

Specialty License Plate Audit and Voluntary Contributions Audit Support Autism Audit Report 202223-25

May 17, 2023

Introduction and Background

The purpose of this audit was to determine compliance with applicable laws and policies related to the annual reporting by the ARC Broward, Inc., (Organization) for the Support Autism 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 affidavit submitted by the Organization for the 2021 Fiscal Year ended September 30, 2021, was used for this audit.

Specialty license plates are license plates available to the public with unique designs that promote philanthropic and other causes and require payment of an additional annual use fee.

Sections 320.08062(3), 320.023(7), and 322.081(7), Florida Statutes (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.

Section 320.08056, F.S., authorizes the issuance of all specialty license plates and specifies the annual use fee for the more than 140 specialty license plates Florida offers. For every Support Autism specialty license plate sold or renewed, a \$25 annual use fee is collected and distributed as required by statute.

Section 320.08058(65)(c), F.S., specifies the Support Autism license plate annual use fees shall be distributed to the Organization and annual revenues shall be used in the following manner:

- Up to 10 percent may be used for the cost of administration, marketing, and promotion of the Autism License Plate, the Autism Services Grant Council, and related matters, including annual audit and compliance affidavit costs.
- Thirty-five percent of the proceeds shall be used to establish and operate programs to support individuals with autism and related disabilities and their families through direct services, evaluation, training, and awareness in the state.

- Fifteen percent of the proceeds funds shall be provided to The Center for Autism and Related Disabilities at the University of Miami for distribution to regional autism centers.
- The remaining proceeds shall be available to the Autism Services Grant Council for grants to nonprofit organizations to operate direct services programs for individuals with autism and related disabilities and their families.

Sections 320.02 and 322.08, F.S., permit applicants to make voluntary contributions of specified minimum amounts to various organizations for philanthropic and other causes during the motor vehicle and driver's license registration and renewal processes, respectively.

The Support Autism specialty license plate was established in 2009. There were 11,667 active Support Autism specialty license plates as of September 2021. The Organization reported receipts of \$323,735.26 in specialty license plate fees and \$134,630.57 in voluntary contributions for the 2021 Fiscal Year.

Results of Audit

The Organization materially complied with applicable laws and policies related to the annual reporting for the Support Autism specialty license plate and voluntary contributions.

Purpose, Scope, and Methodology

The purpose of this audit was to determine the Organization's compliance with applicable laws and policies related to the annual reporting by the Organization for the Support Autism specialty license plate and voluntary contributions.

The scope of this audit included specialty license plate revenues and expenditures reported on the Organization's affidavit for the 2021 Fiscal Year, and specialty license plate revenue and expenditures and voluntary contributions reported in the Organization's financial records for the 2021 Fiscal Year.

The methodology for the audit of the Support Autism specialty license plate included:

- Reviewing Florida Statutes, Department policies, and Organization policies;
- Reconciling the Department's distribution of specialty license plate 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

Dave Kerner, Executive Director
Robert Kynoch, Deputy Executive Director
Jennifer Langston, Chief of Staff
Stephanie Duhart, Chief Administrative Officer, Division of Motorist Services

Charles McGuire, Chief Financial Officer, ARC Broward, Inc.
Michael Klein, Controller, ARC Broward, 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