



Specialty License Plate and Voluntary Contributions Audit Florida Sheriffs Youth Ranches, Inc. Florida Sheriffs Youth Ranches Audit Report 202021-06

September 16, 2020

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 Sheriffs Youth Ranches, Inc. (Organization) for the Florida Sheriffs Youth Ranches specialty license plate and voluntary contributions. The Organization 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 Organization's fiscal year. The affidavits submitted by the Organization for the 2019 Fiscal Year ended September 30, 2019, were 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 320.02, F.S., permits applicants to make voluntary contributions of specified minimum amounts to various organizations for philanthropic and other causes during the motor vehicle registration and renewal process.

Sections 320.08062(3) and 320.023(7), F.S., grant the Department authority to examine all records relating to the use of specialty license plate funds and voluntary contributions, respectively. The Office of Inspector General included the examination of specialty license plate and voluntary contributions recipient organizations in its annual work plan.

For every Florida Sheriffs Youth Ranches specialty license plate sold or renewed, a \$25 annual use fee is charged and distributed, as required by statute. Section 320.08058(23)(b), F.S., specifies the annual use fees shall be distributed to the Organization for its operations.

During the motor vehicle registration and renewal processes, voluntary contributions of \$1 to be distributed to the Organization are permitted by Section 320.02(16)(h), F.S.



The Florida Sheriffs Youth Ranches specialty license plate was established in 1998. There were 3,416 active Florida Sheriffs Youth Ranches specialty license plates as of September 2019. The Organization reported receipts of \$87,704.65 in specialty license plate fees for the 2019 Fiscal Year.

The Florida Sheriffs Youth Ranches voluntary contributions for motor vehicles registrations were established in 2009. The Organization reported receipts of \$28,354.21 in voluntary contributions fees for the 2019 Fiscal Year. There were 7,125 voluntary contribution contributors for the 2019 Fiscal Year.

Results of Audit

The Organization materially complied with applicable laws and policies related to the annual reporting for the Florida Sheriffs Youth Ranches specialty license plate and voluntary contributions.

Purpose, Scope, and Methodology

The purpose of this audit was to determine compliance with applicable laws and policies related to the annual reporting submitted by the Organization for the Florida Sheriffs Youth Ranches specialty license plate and voluntary contributions.

The scope of this audit included expenditures reported on the affidavits for the 2019 Fiscal Year, and revenue and expenditures for specialty license plate and voluntary contributions reported in the Organization's records for the 2019 Fiscal Year.

The methodology for the audit included:

- Reviewing Florida Statutes, Department policies, and Organization policies;
- Reconciling the Department's distribution of specialty license plate fees and voluntary contributions to revenues reported on the affidavits filed by the Organization;
- Reconciling the expenditures reported on the affidavits to the Organization's financial records;
- Reviewing the use of funds by the Organization 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

Terry L. Rhodes, Executive Director
Jennifer Langston, Chief of Staff
Robert Kynoch, Director of Motorist Services
Stephanie Duhart, Chief Administrative Officer, Division of Motorist Services

Teena Buchanan, Vice President of Finance, Florida Sheriffs Youth Ranches, Inc.
Ed Leon, Audit Director, Florida Sheriffs Youth Ranches, Inc.
Sheriff Bobby McCallum, Board Chairman, Florida Sheriffs Youth Ranches, Inc.

Melinda M. Miguel, Chief Inspector General
Sherrill F. Norman, Auditor General

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:
Jill Sittig, Auditor

Under the supervision of:
Erin Mook, Audit Director

Approved by:


Mike Stacy, Acting Inspector General