

**PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS**

**FINANCIAL STATEMENTS**

September 30, 2023

PINELLAS COUNTY, FLORIDA

SUPERVISOR OF ELECTIONS

Clearwater, Florida

FINANCIAL STATEMENTS

September 30, 2023

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## INDEPENDENT AUDITOR'S REPORT

Honorable Julie Marcus  
Supervisor of Elections  
Pinellas County, Florida

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of the Pinellas County, Florida Supervisor of Elections (the "Supervisor of Elections") as of and for the fiscal year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Supervisor of Elections' basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the General Fund, the Federal Election Activities Grant Fund, and the Special Fund of the Supervisor of Elections as of September 30, 2023, and the respective change in financial position for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Supervisor of Elections, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Supervisor of Elections' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Honorable Julie Marcus  
Supervisor of Elections  
Pinellas County, Florida

***Auditor’s Responsibility for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Supervisor of Elections’ internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Supervisor of Elections’ ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Emphasis-of-Matter***

As described in Note 1 to the financial statements, the accompanying financial statements were prepared for the purpose of complying with Section 218.39, Florida Statutes, and Section 10.557(3), *Rules of the Auditor General for Local Governmental Entity Audits*. These financial statements are not intended to be a complete presentation of the financial position of Pinellas County, Florida as of September 30, 2023, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Honorable Julie Marcus  
Supervisor of Elections  
Pinellas County, Florida

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (Budgetary Basis) General Fund be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 28, 2023, on our consideration of the Supervisor of Elections' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Supervisor of Elections' internal control over financial reporting and compliance.

***MSL, P.#.***

Certified Public Accountants

Tampa, Florida

November 28, 2023

PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS  
BALANCE SHEET – GOVERNMENTAL FUNDS  
September 30, 2023

	General Fund	Federal Election Activities Grant Fund	Special Fund	2023 Total
<b>ASSETS</b>				
Cash and cash equivalents	\$ 662,360	\$ -	\$ -	\$ 662,360
Inventories	39,435	-	-	39,435
Other assets	643,672	-	-	643,672
<b>Total assets</b>	<b>\$ 1,345,467</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,345,467</b>
<b>LIABILITIES AND FUND BALANCE</b>				
<b>Liabilities</b>				
Accounts payable	\$ 131,024	\$ -	\$ -	\$ 131,024
Accrued liabilities	100,757	-	-	100,757
Due to Pinellas County, Florida Board of County Commissioners	403,747	-	-	403,747
Due to Pinellas County, Florida Constitutional Officers	20,246	-	-	20,246
Due to Other Governments	1,296	-	-	1,296
Deposits	643,672	-	-	643,672
Unearned Revenue	5,290	-	-	5,290
<b>Total liabilities</b>	<b>1,306,032</b>	<b>-</b>	<b>-</b>	<b>1,306,032</b>
<b>Fund balance</b>				
Nonspendable - inventory	39,435	-	-	39,435
<b>Total fund balance</b>	<b>39,435</b>	<b>-</b>	<b>-</b>	<b>39,435</b>
<b>Total liabilities and fund balance</b>	<b>\$ 1,345,467</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,345,467</b>

See accompanying notes to financial statements.

PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE – GOVERNMENTAL FUNDS  
Year Ended September 30, 2023

	General Fund	Federal Election Activities Grant Fund	Special Fund	2023 Total
<b>Revenues</b>				
Government charges and fees	\$ 146,718	\$ -	\$ 132,603	\$ 279,321
Intergovernmental revenue	-	240,023	-	240,023
<b>Total revenues</b>	<u>146,718</u>	<u>240,023</u>	<u>132,603</u>	<u>519,344</u>
<b>Expenditures</b>				
General government				
Salaries and benefits	5,600,295	-	46,834	5,647,129
Commissions and fees	4,686	-	-	4,686
Intergovernmental services	102,280	-	-	102,280
Printing and reproduction	190,597	-	73,860	264,457
Rent	47,134	-	3,170	50,304
Maintenance	1,086,760	-	2,163	1,088,923
Postage and freight	441,935	-	-	441,935
Supplies	260,623	-	-	260,623
Travel	67,826	-	-	67,826
Communication services	39,472	-	-	39,472
Advertising	213,696	-	-	213,696
Dues, subscriptions, and publications	12,708	-	-	12,708
Contractual services	1,749,435	14,925	6,576	1,770,936
Capital outlay	1,258,352	225,098	-	1,483,450
<b>Total expenditures</b>	<u>11,075,799</u>	<u>240,023</u>	<u>132,603</u>	<u>11,448,425</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(10,929,081)</u>	<u>-</u>	<u>-</u>	<u>(10,929,081)</u>
<b>Other financing sources (uses)</b>				
Transfer in				
Pinellas County, Florida Board of County Commissioners Appropriations	11,151,860	-	-	11,151,860
Transfer out				
Distribution of excess fees to Pinellas County, Florida Board of County Commissioners	(247,022)	-	-	(247,022)
<b>Total other financing sources (uses)</b>	<u>10,904,838</u>	<u>-</u>	<u>-</u>	<u>10,904,838</u>
<b>Net change in fund balance</b>	<u>(24,243)</u>	<u>-</u>	<u>-</u>	<u>(24,243)</u>
Fund balance at beginning of year	<u>63,678</u>	<u>-</u>	<u>-</u>	<u>63,678</u>
<b>Fund balance at end of year</b>	<u>\$ 39,435</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 39,435</u>

See accompanying notes to financial statements.

PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS  
NOTES TO FINANCIAL STATEMENTS  
Year Ended September 30, 2023

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRACTICES**

**Reporting Entity:** The Pinellas County, Florida Supervisor of Elections (the “Supervisor of Elections”) is an elected constitutional officer as provided for by the Constitution of the State of Florida, pursuant to Article VIII, Section 1(d), Florida Constitution, and for financial reporting purposes by Chapter 218, *Florida Statutes*. Pursuant to Section 129.03, *Florida Statutes*, the Supervisor of Elections’ budget is submitted to the Pinellas County, Florida Board of County Commissioners (the “Board”) for approval. In addition, for financial reporting purposes, the Supervisor of Elections is deemed to be a part of the primary government of Pinellas County, Florida (the “County”) and, therefore, is included as such in the Pinellas County, Florida, Annual Comprehensive Financial Report (ACFR) as a blended component unit.

**Basis of Presentation:** These financial statements include the General Fund, the Federal Election Activities Grant Fund, the Ballot on Demand Grant Fund, and the Special Fund of the Supervisor of Elections’ office. The accompanying financial statements were prepared for purposes of complying with Section 218.39, *Florida Statutes*, and Section 10.577(3), *Rules of the Auditor General for Local Governmental Entity Audits*.

Section 10.556(4), *Rules of the Auditor General for Local Governmental Entity Audits*, requires the Supervisor of Elections’ financial statements only to present fund financial statements. Accordingly, due to the omission of government-wide financial statements and related disclosures, including a management’s discussion and analysis, these financial statements do not constitute a complete presentation of the financial position of the Supervisor of Elections as of September 30, 2023, and the changes in financial position for the year then ended, in conformity with Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements - and Management’s Discussion and Analysis - for State and Local Governments*, but otherwise constitute financial statements prepared in conformity with accounting principles accepted in the United States.

The Supervisor of Elections reports the following major funds:

- *The General Fund*, a major governmental fund, is used to account for all revenues and expenditures applicable to the general operations of the Supervisor of Elections that are not required either legally or by accounting principles generally accepted in the United States of America to be accounted for in another fund.
- *The Federal Election Activities Grants Fund*, a major special revenue fund, is used to account for all activities of federal election activities grants received from the State of Florida.
- *The Special Fund*, a major special revenue fund, is used to account for all activities of local governmental elections that are funded with special assessments.

**Basis of Accounting and Measurement Focus:** Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting refers to the timing of the measurements made, regardless of the measurement focus applied.

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(Continued)



PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS  
NOTES TO FINANCIAL STATEMENTS  
Year Ended September 30, 2023

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRACTICES (Continued)**

Basis of Accounting and Measurement Focus (Continued): The modified accrual basis of accounting is followed by the Supervisor of Elections. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are recorded when the liability is incurred, except for accumulated sick and vacation pay, which are not recorded until paid. Governmental funds are reported using the current financial resources measurement focus.

The Supervisor of Elections considers revenue collected within 60 days after year-end to be available and recognizes them as revenues of the current year. Intergovernmental revenues are recognized when eligibility requirements are met, and related amounts are available from the grantor agency. Interest income and other revenues are recognized as they are earned and become measurable and available.

Florida Statutes provide that the amount by which revenues exceed annual expenditures be remitted to the Board immediately following the fiscal year for which the funding was provided and during which other revenues were recognized.

Cash and Cash Equivalents: Cash and cash equivalents are defined for financial reporting purposes as any liquid investments with original maturities of three months or less.

The Supervisor of Elections deposits cash in qualified public depositories. The deposits are fully insured by the Federal Deposit Insurance Corporation and/or secured by the multiple financial institution collateral pool established under Chapter 280, *Florida Statutes*. In accordance with these statutes, qualified public depositories are required to pledge eligible collateral in varying percentages. Any losses to public depositors are covered by applicable deposit insurance, by the sale of pledged securities and, if necessary, by assessments against other qualified public depositories.

Section 218.415, *Florida Statutes*, authorizes the Supervisor of Elections to invest in obligations of the U.S. government, its agencies and instrumentalities, and certain other investments.

Inventories: Inventories consist of election materials and are stated at cost using a first-in, first-out basis. Inventories are recorded as an expenditure when used rather than when purchased. Reported inventories are offset by a nonspendable fund balance amount to indicate it does not constitute an "available expendable resource."

Compensated Absences: In accordance with GASB Statement No. 16, *Accounting for Compensated Absences*, the Supervisor of Elections determines the liability for compensated absences, as well as certain other salary-related costs associated with the payment of compensated absences that are recorded and reported by the County in its basic financial statements. Vacation leave is accrued as a liability as the benefits are earned by the employees. Sick leave is accrued as a liability but only to the extent that it is probable that the Supervisor of Elections will compensate the employees for the benefits through cash payments at termination or retirement.

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(Continued)

PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS  
NOTES TO FINANCIAL STATEMENTS  
Year Ended September 30, 2023

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRACTICES (Continued)**

Compensated Absences (Continued): All full-time employees of the Supervisor of Elections are entitled to vacation time with full pay and prior to December 24, 1994, accumulated sick leave. Employees are allowed to accumulate vacation leave with no maximum; however, upon termination, employees are paid out for no more than three times their annual accrual rate and/or one-half of accumulated sick leave. Vacation and sick leave payments are included in operating costs when the payments are made to the employees. The Supervisor of Elections does not, nor is legally required to, accumulate financial resources for these unmatured obligations. Accordingly, the liability for compensated absences is not reported in the Supervisor of Elections' financial statements, but rather, is reported in the basic financial statements of the County.

Other Assets and Liabilities: Other assets consist of deposits with a third-party postage vendor that the Supervisor of Elections maintains. The funds on deposit are funded using the annual County appropriation, expended in the General Fund as postage and freight expenditures, and are considered available for spending as the Supervisor or Elections can withdraw the funds at any time. These deposits are offset with a corresponding liability in the instance that the Supervisor of Elections withdraws the deposits, the deposits are required to be remitted back to the County.

Capital Assets: Capital assets used in governmental fund-type operations are capitalized in the September 30, 2023 basic financial statements of the County rather than in the general fund of the Supervisor of Elections. Capital assets are items with individual costs of \$5,000 or more with useful lives of more than one year. Upon acquisition, such assets are recorded as capital outlay expenditures in the general fund of the Supervisor of Elections and are capitalized at cost in the basic financial statements of the County. Donated capital assets are valued at acquisition value on the date received. The Supervisor of Elections maintains custodial responsibility for the capital assets it uses. No depreciation expense has been provided on capital assets in these financial statements. However, depreciation expense on these assets is recorded in the basic financial statements of the County.

Refund of Excess Fees: Florida Statutes provide that the excess of the Supervisor of Elections' governmental fund revenues over expenditures held by the Supervisor of Elections at the end of the fiscal year are to be refunded to the Board. The amount of unrestricted excess at the end of the fiscal year is reported as a liability in the accompanying balance sheet, and the transfer and distribution of total excess revenues are reported as a transfer out (other financing use) in the accompanying statement of revenues, expenditures, and changes in fund balances.

Unearned Revenue: Unearned revenue represents unspent grant funds received in advance of meeting eligibility requirements (other than time requirements).

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(Continued)

PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS  
NOTES TO FINANCIAL STATEMENTS  
Year Ended September 30, 2023

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRACTICES (Continued)**

Fund Balance: GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund-Type Definitions*, requires that fund balances be reported in classifications based on whether the amounts are spendable or nonspendable. Spendable amounts are further classified as restricted, committed, assigned, or unassigned based on the extent to which there are external and/or internal constraints in how fund balance amounts may be spent. Nonspendable fund balances include amounts that cannot be spent because they are not in spendable form or legally or contractually required to be maintained intact. The Supervisor of Elections' inventories fall into this category. Spendable fund balances are classified based on a hierarchy of the Supervisor of Elections ability to control the spending of these fund balances and are reported in the following categories: restricted, committed, assigned, and unassigned. At September 30, 2023, the Supervisor of Elections does not have any spendable fund balances.

**NOTE 2 - CASH AND CASH EQUIVALENTS**

At September 30, 2023, the general ledger carrying balances were \$250 for petty cash and \$662,110 for deposits, which equals the total of cash and cash equivalents as presented in the accompanying financial statements.

Custodial Credit Risk: At September 30, 2023, \$662,110 of the Supervisor of Elections' deposits were in excess of the \$250,000 covered by federal depository insurance. However, the deposits are fully insured by collateral pledged with the Chief Financial Officer of the State of Florida pursuant to Chapter 280, *Florida Statutes*. Under this chapter, in the event of default by a participating financial institution (a qualified public depository), all participating institutions are obligated to reimburse the governmental entity for any loss.

Credit Risk: The Supervisor of Elections' policy is to follow the guidance in Section 219.075, *Florida Statutes*, regarding the deposit of funds received and the investment of surplus funds. Sections 219.075 and 218.415, *Florida Statutes*, authorize the Supervisor of Elections to invest in the Local Government Surplus Funds Trust Fund or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act; Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency; direct obligations of the United States Treasury; federal agencies and instrumentalities; or interest-bearing time deposits and savings accounts in banks organized under the laws of the United States and doing business situated in the State of Florida, savings and loans associations, which are under State supervision, or in federal savings and loan associations located in the State of Florida and organized under federal law and federal supervision, provided that any such deposits are secured by collateral as may be prescribed by law. Additionally, Florida Statutes allow local governments to place public funds with institutions that participate in a collateral pool under the Florida Security for Public Deposits Act. The pool is administered by the State Chief Financial Officer of the State of Florida, who may make additional assessments to ensure that no public funds will be lost.

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(Continued)

PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS  
NOTES TO FINANCIAL STATEMENTS  
Year Ended September 30, 2023

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**NOTE 3 - ACCOUNTS PAYABLE**

Accounts payable balances are primarily payable to third-party vendors for computer equipment, telephone expense, office supplies, and postage.

**NOTE 4 - ACCUMULATED COMPENSATED ABSENCES**

The amount of vested accumulated compensated absences payable based upon the Supervisor of Elections' annual leave policy, is reported as a liability in the statement of net position in the County's basic financial statements. The changes in accumulated compensated absences during the year ended September 30, 2023, were as follows:

Compensated absences at end of year	\$ 402,442
Additions	(304,502)
Deductions	<u>343,691</u>
Compensated absences at end of year	<u>\$ 441,631</u>
Due within one year	<u>\$ 307,550</u>

**NOTE 5 - EMPLOYEE RETIREMENT PLAN**

Substantially all full-time employees of the Supervisor of Elections are eligible to participate in the State of Florida Retirement System (System), a cost-sharing, multiple-employer defined benefit plan administered by the State of Florida, Division of Retirement. The System is a defined benefit plan for all state, and participating county, district school board, community college, and university employees (Pension Plan). The System also offers eligible employees, participation in an alternative defined contribution plan (Investment Plan). The Supervisor of Elections participates in the Elected State Officers' Class. Contribution rates are established statewide for all participating governmental units. Accordingly, the actuarial information and related disclosures attributable to the Supervisor of Elections' employees are not determinable. Employees participating in the Pension Plan who retire at or after age 62 with six years of credited service, or with 30 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 1.6% for regular employees, 2.0% for senior management, and 3.0% for county elected officials for each year of credited service times their average final compensation. Average final compensation is the employee's average of the five highest fiscal years of salary earned during credited service. Vested employees may retire before age 62 and receive benefits that are reduced 5% for each year prior to normal retirement age. Employees participating in the Investment Plan are vested after one year of service with no age requirements. The System also provides death and disability benefits. Benefits are established by Section 121, Florida Statutes and Chapter 22B, Florida Administrative Code.

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PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS  
NOTES TO FINANCIAL STATEMENTS  
Year Ended September 30, 2023

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**NOTE 5 - EMPLOYEE RETIREMENT PLAN** (Continued)

Effective July 1, 2011, employees participating in the System are required to contribute 3% of their eligible earnings on a pre-tax basis to the plan. Employees initially enrolled on or after July 1, 2011, become vested after eight years of service instead of six. Benefits are computed using the average of their highest eight years of earnings instead of their highest five years. Normal retirement is based on 35 years of service regardless of age or at age 65 and vested for all classes except Special Risk Class members who must have 30 years of service regardless of age, or at age 60 and vested.

The Deferred Retirement Option Program (DROP) is a program that provides an alternative method for payment of retirement benefits for a specified and limited period for members of the System, effective July 1, 2021. Under this program, the employee may retire and have their benefits accumulate in the Florida Retirement System Trust Fund, earning interest, while continuing to work for a system employer. The participation in the program does not change conditions of employment. When the DROP period ends, maximum of 96 months, employment will be terminated. At the time of termination of employment, the employee will receive payment of the accumulated DROP benefits and begin receiving their monthly retirement benefit (in the same amount determined at retirement adjusted, if applicable, by annual cost of living increases).

The System publishes an annual report that provides 10-year historical trend information about progress made in accumulating sufficient assets to pay benefits when due. This report may be obtained by writing to Division of Retirement, Research and Education Section, 1317 Winewood Boulevard, Building 8, Tallahassee, Florida 32399-1560, or by calling (877) 377-1737 or by accessing their internet site at: [http://dms.myforida.com/human\\_resource\\_support/retirement/publications/system\\_infomation/annual\\_reports](http://dms.myforida.com/human_resource_support/retirement/publications/system_infomation/annual_reports).

The Supervisor of Elections is required to contribute an actuarially determined rate. The contribution requirements of the Supervisor of Elections are established and may be amended by the State of Florida. The contribution rates are established by fiscal year, beginning each July 1. The required contribution rates by job class were as follows: elected county officers 57%, regular 11.91%, senior management 31.57%, and DROP employees 18.60% from October 1, 2022, through June 30, 2023; elected county officers 58.68%, regular 13.57%, senior management 34.52%, and DROP employees 21.13% from July 1, 2023, through September 30, 2023. The Supervisor of Elections' contributions to the plan for the years ended September 30, 2023 and 2022 were \$572,421 and \$473,837 respectively, equal to the required contributions for each year.

The Supervisor of Elections' portion of the net pension liability and the associated footnotes are not reported in the financial statements of the Supervisor of Elections but are reported in the basic financial statements of the County.

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(Continued)

PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS  
NOTES TO FINANCIAL STATEMENTS  
Year Ended September 30, 2023

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**NOTE 6 - OTHER POST-EMPLOYMENT HEALTH CARE BENEFITS (OPEB) PLAN**

Plan Description: The Supervisor of Elections participates in a single-employer defined benefit health care plan that covers eligible retirees and their dependents of the Board of County Commissioners, all constitutional officers with the exception of the Sheriff, and the Pinellas County Planning Council. The Board administers the plan and establishes the benefits. The health care plan does not issue a stand-alone financial report; however, additional actuarial information regarding the plan as a whole is disclosed in the notes to the financial statements of Pinellas County.

The County pays a percentage of the premium for medical and dental insurance for former employees with at least 10 years of service who retired prior to October 1, 2004, equivalent to that paid for active employees. For non-Medicare eligible retirees, employees enrolled in DROP and those within five years of normal FRS retirement prior to October 1, 2004, with 10 years of service, the County will continue funding at the same level as active employees. For employees not part of the previously mentioned groups who retire on or after October 1, 2004, a health insurance subsidy based on length of service will be provided. The subsidy will range from 25% of the premium for 10 years of service, increasing by 3.33% per year of service to 75% for 25 years of more, calculated on the single premium of the lowest cost plan.

Funding Policy: The contribution requirements of the plan members and the employers are established and may be amended by the County. The plans are financed on a pay-as-you-go basis. Participating agencies contribute an additional amount per each active employee to fund retiree health care. The Supervisor of Elections contributed \$76,164 to the plan during the fiscal year to fund OPEB benefits.

The annual other postemployment benefit cost for both plans is calculated based on the Actuarial Accrued Liability contribution of the employer (AAL), an amount actuarially determined in accordance with GASB 75. The AAL represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed 30 years. An actuarial valuation on the plan as a whole was performed as of September 30, 2021. The notes to the financial statements and required supplemental information of the County disclose additional information regarding the OPEB plan as a whole.

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(Continued)

PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS  
NOTES TO FINANCIAL STATEMENTS  
Year Ended September 30, 2023

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**NOTE 7 - RELATED-PARTY TRANSACTIONS**

The Supervisor of Elections incurred costs and charges to the Board and other Constitutional Officers during the year ended September 30, 2023 for various services as follows:

Health/Dental insurance	\$ 814,544
Risk financing	98,840
Other charges	<u>124,429</u>
	<u>\$ 1,037,813</u>

The Board provided funding for the Supervisor of Elections that amounted to \$11,151,860 for the year ended September 30, 2023. At September 30, 2023, the Supervisor of Elections had a payable due to the Board of \$403,747 comprised of the following:

Distribution of excess fees	\$ 247,022
Amounts due for various services	<u>156,725</u>
Total due to the Board	<u>\$ 403,747</u>

The Supervisor of Elections also recorded a payable due to the Clerk of the Court and Comptroller for printing and Clerk's staff on loan to the Supervisor of Elections in the amount of \$20,246.

**NOTE 8 - COMMITMENTS AND CONTINGENCIES**

Grant funds received by the Supervisor of Elections are subject to audit by grantor agencies. Audits of these grants may result in disallowed costs, which may constitute a liability of the Supervisor of Elections. In the opinion of management, disallowed costs, if any, would not be significant to the financial position of the Supervisor of Elections.

**NOTE 9 - RISK MANAGEMENT**

The County is exposed to various risks of loss, including but not limited to general liability, property and casualty, auto and physical damage, and workers' compensation. The County is substantially self-insured and accounts for and finances its risks of uninsured loss through an internal service fund. All liabilities associated with these self-insured risks are reported in the basic financial statements of the County. During the year ended September 30, 2023, the Supervisor of Elections was charged \$98,840 by the County for participation in the risk management program.

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(Continued)

PINELLAS COUNTY, FLORIDA  
SUPERVISOR OF ELECTIONS  
NOTES TO FINANCIAL STATEMENTS  
Year Ended September 30, 2023

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**NOTE 9 - RISK MANAGEMENT** (Continued)

Under this self-insured program, the County provides coverage for up to \$1.5 million per claim for workers' compensation, auto, and general liability and claims under the self-insurance risk management fund. The County also has purchased outside excess coverage for up to \$15 million in the aggregate. Negligence claims in excess of the statutory limits set in Section 768.28, *Florida Statutes*, which provide for limited sovereign immunity of \$200,000/\$300,000 per occurrence can only be recovered through an act of the State Legislature. There have been no significant reductions in insurance coverage in the last year. Settled claims have not exceeded commercial coverage in the last three years.

The County is also self-insured for medical and dental claims covering all of its employees and their eligible dependents. As required by Section 112.081, *Florida Statutes*, retirees and their eligible dependents are provided the same health care coverage as is offered to active employees at the same premium cost (borne by the retiree) applicable to active employees. No excess insurance coverage has been acquired for these claims. An actuarial valuation is performed each year to estimate the amount needed to pay prior and future claims and to establish reserves.

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(Continued)



**REQUIRED SUPPLEMENTARY INFORMATION**

PINELLAS COUNTY, FLORIDA

SUPERVISOR OF ELECTIONS

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –

BUDGET AND ACTUAL (BUDGETARY BASIS) – GENERAL FUND

Year Ended September 30, 2023

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Revenues</b>				
Government charges and fees	\$ -	\$ -	\$ 146,718	\$ 146,718
<b>Total revenues</b>	-	-	146,718	146,718
<b>Expenditures</b>				
General government				
Salaries and benefits	5,570,050	5,570,050	5,600,295	(30,245)
Commissions and fees	3,720	3,720	4,686	(966)
Intergovernmental services	101,540	101,540	102,280	(740)
Printing and reproduction	300,490	300,490	190,597	109,893
Rent	37,690	37,690	47,134	(9,444)
Maintenance	1,042,510	1,042,510	1,086,760	(44,250)
Postage and freight	893,690	893,690	441,935	451,755
Supplies	153,320	153,320	260,623	(107,303)
Travel	78,800	78,800	67,826	10,974
Communication services	39,010	39,010	39,472	(462)
Advertising	96,900	96,900	213,696	(116,796)
Dues, subscriptions, and publications	15,880	15,880	12,708	3,172
Contractual services	1,699,520	1,699,520	1,749,435	(49,915)
Capital outlay	1,118,740	1,118,740	1,258,352	(139,612)
<b>Total expenditures</b>	11,151,860	11,151,860	11,075,799	76,061
<b>Excess (deficiency) of revenues over (under) expenditures</b>	(11,151,860)	(11,151,860)	(10,929,081)	222,779
<b>Other financing sources (uses)</b>				
Transfer in				
Pinellas County, Florida Board of County Commissioners Appropriations	11,151,860	11,151,860	11,151,860	-
Transfer out				
Distribution of excess fees to Pinellas County, Florida Board of County Commissioners	-	-	(247,022)	(247,022)
<b>Total other financing sources (uses)</b>	11,151,860	11,151,860	10,904,838	(247,022)
<b>Net change in fund balance</b>	-	-	(24,243)	(24,243)
Fund balance at beginning of year	-	-	63,678	63,678
<b>Fund balance at end of year</b>	\$ -	\$ -	\$ 39,435	\$ 39,435

See accompanying note to schedule.

PINELLAS COUNTY, FLORIDA

SUPERVISOR OF ELECTIONS

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION

Year Ended September 30, 2023

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – BUDGETARY PROCESS**

Section 129.202, *Florida Statutes*, governs the preparation, adoption, and administration of the Pinellas County, Florida Supervisor of Elections' (the "Supervisor of Elections") annual budget. The Supervisor of Elections prepares a budget for the general fund and submits it to the Board of County Commissioners for approval. Any subsequent amendments must be approved by the Board. The annual budget serves as the legal authorization for expenditures. Expenditures may not legally exceed appropriations at the fund level. Appropriations lapse at year end. Budgetary control is maintained at the departmental major object expenditure level. Budgetary changes within major object expenditure categories are made at the discretion of the Supervisor of Elections.

The original budget is the first complete appropriated budget. The final budget is the original budget adjusted by all reserves, transfers, allocations, supplemental appropriations, and other legally authorized changes applicable to the fiscal year, whenever legally authorized.

The Supervisor of Elections' budget is prepared under a basis of accounting that differs from accounting principles generally accepted in the United States of America (GAAP). Certain long-term unappropriated capital outlay obligations entered into by the Supervisor of Elections are not recognized as a liability under the budgetary basis of accounting; however, the entire obligation is recognized under GAAP, and debt service payments, capital outlays, and other financing sources are recorded as appropriate.

The actual results of operations in the statements of revenues, expenditures, and changes in fund balance – budget and actual (budgetary basis) - general fund are presented on a budgetary basis. There were no adjustments to convert the results of operations at the end of the year from the budgetary basis of accounting to the GAAP basis of accounting for 2023. The Federal Election Activities Grant Fund and the Special Fund do not have budgets.

## **COMPLIANCE REPORTS**



Certified Public Accountants

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Julie Marcus  
Supervisor of Elections  
Pinellas County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Pinellas County, Florida Supervisor of Elections (the “Supervisor of Elections”) as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated November 28, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Supervisor of Elections’ internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Supervisor of Elections’ internal control. Accordingly, we do not express an opinion on the effectiveness of the Supervisor of Elections’ internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Honorable Julie Marcus  
Supervisor of Elections  
Pinellas County, Florida

### Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Supervisor of Elections' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the Supervisor of Elections in a separate letter dated November 28, 2023.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Supervisor of Elections' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Supervisor of Elections' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**MSL, P.A.**

Certified Public Accountants

Tampa, Florida  
November 28, 2023



## INDEPENDENT AUDITOR'S MANAGEMENT LETTER

Honorable Julie Marcus  
Supervisor of Elections  
Pinellas County, Florida

We have audited the basic financial statements of the Pinellas County, Florida Supervisor of Elections (the "Supervisor of Elections") as of and for the fiscal year ended September 30, 2023 and have issued our report thereon dated November 28, 2023.

### **Auditor's Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and Chapter 10.550, *Rules of the Auditor General*.

### **Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated November 28, 2023, should be considered in conjunction with this management letter.

### **Prior Audit Findings**

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. In connection with the preceding audit, there were no findings or recommendations.

### **Official Title and Legal Authority**

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority is disclosed in the notes to the financial statements.

Honorable Julie Marcus  
Supervisor of Elections  
Pinellas County, Florida

**Financial Management**

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

**Additional Matters**

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material, but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the Supervisor of Elections and applicable management and is not intended to be, and should not be, used by anyone other than these specified parties.

**MSL, #4.**

Certified Public Accountants

Tampa, Florida  
November 28, 2023





## INDEPENDENT ACCOUNTANT'S REPORT

Honorable Julie Marcus  
Supervisor of Elections  
Pinellas County, Florida

We have examined the Pinellas County, Florida Supervisor of Elections (the "Supervisor of Elections") compliance with the requirements of Section 218.415, Florida Statutes, during the fiscal year ended September 30, 2023. The Supervisor of Elections' management is responsible for the Supervisor of Elections' compliance with those requirements. Our responsibility is to express an opinion on the Supervisor of Elections' compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Supervisor of Elections complied with the aforementioned requirements in all material respects. An examination involves performing procedures to obtain evidence about the Supervisor of Elections' compliance with those requirements, in all material respects. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the Supervisor of Elections' compliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement. Our examination does not provide a legal determination on the Supervisor of Elections' compliance with the specified requirements.

In our opinion, the Supervisor of Elections complied with the aforementioned requirements for the fiscal year ended September 30, 2023, in all material respects.

***MSL, P.A.***

Certified Public Accountants

Tampa, Florida  
November 28, 2023