



**FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION**

2560-102 BARRINGTON CIRCLE ✓ TALLAHASSEE, FLORIDA 32308 ✓ PHONE 850.386.2223 ✓ FAX 850.386.2224 ✓ WWW.FLCCOC.ORG

REQUEST FOR QUOTE (RFQ)

**Financial Auditing Services
Questions and Responses
(RFQ NO. 25-CCOC-02)**

1. Q. Why is the audit being put out for bid?

Response: The current contract has no renewals available. CCOC is required to solicit bids.

2. Will your current auditor be able to submit a proposal?

Response: Yes

3. Can we get a copy of the most recently issued Audit?

Response: Yes. See Attachment 1

4. How many adjusting journal entries were posted during last year's audit? May we have a copy of the journal entries?

Response: 11. Yes, upon request.

5. Can we have a copy of a recent internal financial statement please?

Response: Yes. See Attachment 2

6. How many accounting staff does the Organization have? In general, what are their roles?

Response: The CCOC does not employ any accounting staff. The CCOC has one Office Manager who performs general bookkeeping, payroll, accounts payable and accounts receivable duties.



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7. Were there any material weaknesses/significant deficiencies reported in you most recently issued audit?

Response: No

8. What areas of prior year audits have proven to be a challenge?

Response: The only challenges CCOC has faced with prior audits was termination of a prior internal audit contract (Early 2024) for cause. This placed CCOC in the position of having to secure an internal audit contractor in a short amount of time. However, the transition was smooth.

9. What accounting software is used by the Organization?

Response: Quickbooks – Desktop version; however, we will be evaluating transition to Quickbooks online in the coming months.

10. Does the external auditor maintain fixed assets/depreciation?

Response: No. The internal auditor maintains fixed assets/depreciation

11. Will the auditor be responsible for preparing the financial statements?

Response: Yes

12. When has the auditor typically performed their onsite field work?

Response: In coordination with Executive Director and auditor schedules. Our Fiscal Year runs October 1st through September 30th.

13. How much is budgeted for the current year audit?

Response: \$28,350.00

Attachment 1



June 10, 2024

To the Executive Council
Florida Clerks of Court Operations Corporation

We have audited the financial statements of Florida Clerks of Court Operations Corporation (CCOC) (a component unit of the State of Florida) for the year ended September 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, Chapter 10.550, Rules of the Auditor General and the Florida Single Audit Act, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 30, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by CCOC are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended September 30, 2023. We noted no transactions entered into by CCOC during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting CCOC's financial statements were:

1. Compensated absences are an estimate of costs and the resulting liability for leave benefits provided to employees of CCOC.
2. The pension liability and related deferred inflows and outflows are derived from the CCOC's proportionate share as reflected in the audited Schedules of Employer Allocations and Pension Amounts by Employer for the Florida Retirement System Pension Plan and the Retiree Health Insurance Subsidy Program.

We evaluated the key factors and assumptions used to develop the above-mentioned estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements is as follows:

1. Note 1 discloses CCOC receives all of its support and revenue to fund operations from a contract with the State of Florida's Chief Financial Officer that is renewed and/or renegotiated annually.
2. Note 7 discloses the cyber fraud which occurred during the year.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Adjustments detected as a result of audit procedures and corrected by management are included on Attachment A.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 10, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to CCOC's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

To the Executive Council
Florida Clerks of Court Operations Corporation
Page Three

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as CCOC's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Because an audit does not include an examination of every transaction, although no material weaknesses were noted during our performance of the audit, we would like to emphasize the following with regard to internal controls. CCOC is a small organization, and that dictates that the Executive Council remains involved in the financial affairs of CCOC to provide oversight and independent review functions.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary schedule and pension liability and contributions schedules which are required supplemental information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the schedule of expenditures of state financial assistance, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with Chapter 10.550, Rules of the Auditor General and the Florida Single Audit Act, the method of preparing the supplementary information has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Executive Council and CCOC management and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Law Redd Crona + Munroe P.A.

LAW, REDD, CRONA & MUNROE, P.A.
Tallahassee, Florida

Florida Clerks of Court Operations Corporation
Year End: September 30, 2023
Adjusting Journal Entries
Date: 10/1/2022 To 9/30/2023

ATTACHMENT A

Number	Date	Type	Name	Account No	Debit	Credit
1	9/30/2023	N	FL CCOC	101		\$ (77,809)
1	9/30/2023	N	FL CCOC	101		\$ (16,640)
1	9/30/2023	N	Accounts Payable	300	\$ 62,563	
1	9/30/2023	N	Accounts Payable	300	\$ 16,640	
1	9/30/2023	N	Payroll Liabilities	310	\$ 15,246	
Adjust for 2022 audit entries posted incorrectly and not "cleared" from bank statement.						
2	9/30/2023	N	GASB 68 Dfd Outflows/Resources	203	\$ 79,257	
2	9/30/2023	N	GASB 68 Pension Liability	305		\$ (298,051)
2	9/30/2023	N	GASB 68 Dfd Inflows/Resources	306	\$ 21,306	
2	9/30/2023	N	GASB 68 Pension Expense	640	\$ 197,488	
Adjust pension related balances to GASB 68 report at 9/30/23.						
3	9/30/2023	N	Receivable - Fraud Related	115		\$ (303,412)
3	9/30/2023	N	Theft	900	\$ 303,412	
Reverse AR for theft.						
4	9/30/2023	N	Contractor:Special Contract	603		\$ (1,195,000)
4	9/30/2023	N	Guardianship Database	201.1	\$ 1,195,000	
Capitalize costs associated with the Guardianship Database Project.						
6	9/30/2023	N	Payroll Liabilities	310		
6	9/30/2023	N	Payroll Liabilities:FSA EE Cont	316	\$ 6,089	
6	9/30/2023	N	Ask my Accountant	637		\$ (6,089)
Adjust FSA liability to actual as of 9/30/23.						
7	9/30/2023	N	FL CCOC	101	\$ 70,000	
7	9/30/2023	N	Contractor:Special Contract	603		\$ (70,000)
Reverse EFT payment initiated 10/10/23 and subsequently canceled and refunded on 10/16/23.						
8	9/30/2023	N	Accumulated Depreciation	202		\$ (6,187)
8	9/30/2023	N	Depreciation Expense	650	\$ 6,187	

Florida Clerks of Court Operations Corporation
Year End: September 30, 2023
Adjusting Journal Entries
Date: 10/1/2022 To 9/30/2023

ATTACHMENT A

Number	Date	Type	Name	Account No	Debit	Credit
Record depreciation expense for the year.						
9	9/30/2023	N	Accrued Leave Liability	307		\$ (24,991)
9	9/30/2023	N	Payroll Expenses	631	\$ 24,991	
Adjust compensated absences liability to 9/30/2023 estimate.						
10	9/30/2023	N	A/R - Guardianship Database	116	\$ 837,873	
10	9/30/2023	N	Grant income - Guardianship Database	503		\$ (837,873)
Record AR at 9/30/2023 related to the Guardianship Database.						
11	9/30/2023	N	Appropriation	500	\$ 700,000	
11	9/30/2023	N	Grant income - Guardianship Database	503		\$ (700,000)
Reclass to separate account Guardianship Database income.						
					\$ 3,536,052	\$ (3,536,052)
Net Income (Loss)				885,252.00		

Attachment 2

CCOC
Year End: September 30, 2023
Trial Balance
Account No: 100 To 501

Account	Prelim	Adj's	Rep	Rep 09/22	Amount Chg	%Chg
111 Cash and Cash Equivalents	1,765,386.00	(24,449.00)	1,740,937.00	2,207,235.00	(466,298.00)	(21)
100 FSA	5,694.00	0.00	5,694.00	7,866.00	(2,172.00)	(28)
101 FL CCOC	1,759,692.00	(24,449.00)	1,735,243.00	2,199,369.00	(464,126.00)	(21)
102 FSA ER Advance	0.00	0.00	0.00	0.00	0.00	0
103 Undeposited Funds	0.00	0.00	0.00	0.00	0.00	0
115 Accounts receivable	303,412.00	534,461.00	837,873.00	0.00	837,873.00	0
115 Receivable - Fraud Related	303,412.00	(303,412.00)	0.00	0.00	0.00	0
116 A/R - Guardianship Database	0.00	837,873.00	837,873.00	0.00	837,873.00	0
120 Prepaid Expenses and Other Assets	1,295.00	0.00	1,295.00	1,295.00	0.00	0
104 Prepaid Expense	1,295.00	0.00	1,295.00	1,295.00	0.00	0
170 Capital Assets	19,177.00	1,188,813.00	1,207,990.00	19,177.00	1,188,813.00	6199
201 Furniture & Equipment	111,470.00	0.00	111,470.00	111,470.00	0.00	0
202 Accumulated Depreciation	(92,293.00)	(6,187.00)	(98,480.00)	(92,293.00)	(6,187.00)	7
201.1 Guardianship Database	0.00	1,195,000.00	1,195,000.00	0.00	1,195,000.00	0
180 Deferred Outflows - Pension	308,657.00	79,257.00	387,914.00	308,657.00	79,257.00	26
203 GASB 68 Dfd Outflows/Resources	308,657.00	79,257.00	387,914.00	308,657.00	79,257.00	26
200 Accounts Payable and Accrued Liabilities	(654,623.00)	100,538.00	(554,085.00)	(101,427.00)	(452,658.00)	446
300 Accounts Payable	(593,263.00)	79,203.00	(514,060.00)	(81,893.00)	(432,167.00)	528
302 Deputy Executive Director	(265.00)	0.00	(265.00)	18.00	(283.00)	(1572)
303 Executive Director	(1,958.00)	0.00	(1,958.00)	1,895.00	(3,853.00)	(203)
304 FSA Payable	0.00	0.00	0.00	0.00	0.00	0
308 FSA ER Adv Payable	0.00	0.00	0.00	0.00	0.00	0
309 Direct Deposit Liabilities	562.00	0.00	562.00	562.00	0.00	0
310 Payroll Liabilities	(45,034.00)	15,246.00	(29,788.00)	(11,137.00)	(18,651.00)	167
311 Payroll Liabilities:Colonial Life EE	(72.00)	0.00	(72.00)	(72.00)	0.00	0
312 Payroll Liabilities:Minnesota Life EE	(1.00)	0.00	(1.00)	(1.00)	0.00	0
313 Payroll Liabilities:CHP EE	(880.00)	0.00	(880.00)	(590.00)	(290.00)	49
314 Payroll Liabilities:Dental Ins EE	(140.00)	0.00	(140.00)	(25.00)	(115.00)	460
315 Payroll Liabilities:FRS EE Cont	(16.00)	0.00	(16.00)	(340.00)	324.00	(95)
316 Payroll Liabilities:FSA EE Cont	(13,556.00)	6,089.00	(7,467.00)	(9,844.00)	2,377.00	(24)
201 Compensated Absences - Current	(154,791.00)	(24,991.00)	(179,782.00)	(154,791.00)	(24,991.00)	16
307 Accrued Leave Laibility	(154,791.00)	(24,991.00)	(179,782.00)	(154,791.00)	(24,991.00)	16
202 Compensated Absences - LT	0.00	0.00	0.00	0.00	0.00	0
203 Pension Liability	(952,650.00)	(298,051.00)	(1,250,701.00)	(952,650.00)	(298,051.00)	31
305 GASB 68 Pension Liability	(952,650.00)	(298,051.00)	(1,250,701.00)	(952,650.00)	(298,051.00)	31
205 Deferred Inflows - Pension	(74,031.00)	21,306.00	(52,725.00)	(74,031.00)	21,306.00	(29)
306 GASB 68 Dfd Inflows/Resources	(74,031.00)	21,306.00	(52,725.00)	(74,031.00)	21,306.00	(29)
300 Net Position	(1,253,464.00)	0.00	(1,253,464.00)	(1,189,558.00)	(63,906.00)	5
400 Opening Balance Equity	0.00	0.00	0.00	0.00	0.00	0
401 Retained Earnings	(1,253,464.00)	0.00	(1,253,464.00)	(1,189,558.00)	(63,906.00)	5

400 Revenue	(2,679,929.00)	(837,873.00)	(3,517,802.00)	(1,603,132.00)	(1,914,670.00)	119
500 Appropriation	(2,673,992.00)	700,000.00	(1,973,992.00)	(1,602,086.00)	(371,906.00)	23
501 Other	(4,122.00)	0.00	(4,122.00)	(9.00)	(4,113.00)	45700
502 Interest Income	(1,815.00)	0.00	(1,815.00)	(1,037.00)	(778.00)	75
503 Grant income - Guardianship Database	0.00	(1,537,873.00)	(1,537,873.00)	0.00	(1,537,873.00)	0
500 Personnel Services	1,106,342.00	24,991.00	1,131,333.00	833,453.00	297,880.00	36
631 Payroll Expenses	795,387.00	24,991.00	820,378.00	614,175.00	206,203.00	34
632 Payroll Expenses:Other	3,003.00	0.00	3,003.00	2,434.00	569.00	23
633 Payroll Expenses:CHP ER	158,931.00	0.00	158,931.00	104,966.00	53,965.00	51
634 Payroll Expenses:Life-ER	5,841.00	0.00	5,841.00	4,160.00	1,681.00	40
635 Payroll Expenses:Dental Principal-ER	2,553.00	0.00	2,553.00	2,840.00	(287.00)	(10)
636 Payroll Expenses:FRS ER Cont	140,627.00	0.00	140,627.00	104,878.00	35,749.00	34
653 Salaries: Staff Benefits: Retirement	0.00	0.00	0.00	0.00	0.00	0
501 Expenses	2,265,219.00	(764,002.00)	1,501,217.00	705,772.00	795,445.00	113
600 IT Managed Services	25,328.00	0.00	25,328.00	6,332.00	18,996.00	300
601 IT Managed Services:Contractor	12,664.00	0.00	12,664.00	25,692.00	(13,028.00)	(51)
602 Copier Lease	846.00	0.00	846.00	1,686.00	(840.00)	(50)
603 Contractor:Special Contract	1,529,220.00	(1,265,000.00)	264,220.00	6,793.00	257,427.00	3790
604 Contractor	0.00	0.00	0.00	8,195.00	(8,195.00)	(100)
605 Contractor:Audit	18,400.00	0.00	18,400.00	15,900.00	2,500.00	16
606 Contractor:Education	410,992.00	0.00	410,992.00	0.00	410,992.00	0
607 Contractor:Education:Curriculum	0.00	0.00	0.00	0.00	0.00	0
608 Contractor:Education:Planning Report	0.00	0.00	0.00	0.00	0.00	0
609 Contractor:Education:Program Activity	0.00	0.00	0.00	0.00	0.00	0
610 Contractor:Legal	35,000.00	0.00	35,000.00	2,340.00	32,660.00	1396
611 Contractor:Research	0.00	0.00	0.00	37,459.00	(37,459.00)	(100)
612 Contractor:Research:Krizner Group	5,700.00	0.00	5,700.00	5,700.00	0.00	0
613 Contractor:Research:Bill Sittig CPA	45,357.00	0.00	45,357.00	26,099.00	19,258.00	74
614 Contractor:Research:Other	83,960.00	0.00	83,960.00	37,088.00	46,872.00	126
615 Expenses:Communications	94.00	0.00	94.00	3.00	91.00	3033
616 Expenses:Communications:Internet	2,185.00	0.00	2,185.00	1,908.00	277.00	15
617 Expenses:Communications:Long Distance	26.00	0.00	26.00	0.00	26.00	0
618 Expenses:Communications:Phone, Land	1,053.00	0.00	1,053.00	1,405.00	(352.00)	(25)
619 Expenses:Communications:Webex	0.00	0.00	0.00	0.00	0.00	0
620 Expenses:General Expenses:Utilities	5,821.00	0.00	5,821.00	5,269.00	552.00	10
621 Expenses:General Expenses:Insurance	5,460.00	0.00	5,460.00	4,903.00	557.00	11
622 Expenses:General Expenses:Computer	325.00	0.00	325.00	6,221.00	(5,896.00)	(95)
623 Expenses:General Expenses:Copier	523.00	0.00	523.00	620.00	(97.00)	(16)
624 Expenses:General Expenses:Meeting	400.00	0.00	400.00	3,806.00	(3,406.00)	(89)
625 Expenses:General Expenses:Miscellaneous	5,280.00	0.00	5,280.00	3,487.00	1,793.00	51
626 Expenses:General Expenses:Services	12,284.00	0.00	12,284.00	3,470.00	8,814.00	254
627 Expenses:General Expenses:Supplies	2,478.00	0.00	2,478.00	1,856.00	622.00	34
628 Expenses:Office:Lease	33,750.00	0.00	33,750.00	33,750.00	0.00	0
629 Expenses:Training	6,027.00	0.00	6,027.00	11,862.00	(5,835.00)	(49)
630 Expenses:Travel	15,197.00	0.00	15,197.00	18,264.00	(3,067.00)	(17)
637 Ask my Accountant	6,089.00	(6,089.00)	0.00	0.00	0.00	0
638 Contractor:Research:Robertson:A - Budget Design an	0.00	0.00	0.00	0.00	0.00	0
640 GASB 68 Pension Expense	0.00	197,488.00	197,488.00	18,654.00	178,834.00	959
650 Depreciation Expense	0.00	6,187.00	6,187.00	7,081.00	(894.00)	(13)
651 Equipment	0.00	0.00	0.00	0.00	0.00	0
652 Interest Expense	19.00	0.00	19.00	32.00	(13.00)	(41)
654 Late fee	123.00	0.00	123.00	0.00	123.00	0
655 Expenses:Communications	0.00	0.00	0.00	(368.00)	368.00	(100)
656 Expenses:Office	0.00	0.00	0.00	193.00	(193.00)	(100)
900 Theft	0.00	303,412.00	303,412.00	0.00	303,412.00	0
999 Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0

606.1 Contractor:Education	0.00	0.00	0.00	410,072.00	(410,072.00)	(100)
620.1 Expenses:General Expenses	618.00	0.00	618.00	0.00	618.00	0
	0.00	0.00	0.00	0.00	0.00	0
Net Income (Loss)	(691,632.00)		885,252.00	63,907.00	821,345.00	1285
