

FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORTS

SENIORS IN SERVICE OF TAMPA BAY, INC.

December 31, 2013

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**RIVERO, GORDIMER & COMPANY, P.A.**  
**CERTIFIED PUBLIC ACCOUNTANTS**

Member  
American Institute of Certified Public Accountants  
Florida Institute of Certified Public Accountants

Cesar J. Rivero Sam A. Lazzara  
Herman V. Lazzara Stephen G. Douglas  
Marc D. Sasser Michael E. Helton  
Richard B. Gordimer, of Counsel

INDEPENDENT AUDITORS' REPORT

Board of Directors  
Seniors in Service of Tampa Bay, Inc.

**Report on Financial Statements**

We have audited the accompanying financial statements of Seniors in Service of Tampa Bay, Inc. (a non-profit organization), which comprise the statement of financial position as of December 31, 2013, and the related statements of activities and changes in net assets, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Seniors in Service of Tampa Bay, Inc. as of December 31, 2013 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Report on Summarized Comparative Information**

We have previously audited Seniors in Service of Tampa Bay, Inc.'s 2012 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated June 24, 2013. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2012, is consistent, in all material respects, with the audited financial statements from which it has been derived.

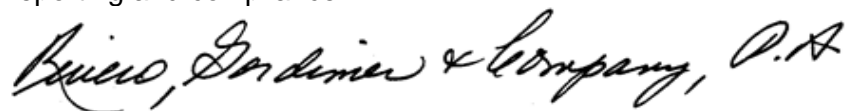
## **Other Matters**

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the 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 July 31, 2014 on our consideration of Seniors in Service of Tampa Bay, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Seniors in Service of Tampa Bay, Inc.'s internal control over financial reporting and compliance.



Tampa, Florida  
July 31, 2014

Seniors in Service of Tampa Bay, Inc.

STATEMENT OF FINANCIAL POSITION

December 31, 2013  
(With comparative total for 2012)

	<u>2013</u>	<u>2012</u>
<b>ASSETS</b>		
Cash and cash equivalents (note A7)	\$ 348,869	\$ 316,915
Investment (notes A3 and E)	105,326	104,232
Grants receivable (note A2)	127,114	110,831
Other assets	<u>3,510</u>	<u>5,456</u>
Total current assets	584,819	537,434
Property and equipment, net of accumulated depreciation (notes A4 and B)	<u>327,603</u>	<u>260,421</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 912,422</u></u>	<u><u>\$ 797,855</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
Accounts payable	\$ 108,439	\$ 77,455
Accrued expenses	<u>22,175</u>	<u>32,161</u>
Total current liabilities	<u>130,614</u>	<u>109,616</u>
Deferred payment mortgages (note C)	<u>-</u>	<u>10,000</u>
Total liabilities	130,614	119,616
Net assets - unrestricted (note A2)		
Unrestricted	725,518	678,239
Temporarily restricted	<u>56,290</u>	<u>-</u>
	<u>781,808</u>	<u>678,239</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 912,422</u></u>	<u><u>\$ 797,855</u></u>

The accompanying notes are an integral part of this statement.

Seniors in Service of Tampa Bay, Inc.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the year ended December 31, 2013  
(With comparative total for 2012)

	2013			Total 2012
	Unrestricted	Temporarily Restricted	Total	
Revenues and other support				
Direct federal grants	\$ 920,748	\$ -	\$ 920,748	\$ 932,802
Contributions and other program income	546,947	64,737	611,684	311,138
United Way of Tampa Bay	104,610	-	104,610	104,610
State of Florida, Medicaid	4,787	-	4,787	11,621
Community Development Block Grant				
City of Tampa	35,731	-	35,731	54,694
Hillsborough County	116,616	-	116,616	44,963
Rental income	11,259	-	11,259	22,084
Interest income	2,876	-	2,876	4,868
Fundraising events, net of direct expenses of \$5,949 and \$4,902 for 2013 and 2012, respectively	27,329	-	27,329	19,466
In-kind income	24,314	-	24,314	-
Net assets released from restrictions	8,447	(8,447)	-	-
<b>Total revenues and other support</b>	<b>1,803,664</b>	<b>56,290</b>	<b>1,859,954</b>	<b>1,506,246</b>
Expenses				
Program services				
Foster grandparent	1,038,025	-	1,038,025	1,017,746
Senior companion	513,603	-	513,603	432,377
Retired senior volunteer	68,108	-	68,108	-
Total program services	1,619,736	-	1,619,736	1,450,123
Management and general	136,649	-	136,649	118,187
<b>Total expenses</b>	<b>1,756,385</b>	<b>-</b>	<b>1,756,385</b>	<b>1,568,310</b>
Change in net assets	47,279	56,290	103,569	(62,064)
Net assets at beginning of year	678,239	-	678,239	740,303
Net assets at end of year	\$ 725,518	\$ 56,290	\$ 781,808	\$ 678,239

The accompanying notes are an integral part of this statement.

Seniors in Service of Tampa Bay, Inc.

STATEMENT OF CASH FLOWS

For the year ended December 31, 2013  
(With comparative total for 2012)

	<u>2013</u>	<u>2012</u>
Cash flows from operating activities		
Change in net assets	\$ 103,569	\$ (62,064)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities		
Depreciation and amortization	16,143	12,344
Increase in receivables	(16,283)	(16,077)
(Increase) decrease in other assets	1,946	(4,216)
Unrealized gain on investment	(1,094)	(1,340)
Increase (decrease) in accounts payable and accrued expenses	20,998	(5,681)
Change in deferred payment mortgage	(10,000)	-
Contributions restricted for capital acquisition and construction	(64,737)	-
Total adjustments	<u>(53,027)</u>	<u>(14,970)</u>
Net cash provided (used) by operating activities	<u>50,542</u>	<u>(77,034)</u>
Cash flows from investing activities		
Purchases of building improvements	<u>(83,325)</u>	<u>(37,600)</u>
Cash flows from financing activities		
Deferred payment mortgage	-	10,000
Contributions restricted for capital acquisition and construction	<u>64,737</u>	<u>-</u>
Net cash provided by operating activities	<u>64,737</u>	<u>10,000</u>
Net increase (decrease) in cash and cash equivalents	31,954	(104,634)
Cash and cash equivalents at beginning of year	<u>316,915</u>	<u>421,549</u>
Cash and cash equivalents at end of year	<u>\$ 348,869</u>	<u>\$ 316,915</u>
Supplemental disclosures of cash flow information		
Cash paid during the year		
Interest	<u>\$ -</u>	<u>\$ -</u>
Taxes	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

Seniors in Service of Tampa Bay, Inc.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended December 31, 2013  
(With comparative total for 2012)

	Program Services				Management and General	2013 Total	2012 Total
	Foster Grandparent	Senior Companion	Retired Senior Volunteer	Total Program Expenses			
Salaries, wages and related expenses							
Salaries and wages	\$ 301,065	\$ 164,418	\$ 55,770	\$ 521,253	\$ 68,150	\$ 589,403	\$ 526,696
Employee benefits and taxes	97,629	53,718	3,673	155,020	4,720	159,740	120,352
Total salaries, wages and related expenses	398,694	218,136	59,443	676,273	72,870	749,143	647,048
General expenses							
Dues and subscriptions	1,125	482	-	1,607	25	1,632	930
Equipment rental and repairs	6,015	2,578	-	8,593	664	9,257	6,460
In-kind	10,300	4,414	-	14,714	9,600	24,314	-
Insurance, corporate	8,874	3,803	-	12,677	110	12,787	7,246
Occupancy expenses	21,127	9,054	100	30,281	12,954	43,235	21,443
Office expenses	71,835	30,783	2,314	104,932	4,587	109,519	24,361
Postage and printing	3,160	1,354	105	4,619	500	5,119	4,743
Professional and contract services	33,615	14,406	-	48,021	23,582	71,603	55,572
Supplies	8,931	3,828	544	13,303	983	14,286	5,803
Suspense	-	-	-	-	3,235	3,235	-
Travel and transportation	9,766	4,185	3,748	17,699	2,288	19,987	22,252
Total general expenses	174,748	74,887	6,811	256,446	58,528	314,974	148,810
Volunteer expenses							
Volunteer stipends	365,516	156,196	-	521,712	-	521,712	580,386
Insurance	961	412	1,511	2,884	-	2,884	1,313
Meals	11,980	5,854	-	17,834	-	17,834	28,381
Recognition	3,837	1,666	168	5,671	457	6,128	8,023
Team leaders	-	3,000	75	3,075	-	3,075	2,170
Training and background checks	3,504	1,639	-	5,143	385	5,528	6,367
Travel	69,508	44,538	100	114,146	4,409	118,555	133,468
Uniforms	409	-	-	409	-	409	-
Total volunteer expenses	455,715	213,305	1,854	670,874	5,251	676,125	760,108
Total expenses before depreciation	1,029,157	506,328	68,108	1,603,593	136,649	1,740,242	1,555,966
Depreciation	8,868	7,275	-	16,143	-	16,143	12,344
Total expenses	\$ 1,038,025	\$ 513,603	\$ 68,108	\$ 1,619,736	\$ 136,649	\$ 1,756,385	\$ 1,568,310

The accompanying notes are an integral part of this statement.



Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS

December 31, 2013

NOTE A - NATURE OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Background Information

Seniors in Service of Tampa Bay, Inc. (the "Organization") was incorporated on March 20, 1984 as a Florida nonprofit organization. The Organization's mission is to engage people in volunteerism, particularly those ages 55+, to help children succeed and elders remain independent by recruiting and training devoted and skillful volunteers. The Organization is awarded grants and contracts to sponsor the Foster Grandparent Program, Senior Companion Program and Retired and Senior Volunteer Program for Hillsborough, Pinellas, and Polk Counties in the state of Florida. These programs are funded primarily through grant agreements with the Corporation for National and Community Service. Other primary funding sources are United Way of Tampa Bay, Inc., Hillsborough County Community Development Block Grant, City of Tampa Community Development Block Grant, Hillsborough County and Pinellas County School Boards, Medicaid, and other foundation grants and contributions.

A significant portion of the revenues and support generated by the Organization are funded through federal and local government grants. The Organization re-negotiates its contracts on an annual basis.

2. Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting and are prepared under the guidance of the Financial Accounting Standards Board *Accounting Standards Codification* ("FASB ASC").

FASB ASC 958-605 requires the Organization to distinguish between contributions that increase permanently restricted net assets, temporarily restricted net assets, and unrestricted net assets. It also requires recognition of contributed services meeting certain criteria at fair values. Additionally, under the guidance of FASB ASC 958-605, unconditional promises to give that are expected to be paid in less than one year are measured at net realizable value (settlement value). Conditional promises to give, which depend on the occurrence of a specified future and uncertain event to bind the promisor, are recognized when the conditions on which they depend are substantially met.

FASB ASC 958-205 establishes standards for general purpose external financial statements of not-for-profit organizations and requires a statement of financial position, a statement of activities, and a statement of cash flows.

The three classes of net assets, based on the absence or existence of donor-imposed restrictions, are defined as follows:

- Unrestricted net assets – not subject to donor-imposed restrictions, or the donor-imposed restrictions have expired.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2013

NOTE A - NATURE OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

- Temporarily restricted – subject to donor-imposed stipulations that may be fulfilled by actions of the Organization or become unrestricted by the passage of time.
- Permanently restricted net assets – subject to donor-imposed stipulations that must be retained and invested permanently by the Organization. Currently, the Organization has no permanently restricted net assets.

The Organization recognizes public support, revenue, and expenses on the accrual basis. Support and revenues from grants and contracts are generally recognized as eligible costs are incurred and/or required services performed, and all grant receivables are deemed to be fully collectible.

Functional expenses are allocated between programs on the basis of specific identification, where possible, or management's best estimates.

3. Investment

The investment consists of a Certificate of Deposit and is carried at fair value in the Organization's financial statements. Purchases and sales of investments are reflected on a trade date basis. Income from the investment is recorded as earned on an accrual basis. The investment totaled \$105,326 at December 31, 2013.

4. Property and Equipment

Property and equipment are capitalized at cost when purchased, or if donated at estimated fair value at the date of gift. Assets are capitalized when the purchase price exceeds \$500 and the estimated useful life is more than one year. Depreciation is calculated using the straight-line method over the following estimated useful lives of the assets:

Furniture and equipment	3 - 7 years
Building and building improvements	10 - 40 years

5. Income Taxes

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and Chapter 220.13 of the Florida Statutes, respectively; and has not taken any uncertain tax positions. Accordingly, no provision for income taxes has been recorded in these financial statements. The Organization has not reported any unrelated business income; however, such status is subject to final determination upon examination, if any, of the related income tax returns by the appropriate taxing authorities. Tax years after 2009 remain subject to examination by federal and state taxing authorities.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2013

NOTE A - NATURE OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

6. Use of Estimates

In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

7. Concentration of Credit Risk

The Organization maintains all of its demand deposit and money market accounts with financial institutions in the state of Florida. Accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000 in total per financial institution. The Organization manages this risk by maintaining accounts in separate financial institutions.

8. Comparative Information

The financial statements include certain prior period summarized comparative information. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended December 31, 2012, from where it was derived.

NOTE B - PROPERTY AND EQUIPMENT

Property and equipment consists of the following at December 31, 2013:

Land	\$ 56,511
Building and improvements	335,058
Furniture and fixtures	80,806
	<u>472,375</u>
Less accumulated depreciation	<u>(144,772)</u>
	<u>\$ 327,603</u>

NOTE C - FUNDS HELD FOR THE BENEFIT OF THE ORGANIZATION

The Organization is the beneficiary of two designated funds held by the Community Foundation of Tampa Bay, Inc. ("Community Foundation") with a total value of approximately \$76,000 at December 31, 2013. These funds are not recorded as an asset of the Organization, however, the Organization is entitled to receive contributions from the Community Foundation based on the value of these funds each year. The Organization recognized approximately \$8,300 in contribution revenue from the Community Foundation during the year ended December 31, 2013 related to these funds.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2013

NOTE D - DEFERRED PAYMENT MORTGAGES

Deferred mortgages payable consists of the following at December 31, 2013:

Non-interest bearing promissory note payable to Hillsborough County, Florida with balloon payment due December 31, 2018, 100% of the loan is forgiven at maturity date; secured by real property	\$ 34,737
Non-interest bearing promissory note payable to City of Tampa, Florida with balloon payment due September 30, 2019, 100% of the loan is forgiven at maturity date; secured by real property	<u>30,000</u>
Total long-term debt	64,737
Less allowance for forgivable portion of loans	<u>(64,737)</u>
Total long-term debt, net of discount and allowance for forgivable portion	<u><u>\$ -</u></u>

The Organization has Deferred Payment Mortgages and promissory notes related to grant funds provided by Hillsborough County, Florida and the City of Tampa, Florida under terms of the U.S. Department of Housing and Urban Development *Community Development Block Grants*. The promissory notes are non-interest bearing and the principal on the promissory notes will be deferred during the Minimum Use Period that was defined as five years, as long as the Organization maintains its current status as a not-for-profit benefiting low and moderate income elderly persons. After the minimum use period expires, both promissory notes include provisions where the entire original note is forgiven. The Organization recognized a temporarily restricted contribution for the value of the promissory notes totaling \$64,737.

The aggregate maturities of long-term debt are zero for each of the five years subsequent to December 31, 2013. Prior to the consideration of amounts forgiven, \$34,737 would be due in 2018, and \$30,000 would be due in 2019.

NOTE E - COMMITMENTS AND CONTINGENCIES

1. 401(k) Plan

The Organization maintains a 401(k) Plan (the "Plan") for qualified employees. The Organization shall determine, at its sole discretion, the annual contributions as determined by the Board of Directors. The Organization matched employee contributions up to 3% of the employee's gross pay during the year ended December 31, 2013. Contributions made by the Organization for the year ended December 31, 2013 were approximately \$13,600.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2013

NOTE E - COMMITMENTS AND CONTINGENCIES - Continued

2. Operating Leases

The Organization leases office equipment under operating leases. Approximate future minimum lease payments including sales tax, under these operating leases are as follows:

<u>Year ending December 31,</u>	
2014	\$ 3,900
2015	<u>2,900</u>
	<u>\$ 6,800</u>

Rent expense under operating leases for the year ended December 31, 2013 approximated \$9,000.

NOTE F - FAIR VALUE MEASUREMENTS

Financial Accounting Standards Board *Accounting Standards Codification* 820 establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy under FASB ASC 820 are described below:

Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organization has the ability to access.

Level 2 Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for that asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means;
- If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2013

NOTE F - FAIR VALUE MEASUREMENTS - Continued

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for significant assets measured at fair value at December 31, 2013:

*Certificate of deposit:* Valued at the cost plus accrued interest through the reporting date.

The methods described above may produce a fair value calculation that may not be indicative of the net realizable value or reflective of future fair values. Furthermore, while the Organization believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following table sets forth by level, within the fair value hierarchy, the Organization's financial assets at fair value as of December 31, 2013:

	<u>Fair Value</u>	<u>Level 1 Inputs</u>	<u>Level 2 Inputs</u>	<u>Level 3 Inputs</u>
Certificate of deposit	<u>\$ 105,326</u>	<u>\$ -</u>	<u>\$ 105,326</u>	<u>\$ -</u>

NOTE G - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets consist of time restricted funds received for the rehabilitation and improvement of the Organization's property. The time restrictions expire on a straight-line basis over the five year term of the underlying loan agreements (see note D). The value of the temporarily restricted net assets was \$56,290 as of December 31, 2013.

NOTE H - SUBSEQUENT EVENTS

The Organization has evaluated events and transactions occurring subsequent to December 31, 2013 as of July 31, 2014, which is the date the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
SENIORS IN SERVICE OF TAMPA BAY, INC.  
For the year ended December 31, 2013



Seniors in Service of Tampa Bay, Inc.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the year ended December 31, 2013

Federal Grantor Program Title	Federal CFDA#	Grant Identification #	Expenditures
U.S. Department of Housing and Urban Development			
Indirect awards			
Passed-through City of Tampa, a Florida municipal corporation			
Community Development Block Grants/Entitlement Grants			
Drainage project	14.218	N/A	\$ 35,000
Drainage project - deferred mortgage	14.218	Mortgage loan guarantee	30,000
Passed-through Hillsborough County, Florida			
Community Development Block Grants/Entitlement Grants			
Drainage Control and Parking Area Repair	14.218	N/A	116,616
Drainage project - deferred mortgage	14.218	Mortgage loan guarantee	34,737
Total CFDA # 14.218			<u>216,353</u>
Total U.S. Department of Housing and Urban Development			<u>216,353</u>
U.S. Department of Education			
Indirect awards			
Passed-through the School Board of Hillsborough County, Florida			
Title I Grants to Local Educational Agencies (LEAs)			
	84.010	N/A	41,596
Special Education - Grants to States (IDEA, Part B)			
	84.027	N/A	<u>77,598</u>
Total U.S. Department of Education			<u>119,194</u>
U.S. Department of Health and Human Services			
Indirect awards			
Passed-through Hillsborough County, Florida			
Head Start	93.600	N/A	<u>44,380</u>
Total U.S. Department of Health and Human Services			<u>44,380</u>
Corporation for National and Community Service			
Direct awards			
Foster Grandparent Program	94.011	13GXSFL001	600,576
Senior Companion Program	94.016	13SXSFL001	259,769
Retired Senior Volunteer Program	94.002	13SRSFL004	<u>60,403</u>
Total Corporation for National and Community Service			<u>920,748</u>
Total expenditures of federal awards			<u>\$ 1,300,675</u>

The accompanying notes are an integral part of this schedule.

Seniors in Service of Tampa Bay, Inc.

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

December 31, 2013

NOTE A - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of Seniors in Service of Tampa Bay, Inc. (the "Organization") and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of State and Local Governments and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the basic financial statements.

NOTE B - CONTINGENCIES

These federal programs are subject to financial and compliance audits by grantor agencies which, if instances of material noncompliance are found, may result in disallowed expenditures and affect the Organization's continued participation in specific programs. The amount, if any, of expenditures which may be disallowed by the grantor agencies cannot be determined at this time, although the Organization expects such amounts, if any, to be immaterial.

NOTE C - SUBRECIPIENTS

The Organization did not provide federal awards to subrecipients.

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*

SENIORS IN SERVICE OF TAMPA BAY, INC.

December 31, 2013



**RIVERO, GORDIMER & COMPANY, P.A.**  
**CERTIFIED PUBLIC ACCOUNTANTS**

Member  
American Institute of Certified Public Accountants  
Florida Institute of Certified Public Accountants  
Cesar J. Rivero Sam A. Lazzara  
Herman V. Lazzara Stephen G. Douglas  
Marc D. Sasser Michael E. Helton  
Richard B. Gordimer, of Counsel

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

Board of Directors  
Seniors in Service of Tampa Bay, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Seniors in Service of Tampa Bay, Inc. (a non-profit organization) which comprise the statement of financial position as of December 31, 2013, and the related statements of activities and changes in net assets, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated July 31, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Seniors in Service of Tampa Bay, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Seniors in Service of Tampa Bay, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Seniors in Service of Tampa Bay, Inc.'s internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Seniors in Service of Tampa Bay, Inc.'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 determination of financial statement amounts. 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*.

## **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 "Bruce, Gardner & Company, P.A." The signature is written in a cursive, flowing style.

Tampa, Florida  
July 31, 2014

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR  
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

SENIORS IN SERVICE OF TAMPA BAY, INC.

December 31, 2013



**RIVERO, GORDIMER & COMPANY, P.A.**  
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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE  
FOR EACH MAJOR PROGRAM AND ON INTERNAL  
CONTROL OVER COMPLIANCE REQUIRED BY  
OMB CIRCULAR A-133

Board of Directors  
Seniors in Service of Tampa Bay, Inc.

**Report on Compliance for Each Major Federal Program**

We have audited Seniors in Service of Tampa Bay, Inc.'s compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Seniors in Service of Tampa Bay, Inc.'s major federal programs for the year ended December 31, 2013. Seniors in Service of Tampa Bay, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Seniors in Service of Tampa Bay, Inc.'s major federal programs based on our audit of the types of compliance referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Seniors in Service of Tampa Bay, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Seniors in Service of Tampa Bay, Inc.'s compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, Seniors in Service of Tampa Bay, Inc. 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 December 31, 2013.

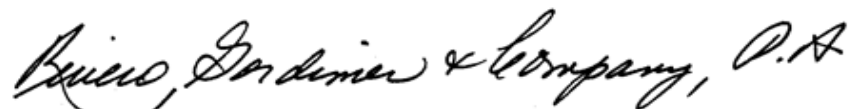
### **Report on Internal Control Over Compliance**

Management of Seniors in Service of Tampa Bay, Inc. is responsible for establishing and maintaining effective internal control over compliance with types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Seniors in Service of Tampa Bay, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Seniors in Service of Tampa Bay, Inc.'s internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of the internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.



Tampa, Florida  
July 31, 2014



SCHEDULE OF FINDINGS AND QUESTIONED COSTS

SENIORS IN SERVICE OF TAMPA BAY, INC.

December 31, 2013

Seniors in Service of Tampa Bay, Inc.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended December 31, 2013

**Section I - Summary of Auditors' Results**

**Financial Statements**

Type of auditors' report issued 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 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 section 510(a) of OMB Circular A-133?      yes   X   no

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program</u>
94.011	Foster Grandparent Program
94.016	Senior Companion Program

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

Auditee qualified as low-risk auditee?   X   yes      no

**Section II - Financial Statement Findings**

No matters were reported for the year ended December 31, 2013 and no matters were reported for the prior year. Accordingly, a summary schedule of prior year audit findings is not presented.

**Section III - Federal Award Findings and Questioned Costs**

No matters were reported for the year ended December 31, 2013 and no matters were reported for the prior year. Accordingly, a summary schedule of prior year audit findings is not presented.