



Specialty License Plate

January 10, 2020

Florida Hospice & Palliative Care Association, Inc.

Hospice Every Day is a Gift

Audit Report 201920-17

Introduction and Background

The purpose of this audit was to determine compliance with applicable laws and policies related to the annual reporting by the Florida Hospice & Palliative Care Association, Inc. (Association) for the Hospice Every Day is a Gift specialty license plate. The Association is required to submit a Specialty License Plate Revenue, Expenditure, and Compliance Affidavit, or state single audit, to the Department of Highway Safety and Motor Vehicles (Department) within nine months after the end of the Association's fiscal year. The affidavit submitted by the Association for the 2018 Fiscal Year ended December 31, 2018, was used for this audit.

Specialty license plates are license plates available to the general public with unique designs that promote philanthropic and other causes and require payment of an additional annual use fee. Section 320.08056, Florida Statutes (F.S.), authorizes the issuance of all specialty license plates and specifies the annual use fee for the more than 120 specialty license plates Florida offers.

Section 320.08062, F.S., grants the Department the authority to examine all records relating to the use of specialty license plate funds. The Office of Inspector General included the examination of specialty license plate recipient organizations in its annual work plan.

For every Hospice Every Day is a Gift specialty license plate sold or renewed, a \$25 annual use fee is charged and distributed, as required by statute, to the Association. Section 320.08058(42), F.S., specifies the annual use fees total proceeds may be used by the Association for:

- Fund projects relating to hospice care for special groups, such as children, veterans, and ethnic, religious, gender, or minority groups, or to provide disease specific research or outreach;
- Fund education and outreach for hospice volunteers, patients, families and health care professionals;
- Fund informational and educational media programs regarding the availability of hospice services;
- Fund the expansion or enhancement of the Association toll-free referral line operated to provide hospice information; and
- Fund the expansion or enhancement of the Association internet website.



The Hospice Every Day is a Gift specialty license plate was established in 2003. There were 10,034 active Hospice Every Day is a Gift specialty license plates as of December 2018. The Association reported receipts of \$254,756.42 in specialty license plate fees for the 2018 Fiscal Year.

Results of Audit

The Association materially complied with applicable laws and policies related to the annual reporting for the Hospice Every Day is a Gift specialty license plate.

Purpose, Scope, and Methodology

The purpose of this audit was to determine the Association's compliance with applicable laws and policies related to the annual reporting by the Association for the Hospice Every Day is a Gift specialty license plate.

The scope of this audit included specialty license plate revenues and expenditures reported on the Association's affidavit for the 2018 Fiscal Year, and specialty license plate revenue and expenditures reported in the Association's financial records for the 2018 Fiscal Year.

The methodology for the audit of the Hospice Every Day is a Gift specialty license plate included:

- Reviewing Florida Statutes, Department policies, and Association policies;
- Reconciling the Department's distribution of specialty license plate fees to revenues reported on the affidavit filed by the Association;
- Reconciling the expenditures reported on the affidavit to the Association financial records;
- Reviewing the use of funds by the Association to ensure there is adequate supporting documentation, and the expenditures are for purposes authorized by statute;
- Reviewing timing, availability, and content of reports such as affidavits, single audits, or subrecipient monitoring; and
- Comparing expenditures to statutory requirements for annual allocation limits, and reviewing reasonableness of balances.



Distribution, Statement of Accordance, and Project Team

Distribution

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Statement of Accordance

Section 20.055, Florida Statutes, requires the Florida Department of Highway Safety and Motor Vehicles' Inspector General to review, evaluate, and report on policies, plans, procedures, accounting, financial, and other operations of the Department and to recommend improvements. This audit engagement was conducted in accordance with applicable *International Standards for the Professional Practice of Internal Auditing* published by the Institute of Internal Auditors and *Principles and Standards for Offices of Inspector General* published by the Association of Inspectors General. Pursuant to Chapter 119, Florida Statutes, public records held by the Department's Inspector General are available upon request for inspection or copying.

Project Team

Engagement conducted by:
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Under the supervision of:
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