

INSTRUCTIONS FOR THE COMPLETION OF THE
SPECIALTY LICENSE PLATE/VOLUNTARY CONTRIBUTION
REVENUE, EXPENDITURE, AND COMPLIANCE AFFIDAVIT

The following is a list of instructions to be followed when completing the Specialty License Plate/Voluntary Contribution Revenue, Expenditure, and Compliance Affidavit. Each letter corresponds to the one on the attached affidavit.

- A. Identify the name of your organization.
- B. Enter the name of the county or counties where your organization operates.
- C. Identify the type of license plate that generates the organization's revenue. (i.e. Boy Scouts, Arts, Education, etc.)
- D. Identify the organization's fiscal (financial) year/accounting period dates. (i.e. 1/1/99 through 12/31/99, or 7/1/99 through 6/30/00, etc.)
- E. Enter the beginning balance of funds in the license plate account. This amount will equal the ending balance reported on the previous year's affidavit. If it does not equal the previous year's ending balance, include a note stating why the amount on last year's affidavit is incorrect or needs adjusting.
- F. Enter the date that the check/warrant was written. (Use additional pages as needed.)
- G. Enter the corresponding money amount of each check/warrant. (Use additional pages as needed.)
- H. Enter the interest income earned from the investment or deposit of license plate revenues through the year.
- I. Sum the amounts of all checks/warrants received during the year and the interest income earned through the year and enter that total.
- J. Identify the general categories of the expenditures. It is not necessary to identify each expenditure. (For instance, if several grants were made by the organization, add the dollar amounts of the grants and enter the purpose, as "GRANTS" and the total dollar amount on the same line.) Expenditures will be those made with specialty license plate funds only. (Use additional pages as needed.)
- K. Enter the corresponding money amount of the expenditure. (Use additional pages as needed.)
- L. Enter the total of all money amounts in the column.
- M. Enter the balance of specialty license plate money remaining at the end of the accounting period. This amount will be the BEGINNING BALANCE (E) plus TOTAL REVENUES (I) minus TOTAL EXPENDITURES (L).
- N. The head of the organization will sign the form. The head of the organization will be the "President", "Chairman", "Director", "Chief Executive Officer", etc. The treasurer, chief financial officer, board member, etc. will not be considered to be the head of the organization.
- O. The head of the organization will date the form.
- P. Print or type the name that is on line (N).
- Q. Enter the title of the organization head. This will be President, Director, Chairman, Chief Executive Officer, etc.

The form must be notarized.

IMPORTANT NOTE: If expenditures of revenue received from the STATE, including tag revenue, exceed \$300,000 for fiscal year ending prior to 9-30-04 or \$500,000 for all fiscal years ending on 9-30-04 or thereafter, the audit required by the Florida Single Audit Act must be completed. Included in the audit report will be a statement by the C.P.A. about the organization's compliance with applicable laws pertaining to the expenditure of the specialty license plate fees. The audit cannot be accepted without this statement.