Completed	12/10/2009	Unqualified	-	-	-
Thomas, Howell, Ferguson, P.A. subcontracted through AWI	Annual Monitoring	7/1/08-3/31/09	Completed	5/22/2009	N/A	-	-	-
Sharpton, Brunson & Company P.A.	Annual Audited Financial Statements & OMB A-133 Audit	7/1/07-6/30/08	Completed	2/10/2009	Unqualified	-	-	-
Thomas, Howell, Ferguson, P.A. subcontracted through AWI	Annual Monitoring	7/1/07-4/30/08	Completed	6/23/2008	N/A	-	-	2



SFWIB AUDIT COMMITTEE

DATE: 7/21/2014

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: ACTIVITY REPORT -- INTERNAL MONITORING

AGENDA ITEM TYPE: INFORMATION

RECOMMENDATION: N/A

STRATEGIC GOAL: Premier National Provider of Employment and Career Training

STRATEGIC PROJECT: Raise the Bar One-Stop Performance & Consistency

BACKGROUND:

At the December 2013 Audit Committee meeting, the committee members passed a resolution instructing staff to present monitoring activity reports at subsequent Audit Committee meetings.

In response to said request, Staff prepared the attached Activity Report. The report is a summary of the findings resulting from CSSF Internal Fiscal Monitoring activities.

FUNDING: NA

PERFORMANCE: NA

ATTACHMENT

Summary of Monitorings Performed for Program Year 13-14 by the Office of Continuous Improvement (OCI) from 6/7/14 to 6/30/14

Service Provider/ Programs Monitored	Total Monitored	Original Amount Disallowed Costs	Areas of Deficiencies Noted	Type of Deficiencies	Repeat Finding	Plan of Corrective Actions (POCA) Submitted	POCA Accepted
Miami Beach Latin Chamber of Commerce, Inc. (MBLCC)	\$370,039	None	MBLCC's general ledger was not set up correctly to reflect cost center accounting, only totals were recorded on each account instead of individually to each funding source. Allocations to different funding sources were done manually in an Excel spreadsheet, instead of automatically by the accounting system.	Operational deficiency.	n/a	No	Due on 7/25/14
Refugee Services			MBLCC incorrectly over-allocated sampled expenditures to the CSSF program.	Operational deficiency.	n/a		
			MBLCC's Agency-Wide Budget presented and approved by CSSF did not include all of the agency's funding sources	Operational deficiency.	Yes		
			MBLCC did not adequately monitor budget variances and did not request budget modifications timely; sampled budget line items showed variances greater than fifteen percent (15%).	Non-compliance with code of federal regulations and the requirements of the executed contract.	n/a		
			The current Procurement Policies and Procedures did not address nepotism and conflict of interest.	Operational deficiency	Yes		
			Sampled personnel files were incomplete and did not include all required documentation at the time of the review.	Non-compliance with federal regulations and requirements of the executed contract.	Yes		
Greater Miami Service Corps (GMSC)	\$663,318	None	GMSC did not remit sampled payments to vendors in a timely manner.	Operational deficiency	Yes	Yes	In the process of being reviewed
Out of School Youth			Sampled personnel files were incomplete and did not include all required documentation at the time of the review.	Non-compliance with federal regulations and requirements of the executed contract.	Yes		
			GMSC's Electronic Recordkeeping Policies and Procedures were found to be deficient; required elements were not included.	Non-compliance with Florida Statutes Chapter 19 and Rules 1B-24 and 1B-26.003	Yes		
			Observation - GMSC did not have a formal policies and procedures related to the methodology utilized to distribute the Performance Holdback Payments to staff, although the review indicated the current procedures appeared to be fair and consistent.	Operational deficiency.	n/a		