

**SENIORS IN SERVICE  
OF TAMPA BAY, INC.**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**Years Ended December 31, 2008 and 2007**

**SENIORS IN SERVICE OF TAMPA BAY, INC.**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**Years Ended December 31, 2008 and 2007**

**TABLE OF CONTENTS**

Independent Auditors' Report .....	1
Statements of Financial Position.....	2
Statements of Activities .....	3
Statements of Cash Flows.....	4
Statements of Functional Expenses .....	5 - 6
Notes to Financial Statements.....	7 - 12
Supplementary Information .....	13
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</i> Standards.....	14-15
Independent Auditors' Report on Compliance with Requirements applicable to each Major Federal Awards Program and Internal Control over Compliance in Accordance with OMB Circular A-133 .....	16 - 17
Schedules of Findings and Questioned Costs – Federal Awards Programs .....	18 - 21
Schedules of Expenditures of Federal Awards .....	22



SIMMONS, LAPLANT & ASSOCIATES  
Certified Public Accountants

201 East Kennedy Boulevard  
Suite 715  
Tampa, FL 33602-5828  
813-229-2090  
813-223-7104 fax  
www.simmonsaplant.com

## INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying statements of financial position of Seniors in Service of Tampa Bay, Inc. (a nonprofit organization) as of December 31, 2008 and 2007, and the related statements of activities, cash flows, and functional expenses for the years then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our 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, 2008 and 2007, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 1, 2009, on our consideration of Seniors in Service of Tampa Bay, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audits were performed for the purpose of forming an opinion on the basic financial statements of Seniors in Service of Tampa Bay, Inc. taken as a whole. The accompanying schedules of expenditures of federal awards, which is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Simmons, Laplant, Associates, C.P.A.s*  
May 1, 2009

**SENIORS IN SERVICE OF TAMPA BAY, INC.  
STATEMENTS OF FINANCIAL POSITION**

**As of December 31, 2008 and 2007**

	<u><b>2008</b></u>	<u><b>2007</b></u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	\$ 299,210	\$ 354,842
Investments	296,894	245,117
Receivable	-	9,122
Total Current Assets	<u>596,104</u>	<u>609,081</u>
PROPERTY AND EQUIPMENT, net	<u>260,610</u>	<u>242,795</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 856,714</u></u>	<u><u>\$ 851,876</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accrued expenses	\$ 82	\$ 1,208
Total Current Liabilities	<u>82</u>	<u>1,208</u>
<b>NET ASSETS</b>		
Unrestricted	<u>856,632</u>	<u>850,668</u>
Total Net Assets	<u>856,632</u>	<u>850,668</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 856,714</u></u>	<u><u>\$ 851,876</u></u>

Read accompanying notes to financial statements and independent auditors' report.

**SENIORS IN SERVICE OF TAMPA BAY, INC.**  
**STATEMENTS OF ACTIVITIES**

**For the years ended December 31, 2008 and 2007**

	<u>2008</u>	<u>2007</u>
<b>REVENUES AND OTHER SUPPORT</b>		
Federal grants	\$ 1,008,319	\$ 1,031,643
Contributions and other program income	308,969	304,846
United Way of Tampa Bay	146,396	157,953
State of Florida, Medicaid	20,058	13,026
City of Tampa, Community Development Block Grant	26,353	27,455
Hillsborough County, Community Development Block Grant	31,067	21,400
Rental income	20,630	17,722
Interest income	22,729	25,356
Fundraising events, net of direct fund-raising expenses of \$7,336	35,642	26,811
Donated materials and services	18,541	20,599
Loss on disposition of asset	(286)	-
Total Revenues and Other Support	<u>1,638,418</u>	<u>1,646,811</u>
<b>EXPENSES</b>		
Program Services		
Foster Grandparent	818,537	873,985
Senior Companion	719,859	672,886
Volunteer Caregivers	23,551	17,416
Geriatric Care Management	-	6,707
Total Program Services	<u>1,561,947</u>	<u>1,570,994</u>
Support Services		
Management and general	<u>70,507</u>	<u>76,020</u>
Total Expenses	<u>1,632,454</u>	<u>1,647,014</u>
CHANGE IN NET ASSETS	5,964	(203)
UNRESTRICTED NET ASSETS AT BEGINNING OF YEAR	<u>\$ 850,668</u>	<u>850,871</u>
UNRESTRICTED NET ASSETS AT END OF YEAR	<u>\$ 856,632</u>	<u>\$ 850,668</u>

Read accompanying notes to financial statements and independent auditors' report.

**SENIORS IN SERVICE OF TAMPA BAY, INC.  
STATEMENTS OF CASH FLOWS**

**For the years ended December 31, 2008 and 2007**

	<u>2008</u>	<u>2007</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 5,964	\$ (203)
Adjustments to reconcile change in net assets to net cash provided by operations:		
Depreciation	10,953	9,958
Loss on disposition of asset	286	-
Changes in account balances:		
(Increase) decrease in receivable	9,122	(7,374)
Decrease in accrued expenses	<u>(1,126)</u>	<u>(357)</u>
Net Cash Provided by Operating Activities	<u>25,199</u>	<u>2,024</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Redemption of certificates of deposit	94,737	79,186
Purchases of certificates of deposit	(146,514)	(199,746)
Purchases of fixed assets	<u>(29,054)</u>	<u>(1,623)</u>
Net Cash Used in Investing Activities	<u>(80,831)</u>	<u>(122,183)</u>
<b>DECREASE IN CASH</b>	(55,632)	(120,159)
<b>CASH AT BEGINNING OF YEAR</b>	<u>354,842</u>	<u>475,001</u>
<b>CASH AT END OF YEAR</b>	<u>\$ 299,210</u>	<u>\$ 354,842</u>

Read accompanying notes to financial statements and independent auditors' report.

**SENIORS IN SERVICE OF TAMPA BAY, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**

For the year ended December 31, 2008

	PROGRAM SERVICES			SUPPORT SERVICES	
	Foster GrandParent	Senior Companion	Volunteer Caregivers	Management and General	Total
<b>SALARIES, WAGES, AND RELATED EXPENSES</b>					
Salaries and wages	\$ 232,199	\$ 233,949	\$ 15,056	\$ 34,882	\$ 516,086
Employee benefits and taxes	50,136	48,026	3,163	7,493	108,818
Total Salaries, Wages, and Related Expenses	<u>282,335</u>	<u>281,975</u>	<u>18,219</u>	<u>42,375</u>	<u>624,904</u>
<b>GENERAL EXPENSES</b>					
Professional and contract services	7,115	6,261	854	379	14,609
Supplies	1,785	1,591	632	69	4,077
Insurance, corporate	4,769	4,197	572		9,538
Telephone	3,767	3,315	451	6	7,539
Postage and printing	1,898	1,797	228		3,923
Dues and subscriptions	230	203	28		461
Equipment rental and repairs	3,394	2,987	407		6,788
Travel and transportation	9,375	9,093	452	57	18,977
Technology support	2,140	1,883	275		4,298
Occupancy expenses				15,385	15,385
Staff expenses	586	532	70		1,188
Newsletter	440	387	53		880
Real estate taxes				(3,198)	(3,198)
Board of Directors	728	641	87		1,456
Executive Director	208	183	25		416
Miscellaneous	326	287	40	30	683
Total General Expenses	<u>36,761</u>	<u>33,357</u>	<u>4,174</u>	<u>12,728</u>	<u>87,020</u>
<b>VOLUNTEER EXPENSES</b>					
Volunteer stipends	374,000	313,230		4,451	691,681
Donated meals	18,541				18,541
Meals	19,217	12,910			32,127
Insurance	714	714	703		2,131
Training	3,014	1,350	29		4,393
Travel	80,693	70,241			150,934
Recognition	2,683	2,602	356		5,641
Uniforms	579	510	70		1,159
Team leaders	-	2,970	-	-	2,970
Total Volunteer Expenses	<u>499,441</u>	<u>404,527</u>	<u>1,158</u>	<u>4,451</u>	<u>909,577</u>
<b>TOTAL EXPENSES BEFORE DEPRECIATION</b>					
	818,537	719,859	23,551	59,554	1,621,501
Depreciation	-	-	-	10,953	10,953
<b>TOTAL EXPENSES</b>	<u>\$ 818,537</u>	<u>\$ 719,859</u>	<u>\$ 23,551</u>	<u>\$ 70,507</u>	<u>\$ 1,632,454</u>

Read accompanying notes to financial statements and independent auditor's report.

**SENIORS IN SERVICE OF TAMPA BAY, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**

For the year ended December 31, 2007

	<b>PROGRAM SERVICES</b>				<b>SUPPORT</b>	<b>Total</b>
	<b>Foster GrandParent</b>	<b>Senior Companion</b>	<b>Volunteer Caregivers</b>	<b>Geriatric Care Management</b>	<b>Management and General</b>	
<b>SALARIES, WAGES, AND RELATED EXPENSES</b>						
Salaries and wages	\$ 244,134	\$ 208,518	\$ 11,514	\$ 5,154	\$ 16,942	\$ 486,262
Employee benefits and taxes	47,223	42,502	2,750	394	23,216	116,085
Total Salaries, Wages, and Related Expenses	291,357	251,020	14,264	5,548	40,158	602,347
<b>GENERAL EXPENSES</b>						
Professional and contract services	5,387	4,662	311			10,360
Supplies	2,155	1,822	442	44		4,463
Insurance, corporate	4,862	4,208	281			9,351
Telephone	3,459	2,993	200			6,652
Postage and printing	4,670	3,924	253	498		9,345
Equipment rental and repairs	3,125	2,704	29			5,858
Travel and transportation	11,405	8,682	400	577	900	21,964
Technology support	2,128	1,841	123		2,141	6,233
Occupancy expenses					19,032	19,032
Staff expenses	4,214	3,545	222	34		8,015
Newsletter	2,167	1,865	136			4,168
Real estate taxes					3,417	3,417
Board of Directors	893	773	79			1,745
Advertising	2,187	1,893	126			4,206
Development and marketing	2,306	1,996	133			4,435
Miscellaneous	954	801	188	6	414	2,363
Total General Expenses	49,912	41,709	2,923	1,159	25,904	121,607
<b>VOLUNTEER EXPENSES</b>						
Volunteer stipends	403,442	294,464				697,906
Donated meals	20,598					20,598
Meals	20,247	14,959				35,206
Insurance	714	714				1,428
Training	3,989	1,234	38			5,261
Transportation	79,885	63,356	12			143,253
Recognition	2,940	2,460	127			5,527
Uniforms	901	780	52			1,733
Team leaders	-	2,190	-	-	-	2,190
Total Volunteer Expenses	532,716	380,157	229	-	-	913,102
<b>TOTAL EXPENSES BEFORE DEPRECIATION</b>	873,985	672,886	17,416	6,707	66,062	1,637,056
Depreciation	-	-	-	-	9,958	9,958
<b>TOTAL EXPENSES</b>	<b>\$ 873,985</b>	<b>\$ 672,886</b>	<b>\$ 17,416</b>	<b>\$ 6,707</b>	<b>\$ 76,020</b>	<b>\$ 1,647,014</b>

Read accompanying notes to financial statements and independent auditor's report.

**SENIORS IN SERVICE OF TAMPA BAY, INC.  
NOTES TO FINANCIAL STATEMENT**

**For the years ended December 31, 2008 and 2007**

**NOTE 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 provide high quality and compassionate services by and for older adults in the Tampa Bay area. The Organization is awarded grants and contracts to sponsor the Foster Grandparent Program, the Senior Companion Program and the Faith in Action Volunteer Caregivers 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 the United Way of Tampa Bay, Inc., Hillsborough County Community Development Block Grant, City of Tampa Community Development Block Grant, 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 has executed contracts with these agencies through December 31, 2008 and re-negotiates its contracts on an annual basis.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Method of Accounting and Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (“SFAS”) No. 117, *Financial Statements for Not-for-Profit Organizations*. Under SFAS No. 117, the Organization is required to report information regarding their financial position and activities according to three classes of net assets as follows:

Unrestricted net assets – Net assets not subject to donor-imposed stipulations.

Temporarily restricted net assets – Cash and other assets if they are received with donor stipulations that limit their use. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose of restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets (as defined above) and reported in the statement of activities as “Net assets released from restrictions.” If a restriction is fulfilled in the same time period in which the support is received, the Organization reports the support as unrestricted. There were no temporarily restricted net assets as of December 31, 2008 or 2007.

**SENIORS IN SERVICE OF TAMPA BAY, INC.  
NOTES TO FINANCIAL STATEMENT**

**For the years ended December 31, 2008 and 2007**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Permanently restricted net assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. There were no permanently restricted net assets as of December 31, 2008 or 2007.

Revenue and Expense Recognition

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

The Organization accounts for contributions in accordance with the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (“SFAS”) No. 116, *Accounting for Contributions Received and Contributions Made*. In accordance with SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions.

Investment Securities

Investments in marketable securities with readily determinable fair market values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets.

Property and Equipment

Property and equipment are capitalized at cost when purchased or at estimated fair value at the date of gift if donated. 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

Income Taxes

The Organization received their notice of qualification from the Internal Revenue Service as an organization exempt from income taxes under Internal Revenue Code section 501(c)(3), and is not considered a private foundation. Accordingly, no provision or benefit for income taxes has been reflected in the accompanying financial statements.

**SENIORS IN SERVICE OF TAMPA BAY, INC.  
NOTES TO FINANCIAL STATEMENT**

**For the years ended December 31, 2008 and 2007**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

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.

Concentrations of Credit Risk

The Organization maintains all of its demand deposit and money market accounts with financial institutions in the State of Florida. Accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000 in total (effective October 3, 2008). Prior to that October 3, 2008, accounts were insured up to \$100,000 in total. Uninsured balances aggregated \$0 and \$166,771 at December 31, 2008 and 2007. The Organization manages this risk by maintaining accounts in financially sound institutions.

**NOTE 3 – INVESTMENTS**

The estimate fair values of investments consists of :

	<u>2008</u>	<u>2007</u>
Certificates of deposit	<u>\$296,894</u>	<u>\$245,117</u>

**NOTE 4 – PROPERTY AND EQUIPMENT**

Property and equipment consists of the following:

	<u>2008</u>	<u>2007</u>
Property, building, and improvements	\$305,432	\$285,606
Furniture and equipment	<u>35,307</u>	<u>26,896</u>
	340,739	312,502
Less accumulated depreciation	<u>(80,129)</u>	<u>(69,707)</u>
	<u>\$260,610</u>	<u>\$242,795</u>

**SENIORS IN SERVICE OF TAMPA BAY, INC.  
NOTES TO FINANCIAL STATEMENT**

**For the years ended December 31, 2008 and 2007**

**NOTE 5 – LINE OF CREDIT**

The Organization had a revolving note available until October 2008 with a commercial bank for maximum borrowings of \$50,000. Borrowings under the note would bear interest at the commercial bank's prime interest rate plus 1% and were due on demand. Borrowings are unsecured. There were no borrowings under this line and it was not renewed.

**NOTE 6 - OPERATING LEASES**

The Organization leases office equipment under operating leases. Future annual minimum lease payments including sales tax, under this operating lease are as follows for the years ended:

2009	\$ 4,186
2010	4,186
2011	<u>3,837</u>
	<u>\$12,209</u>

Rent expense under operating leases totaled \$6,788 and \$5,979 for the years ended December 31, 2008 and 2007.

**NOTE 7 - COMMITMENTS AND CONTINGENCIES**

The Organization maintains SEP IRA accounts for qualified employees. Contributions to the plan are discretionary and are based upon a percentage of compensation. The Organization shall determine, at its sole discretion, the annual contributions as determined by the Board of Directors. Contributions made by the Organization for the years ended December 31, 2008 and 2007 were \$18,678 and \$13,737.

The Organization renewed an employment contract with its chief executive officer commencing January 2008 through December 2010 that provides for a minimum annual salary, adjusted for cost of living changes, and incentives based on the Organization's attainment of specified levels of performance.

**SENIORS IN SERVICE OF TAMPA BAY, INC.**  
**NOTES TO FINANCIAL STATEMENT**

**For the years ended December 31, 2008 and 2007**

**NOTE 8 – FAIR VALUE MEASUREMENTS**

Pursuant to Statement of Financial Accounting Standards No. 157 – Fair Value Measurements (SFAS No. 157), the Organization is required to measure fair value in accordance with generally accepted accounting principles and provide certain disclosures about fair value measurements.

The fair value of an asset is the amount at which that asset could be bought or sold in a current transaction between willing parties, that is, other than a forced or liquidation sale. The fair value of a liability is the amount at which that liability could be incurred or settled in a current transaction between willing parties, that is, other than in a forced or liquidation sale.

Fair values are based on quoted market prices when available. When market prices are not available, fair value is generally estimated using discounted cash flow analysis, incorporating current market inputs for similar financial instruments with comparable terms and credit quality. In instances where there is little or no market activity for the same or similar instruments, the Organization estimates fair value using methods, model and assumptions that management believes market participants would use to determine a current transaction price. These valuation techniques involve some level of management estimation and judgment which becomes significant with increasingly complex instruments or pricing models. Where appropriate, adjustments are included to reflect the risk inherent in a particular methodology, model or input used.

The Organization's financial assets and liabilities carried at fair value have been classified, for disclosure purposes, based on a hierarchy defined by SFAS No. 157. The hierarchy gives the highest ranking to fair values determined using unadjusted quoted prices in active markets for identical assets and liabilities (Level 1) and the lowest ranking to fair values determined using methodologies and models with unobservable inputs (Level 3). An asset's or a liability's classification is based on the lowest level input that is significant to its measurement. The levels of the fair value hierarchy are as follows:

Level 1 – Values are unadjusted quoted prices for identical assets and liabilities in active markets accessible at the measurement date.

Level 2 – Inputs include quoted prices for similar assets or liabilities in active markets, quoted prices from those willing to trade in markets that are not active, or other inputs that are observable or can be corroborated by market data for the term of an instrument. Such inputs include market interest rates and volatilities, spreads and yield curves.

Level 3 – Certain inputs are unobservable (supported by little or no market activity) and significant to the fair value measurement. Unobservable inputs reflect the Organization's best estimate of what hypothetical market participants would use to determine a transaction price for the asset or liability at the reporting date.

**SENIORS IN SERVICE OF TAMPA BAY, INC.  
NOTES TO FINANCIAL STATEMENT**

**For the years ended December 31, 2008 and 2007**

**NOTE 8 – FAIR VALUE MEASUREMENTS (Continued)**

The following table provides information as of December 31, 2008 about the Organization’s financial assets and liabilities measured as fair value on a recurring basis.

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
<b>Assets at fair value:</b>				
Certificates of deposit	\$ 296,894	-	-	\$ 296,894
Total assets at fair value	<u>\$ 296,894</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 296,894</u>
<b>Liabilities at fair value:</b>				
Total liabilities at fair value	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**NOTE 9 - OPERATING LEASE - LESSOR**

The Organization acts as lessor and leases office space to a tenant in its facilities located in Tampa, Florida. The original lease was renewed in April 2008 and expires in March 2010. In August 2008, an addendum was signed for rental of additional space.

The lease calls for monthly payments and a proration of utility expenses. Rents received during 2008 and 2007 were \$20,630 and \$17,722, respectively.

The minimum future lease receipts for the years ended December 31, 2009 and 2010 are \$24,597 and \$6,149, respectively.

## **SUPPLEMENTARY INFORMATION**



SIMMONS, LAPLANT & ASSOCIATES  
Certified Public Accountants

201 East Kennedy Boulevard  
Suite 715  
Tampa, FL 33602-5828  
813-229-2090  
813-223-7104 fax  
www.simmonsaplant.com

**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***

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

We have audited the financial statements of Seniors in Service of Tampa Bay, Inc. as of and for the year ended December 31, 2008 and 2007, and have issued our report thereon dated May 1, 2009. 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.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Seniors in Service of Tampa Bay, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A *control deficiency* 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 misstatements on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Seniors in Service of Tampa Bay, Inc.'s financial statements are free of 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*.

This report is intended solely for the information and use of the audit committee, management, Board of Directors, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Simmons & Weil Associates, C.P.A. P.A.*

May 1, 2009



SIMMONS, LAPLANT & ASSOCIATES  
Certified Public Accountants

201 East Kennedy Boulevard  
Suite 715  
Tampa, FL 33602-5828  
813-229-2090  
813-223-7104 fax  
www.simmonsaplant.com

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS  
APPLICABLE TO EACH MAJOR FEDERAL AWARDS PROGRAM AND ON  
INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB  
CIRCULAR A-133**

To the Board of Directors  
Seniors in Service of Tampa Bay, Inc.  
Tampa, Florida

**COMPLIANCE**

We have audited the compliance of Seniors in Service of Tampa Bay, Inc. with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement*, that are applicable to each of its major federal awards programs for the years ended December 31, 2008 and 2007. Seniors in Service of Tampa Bay, Inc.'s major federal awards programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its federal awards is the responsibility of Seniors in Service of Tampa Bay, Inc.'s management. Our responsibility is to express an opinion on Seniors in Service of Tampa Bay, Inc.'s compliance based on our audit.

We conducted our audits of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether non-compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal awards 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. Our audit does not provide a legal determination on Seniors in Service of Tampa Bay, Inc.'s compliance with those requirements.

In our opinion, Seniors in Service of Tampa Bay, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the years ended December 31, 2008 and 2007.

## **INTERNAL CONTROL OVER COMPLIANCE**

The management of Seniors in Service of Tampa Bay, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Seniors in Service of Tampa Bay, Inc.'s internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A *control deficiency* in an organization's internal control over compliance 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 noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the organization's internal control.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the organization's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the audit committee, management, Board of Directors, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Simmons, McNeil, Associates CIA, PA.*

May 1, 2009

**SENIORS IN SERVICE OF TAMPA BAY, INC.  
SCHEDULES OF FINDINGS AND QUESTIONED COSTS  
FEDERAL AWARDS PROGRAM**

**For the years ended December 31, 2008 and 2007**

**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

**2008:**

***Financial Statements***

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

Material weakness(es) identified? \_\_\_\_\_ yes  X  no

Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ yes  X  no

Noncompliance material to financial statements noted? \_\_\_\_\_ yes  X  no

***Federal Awards***

Internal control over major programs:

Material weakness(es) identified? \_\_\_\_\_ yes  X  no

Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ yes  X  no

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

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133? \_\_\_\_\_ yes  X  no

**SENIORS IN SERVICE OF TAMPA BAY, INC.  
SCHEDULES OF FINDINGS AND QUESTIONED COSTS  
FEDERAL AWARDS PROGRAM**

**For the years ended December 31, 2008 and 2007**

**SECTION I - SUMMARY OF AUDITOR'S RESULTS (Continued)**

Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
94.011	Corporation for National and Community Service
94.016	Foster Grandparent Program Senior Companion Program

Dollar threshold used to distinguish  
Between type A and type B programs: \$500,000

Auditee qualified as low-risk auditee?  X  yes   no

**2007:**

***Financial Statements***

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

Material weakness(es) identified?   yes  X  no

Significant deficiency(ies) identified that are not  
considered to be material weaknesses?   yes  X  no

Noncompliance material to financial statements  
noted?   yes  X  no



**SENIORS IN SERVICE OF TAMPA BAY, INC.  
SCHEDULES OF FINDINGS AND QUESTIONED COSTS  
FEDERAL AWARDS PROGRAM**

**For the years ended December 31, 2008 and 2007**

**SECTION II – FINANCIAL STATEMENT FINDINGS**

2008: None

2007: None

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

2008: None

2007: None

**SENIORS IN SERVICE OF TAMPA BAY, INC.  
SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS**

**For the years ended December 31, 2008 and 2007**

**2008:**

Grantor/ Pass-Through Grantor Program Title	Federal CFDA Number	State CSFA Number	Contract Number	Expenditures
<b>FEDERAL AWARDS</b>				
<b>Major Programs</b>				
Corporation for National and Community Service				
Foster Grandparent Program	94.011	N/A	04SFSFL003	\$ 598,728
Senior Companion Program	94.016	N/A	04SCSFL001	<u>409,591</u>
Total Federal Awards				<u>\$ 1,008,319</u>

**2007:**

Grantor/ Pass-Through Grantor Program Title	Federal CFDA Number	State CSFA Number	Contract Number	Expenditures
<b>FEDERAL AWARDS</b>				
<b>Major Programs</b>				
Corporation for National and Community Service				
Foster Grandparent Program	94.011	N/A	04SFSFL003	\$ 624,642
Senior Companion Program	94.016	N/A	04SCSFL001	<u>407,001</u>
Total Federal Awards				<u>\$ 1,031,643</u>

**NOTE 1 - BASIS OF PRESENTATION**

The accompanying schedule of Federal and State expenditures includes the grant activity of Seniors in Service of Tampa Bay, Inc., and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and Chapter 10.650 Rules of the Auditor General. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Read independent auditor's report on supplementary information.