

PURVIS GRAY

April 13, 2023

Honorable Greg James
Clerk of Court and Comptroller
Wakulla County, Florida
3056 Crawfordville Highway
Crawfordville, Florida 32317

VIA EMAIL

Dear Mr. James:

We are writing this letter as a follow-up to our on-site test procedures performed on November 28, 2022. The purpose of our procedures was to test the amounts reported on the Title IV-D Services reimbursement invoices for compliance with Title 2 CFR Part 200 and the Florida Department of Revenue Invoice Completion Instructions, for agreement to the County's RMS and indirect cost rate percentages, and for mathematical accuracy and completeness. Our testing period included reimbursement invoices submitted for the period April 2022 through September 2022.

As a result of our testing, certain instances of non-compliance were noted. See attached **Appendix A** for a description of the findings noted. Please see attached **Appendix B** for the Clerk's written response to each finding regarding proposed or completed resolution of the issue.

We would like to thank you and your staff for your assistance in providing us with the information necessary to complete our engagement. Should you have any questions concerning the on-site test procedures, please do not hesitate to contact me at ryan@purvisgray.com or Daniel Stermer at dstermer@purvisgray.com, or we can be reached at 850-224-7144.

Respectfully Submitted,

PURVIS, GRAY AND COMPANY, LLP



Ryan M. Tucker, CPA
Partner

CERTIFIED PUBLIC ACCOUNTANTS

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APPENDIX A

Finding 2022-06 – Incorrect Calculation of Allocated Supervisor Personal Services Costs

During our review of reimbursable costs claimed on Line 1: Personal Services costs of submitted IV-D reimbursement invoices for the month of April 2022, we noted that the supervisor salary and benefits expense for 1 supervisory employee was incorrectly calculated by applying the percentage of RMS participants supervised to the applicable expenses prior to application of the expenses in Table 1, and then allocating the calculation at 100% in Table 1, rather than allocated on an individual basis based on number of RMS employees supervised divided by total employees supervised within Table 1.

To ensure compliance with the Florida Department of Revenue Title IV-D Reimbursement Invoice Completion Instructions, we recommend that all supervisors' salaries be included at their gross amounts in Table 1 and then allocated based on employee allocation percentages calculated using number of RMS employees supervised divided by total employees supervised within the Title IV-D Allocation Percentage column of Table 1.

Questioned Costs: Not applicable, net cost differential is \$0.

Finding 2022-07 – Understatement of Line 1 Personal Services Costs

During our review of reimbursable costs claimed on Line 1: Personal Services costs of submitted IV-D reimbursement invoices for the month of July 2022, we noted that 1 employee's salary and benefits expense was understated on the reimbursable personnel expenses calculation at Table 1 due to improperly excluding the employee's cell phone stipend from reimbursable wages and benefits, effectively resulting in an understatement of reimbursable personnel costs for the tested month.

To ensure compliance with the Florida Department of Revenue Title IV-D Reimbursement Invoice Completion Instructions, we recommend that all Line 1 employees' salaries and benefits be included at actual paid amounts in the calculation of reimbursable personnel costs at Table 1.

Questioned Costs: Not applicable. Costs were understated.

Finding 2022-08 – Overstatement of Line 2: Operating Expenses

During our review of reimbursable costs claimed on Line 2: Operating Expenses of submitted IV-D reimbursement invoices for the month of July 2022, we noted that Line 2 reimbursable expenses were overstated on the reimbursable Operating Expenses calculation at Table 2 due to including ineligible travel expenses, effectively resulting in an overstatement of reimbursable Operating Expenses for the tested month.

To ensure compliance with the Florida Department of Revenue Title IV-D Reimbursement Invoice Completion Instructions, we recommend that all Line 2 amounts be calculated based upon appropriate inputs in the calculation of reimbursable Operating Expenses at Table 2.

Questioned Costs: Line 2 costs for July 2022 were overstated by \$12.85.

APPENDIX A

Finding 2022-09 – RMS Responses (IV-D CSE response with incorrectly logged case number in activity description memo; unable to verify propriety of response)

During our testing of the RMS time diaries, we noted 1, 2, and 1 instances of time reported as CSE – IV-D during the months of January 2022, March 2022, and April 2022, respectively, where the memo detailing the IV-D case numbers associated with the task being performed was logged incorrectly with a case number that matched no existing case records within the system. Therefore, propriety of the response was unable to be determined.

To ensure compliance with the Florida Department of Revenue’s Time Diary Procedures Guide 1.1.22, we recommend that IV-D CSE responses include a detailed and accurate memo of activities being performed including a verifiable referenced IV-D CSE case number in order to verify propriety of response classification.

Questioned Costs: Not readily determinable.



Greg James
Clerk of Courts & Comptroller
Wakulla County

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April 26, 2023

Purvis, Gray and Company, LLP
Ryan M. Tucker, CPA, Partner
443 E. College Avenue
Tallahassee, Fl

RE: Wakulla IV-D Child Support Audit Findings and Response

Dear Mr. Tucker,

We are in receipt of your Title IV-D Child Support Invoice Reimbursements Review report dated April 13, 2023. I would like to thank you and your staff for the professional guidance and assistance provided throughout this review process. The results of your review found a few issues that needed our attention. Your report has also provided recommendations that will address these issues. We concur with your results and accept your recommendations as a means of addressing these issues.

Finding 2022-06 – Incorrect Calculation of Allocated Supervisor Personal Services Costs

During our review of reimbursable costs claimed on Line 1: Personal Services costs of submitted IV-D reimbursement invoices for the month of April 2022, we noted that the supervisor salary and benefits expense for 1 supervisory employee was incorrectly calculated by applying the percentage of RMS participants supervised to the applicable expenses prior to application of the expenses in Table 1, and then allocating the calculation at 100% in Table 1, rather than allocated on an individual basis based on number of RMS employees supervised divided by total employees supervised within Table 1.

To ensure compliance with the Florida Department of Revenue Title IV-D Reimbursement Invoice Completion Instructions, we recommend that all supervisors' salaries be included at their gross amounts in Table 1 and then allocated based on employee allocation percentages calculated using number of RMS employees supervised divided by total employees supervised within the Title IV-D Allocation Percentage column of Table 1.

Questioned Costs: Not applicable, net cost differential is \$0

Response: We concur and made the recommended change.

APPENDIX B

Finding 2022-07 – Understatement of Line 1 Personal Services Costs

During our review of reimbursable costs claimed on Line 1: Personal Services costs of submitted IV-D reimbursement invoices for the month of July 2022, we noted that 1 employee's salary and benefits expense was understated on the reimbursable personnel expenses calculation at Table 1 due to improperly excluding the employee's cell phone stipend from reimbursable wages and benefits, effectively resulting in an understatement of reimbursable personnel costs for the tested month.

To ensure compliance with the Florida Department of Revenue Title IV-D Reimbursement Invoice Completion Instructions, we recommend that all Line 1 employees' salaries and benefits be included at actual paid amounts in the calculation of reimbursable personnel costs at Table 1.

Questioned Costs: Not applicable. Costs were understated

Response: We concur and made the recommended change.

Finding 2022-08 – Overstatement of Line 2: Operating Expenses

During our review of reimbursable costs claimed on Line 2: Operating Expenses of submitted IV-D reimbursement invoices for the month of July 2022, we noted that Line 2 reimbursable expenses were overstated on the reimbursable Operating Expenses calculation at Table 2 due to including ineligible travel expenses, effectively resulting in an overstatement of reimbursable Operating Expenses for the tested month.

To ensure compliance with the Florida Department of Revenue Title IV-D Reimbursement Invoice Completion Instructions, we recommend that all Line 2 amounts be calculated based upon appropriate inputs in the calculation of reimbursable Operating Expenses at Table 2.

Questioned Costs: Line 2 costs for July 2022 were overstated by \$12.85.

Response: We concur and made the recommended change.

Finding 2022-09 – RMS Responses (IV-D CSE response with incorrectly logged case number in activity description memo; unable to verify propriety of response)

During our testing of the RMS time diaries, we noted 1, 2, and 1 instances of time reported as CSE – IV-D during the months of January 2022, March 2022, and April 2022, respectively, where the memo detailing the IV-D case numbers associated with the task being performed was logged incorrectly with a case number that matched no existing case records within the system. Therefore, propriety of the response was unable to be determined.

To ensure compliance with the Florida Department of Revenue's Time Diary Procedures Guide 1.1.22, we recommend that IV-D CSE responses include a detailed and accurate memo of activities being performed including a verifiable referenced IV-D CSE case number in order to verify propriety of response classification.

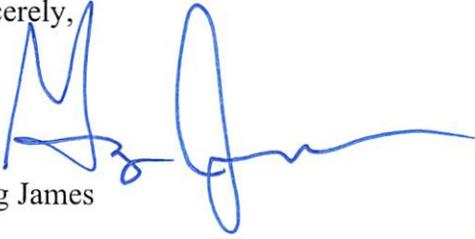
Questioned Costs: Not readily determinable.

Response: We concur and will require that Non-CSE-related activities be properly categorized.

APPENDIX B

This review has provided a much needed level of assurance that we are in compliance with the statutes and laws of Florida related to Title 2 CFR Part 200 and the Florida Department of Revenue Completion Instructions. Again, thank you for your professional assistance in provide this Title IV-D Child Support review.

Sincerely,

A handwritten signature in blue ink, consisting of a large, stylized 'M' followed by a large, vertical oval shape and a long, horizontal flourish extending to the right.

Greg James