



## **Voluntary Contributions Audit Ronald McDonald House Charities of Tampa Bay, Inc. Ronald McDonald House Audit Report 202122-14**

November 30, 2021

### **Introduction and Background**

The purpose of this audit was to determine compliance with applicable laws and policies related to the annual reporting by the Ronald McDonald House Charities of Tampa Bay, Inc. (Organization) for the Ronald McDonald House voluntary contributions. The Organization is required to submit a Voluntary Contribution 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 affidavit submitted by the Organization for the 2020 Fiscal Year ended June 30, 2020, was used for this audit.

Voluntary contributions made during the motor vehicle registration or driver license application process are permitted by statute to allow the general public to voluntarily contribute to organizations for philanthropic and other causes. Sections 320.023 and 322.081, Florida Statutes (F.S.) authorizes the establishment of voluntary contributions on the motor vehicle registration and driver license application, respectively. These statutes also grant the Department the authority to examine all records relating to the use of voluntary contributions. The Office of Inspector General included the examination of voluntary contribution recipient organizations in its annual work plan.

Sections 320.02(16)(k) and 322.08(8)(j), F.S., require motor vehicle registration and driver license application forms, respectively, to include language permitting a voluntary contribution of \$1 to the Organization, a non-profit organization formed to create, find and support programs that directly improve the health and well-being of children and their families.

The Ronald McDonald House motor vehicle registration and driver license application voluntary contributions were established in 2010. The Organization reported receipts of \$63,897.19 in voluntary contributions for the 2020 Fiscal Year.



## Results of Audit

---

The Organization materially complied with applicable laws and policies related to the annual reporting for the Ronald McDonald House 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 Ronald McDonald House voluntary contributions.

The scope of this audit included expenditures reported on the affidavit for the 2020 Fiscal Year and revenue and expenditures for voluntary contributions reported in the Organization's records for the 2020 Fiscal Year.

The methodology for the audit included:

- Reviewing Florida Statutes, Department policies, and Organization policies;
- Reconciling the Department's distribution of voluntary contribution fees to revenues reported on the affidavit filed by the Organization;
- Reconciling the expenditures reported on the affidavit 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

Edward Ameen, Chair, Ronald McDonald House Charities of Tampa Bay, Inc.  
Lisa Suprenand, Executive Director, Ronald McDonald House Charities of Tampa Bay, Inc.  
Jasmine Pyles, Business Administrator, Ronald McDonald House Charities of Tampa Bay, 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, Inspector General