

FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORTS
SENIORS IN SERVICE OF TAMPA BAY, INC.

December 31, 2016

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

INDEPENDENT AUDITORS' REPORT

Member	American Institute of Certified Public Accountants
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Cesar J. Rivero, in Memoriam (1942-2017)	

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, 2016, 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, 2016 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 2015 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated July 26, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2015, 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 Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, 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 June 21, 2017 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
June 21, 2017

Seniors in Service of Tampa Bay, Inc.

STATEMENT OF FINANCIAL POSITION

December 31, 2016
(With comparative total for 2015)

	<u>2016</u>	<u>2015</u>
ASSETS		
Cash and cash equivalents (note A7)	\$ 138,813	\$ 263,377
Investment (notes A3 and F)	106,646	106,274
Grants receivable (note A2)	227,625	133,545
Other assets	<u>5,632</u>	<u>3,406</u>
Total current assets	478,716	506,602
Property and equipment, net of accumulated depreciation (notes A4 and B)	<u>383,052</u>	<u>403,326</u>
TOTAL ASSETS	<u>\$ 861,768</u>	<u>\$ 909,928</u>
LIABILITIES AND NET ASSETS		
Accounts payable	\$ 59,944	\$ 99,416
Accrued expenses	<u>27,472</u>	<u>72,362</u>
Total current liabilities	<u>87,416</u>	<u>171,778</u>
Total liabilities	<u>87,416</u>	<u>171,778</u>
Net assets - unrestricted (note A2)		
Unrestricted	718,021	657,574
Temporarily restricted	<u>56,331</u>	<u>80,576</u>
	<u>774,352</u>	<u>738,150</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 861,768</u>	<u>\$ 909,928</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, 2016
(With comparative total for 2015)

	2016			2015
	Unrestricted	Temporarily Restricted	Total	
Revenues and other support				
Direct federal grants	\$ 973,170	\$ -	\$ 973,170	\$ 960,636
Contributions and other program income	610,405	-	610,405	483,340
United Way of Tampa Bay	97,964	-	97,964	104,610
Community Development Block Grant				
City of Tampa	14,000	-	14,000	36,000
Hillsborough County	129,285	-	129,285	173,940
Interest income	2,552	-	2,552	2,782
Fundraising events, net of direct expenses of \$4,942 and \$7,757 for 2016 and 2015, respectively	42,333	-	42,333	22,820
In-kind income	32,395	-	32,395	31,500
BP oil spill settlement	26,808		26,808	-
Net assets released from restrictions	<u>24,245</u>	<u>(24,245)</u>	<u>-</u>	<u>-</u>
Total revenues and other support	<u>1,953,157</u>	<u>(24,245)</u>	<u>1,928,912</u>	<u>1,815,628</u>
Expenses				
Program services				
Foster grandparent	1,193,246	-	1,193,246	1,104,355
Senior companion	465,138	-	465,138	552,944
Retired senior volunteer	142,158	-	142,158	159,509
Total program services	<u>1,800,542</u>	<u>-</u>	<u>1,800,542</u>	<u>1,816,808</u>
Management and general	<u>92,168</u>	<u>-</u>	<u>92,168</u>	<u>76,107</u>
Total expenses	<u>1,892,710</u>	<u>-</u>	<u>1,892,710</u>	<u>1,892,915</u>
Change in net assets	60,447	(24,245)	36,202	(77,287)
Net assets at beginning of year	<u>657,574</u>	<u>80,576</u>	<u>738,150</u>	<u>815,437</u>
Net assets at end of year	<u>\$ 718,021</u>	<u>\$ 56,331</u>	<u>\$ 774,352</u>	<u>\$ 738,150</u>

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, 2016
(With comparative total for 2015)

	<u>2016</u>	<u>2015</u>
Cash flows from operating activities		
Change in net assets	<u>\$ 36,202</u>	<u>\$ (77,287)</u>
Adjustments to reconcile change in net assets to net cash used by operating activities		
Depreciation and amortization	30,217	27,502
Loss on disposal of equipment	-	578
(AIncrease) decrease in receivables	(94,080)	22,875
(AIncrease) decrease in other assets	(2,226)	2,257
Unrealized gain on investment	(372)	(371)
Decrease in accounts payable and accrued expenses	<u>(84,362)</u>	<u>(38,324)</u>
Total adjustments	<u>(150,823)</u>	<u>14,517</u>
Net cash used by operating activities	<u>(114,621)</u>	<u>(62,770)</u>
Cash flows from investing activities		
Purchase of property and equipment	(9,943)	(18,139)
Proceeds from disposal of equipment	-	850
Net cash used by investing activities	<u>(9,943)</u>	<u>(17,289)</u>
Net decrease in cash and cash equivalents	(124,564)	(80,059)
Cash and cash equivalents at beginning of year	<u>263,377</u>	<u>343,436</u>
Cash and cash equivalents at end of year	<u>\$ 138,813</u>	<u>\$ 263,377</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, 2016
(With comparative total for 2015)

	Program Services					Management and General	2016 Total	2015 Total
	Foster Grandparent	Senior Companion	Retired Senior Volunteer	Total Program Expenses				
Salaries, wages and related expenses								
Salaries and wages	\$ 344,929	\$ 129,464	\$ 91,986	\$ 566,379	\$ 50,166	\$ 616,545	\$ 648,856	
Employee benefits and taxes	78,667	25,940	24,236	128,843	7,699	136,542	149,253	
Total salaries, wages and related expenses	423,596	155,404	116,222	695,222	57,865	753,087	798,109	
General expenses								
Direct program cost	81,572	6,936	12,405	100,913	-	100,913	79,541	
Dues and subscriptions	1,025	299	229	1,553	1,505	3,058	5,346	
Equipment rental and repairs	8,887	3,423	-	12,310	555	12,865	12,496	
In-kind	32,335	-	60	32,395	-	32,395	31,500	
Insurance, corporate	9,278	4,217	-	13,495	-	13,495	16,208	
Occupancy expenses	33,683	9,872	-	43,555	2,228	45,783	40,823	
Office expenses	14,507	5,679	317	20,503	24,349	44,852	24,386	
Postage and printing	3,701	1,071	159	4,931	534	5,465	8,032	
Professional and contract services	67,991	28,471	600	97,062	3,736	100,798	65,364	
Travel and transportation	9,193	5,221	6,876	21,290	1,396	22,686	24,609	
Total general expenses	262,172	65,189	20,646	348,007	34,303	382,310	308,305	
Volunteer expenses								
Volunteer stipends	384,380	165,793	-	550,173	-	550,173	570,736	
Insurance	2,101	417	177	2,695	-	2,695	2,480	
Meals	14,699	7,425	-	22,124	-	22,124	27,100	
Physical examinations	185	50	-	235	-	235	85	
Recognition	15,947	4,231	2,520	22,698	-	22,698	15,613	
Team leaders	-	3,600	-	3,600	-	3,600	3,400	
Training and background checks	4,262	827	130	5,219	-	5,219	7,408	
Travel	63,805	52,331	-	116,136	-	116,136	132,177	
Uniforms	947	806	2,463	4,216	-	4,216	-	
Total volunteer expenses	486,326	235,480	5,290	727,096	-	727,096	758,999	
Total expenses before depreciation	1,172,094	456,073	142,158	1,770,325	92,168	1,862,493	1,865,413	
Depreciation	21,152	9,065	-	30,217	-	30,217	27,502	
Total expenses	<u>\$ 1,193,246</u>	<u>\$ 465,138</u>	<u>\$ 142,158</u>	<u>\$ 1,800,542</u>	<u>\$ 92,168</u>	<u>\$ 1,892,710</u>	<u>\$ 1,892,915</u>	

The accompanying notes are an integral part of this statement.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS

December 31, 2016

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, 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, 2016

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.

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 \$106,646 at December 31, 2016.

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 2012 remain subject to examination by federal and state taxing authorities.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016

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. Cash, Cash Equivalents, and Concentration of Credit Risk

The Organization considers all highly liquid investments with maturities of three months or less when purchased to be cash equivalents.

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, 2015, from where it was derived.

NOTE B - PROPERTY AND EQUIPMENT

Property and equipment consists of the following at December 31, 2016:

Land	\$ 56,511
Building and improvements	460,467
Furniture and fixtures	<u>89,188</u>
	606,166
Less accumulated depreciation	(223,114)
	<u>\$ 383,052</u>

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016

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 \$71,000 at December 31, 2016. 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 Community Foundation did not distribute any contributions to the Organization from these funds during the year ended December 31, 2016.

NOTE D - DEFERRED PAYMENT MORTGAGES

Deferred mortgages payable consists of the following at December 31, 2016:

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	30,000
Non-interest bearing promissory note payable to Hillsborough County, Florida with balloon payment due September 30, 2019, 100% of the loan is forgiven at maturity date; secured by real property	71,619
Total long-term debt	136,356
Less allowance for forgivable portion of loans	(136,356)
Total long-term debt, net of discount and allowance for forgivable portion	\$ -

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, the promissory notes include provisions where the entire original note is forgiven.

The aggregate maturities of long-term debt are zero for each of the six years subsequent to December 31, 2016. Prior to the consideration of amounts forgiven, \$34,737 would be due in 2018, and \$101,619 would be due in 2019.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016

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, 2016. Contributions made by the Organization for the year ended December 31, 2016 were approximately \$9,900.

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:

Year ending December 31,

2017	\$	7,500
2018		4,600
2019		500
2020		500
2021		200
		<hr/>
	\$	<u>13,300</u>

Rent expense under operating leases for the year ended December 31, 2016 approximated \$12,900.

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).

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016

NOTE F - FAIR VALUE MEASUREMENTS - Continued

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.

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, 2016:

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.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016

NOTE F - FAIR VALUE MEASUREMENTS - Continued

The following table sets forth by level, within the fair value hierarchy, the Organization's financial assets at fair value as of December 31, 2016:

	Fair Value	Level 1 Inputs	Level 2 Inputs	Level 3 Inputs
Certificate of deposit	\$ 106,646	\$ -	\$ 106,646	\$ -

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 \$56,331 as of December 31, 2016.

NOTE H - SUBSEQUENT EVENTS

The Organization has evaluated events and transactions occurring subsequent to December 31, 2016 as of June 21, 2017, 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, 2016

Seniors in Service of Tampa Bay, Inc.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the year ended December 31, 2016

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Passed- Through to Subrecipients	Total Federal Expenditures
U.S. Department of Housing and Urban Development				
Indirect Programs				
Passed-through City of Tampa, Florida, municipal corporation				
Community Development Block Grants/Entitlement				
Grants - Senior Companion Program	14.218	2015-890	\$ -	\$ 14,000
Community Development Block Grants/Entitlement		Capital Advance, Non-Amortizing Mortgage		
Grants - Drainage Project - deferred mortgage	14.218		-	30,000
Passed-through Hillsborough County, Florida				
Community Development Block Grants/Entitlement		C01-6012-201- 000-02658- 464700-16		
Grants - Senior Companion Program	14.218		-	123,706
Community Development Block Grants/Entitlement		Capital Advance, Non-Amortizing Mortgage		
Grants - Drainage project/ADA compliant facility improvements - deferred mortgage	14.218		-	106,356
Community Development Block Grants/Entitlement				
Grants - RSVP(CATCH)	14.218	N/A	-	5,579
Total CFDA # 14.218 - Indirect Programs			-	279,641
Total U.S. Department of Housing and Urban Development - Indirect Programs			-	279,641
U.S. Department of Education				
Indirect Programs				
Passed-through the School Board of Pinellas County, Florida				
Title I Grants to Local Educational Agencies (LEAs)	84.010	065085	-	30,000
Passed-through the School Board of Hillsborough County, Florida				
Title I Grants to Local Educational Agencies (LEAs)	84.010	N/A	-	11,596
Total CFDA # 84.010 - Indirect Programs			-	41,596
Passed-through the School Board of Hillsborough County, Florida				
Special Education - Grants to States (IDEA, Part B)	84.027	N/A	-	70,544
Total U.S. Department of Education - Indirect Programs			-	112,140
U.S. Department of Health and Human Services				
Indirect Programs				
Passed-through Hillsborough County, Florida		16-0799 and		
Head Start/Early Head Start	93.600	15-0855	-	35,203
Total U.S. Department of Health and Human Services - Indirect Programs			-	35,203
Corporation for National and Community Service				
Direct Programs				
Corporation for National and Community Service Cluster				
Foster Grandparent Program	94.011	16GXSFL001	-	650,635
Senior Companion Program	94.016	16SXSF001	-	259,756
Total Corporation for National and Community Service Cluster			-	910,391
Retired Senior Volunteer Program	94.002	16SRSFL004	-	62,779
Total Corporation for National and Community Service - Direct Programs			-	973,170
Total expenditures of federal awards			\$ -	\$ 1,400,154

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, 2016

NOTE A - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of Seniors in Service of Tampa Bay, Inc. under programs of the federal government for the year ended December 31, 2016. The information in this Schedule is presented 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 Seniors in Service of Tampa Bay, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of Seniors in Service of Tampa Bay, Inc.

NOTE B - 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 allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Seniors in Service of Tampa Bay, Inc. has elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

NOTE C - CAPITAL ADVANCE, NON-AMORTIZING MORTGAGE

The Capital Advance, Non-Amortizing Mortgage is administered directly by Seniors in Service of Tampa Bay, Inc., and balances and transactions relating to this program are included in Seniors in Service of Tampa Bay, Inc.’s basic financial statements. The outstanding mortgages at the beginning of the year are included in the federal expenditures presented in the Schedule. The balance of the mortgages outstanding at December 31, 2016 is \$136,356. As long as Seniors in Service of Tampa Bay, Inc. remains qualified under the U.S. Department of Housing and Urban Development, *Community Development Block Grants/Entitlement Grants* program, repayment of the principal balance on the mortgages are deferred until final maturity in 2018 and 2019. At that time, the mortgages will be forgiven.

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, 2016



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

Member

American Institute of Certified Public Accountants

Florida Institute of Certified Public Accountants

Herman V. Lazzara

Stephen G. Douglas

Marc D. Sasser

Michael E. Helton

Sam A. Lazzara

Christopher F. Terrigino

Kevin R. Bass

James K. O'Connor

Jonathan E. Stein

Richard B. Gordimer, of Counsel

Cesar J. Rivero, in Memoriam (1942-2017)

**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, 2016, 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 June 21, 2017.

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 "Bunn, Gardiner & Company, P.A." The signature is fluid and cursive, with "Bunn" on the first line, "Gardiner & Company" on the second line, and "P.A." on the third line to the right of "Company".

Tampa, Florida
June 21, 2017

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

SENIORS IN SERVICE OF TAMPA BAY, INC.

December 31, 2016



**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
THE UNIFORM GUIDANCE**

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 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, 2016. 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 federal statutes, regulations, and the terms and conditions of its federal awards 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 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). Those standards and the Uniform Guidance 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 types of 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, 2016.

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 the 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 the Uniform Guidance, 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 the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Tampa, Florida
June 21, 2017

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

SENIORS IN SERVICE OF TAMPA BAY, INC.

For the year ended December 31, 2016

Seniors in Service of Tampa Bay, Inc.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended December 31, 2016

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued on whether the financial statements were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

 Material weakness(es) identified? yes no

 Significant deficiency(ies) identified? yes none reported

Noncompliance material to financial statements noted? yes no

Federal Awards

Internal control over major federal programs:

 Material weakness(es) identified? yes no

 Significant deficiency(ies) identified? yes 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 no

Identification of major federal programs:

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

Dollar threshold used to distinguish between type A and type B programs: \$ 750,000

Auditee qualified as low-risk auditee? yes no

Section II - Financial Statement Findings

No matters were reported for the year ended December 31, 2016 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, 2016 and no matters were reported for the prior year. Accordingly, a summary schedule of prior year audit findings is not presented.