



CHIEF FINANCIAL OFFICER
BLAISE INGOGLIA
STATE OF FLORIDA

March 2, 2026

Ms. Kimberly Jones, Director of Internal Audits
Audit Liaison, Office of Inspector General
Department of Elder Affairs
4040 Esplanade Way
Tallahassee, Florida 32399

Dear Ms. Jones,

The Department of Financial Services has conducted an audit of the contract management and monitoring processes for the Department of Elder Affairs (Department) for the period of July 1, 2023, through June 30, 2024, pursuant to sections 17.03 and 287.136, Florida Statutes (F.S.).

Objectives and Methodology

The objective of this review was to determine whether the Department complied with contract deliverables and monitoring efforts. The Department is responsible for the procurement, contract management, and monitoring of all Department contracts. Our audit focused on purchase orders and grant agreements that were active and closed during the audit period. Our population included 331 contracts totaling \$189 million.

Summary of Recommendations

Our review of the Department's implemented internal controls for contract management and monitoring processes is adequate, except for the following areas noted during our review where improvement should be considered. Please note, this audit was performed for Fiscal Year (FY) 2023/2024; therefore, the policies, procedures, statutes, and Chief Financial Officer (CFO) Memoranda that were active during FY 2023/2024 were utilized during this audit. Historical CFO Memoranda are not available on the CFO's website; however, they can be provided upon request. The Department should utilize the current policies, procedures, statutes, and CFO Memoranda going forward. We recommend the Department take the following actions:

- Ensure contract managers verify all required documentation and supporting deliverables are included with each invoice prior to approving payment, and that documentation is maintained in the contract manager files via CFO Memoranda Number (No.) 5, effective July 1, 2021.
- Ensure the Department complies with section (s.) 215.422, F.S., by verifying that all applicable dates are included on the invoice or supported through other documentation, establishing the timeline from receipt through approval, and ensuring that all invoices are reviewed within the required 5-day timeframe. These improvements will help ensure that contract management, monitoring efforts, and the maintenance of documentation practices are properly performed.

FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Renée Hermeling • Director

Division of Accounting and Auditing

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- Ensure contract managers comply with s. 287.057(15)(a), F.S., by documenting their efforts to monitor the contractor's progress and performance confirming that the contractor is meeting all contract requirements.
- Ensure contract managers maintain all documentation regarding a State Project, such as the Form DFS-A2-PD, Florida Single Audit Act State Project Determination Checklist per 69I-5.005(1), Florida Administrative Code.
- Ensure the Department is following CFO Memoranda No. 4, effective July 1, 2021, by validating that funds paid to providers were appropriately expended and that a final reconciliation is completed.
- Ensure the contract manager verifies whether funds were deposited into an interest-bearing account and tracks the interest earned to ensure the funds are returned to the State, per s. 218.181(16)(b), F.S.

We appreciate the support and courtesy extended to our audit team. Completed reports are available at <https://www.myfloridacfo.com/division/aa/audits-reports>. If you have any questions, please contact Ms. Kim Holland, Bureau Chief, at (850) 413-5700 or Kim.Holland@myfloridacfo.com. We look forward to working with your staff.

Sincerely,



Renée Hermeling, Director

RH/avg

c. Taroub J. Faraj, Inspector General