

FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORTS

SENIORS IN SERVICE OF TAMPA BAY, INC.

December 31, 2019

TABLE OF CONTENTS

Independent Auditors' Report	3 - 4
Financial Statements	
Statement of Financial Position	5
Statement of Activities and Changes in Net Assets	6
Statement of Cash Flows	7
Statement of Functional Expenses	8
Notes to Financial Statements	9 - 15
Supplementary Information	16
Schedule of Expenditures of Federal Awards	17 - 18
Notes to Schedule of Expenditures of Federal Awards	19
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 <i>Government Auditing Standards</i>	20 - 22
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance	23 - 25
Schedule of Findings and Questioned Costs	26 - 27



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, 2019, 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, 2019 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 2018 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated June 28, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2018, 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 26, 2020 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 26, 2020



Seniors in Service of Tampa Bay, Inc.

STATEMENT OF FINANCIAL POSITION

December 31, 2019
(With comparative total for 2018)

	<u>2019</u>	<u>2018</u>
ASSETS		
Cash and cash equivalents (note A6)	\$ 97,212	\$ 95,567
Investments (notes A8)	108,443	107,840
Grants receivable (note A7)	247,418	200,376
Other assets	<u>9,242</u>	<u>5,716</u>
Total current assets	462,315	409,499
Property and equipment, net of accumulated depreciation (notes A9 and C)	<u>315,929</u>	<u>345,374</u>
TOTAL ASSETS	<u>\$ 778,244</u>	<u>\$ 754,873</u>
LIABILITIES AND NET ASSETS		
Accounts payable	\$ 15,079	\$ 13,153
Accrued expenses	19,155	24,207
Stipends payable	<u>63,253</u>	<u>56,054</u>
Total current liabilities	<u>97,487</u>	<u>93,414</u>
Refundable advance	<u>35,000</u>	<u>-</u>
Total liabilities	<u>132,487</u>	<u>93,414</u>
Net assets (note A2)		
Without donor restrictions	645,757	652,117
With donor restrictions	<u>-</u>	<u>9,342</u>
	<u>645,757</u>	<u>661,459</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 778,244</u>	<u>\$ 754,873</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, 2019
(With comparative total for 2018)

	2019			2018
	Without donor restrictions	With donor restrictions	Total	
Revenues and other support				
Direct federal grants	\$ 1,056,194	\$ -	\$ 1,056,194	\$ 937,854
Contributions and other program income	765,646	-	765,646	695,781
United Way of Tampa Bay	50,085	-	50,085	73,946
Community Development Block Grant				
Hillsborough County	78,650	-	78,650	80,508
Interest income	2,904	-	2,904	3,723
Fundraising events, net of direct expenses	-	-	-	45,040
In-kind income	47,050	-	47,050	37,532
Net assets released from restrictions	9,342	(9,342)	-	-
Total revenues and other support	<u>2,009,871</u>	<u>(9,342)</u>	<u>2,000,529</u>	<u>1,874,384</u>
Expenses				
Program services				
Foster grandparent	1,225,054	-	1,225,054	1,194,191
Senior companion	372,957	-	372,957	486,263
Retired senior volunteer	286,926	-	286,926	155,072
Total program services	<u>1,884,937</u>	<u>-</u>	<u>1,884,937</u>	<u>1,835,526</u>
Management and general	131,294	-	131,294	170,145
Total expenses	<u>2,016,231</u>	<u>-</u>	<u>2,016,231</u>	<u>2,005,671</u>
Change in net assets	(6,360)	(9,342)	(15,702)	(131,287)
Net assets at beginning of year	<u>652,117</u>	<u>9,342</u>	<u>661,459</u>	<u>792,746</u>
Net assets at end of year	<u>\$ 645,757</u>	<u>\$ -</u>	<u>\$ 645,757</u>	<u>\$ 661,459</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, 2019
(With comparative total for 2018)

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities		
Change in net assets	<u>\$ (15,702)</u>	<u>\$ (131,287)</u>
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities		
Depreciation and amortization	29,445	30,328
(Increase) decrease in receivables	(47,042)	1,029
Increase in other assets	(3,526)	(272)
Unrealized gain on investment	(603)	(1,429)
Increase (decrease) in accounts payable and accrued expenses	4,073	(4,608)
Increase in refundable advance	35,000	-
Total adjustments	<u>17,347</u>	<u>25,048</u>
Net cash provided (used) by operating activities	<u>1,645</u>	<u>(106,239)</u>
Cash flows from investing activities		
Purchases of equipment	<u>-</u>	<u>(20,272)</u>
Net cash used by investing activities	<u>-</u>	<u>(20,272)</u>
Net increase (decrease) in cash and cash equivalents	1,645	(126,511)
Cash and cash equivalents at beginning of year	<u>95,567</u>	<u>222,078</u>
Cash and cash equivalents at end of year	<u>\$ 97,212</u>	<u>\$ 95,567</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, 2019
(With comparative total for 2018)

	Program Services				Management and General	2019 Total	2018 Total
	Foster Grandparent	Senior Companion	Retired Senior Volunteer	Total Program Expenses			
Salaries, wages and related expenses							
Salaries and wages	\$389,457	\$90,281	\$155,780	\$ 635,518	\$47,736	\$ 683,254	697,878
Employee benefits and taxes	99,168	35,861	48,867	183,896	21,078	204,974	209,211
Total salaries, wages and related expenses	<u>488,625</u>	<u>126,142</u>	<u>204,647</u>	<u>819,414</u>	<u>68,814</u>	<u>888,228</u>	<u>907,089</u>
General expenses							
Direct program cost	77,923	5,117	9,415	92,455	8,573	101,028	110,550
Dues and subscriptions	1,374	146	536	2,056	26	2,082	1,861
Equipment rental and repairs	13,231	5,094	2,700	21,025	381	21,406	18,276
In-kind	31,825	2,974	-	34,799	11,717	46,516	37,532
Insurance, corporate	6,382	1,662	868	8,912	2,075	10,987	10,692
Occupancy expenses	15,437	7,271	4,242	26,950	581	27,531	34,130
Office expenses	4,287	2,145	1,900	8,332	15,277	23,609	14,774
Postage and printing	3,590	1,063	529	5,182	155	5,337	7,037
Professional and contract services	28,246	19,390	12,860	60,496	7,817	68,313	75,907
Travel and transportation	12,317	1,573	11,212	25,102	1,155	26,257	21,458
Total general expenses	<u>194,612</u>	<u>46,435</u>	<u>44,262</u>	<u>285,309</u>	<u>47,757</u>	<u>333,066</u>	<u>332,217</u>
Volunteer expenses							
Volunteer stipends	396,139	141,478	28,296	565,913	-	565,913	576,302
Insurance	879	368	73	1,320	-	1,320	2,444
Meals	16,927	7,455	-	24,382	-	24,382	24,114
Physical examinations	205	-	-	205	-	205	393
Recognition	23,105	4,933	4,239	32,277	-	32,277	24,046
Team leaders	-	3,020	-	3,020	-	3,020	2,750
Training and background checks	20,804	7,026	5,041	32,871	-	32,871	8,335
Travel	73,453	31,683	-	105,136	-	105,136	96,934
Uniforms	-	-	368	368	-	368	719
Total volunteer expenses	<u>531,512</u>	<u>195,963</u>	<u>38,017</u>	<u>765,492</u>	<u>-</u>	<u>765,492</u>	<u>736,037</u>
Total expenses before depreciation	1,214,749	368,540	286,926	1,870,215	116,571	1,986,786	1,975,343
Depreciation	10,305	4,417	-	14,722	14,723	29,445	30,328
Total expenses	<u>\$ 1,225,054</u>	<u>\$ 372,957</u>	<u>\$ 286,926</u>	<u>\$ 1,884,937</u>	<u>\$ 131,294</u>	<u>\$ 2,016,231</u>	<u>\$ 2,005,671</u>

The accompanying notes are an integral part of this statement.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

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

A description of the organization and a summary of its significant accounting policies consistently applied in the preparation of the accompanying financial statements follow:

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, 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

These financial statements, which are presented on the accrual basis of accounting, have been prepared to focus on the Organization as a whole and to present revenue, expenses, and net assets based on the existence or absence of donor-imposed restrictions.

Accordingly, net assets and changes therein are classified as follows:

- With Donor Restrictions – Net assets with donor restrictions are net assets subject to donor-imposed stipulations that may be fulfilled by actions of the Organization to meet the stipulations, that may become undesignated by the passage of time, or that require net assets to be permanently maintained, thereby restricting the use of principal.
- Without Donor Restrictions – Net assets without donor restrictions are net assets not subject to donor-imposed restrictions or the donor-imposed restrictions have expired. These net assets are available for use at the discretion of the Board of Directors (the Board) and/or management for general operating purposes.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

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

3. Change in Accounting Principle

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers* (Topic 606). ASU 2014-09 creates a single framework for recognizing revenue from contracts with customers that fall within its scope. The objective is to allow financial statement users to understand the nature, amount, timing, and uncertainty of revenue and cash flows resulting from contracts with customers.

The new standard is effective for the Organization's year ending December 31, 2019. The Organization adopted the ASU effective January 1, 2019 using the retrospective method.

The Organization's revenue is generated substantially from annual grant contracts. These grants are all considered to be cost-reimbursement grants, and therefore funds are received subsequent to the Organization performing all performance obligations that would be required to recognize revenue. The adoption of this standard did not result in significant changes to the Organization's accounting policies or impact its financial position, changes in net assets or cash flows. As such there was no cumulative effect adjustment upon adoption.

In June 2018, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2018-08, *Not-For-Profit Entities* (Topic 958) *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. ASU 2018-08 provides clarifying guidance on accounting for the grants and contracts of not-for-profit organizations as they relate to the new revenue standard (ASU 2014-09, *Revenue from Contracts with Customers*). The objective is to minimize diversity in the classification of grants and contracts that exists under current guidance.

The new standard is effective for the Organization's year ending December 31, 2019. The Organization adopted the ASU effective January 1, 2019 using the prospective method.

The adoption of these standards did not result in significant changes to the Organization's accounting policies or impact its financial position, changes in net assets or cash flows.

4. Liquidity

Assets and liabilities are presented in the accompanying statement of financial position according to their nearness of conversion to cash and, their maturity and resulting use of cash, respectively. See note B.

5. 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.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

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

6. 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.

7. Grant Revenue and Receivables

Grant revenue is received from federal, state and local sources. Grant revenue is recorded based upon the terms of the grantor allotment, which generally provides that revenues are earned when the allowable costs of the specific grant provisions have been incurred or such services have been rendered. Such revenues are subject to audit by the grantor, and if the examination results in a deficiency of allowable expenses, the organization would be required to refund any deficiencies.

8. 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 \$108,443 at December 31, 2019.

9. Property and Equipment

Property and equipment are stated at cost and depreciated using the straight-line method over estimated useful lives ranging from 3 to 40 years. It is the Organization's policy that maintenance and repairs are charged to expense as incurred. Additions and improvements exceeding \$500 and with a useful life of over one year are capitalized. Donated property and equipment are recorded at fair value at the date of the gift.

10. Contributions

Contributions received are recorded as net assets with donor restrictions or net assets without donor restrictions, depending on the absence or existence and nature of any donor restrictions. Contributions received that are designated for future periods or restricted by the donor for specific purposes are reported as net assets with donor restrictions, which increases that class of net assets. When a restriction expires, net assets with donor restrictions are released to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

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

11. Functional Allocation of Expenses

The statement of functional expenses presents expenses by function and natural classification. Expenses directly attributed to a specific functional area of the Organization are reported as expenses on those functional areas. Expenses that benefit multiple functional areas have been allocated across programs, general and administrative, and fundraising expenses based on the proportion of employee time involved.

12. 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 2015 remain subject to examination by federal and state taxing authorities.

13. Comparative Information / reclassifications

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, 2018, from where it was derived. Certain amounts from the 2018 presentation has been reclassified to conform with the current year presentation.

NOTE B - LIQUIDITY AND AVAILABILITY

The Organization's financial assets available within one year of the date of the financial statements for general expenditure are as follows:

Cash and cash equivalents	\$	97,212
Investments		108,443
Grants receivable		<u>247,418</u>
Total financial assets available within one year	\$	<u><u>453,073</u></u>

The Organization manages its liquidity by developing and adopting annual operating budgets that provide sufficient funds for general expenditures in meeting its liabilities and other obligations as they become due.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE C - PROPERTY AND EQUIPMENT

Property and equipment consist of the following at December 31, 2019:

Land	\$	56,511
Building and improvements		460,466
Furniture and fixtures		110,483
		<u>627,460</u>
Less accumulated depreciation		<u>(311,531)</u>
	\$	<u>315,929</u>

Depreciation expense of \$29,445 was recognized during the year ended December 31, 2019.

NOTE D - 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 \$81,000 at December 31, 2019. 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 distributed \$2,252 to the Organization from these funds during the year ended December 31, 2019.

NOTE E - DEFERRED PAYMENT MORTGAGES

The Organization had 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 were non-interest bearing and the principal on the promissory notes was deferred during the Minimum Use Period that was defined as five years, as long as the Organization maintained its current status as a not-for-profit benefiting low and moderate-income elderly persons. The promissory notes included provisions where the entire original note was forgiven after the minimum use period expired. On September 30, 2019, the Organization met the minimum use periods for both deferred mortgage payables with original values of \$30,000 and \$71,619, respectively.

NOTE F - 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, 2019. Contributions made by the Organization for the year ended December 31, 2019 were approximately \$7,300.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE F - COMMITMENTS AND CONTINGENCIES - Continued

2. Operating Leases

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

<u>Year ending December 31,</u>	
2020	\$ 18,400
2021	18,100
2022	12,700
2023	<u>7,500</u>
	<u>\$ 56,700</u>

Rent expense under operating leases for the year ended December 31, 2019 approximated \$21,400.

NOTE G - NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consisted of time restricted funds received for the rehabilitation and improvement of the Organization's property. The net assets were released and reclassified to net assets without donor restrictions when these restrictions were satisfied. The time restrictions expired on a straight-line basis over the five-year term of the underlying loan agreements (see note E). The value of net assets with donor restrictions was \$0 as of December 31, 2019.

NOTE H - SUBSEQUENT EVENTS

The Organization has evaluated events and transactions occurring subsequent to December 31, 2019 as of June 26, 2020, which is the date the financial statements were available to be issued.

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in China and has since spread to other countries, including the United States of America. In March 2020, COVID-19 was declared a pandemic by the World Health Organization. In addition, the United States of America and the State of Florida have declared a state of emergency in response to the pandemic. The Organization's programs have been impacted due to the closure of schools and social distancing initiatives. It is expected that these impacts may continue for some time and the full financial impact cannot be reasonably estimated at this time.

Seniors in Service of Tampa Bay, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE H - SUBSEQUENT EVENTS - Continued

In response to the COVID -19 pandemic, the U.S. Congress passed the CARES Act which allowed the U.S. Small Business Administration (SBA) to administer the Payroll Protection Program ("PPP"). In April 2020, the Organization received a \$162,200 advance under the PPP. Management expects the advance to be fully forgiven under the loan forgiveness terms of the PPP.

SUPPLEMENTARY INFORMATION

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

SENIORS IN SERVICE OF TAMPA BAY, INC.

For the year ended December 31, 2019

Seniors in Service of Tampa Bay, Inc.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the year ended December 31, 2019

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	N/A	\$ -	\$ 78,650
Passed-through Hillsborough County, Florida				
Community Development Block Grants/Entitlement				
Grants - Drainage project/ADA compliant facility improvements - deferred mortgage	14.218	Capital Advance, Non-Amortizing Mortgage	-	101,619
Total CFDA # 14.218 - Indirect Programs			-	180,269
Total U.S. Department of Housing and Urban Development - Indirect Programs			-	180,269
U.S. Department of Education				
Indirect Programs				
Passed-through the School Board of Hillsborough County, Florida				
Special Education - Grants to States (IDEA, Part B)	84.027	N/A	-	77,598
Total U.S. Department of Education - Indirect Programs			-	77,598
U.S. Department of Health and Human Services				
Indirect Programs				
Passed-through Hillsborough County, Florida				
Head Start/Early Head Start	93.600	16-0799	-	28,040
Total U.S. Department of Health and Human Services - Indirect Programs			-	28,040
Corporation for National and Community Service				
Indirect Programs				
Passed-through Volunteer Florida				
AmeriCorps	94.006	N/A	-	76,547
Total Corporation for National and Community Service - Indirect Programs			-	76,547
Direct Programs				
Corporation for National and Community Service Cluster				
Foster Grandparent Program	94.011	17SFSFL001	-	626,656
Senior Companion Program	94.016	17SCSFL001	-	272,109
Total Corporation for National and Community Service Cluster			-	898,765
Retired Senior Volunteer Program	94.002	16SRSFL004	-	157,429
Total Corporation for National and Community Service - Direct Programs			-	1,056,194
Total Corporation for National and Community Service			-	1,132,741
Total expenditures of federal awards			\$ -	\$ 1,418,648

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, 2019

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, 2019. 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 not 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, 2019 is \$0. Seniors in Service of Tampa Bay, Inc. remained qualified under the U.S. Department of Housing and Urban Development, *Community Development Block Grants/Entitlement Grants* program, through the award term which was satisfied in 2019, resulting in the principal balance being 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, 2019



Herman V. Lazzara
Marc D. Sasser
Sam A. Lazzara
Kevin R. Bass
Jonathan E. Stein
Richard B. Gordimer, of Counsel
Cesar J. Rivero, in Memoriam (1942-2017)

Stephen G. Douglas
Michael E. Helton
Christopher F. Terrigino
James K. O'Connor
David M. Bohnsack

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, 2019, 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 26, 2020.

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.

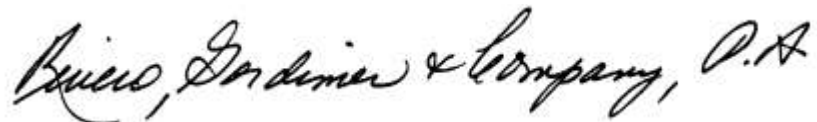


Compliance and Other Matters

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
June 26, 2020

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, 2019



**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, 2019. 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, 2019.

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 26, 2020



SCHEDULE OF FINDINGS AND QUESTIONED COSTS

SENIORS IN SERVICE OF TAMPA BAY, INC.

For the year ended December 31, 2019

Seniors in Service of Tampa Bay, Inc.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended December 31, 2019

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 X no

Significant deficiency(ies) identified?

 yes X none reported

Noncompliance material to financial statements noted?

 yes X no

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?

 yes X no

Significant deficiency(ies) identified?

 yes X none reported

Type of auditors' report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

 yes X no

Identification of major federal programs:

CFDA Number

Name of Federal Program

94.011
94.016

National Community Service Cluster
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?

 X yes no

Section II - Financial Statement Findings

No matters were reported for the year ended December 31, 2019 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, 2019 and no matters were reported for the prior year. Accordingly, a summary schedule of prior year audit findings is not presented.