



9549 Koger Blvd, Suite 100, St. Petersburg, FL 33702 • 727-570-9696 • www.aaapp.org

December 11, 2020

Mr. Brian Hoben, Interim Community Services Director
Pasco County
8600 Galen Wilson Blvd.
Port Richey, FL 34668

Dear Mr. Hoben:

Due to the Coronavirus the Department of Elder Affairs has issued modified requirements for 2019 fiscal monitoring. Your 2019 Fiscal Desk Review was completed by Rey Cabrera, of the Area Agency on Aging of Pasco-Pinellas, Inc.

The fiscal review performed was intended to determine and provide assurance that your agency is performing in accordance with the non-programmatic terms and conditions of the contract.

The modified requirements consisted of the following:

- a. Audit Report for 2019
- b. Balance Sheet and Income Statements (or Statement of Activities) for a designated period
- c. Service Cost Reports for the most recent completed fiscal year
- d. Prior-year fiscal monitoring reports and follow up/corrective action plan status for any significant findings/non-compliance issues
- e. Certificates of Insurance – confirming coverage (Using Notice of Self-Insurance provided by Steven Whitaker in lieu of COI)

All monitoring standards were adequately met and as such your Agency is in full Fiscal Contractual Compliance.

Should you have any questions or comments concerning this report, please do not hesitate to contact me at: 727.570.9696 ext 266.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ann Marie Winter'.

Ann Marie Winter
Executive Director

Cc: Kristina McGonigal, Public Services Grants & Fiscal Services
Thomas Snee, Senior Services Manager

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FISCAL MONITORING**

Participants: Manuel Long, Director of Financial Services

AAAPP Staff: Rey Cabrera

PROVIDER AGENCY/PROGRAM: Pasco County Government - OAA IIIB, CI, CII, LSP & EHEAP

DATE: December 2, 2020

AREA OF REVIEW	YES	NO	N/A	COMMENTS
A. Review and Audit				
1. Has there been an independent audit in the last year?	X			Material Weakness in Internal Controls
2. Were there findings on the current audit?	X			
3. Is there a the corrective action plan?		X		
4. Were there findings in government awards?		X		
5. Was a corrective action plan established for government awards?			X	
6. Is the corrective action plan being followed?			X	
5. Utilizing the latest audit report, how many days of cash flow are indicated?	X			554 Days
AREA OF REVIEW				
B. Balance Sheet and Income Statement				
1. Review income statement w/trial balance for the same period.	X			
2. Are accounting controls in place for Grants Awarded?	X			
3. Are separate records of the receipts and expenditures kept for each grant/award?	X			
4. Expenditures for each grant/award are recorded by budget categories.	X			
5. The chart of accounts identify program revenue and expenses separately?	X			
6. Allocated funds are being expended to avoid surplus funds at contract close out?				
7. DOEA forms 105- Receipts and Expenditures and 106 Request for Payment received timely?				
8. Contract year end Close Out Reports submitted in a timely manor?				
AREA OF REVIEW				
C. Cost Reports				
1. Are Service Cost Reports submitted in a timely manor as required by your contract?	X			
2. Does the agency have a federally approved Indirect Cost Rate?	X			
3. Adequate response to inquiries.	X			
4. Accurate reporting provided.	X			
AREA OF REVIEW				
D. IRS Form 990				
1. Received			X	Upon Request
2. Filed on time			X	
3. Part VI - did management delegate authority to another company or person?			X	
4. Part VI - did governing body maintain written documents			X	
5. Part VI - Section C - Does the agency provide public inspection of Form 990?			X	
AREA OF REVIEW				
E. Prior Fiscal Monitoring Reports/Follow-up/Corrective Action Plans				
1. Did the prior site visit yield any findings?		X		
2. If there were findings, were they corrected?			X	
3. Was the corrective action plan completed?			X	
4. Did the prior site visit yield any recommendations?		X		
5. Were recommendations implemented?			X	
AREA OF REVIEW				
F. Certificate of Insurance				
1. Received			X	Pasco County is self-insured
2. Adequate liability coverage is in place per contract	X			
3. Coverage is active	X			
4. AAAPP is named as Certificate Holder			X	

DESK REVIEW FINDINGS/COMMENTS:

Insurance: Self-Insured Public Entities do not have the ability to name another party as an additional insured. Therefore, no Certificate of Insurance exists for which AAAPP is a named certificate holder. Pasco County, have established a special insurance fund from which we intend to pay future claims.