

**CENTRAL FLORIDA**  
**REGIONAL PLANNING COUNCIL**

**FINANCIAL STATEMENTS**  
**and**  
**AUDITORS' REPORTS**

**for the**  
**FISCAL YEAR ENDED**  
**SEPTEMBER 30, 2011**

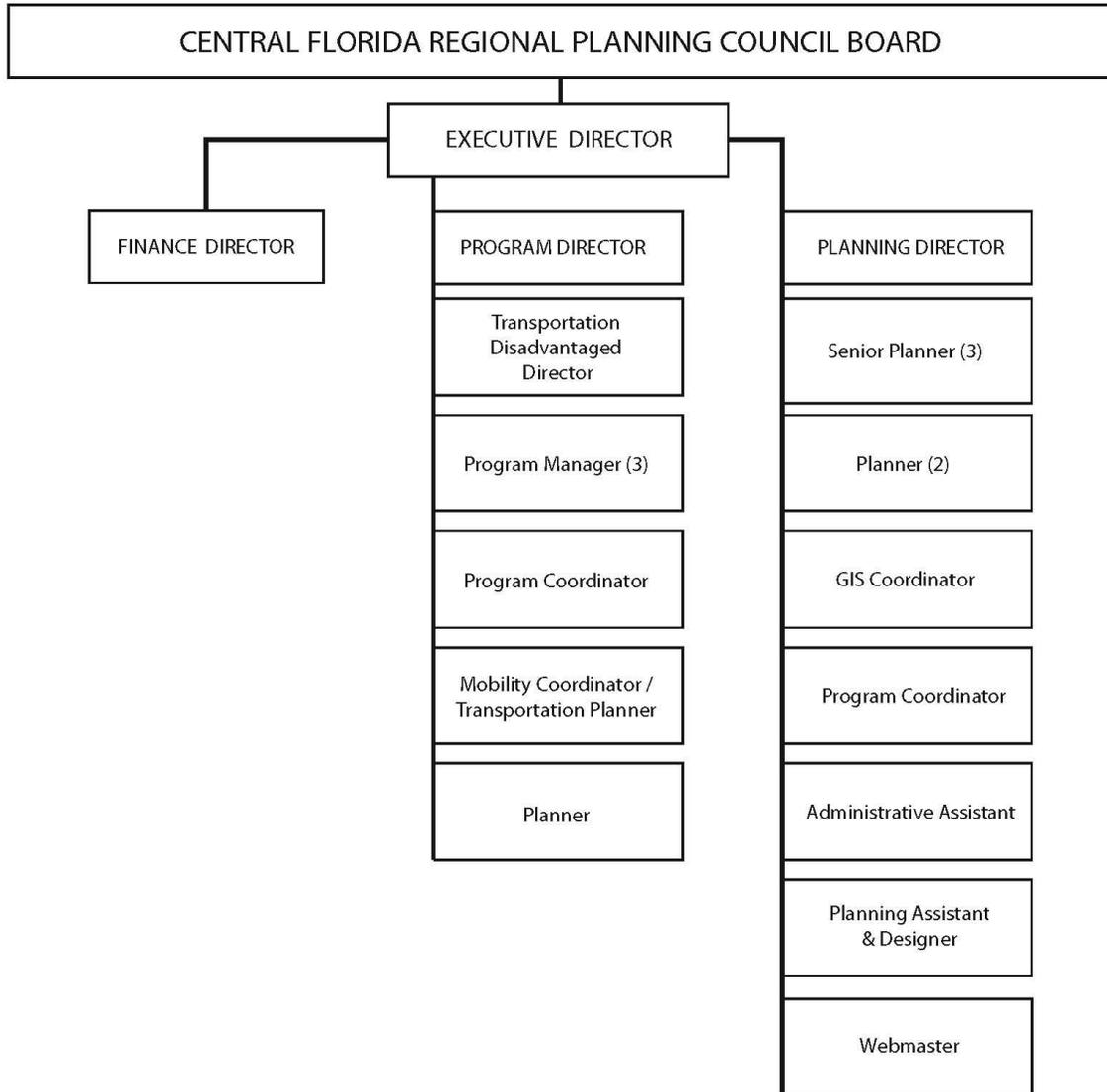
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**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
COUNCIL MEMBERS  
As of September 30, 2011**

<u>Council Member and Position</u>	<u>Executive Committee Member</u>	<u>Elected or Non- Elected Official</u>
Pat Huff, Chairman Ridge League of Cities Appointee City of Bartow Commission	Yes	Elected
Minor Bryant, Vice Chairman Hardee County Commission	Yes	Elected
Buddy Mansfield DeSoto County Commission	Yes	Elected
Keith Keene Arcadia City Council	No	Elected
Jacqueline Tucker DeSoto Gubernatorial Appointee	Yes	Non-Elected
Patrica Detwiler Wauchula City Council	No	Elected
Vacant Hardee County Gubernatorial Appointee	No	Non-Elected
Barbara Stewart Highlands County Commission	Yes	Elected
Scott Stanley Sebring City Council	No	Elected
Andy Tuck Highlands County Gubernatorial Appointee Highlands County School Board Member	No	Non-Elected
Bryant Culpepper Okeechobee County Commission	Yes	Elected
Clayton Williams Okeechobee City Council	Yes	Elected
William "Bill" Keene Okeechobee County Gubernatorial Appointee	Yes	Non-Elected
Todd Dantzler Polk County Commission	No	Elected
Edith Yates City of Lakeland Commission	Yes	Elected
J.P. Powell Winter Haven City Commission	No	Elected
Dr. Marshall Goodman Polk County Gubernatorial Appointee	No	Non-Elected
Linda Pilkington Polk County Gubernatorial Appointee	No	Non-Elected

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
ORGANIZATIONAL CHART  
As of September 30, 2011**





## INDEPENDENT AUDITORS' REPORT

To the Council  
Central Florida Regional Planning Council  
Bartow, Florida

We have audited the accompanying financial statements of the governmental activities and the major fund of Central Florida Regional Planning Council as of and for the year ended September 30, 2011, as listed in the table of contents. These financial statements are the responsibility of the Central Florida Regional Planning Council's management. Our responsibility is to express opinions 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 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 the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Central Florida Regional Planning Council, as of September 30, 2011, and the changes in financial position and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note H, the Central Florida Regional Planning Council implemented Governmental Accounting Standards Board Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions for the year ended September 30, 2011. In accordance with GASB 54, the fund balances reported on the General Fund Balance Sheet have been appropriately categorized as non-spendable fund balance and unassigned fund balance.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 23, 2012, on our consideration of the Central Florida Regional Planning Council'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* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The other supplementary information on pages 26 through 27 is presented for the purposes of additional analysis and is not a required part of the basic financial statements of Central Florida Regional Planning Council. The other supplementary information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

Our audit was conducted for the purpose of forming an opinion on the Central Florida Regional Planning Council's basic financial statements as a whole. The accompanying schedule of expenditures of federal awards 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 also not a required part of 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.



**CliftonLarsonAllen LLP**

Lakeland, Florida  
January 23, 2012

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2011**

Management's Discussion and Analysis is designed to offer reviewers of the Central Florida Regional Planning Council's financial statements a summary of the financial activities for the fiscal year ended September 30, 2011. Reviewers are encouraged to read Management's Discussion and Analysis in conjunction with the Council's financial statements and other supplementary information.

**Financial Highlights for the Year Ended September 30, 2011**

- Assets of the Council exceeded liabilities at the close of the fiscal year by \$1,533,631. Unrestricted net assets were \$779,244 and may be used to meet the Council's ongoing obligations. Net assets invested in capital were \$754,387 and are comprised of the Council's property and equipment net of accumulated depreciation.
- The decrease in net assets of \$20,067 is the amount by which total expenses exceeded total revenues.
- Total depreciation expense increased by \$24,114 in the current fiscal year to \$177,120.
- The Council invested a total of \$160,888 in new vehicles and technology equipment.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Council's basic financial statements. The Council's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The presentation of government-wide statements reconciled with fund financial statements gives the reviewer two different perspectives of the Council's financial activities.

**Government-wide Financial Statements**

Government-wide financial statements are designed to provide reviewers with a broad overview of the Council's finances in a manner similar to a private-sector business and can be found on pages 11 and 12 of this report. The government-wide financial statements provide short and long-term information about the Council's financial status as a whole.

The Statement of Net Assets presents information on all of the Council's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Council is improving or deteriorating.

The Statement of Activities presents information showing how the Council's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2011**

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Council, like state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements such as Florida Statutes or the Council's interlocal agreement.

Governmental funds are used to account for the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on short-term inflows and outflows of resources, as well as on balances of available resources at the end of the fiscal year.

The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The General Fund Balance Sheet includes only short-term assets and liabilities. The General Fund Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual includes capital outlay expenditures and excludes depreciation expense and changes in certain long-term liabilities.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, the reviewer may better understand the long-term impact of the government's near-term financing decisions. The General Fund Balance Sheet and the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual provide reconciliations to the government-wide financial statements. These reconciliations can be found on pages 14 and 16 of this report.

The Council maintains one general fund and adopts an annual budget for this fund. To demonstrate compliance with the adopted budget, the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget to Actual shows the variance between the final budget and actual revenues and expenditures. Changes to the original budget and actual variances from the final budget are discussed in the Budgetary Highlights section on page 9.

For the year ended September 30, 2011, the Council adopted the provisions of Governmental Accounting Standards Board Statement No. 54 (GASB 54) Fund Balance Reporting and Governmental Fund Type Definitions. See Note H in the financial statements for further discussion of the adoption of GASB 54.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 17 through 23 of this report.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2011**

**Additional Information**

Additional information about the Council, which may be of interest to the reviewer, is found under the Management Letter section of this report.

**Government-Wide Financial Analysis**

The following schedules provide a summary of assets, liabilities and net assets and changes in net assets of the Council and the change in the ending balances from the prior year.

	<u>2011</u>	<u>2010</u>	<u>Increase (Decrease)</u>
Current and other assets	\$ 1,430,453	\$ 1,259,048	\$ 171,405
Capital assets	<u>754,387</u>	<u>770,619</u>	<u>(16,232)</u>
Total assets	<u>2,184,840</u>	<u>2,029,667</u>	<u>155,173</u>
Liabilities	<u>651,209</u>	<u>475,969</u>	<u>175,240</u>
Invested in capital assets, net of related debt	754,387	770,619	(16,232)
Unrestricted	779,244	783,079	(3,835)
Total net assets	<u>\$ 1,533,631</u>	<u>\$ 1,553,698</u>	<u>\$ (20,067)</u>

**Assets and Liabilities and Net Assets**

At September 30, 2011, the Council reported assets in the amount of \$2,184,840. The largest portion of the Council's assets, in the amount of \$754,387, is its investment in capital assets (e.g. building, computer hardware, furniture, operating equipment, vehicles). Additions to capital assets were \$160,888 and the addition to accumulated depreciation was \$177,120. Capital assets are not available for future spending.

Other assets at year end included cash and investments totaling \$602,617, receivables of \$551,457, unbilled revenue of \$248,982 and prepaid expenses of \$27,397. The increase in current assets is attributable to an increase in year-end unbilled revenue.

The Council reported liabilities totaling \$651,209, comprised of \$573,493 of expenses to be paid and \$77,716 of deferred revenues. The increase in current liabilities is attributable to an increase in year-end accounts payable.

Net assets may serve over time as one useful indicator of a government's financial condition. The Council's total net assets decreased by \$20,067 for the fiscal year ended September 30, 2011.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2011**

	<u>2011</u>	<u>2010</u>	<u>Increase (Decrease)</u>
<b>Expenses:</b>			
General Government:			
Salaries and fringe benefits	\$ 1,172,169	\$ 1,254,061	\$ (81,892)
Consultants	695,319	590,289	105,030
Transportation for the disadvantaged	690,417	491,755	198,662
Accounting and payroll services	1,052	960	92
Advertising	5,317	2,688	2,629
Audit	20,350	20,350	-
Auto	15,528	14,188	1,340
Building security	434	459	(25)
Dues and fees	18,252	21,821	(3,569)
Equipment expense	21,575	23,124	(1,549)
File management	1,994	2,851	(857)
Insurance	17,720	20,334	(2,614)
Janitorial	8,348	7,569	779
Legal	24,000	24,000	-
Meeting expense	2,652	4,768	(2,116)
Office and technology supplies	35,344	29,640	5,704
Postage and delivery	5,806	8,170	(2,364)
Printing	1,468	6,109	(4,641)
Registration fees	8,772	4,058	4,714
Repair and maintenance	5,894	3,872	2,022
Subscriptions and publications	605	724	(119)
Telephone	7,385	7,321	64
Travel	28,489	21,141	7,348
Utilities	11,177	12,617	(1,440)
Depreciation	177,120	153,006	24,114
Total program expenses	<u>2,977,187</u>	<u>2,725,875</u>	<u>251,312</u>
<b>Program Revenues:</b>			
Charges for services	675,236	795,607	(120,371)
Federal operating grants	1,661,927	1,326,639	335,288
Federal capital grants	99,153	83,554	15,599
State operating grants	310,037	329,273	(19,236)
Total program revenues	<u>2,746,353</u>	<u>2,535,073</u>	<u>211,280</u>
Net program expenses	<u>(230,834)</u>	<u>(190,802)</u>	<u>(40,032)</u>
<b>General Revenues:</b>			
Member assessments	196,718	197,080	(362)
Interest income	2,323	1,742	581
Gain/(Loss) on investment in state pool	626	1,828	(1,202)
Other income	11,100	5,367	5,733
Total general revenues	<u>210,767</u>	<u>206,017</u>	<u>4,750</u>
Increase (Decrease) in net assets	<u>(20,067)</u>	<u>15,215</u>	<u>(35,282)</u>
Net assets - beginning of the year	1,553,698	1,538,483	15,215
Net assets - end of the year	<u>\$ 1,533,631</u>	<u>\$ 1,553,698</u>	<u>\$ (20,067)</u>

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2011**

**Revenues**

Total Revenues increased approximately 8% from \$2,741,090 in fiscal year 2010 to \$2,957,120 in 2011.

Member assessments, charges for services and other revenue account for approximately 30% of the Council's total revenue. The member assessments are calculated based on BEBR's annual population estimates and charged to member counties at a rate of \$.25 cents per capita.

Other sources of local revenue include fees for Development of Regional Impact (DRI) reviews and Planning Advisory Services (PAS) for local governments. Member assessments remained consistent from fiscal year 2010. There was an increase in revenues for the Broadband Planning contract with the Tampa Bay Regional Planning Council. However, other fees for service decreased resulting in an overall decrease in charges for services and other revenue of 10%.

State revenue accounts for approximately 10% of the Council's total revenue, and includes funding from the State of Florida Department of Community Affairs (DCA), Florida Department of Emergency Management and the Florida Commission for the Transportation Disadvantaged. State revenues decreased 6% compared to fiscal year 2010, primarily due to the discontinued funding from DCA.

Federal revenue accounts for approximately 60% of the Council's revenue and includes funding from the Department of Transportation (DOT) for the Transportation Disadvantaged program and the Mobility Management program, the Environmental Protection Agency (EPA) for the Brownfields program, the Department of Housing and Urban Development (HUD) for the Sustainable Communities program and the Economic Development Administration (EDA) for economic development district planning. Compared to fiscal year 2010, federal revenue increased approximately 25% due to increases in funding from these agencies.

**Expenses**

Expenses increased 9% from \$2,725,875 in fiscal year 2010 to \$2,977,187 in fiscal year 2011. The increase includes an increase in consultant expenses related to the Brownfields program, information and technology services and also an increase in the Transportation Programs expenses. These increases were offset by a reduction in salary and fringe benefit expenses. Salaries and fringe benefits, consultants, and Transportation Programs expenses comprise 86% of total expenses.

**Capital Asset Activity**

The Council's investments in capital assets at September 30, 2011, amounted to \$754,387 (net of accumulated depreciation). This investment in capital assets includes land, building, computer equipment, operating equipment, furniture, and vehicles. During the year the Council invested \$160,888 in capital assets including \$147,441 for new vehicles, \$11,877 for technology equipment and \$1,570 for furniture.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2011**

**Budgetary Highlights**

The Council revised its original budget for fiscal year 2011 to reflect anticipated increases in local, state and federal funding. Line items within the expense budget were adjusted based upon year to date actual expenses. The increases in revenues resulted from new agreements for the Sustainable Communities program through HUD, increase activities of the Transportation Programs and increase in activity for the EPA Brownfields program. These were offset by a decrease in anticipated revenues for the discontinued funding from the State of Florida Department of Community Affairs.

Actual variances from the final budget include increase in activities of the Transportation Programs, the Heartland 2060 project, the HUD Sustainable Communities program and the EPA Brownfields program.

**Economic Factors and Next Year's Budget**

The economic outlook continues to present many challenges for the Council and for local, state and federal governments. Although available revenue is expected to continue to decrease for governments, the Council has been successful in obtaining funding through federal grants for fiscal year 2012.

The Department of Housing and Urban Development (HUD) cooperative agreement for the Sustainable Communities program, the EPA Brownfields and EDA regional economic development planning programs will continue in fiscal year 2012. The Broadband Planning contract will be increasing activities in fiscal year 2012. The Environmental Protection Agency (EPA) has awarded the Council \$1,000,000 in funding beginning in fiscal year 2012 for a revolving loan fund for Brownfields cleanup activities. The Council has received a contract from the State of Florida Department of Emergency Management to conduct several regional exercises.

## **BASIC FINANCIAL STATEMENTS**



**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF NET ASSETS**  
September 30, 2011

**ASSETS**

Cash	\$ 595,797
Investments	6,820
Accounts receivable	551,457
Unbilled revenue	248,982
Prepaid expenses	27,397
Capital assets not being depreciated	50,000
Capital assets, net of accumulated depreciation of \$830,459	704,387
Total assets	<u>2,184,840</u>

**LIABILITIES**

Accounts payable	455,107
Accrued payroll liabilities	60,191
Accrued expenses	10,787
Deferred revenues	77,716
Accrued compensated absences	47,408
Total liabilities	<u>651,209</u>

**NET ASSETS**

Invested in capital assets	754,387
Unrestricted	779,244
Total net assets	<u>\$ 1,533,631</u>

The accompanying notes are an integral part of these financial statements.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended September 30, 2011**

**Expenses:**

General Government:

Salaries and fringe benefits	\$ 1,172,169
Consultants	695,319
Transportation for the disadvantaged	690,417
Accounting and payroll services	1,052
Advertising	5,317
Audit	20,350
Auto	15,528
Building security	434
Dues and fees	18,252
Equipment expense	21,575
File management	1,994
Insurance	17,720
Janitorial	8,348
Legal	24,000
Meeting expense	2,652
Office and technology supplies	35,344
Postage and delivery	5,806
Printing	1,468
Registration fees	8,772
Repair and maintenance	5,894
Subscriptions and publications	605
Telephone	7,385
Travel	28,489
Utilities	11,177
Depreciation	177,120
Total program expenses	<u>2,977,187</u>

**Program Revenues:**

Charges for services	675,236
Federal operating grants	1,661,927
Federal capital grants	99,153
State operating grants	310,037
Total program revenues	<u>2,746,353</u>
Net program expenses	<u>(230,834)</u>

**General Revenues:**

Member assessments	196,718
Interest income	2,323
Gain on investment in state pool	626
Other income	11,100
Total general revenues	<u>210,767</u>
Decrease in net assets	(20,067)
Net assets - beginning of the year	<u>1,553,698</u>
Net assets - end of the year	<u>\$ 1,533,631</u>

The accompanying notes are an integral part of these financial statements.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
GENERAL FUND BALANCE SHEET  
September 30, 2011**

**ASSETS**

Cash	\$ 595,797
Investments	6,820
Accounts receivable	551,457
Unbilled revenue	248,982
Prepaid expenses	27,397
Total assets	<u>1,430,453</u>

**LIABILITIES**

Accounts payable	455,107
Accrued payroll liabilities	60,191
Accrued expenses	10,787
Deferred revenues	136,579
Total liabilities	<u>662,664</u>

**FUND BALANCES**

Nonspendable	31,810
Unassigned	735,979
Total fund balance	<u>\$ 767,789</u>

The accompanying notes are an integral part of these financial statements.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
RECONCILIATION OF THE GENERAL FUND BALANCE SHEET  
TO THE STATEMENT OF NET ASSETS  
For the Year Ended September 30, 2011**

**Total Fund Balance - General Fund** \$ 767,789

**Amounts reported in the statement of net assets are different because:**

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund.

Governmental capital assets	1,584,846	
Less accumulated depreciation	<u>(830,459)</u>	754,387

The values of certain liabilities are higher in the governmental fund financial statements, because certain revenues cannot be converted to cash on a timely enough basis to pay for the current period's expenditures. These liabilities consist of revenues that were collected more than 60 days from year end.

58,863

Accrued compensated absences are a long-term liability which is not due and payable in the current period and therefore is not reported in the fund.

(47,408)

**Net assets of governmental activities**

\$ 1,533,631

The accompanying notes are an integral part of these financial statements.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE – BUDGET TO ACTUAL  
For the Year Ended September 30, 2011**

	Original Budget	Final Budget	Actual	Variance
<b>Revenues:</b>				
Member assessments	\$ 196,721	\$ 196,721	\$ 196,718	\$ (3)
Local and other	531,614	688,604	689,285	681
State grants and contracts	289,000	301,530	310,037	8,507
Federal grants	947,500	1,749,080	1,702,217	(46,863)
	<u>1,964,835</u>	<u>2,935,935</u>	<u>2,898,257</u>	<u>(37,678)</u>
<b>Expenditures:</b>				
Salaries and fringe benefits	1,003,100	1,157,930	1,166,080	(8,150)
Consultants	432,500	689,870	695,318	(5,448)
Transportation for the disadvantaged	350,000	682,635	690,417	(7,782)
Accounting and payroll services	1,000	1,000	1,052	(52)
Advertising	5,000	5,000	5,317	(317)
Audit	20,350	20,350	20,350	-
Auto	15,000	15,000	15,528	(528)
Building security	500	500	434	66
Dues and fees	20,000	18,000	18,252	(252)
Equipment expense	20,000	20,000	21,575	(1,575)
File management	3,500	1,900	1,994	(94)
Insurance	24,500	22,500	17,720	4,780
Janitorial	7,500	7,500	8,348	(848)
Legal	24,000	24,000	24,000	-
Meeting expense	5,000	2,750	2,652	98
Miscellaneous	1,050	-	-	-
Office and technology supplies	30,000	33,750	35,344	(1,594)
Postage and delivery	5,000	5,809	5,806	3
Printing	5,000	1,500	1,468	32
Registration fees	5,000	9,000	8,772	228
Repair and maintenance	5,000	5,000	5,894	(894)
Subscriptions and publications	1,000	1,000	605	395
Telephone	8,000	8,000	7,385	615
Travel	20,000	30,000	28,490	1,510
Utilities	15,000	10,500	11,177	(677)
Capital Outlay	10,000	162,441	160,888	1,553
	<u>2,037,000</u>	<u>2,935,935</u>	<u>2,954,866</u>	<u>(18,931)</u>
Net change in fund balance	(72,165)	-	(56,609)	(56,609)
Fund balance - beginning of year	824,398	824,398	824,398	-
Fund balance - end of year	<u>\$ 752,233</u>	<u>\$ 824,398</u>	<u>\$ 767,789</u>	<u>\$ (56,609)</u>

The accompanying notes are an integral part of these financial statements.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
RECONCILIATION OF THE GENERAL FUND STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES  
September 30, 2011**

**Net change in governmental fund balance** \$ (56,609)

**Amounts reported in the statement of activities are different because:**

Certain unbilled revenues that do not provide current financial resources are not recorded in the governmental funds, but are included in the statement of activities. 58,863

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their useful lives as depreciation expense. The amount of depreciation expense exceeded the capital outlay expenditures in the current period.

Capital outlay	160,888	
Depreciation expense	<u>(177,120)</u>	(16,232)

Accrued compensated absences expenses are reported on the statement of activities and do not require the use of current financial resources. The change in accrued compensated absences in not reported as an expenditure in governmental funds. (6,089)

**Decrease in net assets** \$ (20,067)

The accompanying notes are an integral part of these financial statements.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended September 30, 2011**

**A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Central Florida Regional Planning Council (the "Council") have been prepared to conform with accounting principles generally accepted in the United States of America, as applicable to government units. The Governmental Accounting Standards Board is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Following is a summary of the significant accounting policies.

**Reporting Entity**

The Council is an association of local governments in DeSoto, Hardee, Highlands, Okeechobee and Polk counties. Its purpose is to advise and represent local governments in matters of comprehensive planning, to administer programs funded by state and federal grant programs, and to define, promote and preserve regional resources. The Council was created by the authority of 120.53(1) 160 Florida Statutes in 1973, currently reorganized under Chapter 186, Florida Statutes. The Council operates under 27E-4, 29G-1 and 29G-2 of the Florida Administrative Code. The governing body consists of twelve elected officials and six governor appointees.

This report includes the financial statements of all funds required to account for those financial activities that are related to the Council and are controlled by or dependent upon the Council Members. Control or dependence upon the Council is determined on the basis of the governing authority, budget adoption, funding and state statutes. Based upon the principles set forth in accounting principles generally accepted in the United States of America, the Council is an oversight unit with no component units.

**Government-wide and Fund Financial Statements**

The government-wide financial statements consist of a Statement of Net Assets and a Statement of Activities. The Statement of Net Assets reports all financial and capital resources. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues are charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function, and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function.

**Governmental Fund Type**

Governmental fund types are those funds through which most governmental functions are financed. Governmental fund reporting focuses on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used; current liabilities are assigned to the fund from which they are paid; and the difference between governmental fund assets and liabilities, the fund equity, is referred to as "fund balance." The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The Council's major governmental fund, the General Fund, is the general operating fund of the Council.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended September 30, 2011**

**A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Measurement Focus and Basis of Accounting**

The government-wide financial statements, the Statement of Net Assets and the Statement of Activities, are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

In applying the accrual concept to intergovernmental revenues, the legal and contractual requirements of the individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the Council; therefore, revenues are recognized based upon the expenditures recorded and the availability criteria. In the other, monies are virtually unrestricted as to purpose of expenditure, and are usually revocable only for failure to comply with prescribed requirements. These resources are reflected as revenues at the time of receipt, or earlier if the accrual criteria are met. Miscellaneous revenues are recorded as revenue when received.

**Cash**

The Council's cash deposits at September 30, 2011 were entirely insured under federal depository insurance or guaranteed by qualified public depositories in Florida pursuant to Chapter 280.07 Florida Statutes.

**Investments**

In addition to cash held by a local bank, the Council invests excess cash in an external investment pool, the Local Government Surplus Funds Trust Fund (the "State Pool"). The State Pool is administered by the Florida State Board of Administration (the "SBA"), who provides regulatory oversight. During the year ended September 30, 2008, the SBA reported that the State Pool was exposed to potential risks due to indirect exposure in the sub-prime mortgage financial market. Consequently, the SBA placed some restrictions on how participants could access their surplus funds and ultimately restructured the State Pool into two separate pools, "Florida PRIME" and "Fund B". Funds held in Fund B are not accessible until the SBA releases funds in Fund B and transfers the funds to Florida PRIME.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year Ended September 30, 2011**

**A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

The Council's investment in the State Pool exposes it to custodial credit risk and, for Fund B, interest rate risk. The Council does not have a formal investment policy relating to these risks. Custodial credit risk is the risk that in the event of a failure of the counterparty to a transaction, the Council will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment.

The Florida PRIME has adopted operating procedures consistent with the requirements for a SEC 2a7-like fund (as defined in GASB 31), therefore the account balance should be considered the fair value of the investment. The Florida PRIME is rated by Standard & Poor's. The current rating is AAA. The weighted average days to maturity (WAM) of the Florida PRIME at September 30, 2011 was 38 days. A portfolio's WAM reflects the average maturity in days based on final maturity or reset date, in the case of floating rate instruments. WAM measures the sensitivity of the Florida Prime to interest rate changes.

Fund B is accounted for as a fluctuating Net Asset Value (NAV) pool and is reported at fair value, determined by the fair value per share of the pool's underlying portfolio. The Fair Value Factor for September 30, 2011 was approximately 0.76. Fund B is not rated by any nationally recognized statistical rating agency. The weighted average life (WAL) of Fund B at September 30, 2011 was 4.82 years. A portfolio's WAL is the dollar weighted average length of time until securities held reach maturity. WAL is based on legal final maturity dates for Fund B as of September 30, 2011.

**Accounts Receivable**

Receivables include amounts due for services under various agreements which are due within one year.

**Prepaid Expenses**

Prepaid expenses are payments which have been made in the current period for expenses related to a future period.

**Unbilled Revenue**

Unbilled revenue includes amounts of expenditures that were incurred for reimbursement basis grants during the current period that were not requested until after the period had closed.

**Capital Assets**

Capital assets, which include property, building and equipment, are reported only in the government-wide financial statements. Capital assets are those acquired for general government purposes with an initial, individual cost equal to or more than \$750 and an estimated useful life of more than one year. Such assets are recorded at historical cost if purchased or constructed. Land is not depreciated. Maintenance, repairs and minor renovations are not capitalized.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended September 30, 2011**

**A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Building & Improvements	20 - 39
Furniture, Equipment & Vehicles	5 - 7

**Accounts Payable**

Payables include amounts due to vendors for services under various agreements which are due within one year.

**Accrued Expenses**

Accrued expenses include liabilities for accrued payroll and other accrued expenses.

**Deferred Revenues**

Deferred revenues are payments received before the related costs are incurred.

**Accrued Compensated Absences**

Accrued compensated absences represent the liability due to employees for leave earned but not yet taken.

**Net Assets**

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets consist of capital assets, net of accumulated depreciation. Net assets are reported as restricted when there are limitations imposed on their use either through resolution adopted by the Council or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Restricted resources are used first to fund appropriation. During the current year, there were no restricted net assets.

**Indirect Cost Allocation**

Indirect costs are those costs incurred for a common or joint purpose benefiting more than one program and cannot be readily identified with a particular program. The Council's policy for determining which costs are direct and which are indirect follows the definition in OMB Circular No. A-87. Indirect costs include occupancy, equipment rental and maintenance, legal expense, insurance, office supplies and depreciation. Using direct salaries as the cost base, indirect costs are allocated to programs on a prorated basis.

**Budgetary Data**

As allowed by GASB Statement No. 41, Budgetary Comparison Schedules – Perspective Differences, the Council presents budgetary comparisons in the General Fund Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended September 30, 2011**

**A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**B – INVESTMENT IN STATE POOL**

The fair value of funds held in the State Board of Administration's Florida PRIME and Fund B at September 30, 2011 is as follows.

Florida PRIME	\$	2,407
Fund B		4,413
		6,820
		\$ 6,820

**C – CAPITAL ASSETS**

The following is a summary of changes in capital assets for the year ended September 30, 2011:

	<u>Balance 9/30/2010</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 9/30/2011</u>
Capital assets, not being depreciated				
Land	\$ 50,000	\$ -	\$ -	\$ 50,000
Capital assets, being depreciated				
Building	525,332	-	-	525,332
Computer Equipment	130,902	11,877	(6,059)	136,720
Operating Equipment	11,952	-	(3,446)	8,506
Furniture	41,528	1,570	(4,337)	38,761
Vehicles	678,086	147,441	-	825,527
Total Depreciable	1,387,800	160,888	(13,842)	1,534,846
Accumulated Depreciation				
Building	142,561	20,943	-	163,504
Computer Equipment	86,904	20,667	(6,059)	101,512
Operating Equipment	11,662	289	(3,446)	8,505
Furniture	30,936	2,597	(4,337)	29,196
Vehicles	395,118	132,624	-	527,742
Total Accumulated Depreciation	667,181	177,120	(13,842)	830,459
Total Depreciable, Net of Depreciation	720,619	(16,232)	-	704,387
Total Capital Assets	\$ 770,619	\$ (16,232)	\$ -	\$ 754,387

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 NOTES TO THE FINANCIAL STATEMENTS  
 For the Year Ended September 30, 2011**

**D – DEFERRED REVENUE**

Deferred revenue at September 30, 2011 consisted of the following:

Deferred DRI revenue	\$	45,700
Deferred grant revenue		32,016
		77,716
	\$	77,716

**E – FUND BALANCE REPORTING**

The Council has adopted the provisions of Governmental Accounting Standards Board Statement No. 54 (GASB 54) Fund Balance Reporting and Governmental Fund Type Definitions for the year ended September 30, 2011. The intention of the GASB is to provide a more structured classification of fund balance and to improve the usefulness of fund balance reporting to the users of the Council's financial statements. The reporting standard establishes a hierarchy for fund balance classifications and the constraints imposed on the uses of those resources. GASB 54 provides for two major types of fund balances, which are nonspendable and spendable.

Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. In addition to the nonspendable fund balance, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted – fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed – fund balances that contain self-imposed constraints of the government from its highest level of decision making authority, requiring an ordinance or resolution by the governing body.
- Assigned – fund balances that contain self-imposed constraints of the government to be used for a particular purpose. Assignments may be made by only the Executive Director.
- Unassigned – fund balances of the general fund that are no constrained for any particular purpose.

The Council does not have a formal fund balance spending policy, however the Council's practice is to use restricted resources first, followed by the use of committed resources, assigned resources and unassigned resources. The Council has classified its fund balance within the following hierarchy:

	<u>General Fund</u>
Nonspendable	
Prepaid expenses	\$ 27,397
Investment in Fund B	4,413
Total Nonspendable	31,810
Unassigned	735,979
Total Fund Balance	\$ 767,789

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year Ended September 30, 2011**

**F – RETIREMENT PLAN**

The Council established a 457(b) deferred compensation retirement plan for the benefit of its employees. Employees may elect to defer compensation to the plan up to annual limits established by law. The Council matches employee deferrals based upon length of employment and individual employee deferral. The Council's contributions to the 457(b) retirement plan for the year ended September 30, 2011 were \$51,593.

**G – OPERATING LEASES**

The Council has entered into operating lease agreements for office equipment. Total expense for all operating lease agreements for the year ended September 30, 2011 was \$16,350. Minimum noncancellable lease commitments are as follows:

2012	\$	12,042
2013		12,042
2014		12,042
2015		6,021
	\$	<u>42,147</u>

**OTHER SUPPLEMENTARY INFORMATION**



**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
**UNAUDITED SCHEDULE OF REVENUES AND EXPENDITURES – BY PROGRAM**  
**For the Year Ended September 30, 2011**

	Total	Planning Advisory Services	Developments of Regional Impact	Transportation Programs	Hazards Analysis & Emergency Management	Sustainable Communities & Heartland 2060	Economic Development	Evacuation Study	Broadband	Brownfields Programs	Non Program	Indirect Costs
<b>Revenue:</b>												
Member Assessments	\$ 196,718	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 196,718	\$ -
Local/Other Revenue	689,285	355,183	194,371	42,354	41,037	-	-	-	39,000	3,500	13,840	-
State Revenue	310,037	187,393	-	70,857	43,803	7,984	-	-	-	-	-	-
Federal Revenue	1,761,080	-	-	940,434	48,781	184,171	73,875	30,000	-	483,819	-	-
<b>Total Revenue</b>	<b>2,957,120</b>	<b>542,576</b>	<b>194,371</b>	<b>1,053,645</b>	<b>133,621</b>	<b>192,155</b>	<b>73,875</b>	<b>30,000</b>	<b>39,000</b>	<b>487,319</b>	<b>210,558</b>	<b>-</b>
<b>Expenditures:</b>												
Salaries	850,169	278,497	7,157	107,170	59,032	105,614	58,092	10,071	31,504	41,242	55,071	96,719
Fringe benefits	322,000	105,466	2,710	40,585	22,355	39,996	22,000	3,814	11,930	15,618	20,899	36,627
Consultants	695,319	33,717	159,938	-	24,240	5,000	-	-	-	423,658	-	48,766
Non-sponsored trips	690,417	-	-	690,417	-	-	-	-	-	-	-	-
Accounting and payroll services	1,052	-	-	-	-	-	-	-	-	-	-	1,052
Advertising	5,317	160	-	515	2,552	143	-	-	-	-	213	1,734
Audit	20,350	-	-	-	-	-	-	-	-	-	-	20,350
Auto expense	15,528	-	-	530	-	-	-	-	-	-	-	14,998
Building security	434	-	-	-	-	-	-	-	-	-	-	434
Dues and fees	18,252	1,772	-	-	75	-	-	-	-	300	15,203	902
Equipment expense	21,575	2,715	102	1,450	55	176	707	660	22	73	277	15,338
File management	1,994	-	-	-	-	-	-	-	-	-	-	1,994
Insurance	17,720	-	-	-	-	-	-	-	-	-	-	17,720
Janitorial	8,348	-	-	-	-	-	-	-	-	-	-	8,348
Legal	24,000	-	-	-	-	-	-	-	-	-	-	24,000
Meeting expense	2,652	237	555	15	-	567	33	-	-	167	532	546
Office and technology supplies	35,344	258	-	-	-	226	-	126	18	-	233	34,483
Postage and delivery	5,806	2,243	33	743	195	168	151	154	14	323	956	826
Printing	1,468	-	-	-	-	-	109	-	-	-	676	683
Registration fees	8,772	860	-	1,042	465	-	425	175	-	250	2,020	3,535
Repair and maintenance	5,894	-	-	-	-	-	-	-	-	-	-	5,894
Subscription and publications	605	117	-	-	-	-	-	-	-	-	-	488
Telephone	7,385	-	-	417	-	-	-	-	-	-	-	6,968
Travel	28,489	2,772	-	785	6,955	255	4,039	-	-	6,676	4,115	2,892
Utilities	11,177	-	-	-	-	-	-	-	-	-	-	11,177
Depreciation expense	177,120	-	-	124,009	-	-	-	-	-	-	-	53,111
Indirect costs	-	151,391	3,890	58,258	32,090	57,411	31,579	5,475	17,125	22,420	29,946	(409,585)
<b>Total Expenditures</b>	<b>2,977,187</b>	<b>580,205</b>	<b>174,385</b>	<b>1,025,936</b>	<b>148,014</b>	<b>209,556</b>	<b>117,135</b>	<b>20,475</b>	<b>60,613</b>	<b>510,727</b>	<b>130,141</b>	<b>-</b>
Revenue Over(Under)												
Expenditures	\$ (20,067)	\$ (37,629)	\$ 19,986	\$ 27,709	\$ (14,393)	\$ (17,401)	\$ (43,260)	\$ 9,525	\$ (21,613)	\$ (23,408)	\$ 80,417	\$ -

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
UNAUDITED SCHEDULE OF INDIRECT COSTS  
For the Year Ended September 30, 2011**

Indirect Costs		
Salaries	\$	96,719
Fringe benefits		36,627
Accounting and payroll services		1,052
Advertising		1,734
Audit		20,350
Auto		14,998
Building security		434
Consultants		48,766
Dues and fees		902
Equipment expense		15,338
File management		1,994
Insurance		17,720
Janitorial		8,348
Legal		24,000
Meeting expense		546
Office and technology supplies		34,483
Postage and delivery		826
Printing		683
Registration fees		3,535
Repair and maintenance		5,894
Subscriptions and publications		488
Telephone		6,968
Travel		2,892
Utilities		11,177
Depreciation		53,111
Total Indirect Costs	<u>\$</u>	<u>409,585</u>

Basis of allocation of indirect costs:

Fringe Benefit Allocation Rate

Total Fringe benefits	<u>\$</u>	322,000	=	37.87%
Total Salaries	\$	850,169		

Indirect Cost Allocation Rate

Total Indirect Costs	<u>\$</u>	409,585	=	54.36%
Direct Salaries	\$	753,450		

**COMPLIANCE SECTION**



**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
SCHEDULE OF EXPENDITURES OF  
FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE  
For the Year Ended September 30, 2011**

	CFDA/ CSFA Number	Expenditures		
		Federal	State	Total
<b>FEDERAL AWARDS</b>				
<b>United States Department of Transportation</b>				
Hazardous Materials Emergency Preparedness Passed Through Florida Division of Emergency Management				
Contract #11-DT-83-13-00-21-470	20.703	\$ 48,781	\$ -	\$ 48,781
Total Hazardous Materials Emergency Preparedness		48,781	-	48,781
Federal Transit Administration				
Formula Grants for Other Than Urbanized Areas				
Multi-Year Joint Participation Agreement Urban Mass Transportation Act, Section 5311				
Contract #AOV78; FM 410124-1-84-30	20.509	523,967	-	523,967
Multi-Year Joint Participation Agreement Urban Mass Transportation Act, Section 5311				
Contract #AQA30; FM 430531-1-94-01	20.509	32,655	-	32,655
Total Formula Grants for Other Than Urbanized Areas		556,622	-	556,622
Transit Services Programs				
Capital Assistance Program for Elderly Persons and Persons with Disabilities, Section 5310				
Contract #FL-16-0032	20.513	33,630	-	33,630
Contract #FL-16-0035	20.513	65,523	-	65,523
Multi-Year Joint Participation Agreement Job Access and Reverse Commute (JARC), Section 5316				
Contract #APV08; FM 428350-1-84-01	20.516	92,435	-	92,435
Multi-Year Joint Participation Agreement Job Access and Reverse Commute (JARC), Section 5316				
Contract #AQ675; FM 430363-1-94-01	20.516	25,778	-	25,778
Multi-Year Joint Participation Agreement New Freedom Program, Section 5317				
Contract #APV09; FM 428347-1-84-01	20.521	166,717	-	166,717
Total Transit Services Programs		384,083	-	384,083
<b>Total United States Department of Transportation</b>		\$ 989,486	\$ -	\$ 989,486
<b>United States Department of Commerce</b>				
Economic Development Administration				
Comprehensive Economic Development Strategies				
Contract #04-83-06120	11.302	\$ 73,875	\$ -	\$ 73,875
<b>Total United States Department of Commerce</b>		\$ 73,875	\$ -	\$ 73,875

The accompanying notes to the Schedule of expenditures of Federal Awards and State Financial Assistance are an integral part of this schedule.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
SCHEDULE OF EXPENDITURES OF  
FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE  
For the Year Ended September 30, 2011**

	CFDA/ CSFA Number	Expenditures		
		Federal	State	Total
<b>United States Environmental Protection Agency</b>				
ARRA - Brownfields Assessment and Cleanup Cooperative Agreement Contract #2B-95427809-0	66.818 ARRA	\$ 483,819	\$ -	\$ 483,819
<b>Total United States Environmental Protection Agency</b>		\$ 483,819	\$ -	\$ 483,819
<b>Department of Housing and Urban Development</b>				
Sustainable Communities Regional Planning Grant Instrument # FLRIP0008-10	14.703	\$ 184,171	\$ -	\$ 184,171
<b>Total Department of Housing and Urban Development</b>		\$ 184,171	\$ -	\$ 184,171
<b>TOTAL FEDERAL AWARDS</b>		<u>\$ 1,731,351</u>	<u>\$ -</u>	<u>\$ 1,731,351</u>
<b>STATE FINANCIAL ASSISTANCE</b>				
<b>Florida Department of Community Affairs</b>				
Regional Planning Council Funding Contract #11-DR-CC-13-00-21-007	52.006	\$ -	\$ 142,943	\$ 142,943
Implementation of SB360 Visioning for Florida's Heartland Contract #08-DR-90-13-00-21-003	52.033	-	7,984	7,984
<b>Total Florida Department of Community Affairs</b>		\$ -	\$ 150,927	\$ 150,927
<b>Florida Division of Emergency Management</b>				
Hazardous Materials Hazards Analysis Update Florida Hazardous Materials Planning and Prevention Program Contract #11-CP-03-13-00-21-189	52.023	\$ -	\$ 3,684	\$ 3,684
Local Emergency Planning Committee Staffing Florida Hazardous Materials Planning and Prevention Program Contract #11CP-03-13-00-21-012	52.023	-	28,388	28,388
Contract #12CP-03-13-33-21-136	52.023	-	11,731	11,731
<b>Total Florida Division of Emergency Management</b>		\$ -	\$ 43,803	\$ 43,803
<b>Florida Commission for the Transportation Disadvantaged</b>				
Transportation Disadvantaged Planning Program Hardee, Highlands and Okechobee Counties Contract #AP635	55.002	\$ -	\$ 40,891	\$ 40,891
Contract #AQC34	55.002	-	14,718	14,718
<b>Total Florida Commission for the Transportation Disadvantaged</b>		\$ -	\$ 55,609	\$ 55,609
<b>TOTAL STATE FINANCIAL ASSISTANCE</b>		<u>\$ -</u>	<u>\$ 250,339</u>	<u>\$ 250,339</u>
<b>TOTAL FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE</b>		<u>\$ 1,731,351</u>	<u>\$ 250,339</u>	<u>\$ 1,981,690</u>

The accompanying notes to the Schedule of expenditures of Federal Awards and State Financial Assistance are an integral part of this schedule.

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
NOTES TO THE SCHEDULE OF EXPENDITURES OF  
FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE  
For the Year Ended September 30, 2011**

**NOTE 1 – GENERAL**

The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance presents the activity of all federal and state financial award programs of the Central Florida Regional Planning Council. The Council reporting entity is defined in Note A to the Council's basic financial statements for the year ended September 30, 2011. All federal financial awards and state financial assistance received directly from federal and state agencies, as well as federal financial awards and state financial assistance passed through other government agencies, are included in the schedule.

**NOTE 2 – BASIS OF ACCOUNTING**

The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance is presented using the modified accrual basis of accounting which is described in Note A to the Council's financial statements for the year ended September 30, 2011.

**NOTE 3 – CONTINGENCIES**

Grant monies received and disbursed by the Council are for specific purposes and are subject to review by the grantor agencies. Such audits may result in request for reimbursement due to disallowed expenditures. Based upon prior experience, the Council does not believe that such disallowances, if any, would have a material effect on the financial position of the Council. As of January 23, 2012 there were no material questioned or disallowed costs as a result of grant audits in process or completed.



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**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**

To the Council  
Central Florida Regional Planning Council  
Bartow, Florida

We have audited the financial statements of the governmental activities and the major fund of Central Florida Regional Planning Council, as of and for the year ended September 30, 2011, and have issued our report thereon dated January 23, 2012. 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 Central Florida Regional Planning Council's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Central Florida Regional Planning Council's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Central Florida Regional Planning Council's internal control over financial reporting.

*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 a 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.

Our consideration of internal control over financial reporting 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 financial reporting that might be deficiencies, 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.

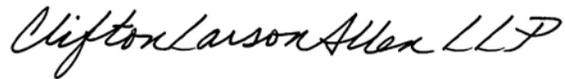
To the Council  
Central Florida Regional Planning Council

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Central Florida Regional Planning Council'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*.

We noted certain matters that we reported to management of Central Florida Regional Planning Council in a separate letter dated January 23, 2012.

This report is intended solely for the information and use of management, the Council, others within the entity, the State of Florida Auditor General, 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.



**CliftonLarsonAllen LLP**

Lakeland, Florida  
January 23, 2012



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS  
THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND ON  
INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Council  
Central Florida Regional Planning Council  
Bartow, Florida

**Compliance**

We have audited the compliance of Central Florida Regional Planning Council, with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Central Florida Regional Planning Council's major federal programs for the year ended September 30, 2011. Central Florida Regional Planning Council's major federal 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 major federal programs is the responsibility of Central Florida Regional Planning Council's management. Our responsibility is to express an opinion on Central Florida Regional Planning Council's compliance based on our audit.

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 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 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 Central Florida Regional Planning Council'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 of Central Florida Regional Planning Council's compliance with those requirements.

In our opinion, Central Florida Regional Planning Council, complied, in all material respects, with the requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2011.

**Internal Control Over Compliance**

Management of Central Florida Regional Planning Council, 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 Central Florida Regional Planning Council's internal control over compliance with the 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 and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the

To the Council  
Central Florida Regional Planning Council

purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Central Florida Regional Planning Council'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.

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 deficiencies, 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 management, Central Florida Regional Planning Council, others within the entity, the State of Florida Auditor General, 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.



**CliftonLarsonAllen LLP**

Lakeland, Florida  
January 23, 2012

**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FEDERAL PROGRAMS AND STATE FINANCIAL ASSISTANCE  
YEAR ENDED SEPTEMBER 30, 2011**

**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

*Financial Statements*

Type of auditor’s report issued:	Unqualified
Internal control over financial reporting:	
Significant deficiencies identified?	No
Significant deficiencies considered to be material weaknesses?	No
Noncompliance material to financial statements noted?	No

*Federal Awards Program*

Internal control over financial reporting:	
Significant deficiencies identified?	No
Significant deficiencies considered to be material weaknesses?	No
Type of auditor’s report on compliance for major programs	Unqualified
Any audit findings disclosed that are required to be reported in accordance with Circular A-133 (Section .510(a))?	No

Identification of major programs:

<u>Federal Program</u>	<u>CFDA No.</u>
ARRA - Brownfields Assessment and Cleanup Cooperative Agreement	66.818
Sustainable Communities Regional Planning Grant	14.703
Transit Services Programs Cluster	20.513/20.516/20.521

Dollar threshold used to distinguish between Type A and Type B programs:	\$300,000
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Auditee qualified as low-risk auditee?	Yes
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## MANAGEMENT LETTER

To the Council  
Central Florida Regional Planning Council  
Bartow, Florida

We have audited the financial statements of the Central Florida Regional Planning Council, as of and for the fiscal year ended September 30, 2011, and have issued our report thereon dated January 23, 2012.

We conducted our audit 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*. We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters, Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Federal Program and on Internal Control over Compliance, and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated January 23, 2012, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.550, Rules of the Auditor General, which governs the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditors' reports or schedule:

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no such findings or recommendations noted in the preceding annual financial audit report.

Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Central Florida Regional Planning Council complied with Section 218.415, Florida Statutes.

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address violations of provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but more than inconsequential. In connection with our audit, we did not have any such findings.

To the Council  
Central Florida Regional Planning Council

Section 10.554(1)(i)5., Rules of the Auditor General, provides that the auditor may, based on professional judgment, report the following matters that have an inconsequential effect on financial statements, considering both quantitative and qualitative factors: (1) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse, and (2) Deficiencies in internal control that are not significant deficiencies. In connection with our audit, we noted the following finding:

#### **STATUS OF PRIOR YEAR COMMENTS**

There were no prior year comments.

#### **STATUS OF CURRENT YEAR COMMENTS**

##### **11-01 Depreciation Expense**

###### **Control deficiency:**

During our test of capital assets, we noted that depreciation expense was not properly calculated.

###### **Recommendation:**

We recommend the Council take appropriate action to ensure depreciation expense is properly calculated and recorded.

###### **Management Response:**

To ensure that correct depreciation is recorded, the Finance Director will enter the new asset in the depreciation schedule at the same time the asset is entered into the CFRPC's asset inventory. The Executive Director will verify these entries.

Section 10.554(1)(i)6., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. See footnote A in the Notes to the Financial Statements for a description of the reporting entity.

Section 10.554(1)(i)7.a., Rules of the Auditor General, requires a statement be included as to whether or not the local governmental entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the Central Florida Regional Planning Council did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Section 10.554(1)(i)7.b., Rules of the Auditor General, requires that we determine whether the annual financial report for the Central Florida Regional Planning Council for the fiscal year ended September 30, 2011, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2011. In connection with our audit, we determined that these two reports were in agreement.

Pursuant to Sections 10.554(1)(i)7.c. and 10.556(7), Rules of the Auditor General, we applied financial condition assessment procedures. It is managements' responsibility to monitor the Central Florida Regional Planning Council's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

To the Council  
Central Florida Regional Planning Council

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information and use of management, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**

Lakeland, Florida  
January 23, 2012