

Children's Services Council

# Finance Committee Meeting

Thursday, December 5, 2019, 3:30 p.m.

## **AGENDA / MINUTES**

### **Welcome and introductions**

#### **Finance Committee Members:**

Thomas Bean, CSC and CSC Finance Committee Chair  
Tom Weber, CSC Chair and CSC Finance Committee Vice-chair  
Paul Dumars, Director Financial Services, Solid Waste Authority  
John Marino, Volunteer

#### **CSC Staff:**

Lisa Williams-Taylor, Ph.D., Chief Executive Officer  
Debra Heim, Chief Financial Officer  
Debra Gotlib, General Counsel and Chief of Legislative Affairs  
Tom Sheehan, General Counsel  
Elsa Sanchez, Senior Executive Assistant

#### **Agenda Items:**

1. Quarterly and Annual Investment Report – September 30, 2019
2. Minutes – October 24, 2019
3. Financial Statements – September 30, 2019
4. PFM Annual Review
5. Fund Balance Policy Review
6. Overview of American Express Council Agenda Item
7. Audit Services RFP
  - a. Approval of RFP and Timeline
  - b. Approval of Auditor Selection Criteria
  - c. Approval of Auditor Services Rater Score Sheet
  - d. Confirm Auditor Selection Committee
8. Finance Committee Tentative Meeting Dates for 2020
9. Adjournment

Next Meeting: January 30, 2020 3:45p.m. (Pending Council Approval of Calendar of Council Meetings)

**AGENDA ITEM: 1**

**TITLE: Quarterly and Annual Investment Report – September 30, 2019**

**STAFF: Debra Heim, Chief Financial Officer, Children’s Services Council of Palm Beach County**

**Richard Pengelly, Director, PFM Asset Management, LLC**

**SUMMARY:**

On a quarterly basis, CSC’s Investment Policy requires the following information be provided to the Finance Committee:

1. A listing of individual securities held at the end of the reporting period
2. Percentage of available funds represented by each investment type
3. Coupon, discount or earning rate, total return performance (if applicable)
4. Average life or duration and final maturity of all investments
5. Par value, and market value

On an annual basis, CSC’s Investment Policy requires the following information be provided to the Finance Committee:

1. A complete listing of all invested funds
2. Name or type of security in which the funds are invested
3. Amount invested
4. Maturity date
5. Income earned
6. Book value
7. Market value
8. Yield

In addition, the annual report will show performance on both a book value and total return basis (if applicable).

In order to assist in the evaluation of the portfolio's performance, the CSC will use performance benchmarks for short-term and long-term Portfolios. The use of benchmarks will allow the CSC to measure its returns against other investors in the same markets.

- A. The short-term portfolio shall be designed with the annual objective of exceeding the weighted average return (net book value rate of return) of the S&P Rated GIP Index Government 30-Day Gross of Fees Yield.
- B. Investment performance of funds designated as core funds, long term portfolio, or other non-operating funds that have a longer-term investment horizon will be compared to the BofA Merrill Lynch 1-3 year U.S. Treasury/Agency Index. This will be utilized as a benchmark to be compared to the portfolio's total rate of return.

**RECOMMENDATION:**

Council is in compliance with the policy. Benchmarks were met or exceeded. No action required.



## Investment Performance Review For the Quarter and Year Ended September 30, 2019

### Investment Advisors

Steven Alexander, CTP, CGFO, CPPT, Managing Director  
Giancarlo Morales-Belletti, Portfolio Manager  
Richard Pengelly, CFA, CTP, Director  
Sean Gannon, Senior Analyst

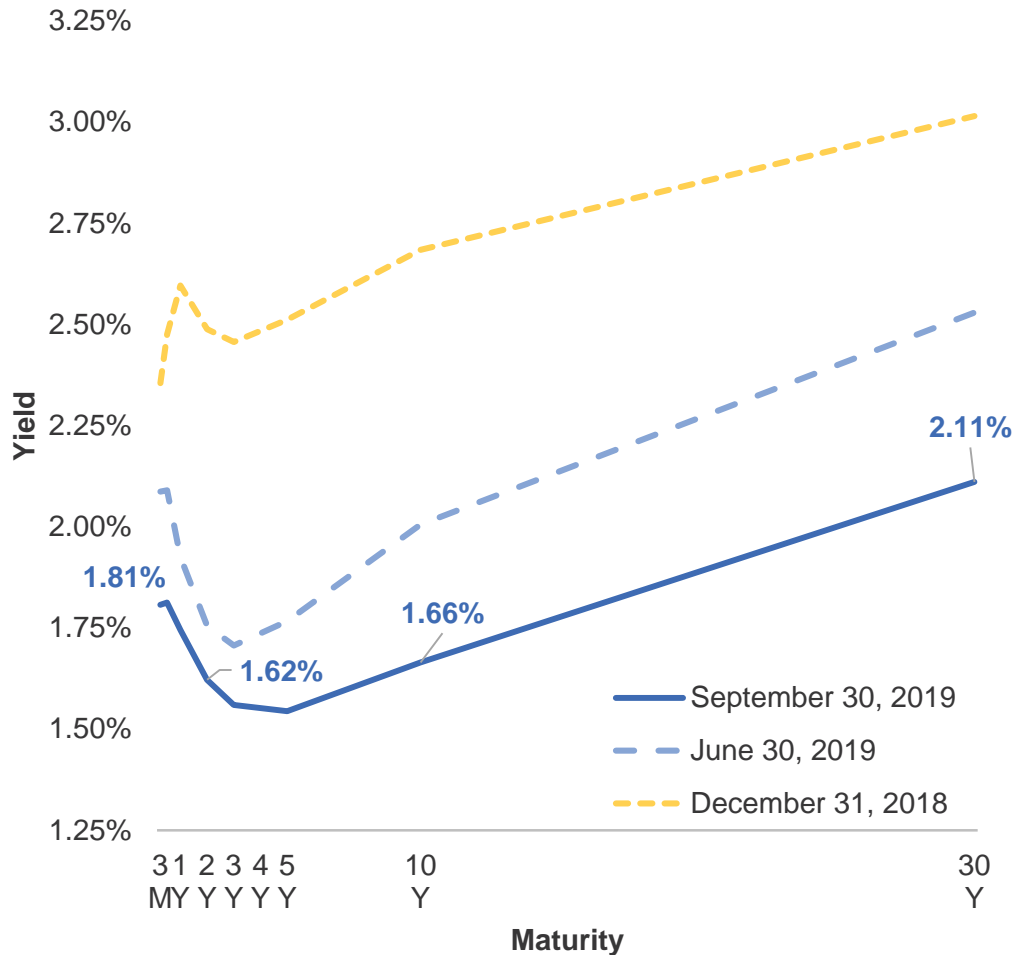
### PFM Asset Management LLC

213 Market Street  
Harrisburg, PA 17101  
717.232.2723  
717.233.6073 fax

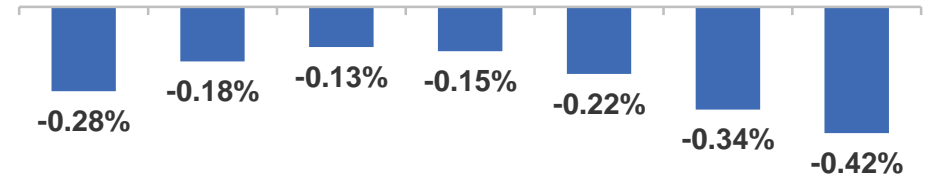
300 South Orange Avenue  
Suite 1170  
Orlando, FL 32801  
407.648.2208  
407.648.1323 fax

## Yields Continued to Decline in the Third Quarter

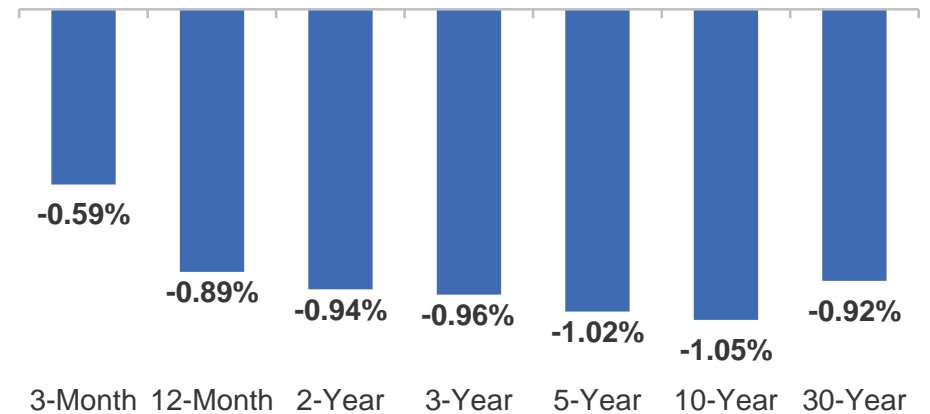
### U.S. Treasury Yield Curve



### Q3 Change in Yield



### YTD Change in Yield

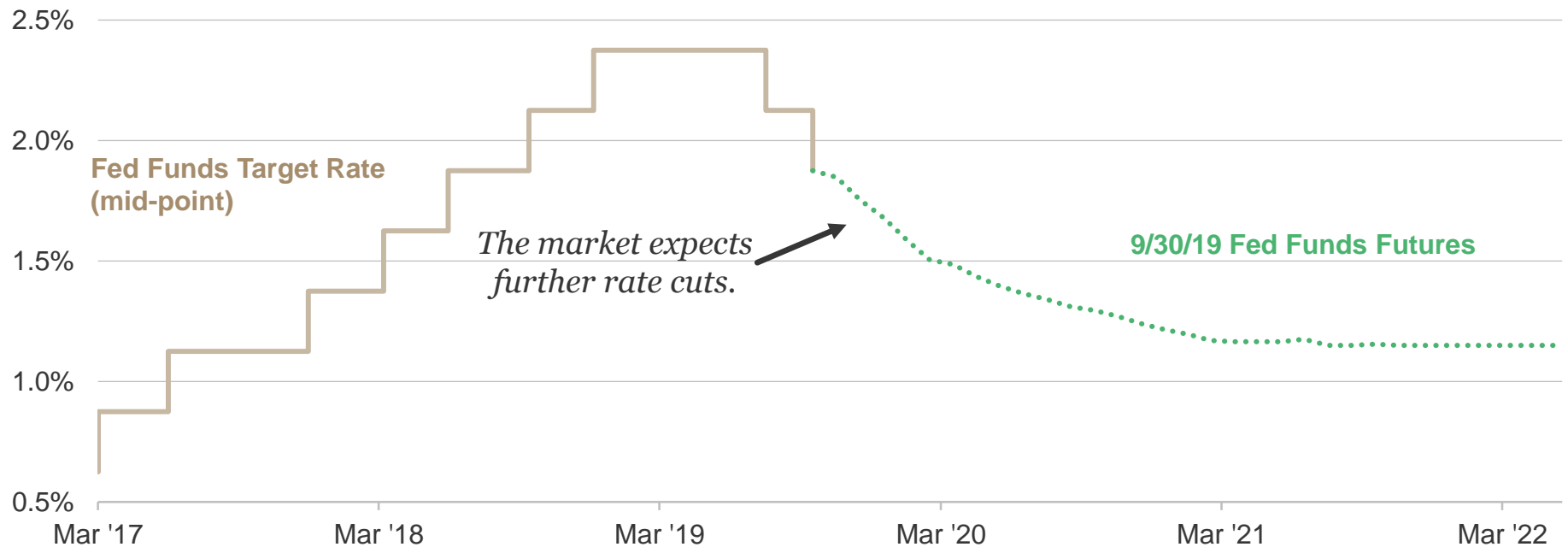


Source: Bloomberg, as of 9/30/2019.

### The Federal Reserve Cut Rates in July and September



The Fed cited “...weak global growth ...trade policy uncertainty ...and muted inflation...”

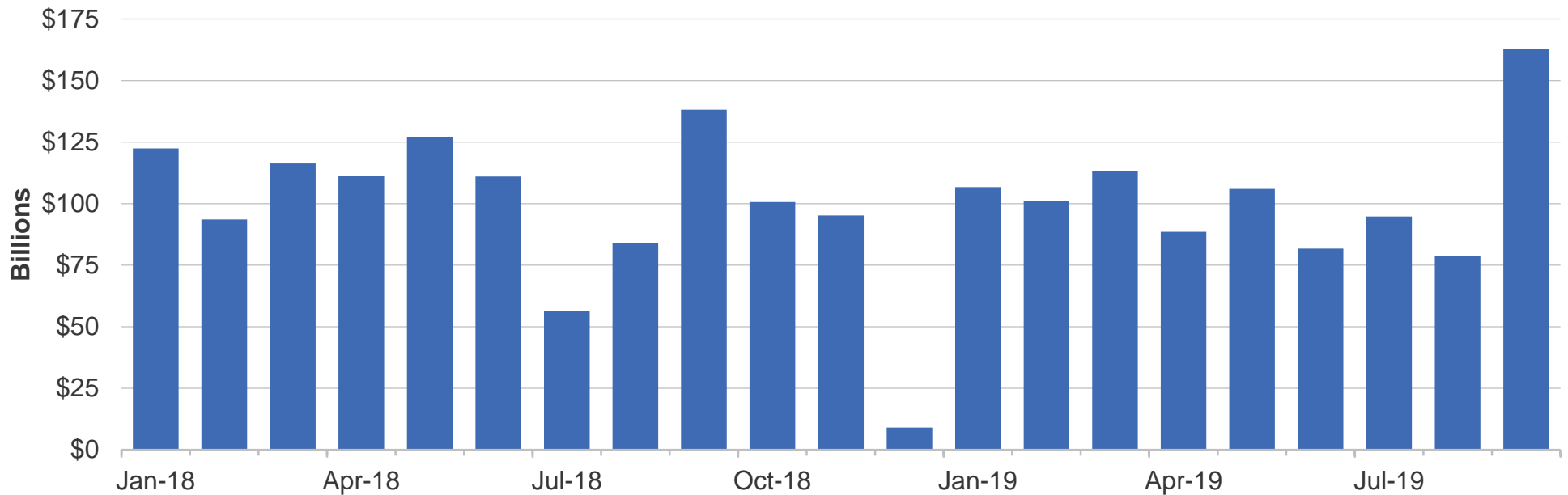


Source: Federal Reserve and Bloomberg.

## Corporate Issuance Surges in September

- After a slow start to the quarter, investment grade corporate issuance broke records in September
  - \$163 billion issued in September
  - 3rd busiest month on record
  - The first week of September was the busiest single week on record
  
- Spreads tightened as demand was high to meet the surge in supply

### U.S. Corporate Investment Grade Issuance



Source: SIFMA, as of September 2019.

## Current Market Themes

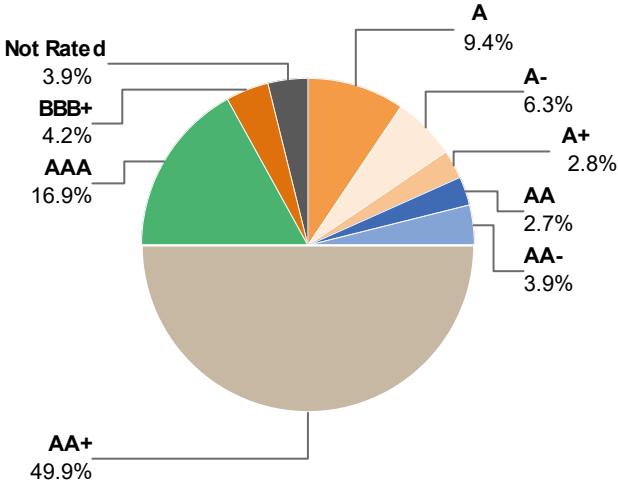
- ◆ U.S. economic conditions are characterized by:
  - Slowing projected growth in the 2<sup>nd</sup> half of 2019, highlighted by further weakening in manufacturing
  - A low unemployment rate of 3.5% with moderating wage gains
  - Growing risks to the economic outlook, including escalating trade conflicts, slowing manufacturing activity, and deteriorating business confidence and investment
  - Impeachment proceedings that have created a new political wildcard
- ◆ The Fed cut rates twice in the third quarter (July and September) to a new target range of 1.75-2.00%. While the Fed characterized the initial cut as “a mid-cycle policy adjustment,” the committee is now more divided on the need for further Fed action, despite their lower outlook for global growth.
- ◆ U.S. Treasury yields rose in September, but fell for the whole of Q3. For the year, yields are down nearly 1% across the intermediate and longer-term portion of the yield curve. Meanwhile, shorter-term yields generally tracked the Fed’s two recent rate cuts.
- ◆ The labor market continued to decelerate through the 3rd quarter. The U.S. economy added only 136,000 jobs in September, much weaker than the average pace of 223,000 jobs per month in 2018. The unemployment rate ticked lower to 3.5% -- a new 50-year low – but wage growth slowed to 2.9%, which may not bode well for consumer confidence and future spending.
- ◆ U.S. manufacturing activity also continued to decelerate. The ISM Manufacturing PMI survey fell to the lowest level since 2009, an indication that the manufacturing part of the economy may be slipping into recession. On the bright side, housing seems to have gained some traction from lower mortgage rates.
- ◆ U.S equities emerged with solid gains in September, adding to exceptionally strong performance year to date, placing the major indices just a bit below their all-time highs reached in July. But, questions are emerging about how long U.S. market leadership in the global equity markets can persist.

**Portfolio Statistics**

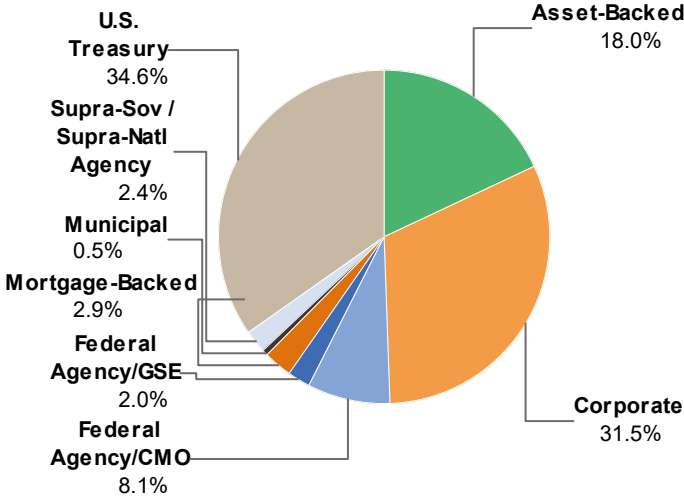
As of September 30, 2019

<b>Par Value:</b>	\$33,894,779
<b>Total Market Value:</b>	\$34,342,944
<b>Security Market Value:</b>	\$34,203,007
<b>Accrued Interest:</b>	\$139,937
<b>Cash:</b>	-
<b>Amortized Cost:</b>	\$33,761,995
<b>Yield at Market:</b>	1.89%
<b>Yield at Cost:</b>	2.65%
<b>Effective Duration:</b>	1.86 Years
<b>Duration to Worst:</b>	1.93 Years
<b>Average Maturity:</b>	2.69 Years
<b>Average Credit: *</b>	AA

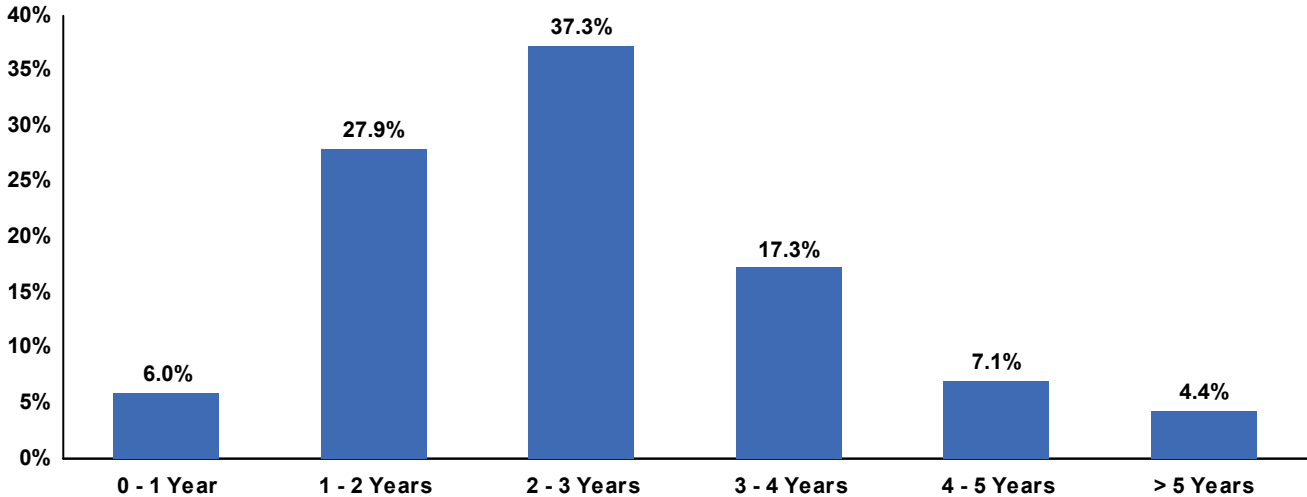
**Credit Quality (S&P Ratings)**



**Sector Allocation**



**Maturity Distribution**

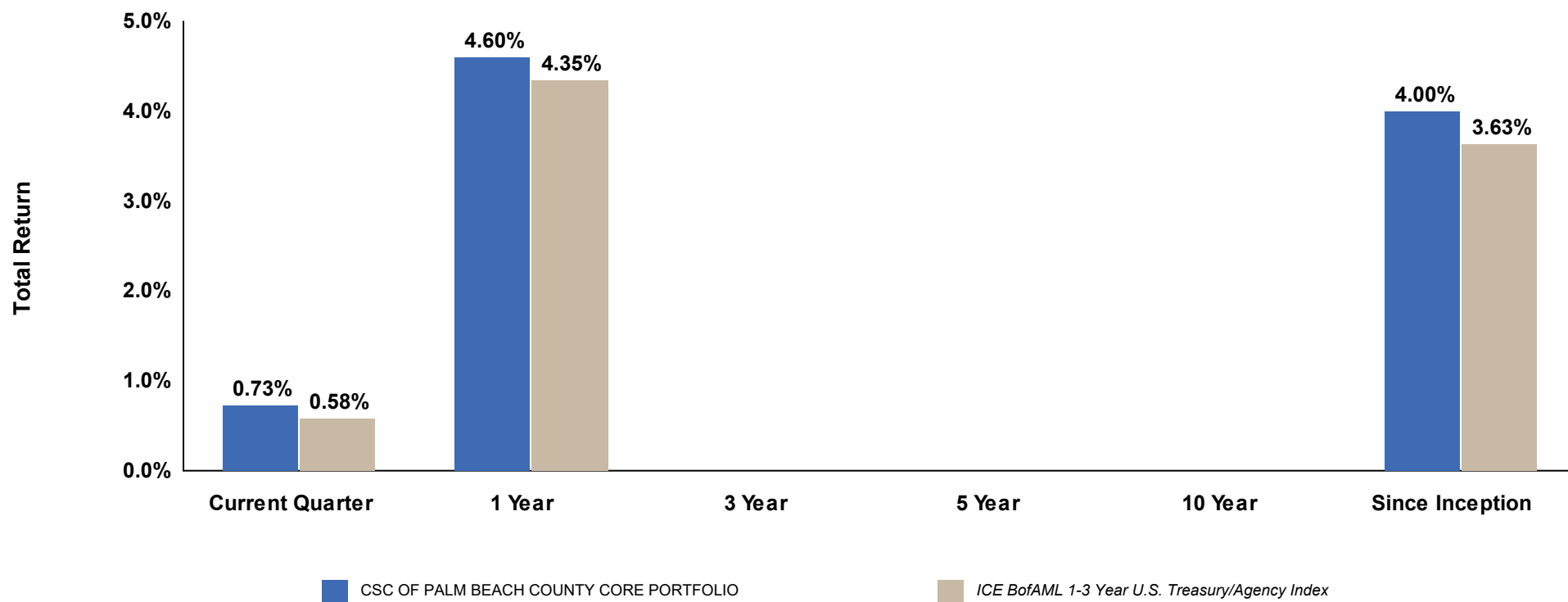


\* An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.



**Portfolio Performance (Total Return)**

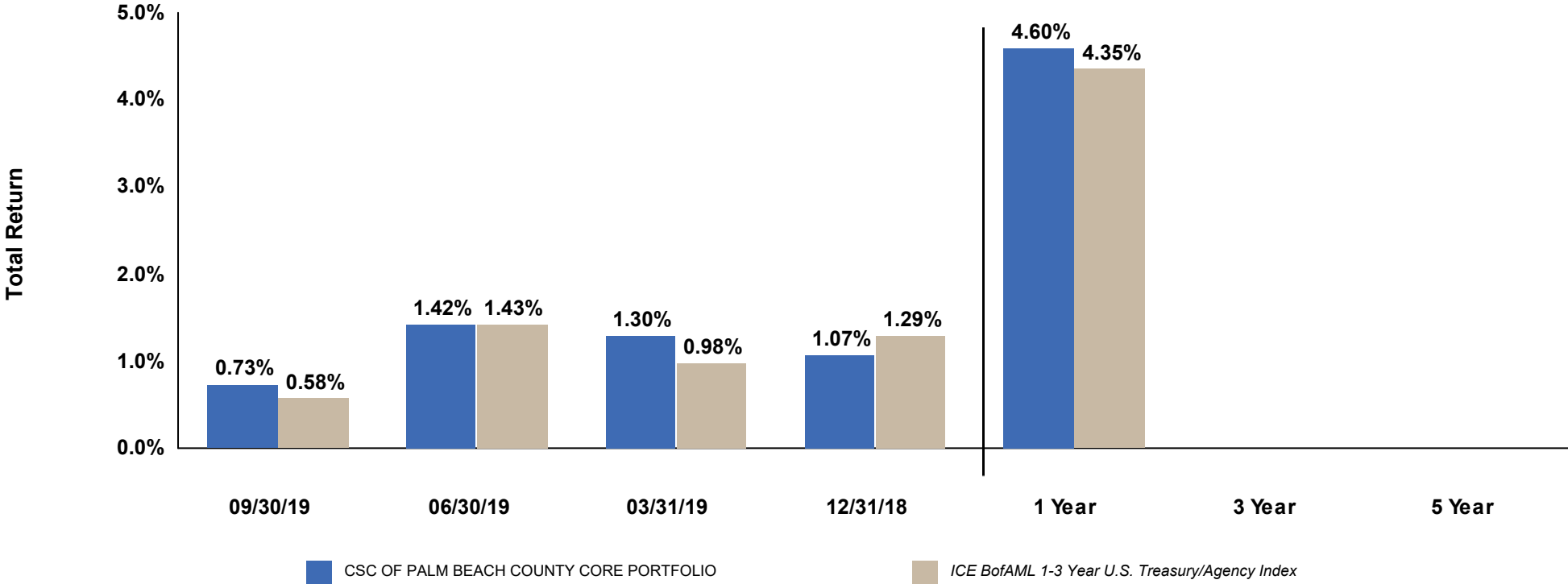
Portfolio/Benchmark	Effective Duration	Current Quarter	1 Year	Annualized Return				Since Inception (06/30/18) **
				3 Year	5 Year	10 Year		
CSC OF PALM BEACH COUNTY CORE PORTFOLIO	1.86	0.73%	4.60%	-	-	-	4.00%	
ICE BofAML 1-3 Year U.S. Treasury/Agency Index	1.80	0.58%	4.35%	-	-	-	3.63%	
Difference		0.15%	0.25%	-	-	-	0.37%	



Portfolio performance is gross of fees unless otherwise indicated. \*\*Since Inception performance is not shown for periods less than one year.

Portfolio Performance (Total Return)

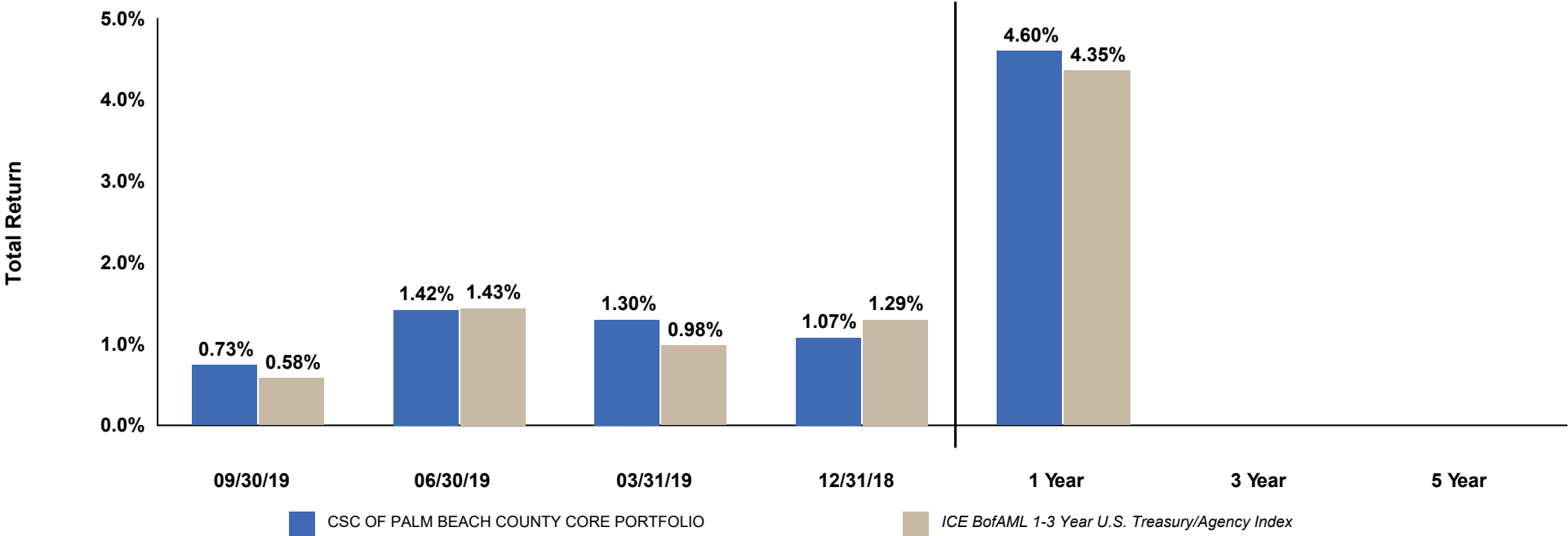
Portfolio/Benchmark	Effective Duration	Quarter Ended				1 Year	Annualized Return	
		09/30/19	06/30/19	03/31/19	12/31/18		3 Year	5 Year
CSC OF PALM BEACH COUNTY CORE PORTFOLIO	1.86	0.73%	1.42%	1.30%	1.07%	4.60%	-	-
ICE BofAML 1-3 Year U.S. Treasury/Agency Index	1.80	0.58%	1.43%	0.98%	1.29%	4.35%	-	-
Difference		0.15%	-0.01%	0.32%	-0.22%	0.25%	-	-



Portfolio performance is gross of fees unless otherwise indicated.

Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Quarter Ended				Annualized Return		
		09/30/19	06/30/19	03/31/19	12/31/18	1 Year	3 Year	5 Year
CSC OF PALM BEACH COUNTY CORE PORTFOLIO	1.86	0.73%	1.42%	1.30%	1.07%	4.60%	-	-
Net of Fees **	-	0.71%	1.40%	1.28%	1.05%	4.51%	-	-
ICE BofAML 1-3 Year U.S. Treasury/Agency Index	1.80	0.58%	1.43%	0.98%	1.29%	4.35%	-	-
Difference (Gross)		0.15%	-0.01%	0.32%	-0.22%	0.25%	-	-
Difference (Net)		0.13%	-0.03%	0.30%	-0.24%	0.16%	-	-



Portfolio performance is gross of fees unless otherwise indicated. \*\* Fees were calculated based on average assets during the period at the contractual rate.

**Portfolio Earnings**

**Quarter-Ended September 30, 2019**

	<u>Market Value Basis</u>	<u>Accrual (Amortized Cost) Basis</u>
<b>Beginning Value (06/30/2019)</b>	\$34,536,032.69	\$34,062,281.53
<b>Net Purchases/Sales</b>	(\$380,436.26)	(\$380,436.26)
<b>Change in Value</b>	\$47,410.48	\$80,149.59
<b>Ending Value (09/30/2019)</b>	\$34,203,006.91	\$33,761,994.86
<b>Interest Earned</b>	\$204,390.46	\$204,390.46
<b>Portfolio Earnings</b>	\$251,800.94	\$284,540.05

**Portfolio Statistics**

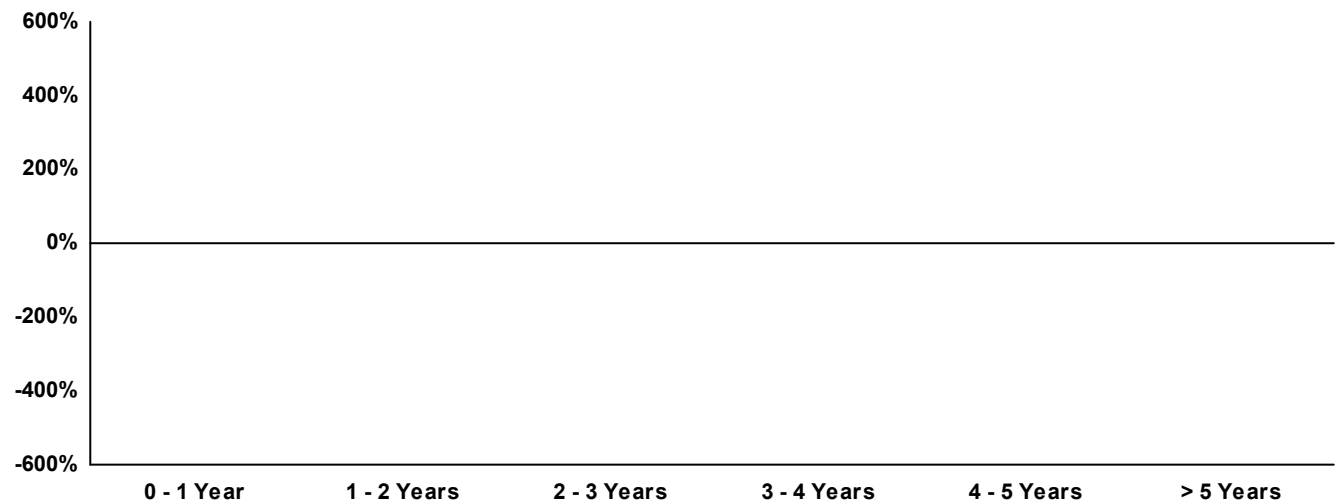
As of September 30, 2019

Par Value:	
Total Market Value:	\$40,874
Security Market Value:	-
Accrued Interest:	-
Cash:	\$40,874
Amortized Cost:	-
Yield at Market:	0.00%
Yield at Cost:	0.00%
Effective Duration:	0.00 Years
Duration to Worst:	0.00 Years
Average Maturity:	0.00 Years
Average Credit: *	
Benchmark Eff. Yield:	2.20%

**Credit Quality (S&P Ratings)**

**Sector Allocation**

**Maturity Distribution**



\* An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

## Fiscal Year Short-Term Portfolio Statistics as of September 30, 2019

Date	Benchmark Yield <sup>2</sup>	Portfolio Yield At Cost <sup>4</sup>	Difference	Amortized Value <sup>1</sup>	Market Value <sup>1</sup>
9/30/2018	2.04%	N/A	N/A	0	0
10/31/2018	2.18%	N/A	N/A	0	0
11/30/2018	2.23%	N/A	N/A	0	0
12/31/2018	2.30%	2.56%	0.26%	\$34,675,170	\$34,672,556
1/31/2019	2.46%	2.62%	0.16%	\$34,710,092	\$34,717,728
2/28/2019	2.45%	2.62%	0.17%	\$34,780,598	\$34,791,202
3/31/2019	2.46%	2.62%	0.16%	\$34,858,659	\$34,865,810
4/30/2019	2.48%	2.59%	0.11%	\$34,832,825	\$34,838,070
5/31/2019	2.46%	2.50%	0.04%	\$34,865,096	\$34,871,810
6/30/2019	2.43%	2.44%	0.01%	\$23,932,430	\$23,937,867
7/31/2019	2.43%	2.37%	-0.06%	\$20,977,192	\$20,980,476
8/31/2019	2.23%	N/A	N/A	0	0
9/30/2019	2.20%	N/A	N/A	0	0

1. Does not Include Cash Balances

2. Benchmark Yield is the S&P Rated GIP Index Government 30-Day Gross of Fees Monthly Yield

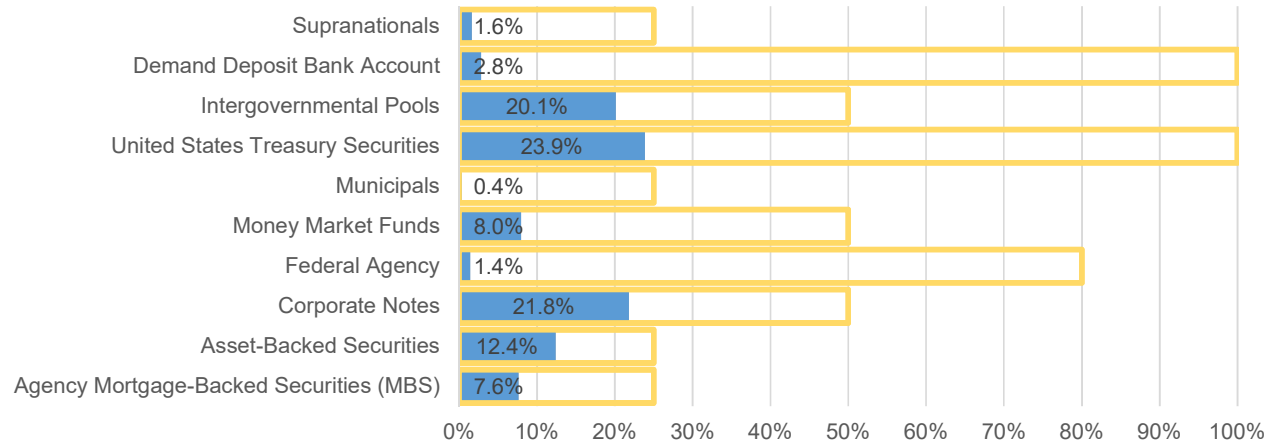
3. N/A denotes when no active securities were in the Short-Term Portfolio

4. Portfolio Yield at Cost is calculated based on security holdings and does not include yield on cash balances

**Portfolio Earnings**

**Quarter-Ended September 30, 2019**

	<u>Market Value Basis</u>	<u>Accrual (Amortized Cost) Basis</u>
<b>Beginning Value (06/30/2019)</b>	\$23,937,867.00	\$23,932,429.84
<b>Net Purchases/Sales</b>	(\$24,000,000.00)	(\$24,000,000.00)
<b>Change in Value</b>	\$62,133.00	\$67,570.16
<b>Ending Value (09/30/2019)</b>	\$0.00	\$0.00
<b>Interest Earned</b>	\$48,953.22	\$48,953.22
<b>Portfolio Earnings</b>	\$111,086.22	\$116,523.38



Security Type	Market Value (Includes Interest)	Allocation Percentage	Permitted by Policy	In Compliance
United States Treasury Securities	11,868,550.85	23.88%	100%	YES
Federal Agency	698,492.82	1.41%	80%	YES
Supranationals	809,179.16	1.63%	25%	YES
Corporate Notes	10,838,940.98	21.80%	50%	YES
Municipals	175,360.10	0.35%	25%	YES
Agency Mortgage-Backed Securities (MBS)	3,794,348.80	7.63%	25%	YES
Asset-Backed Securities	6,158,071.52	12.39%	25%	YES
Certificates of Deposit and Savings Accounts	-	0.00%	50%	YES
Demand Deposit Bank Account	1,392,373.00	2.80%	100%	YES
Commercial Paper	-	0.00%	50%	YES
Repurchase Agreements	-	0.00%	40%	YES
Money Market Funds	3,966,038.73	7.98%	50%	YES
Intergovernmental Pools	10,007,189.97	20.13%	50%	YES
<b>Total</b>	<b>49,708,545.93</b>			

End of month market value of portfolio holdings, including accrued interest.



Sector	Individual Issuer Breakdown	Market Value (Includes Interest)	Allocation Percentage	Permitted by Policy	In Compliance
Asset-Backed	Ally Auto Receivables Trust	520,925.83	1.05%	5%	YES
Asset-Backed	CAPITAL ONE MULTI-ASSET EXECUT	629,553.17	1.27%	5%	YES
Asset-Backed	CITIBANK CREDIT CARD ISSUANCE	404,907.09	0.81%	5%	YES
Asset-Backed	CNH Equipment Trust	605,249.57	1.22%	5%	YES
Asset-Backed	FORD CREDIT AUTO OWNER TRUST	449,861.93	0.90%	5%	YES
Asset-Backed	GM FINANCIAL AUTO LEASING TRUST	210,946.61	0.42%	5%	YES
Asset-Backed	GM Financial Securitized Term	640,497.84	1.29%	5%	YES
Asset-Backed	Honda Auto Receivables Owner T	369,285.18	0.74%	5%	YES
Asset-Backed	Hyundai Auto Receivables Trust	132,407.06	0.27%	5%	YES
Asset-Backed	Nissan Auto Receivables Owner	309,824.76	0.62%	5%	YES
Asset-Backed	Toyota Auto Receivables Owner	393,501.43	0.79%	5%	YES
Asset-Backed	World Omni Auto Receivables Tr	531,998.29	1.07%	5%	YES
Asset-Backed	BMW Vehicle Lease Trust	55,691.65	0.11%	5%	YES
Asset-Backed	CARMAX AUTO OWNER TRUST	262,362.68	0.53%	5%	YES
Asset-Backed	MERCEDES-BENZ AUTO RECEIVABLES	263,553.20	0.53%	5%	YES
Asset-Backed	Ford Credit Auto Lease Trust	166,855.40	0.34%	5%	YES
Asset-Backed	DISCOVER CARD EXECUTION NOTE TRUST	210,649.83	0.42%	5%	YES
Corporate Note	AMERICAN HONDA FINANCE	341,890.93	0.69%	5%	YES
Corporate Note	APPLE INC	472,725.64	0.95%	5%	YES
Corporate Note	BRANCH BANKING & TRUST	440,596.65	0.89%	5%	YES
Corporate Note	CHEVRON CORP	394,577.04	0.79%	5%	YES
Corporate Note	CITIGROUP INC	405,801.73	0.82%	5%	YES
Corporate Note	GOLDMAN SACHS GROUP INC	402,638.09	0.81%	5%	YES
Corporate Note	MORGAN STANLEY	457,097.76	0.92%	5%	YES
Corporate Note	TOYOTA MOTOR CREDIT CORP	503,813.74	1.01%	5%	YES
Corporate Note	JOHN DEERE CAPITAL CORP	404,493.22	0.81%	5%	YES
Corporate Note	IBM CORP	400,647.60	0.81%	5%	YES
Corporate Note	JPMORGAN CHASE & CO	413,046.38	0.83%	5%	YES
Corporate Note	CHARLES SCHWAB CORP	304,546.53	0.61%	5%	YES
Corporate Note	STATE STREET CORPORATION	251,815.25	0.51%	5%	YES
Corporate Note	US BANK NA CINCINNATI	169,178.35	0.34%	5%	YES
Corporate Note	BANK OF AMERICA CORP	203,631.70	0.41%	5%	YES
Corporate Note	UNILEVER CAPITAL CORP	220,844.99	0.44%	5%	YES
Corporate Note	3M COMPANY	277,635.08	0.56%	5%	YES
Corporate Note	CISCO SYSTEMS	300,075.38	0.60%	5%	YES
Corporate Note	WALT DISNEY COMPANY/THE	84,906.32	0.17%	5%	YES
Corporate Note	PACCAR FINANCIAL CORP	253,600.83	0.51%	5%	YES
Corporate Note	CATERPILLAR FINANCIAL SERVICES CORP	409,874.12	0.82%	5%	YES
Corporate Note	AMAZON.COM INC	169,265.62	0.34%	5%	YES
Corporate Note	WAL-MART STORES INC	309,323.38	0.62%	5%	YES

Sector	Individual Issuer Breakdown	Market Value (Includes Interest)	Allocation Percentage	Permitted by Policy	In Compliance
Corporate Note	WELLS FARGO & COMPANY	452,310.71	0.91%	5%	YES
Corporate Note	MELLON BANK	397,483.62	0.80%	5%	YES
Corporate Note	AMERICAN EXPRESS CREDIT CORP	392,485.77	0.79%	5%	YES
Corporate Note	MERCK & CO INC	228,650.74	0.46%	5%	YES
Corporate Note	PFIZER INC	96,962.57	0.20%	5%	YES
Corporate Note	BOEING CO	137,126.55	0.28%	5%	YES
Corporate Note	HONEYWELL INTERNATIONAL	55,632.68	0.11%	5%	YES
Corporate Note	ABBOTT LABORATORIES	169,591.49	0.34%	5%	YES
Corporate Note	HSBC USA	401,211.69	0.81%	5%	YES
Corporate Note	EXXON MOBIL CORP	305,073.18	0.61%	5%	YES
Corporate Note	BANK OF NY MELLON CORP	50,130.02	0.10%	5%	YES
Corporate Note	BURLINGTN NORTH SANTA FE	56,457.96	0.11%	5%	YES
Corporate Note	ORACLE CORP	174,941.46	0.35%	5%	YES
Corporate Note	NORTHERN TRUST COMPANY	76,089.71	0.15%	5%	YES
Corporate Note	BANK OF AMERICA	252,766.50	0.51%	5%	YES
Fed Agy Bond/Note	FANNIE MAE	698,492.82	1.41%	40%	YES
Mbs / Cmo	FANNIE MAE	592,216.21	1.19%	40%	YES
Mbs / Cmo	FHLMC MULTIFAMILY STRUCTURED P	2,157,011.73	4.34%	40%	YES
Mbs / Cmo	Freddie Mac	746,911.84	1.50%	40%	YES
Mbs / Cmo	FANNIEMAE-ACES	298,209.02	0.60%	40%	YES
Us Tsy Bond/Note	UNITED STATES TREASURY	11,868,550.85	23.88%	100%	YES
Muni Bond/Note	NEW YORK CITY NY TRANS FIN AUTH REVENUE	175,360.10	0.35%	5%	YES
Supranatl	INTER-AMERICAN DEVELOPMENT BANK	809,179.16	1.63%	10%	YES
Demand Deposit Bank Account	Wells Fargo Operating Account	1,392,373.00	2.80%	100%	YES
Intergovernmental Pools	FL PALM	10,007,189.97	20.13%	25%	YES
Mny Mkt/Mutual Fnd	Synovus Money Market	3,925,165.00	7.90%	25%	YES
Mny Mkt/Mutual Fnd	Cash Balance	40,873.73	0.08%	25%	YES

End of month market value of portfolio holdings, including accrued interest.



**Managed Account Fair Market Value & Analytics**

For the Month Ending **September 30, 2019**

**CSC OF PALM BEACH COUNTY CORE PORTFOLIO - 13940000**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>Broker</b>	<b>Next Call Date</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L On Cost</b>	<b>Unreal G/L Amort Cost</b>	<b>Effective Duration</b>	<b>Duration to Worst at Mkt</b>	<b>YTM</b>
<b>U.S. Treasury Bond / Note</b>												
US TREASURY NOTES	DTD 10/31/2015 1.375% 10/31/2020	912828L99	810,000.00	CITIGRP		99.54	806,266.71	18,130.38	8,842.95	1.06	1.06	1.81
US TREASURY NOTES	DTD 06/02/2014 2.000% 05/31/2021	912828WN6	550,000.00	MERRILL		100.46	552,556.40	12,546.64	8,220.98	1.62	1.62	1.72
US TREASURY NOTES	DTD 08/01/2016 1.125% 07/31/2021	912828S76	400,000.00	CITIGRP		99.00	396,015.60	8,843.72	5,609.72	1.80	1.80	1.68
US TREASURY NOTES	DTD 08/01/2016 1.125% 07/31/2021	912828S76	435,000.00	MORGAN_S		99.00	430,666.97	15,207.98	7,502.32	1.80	1.80	1.68
US TREASURY NOTES	DTD 10/31/2014 2.000% 10/31/2021	912828F96	1,365,000.00	MORGAN_S		100.70	1,374,544.08	40,789.79	32,207.04	2.02	2.02	1.66
<b>US TREASURY NOTES</b>	<b>DTD 11/30/2016 1.750%</b>	<b>912828U65</b>	<b>170,000.00</b>	<b>CITIGRP</b>		<b>100.22</b>	<b>170,378.59</b>	<b>53.20</b>	<b>53.20</b>	<b>2.11</b>	<b>2.11</b>	<b>1.64</b>
<b>11/30/2021</b>												
US TREASURY NOTES	DTD 11/30/2016 1.750% 11/30/2021	912828U65	1,400,000.00	CITIGRP		100.22	1,403,117.80	6,727.17	6,266.95	2.11	2.11	1.64
US TREASURY NOTES	DTD 01/31/2017 1.875% 01/31/2022	912828V72	80,000.00	HSBC		100.55	80,443.76	34.38	34.85	2.27	2.27	1.63
US TREASURY NOTES	DTD 01/31/2017 1.875% 01/31/2022	912828V72	1,140,000.00	MERRILL		100.55	1,146,323.58	28,544.67	23,733.53	2.27	2.27	1.63
<b>US TREASURY N/B NOTES</b>	<b>DTD 02/28/2017 1.875%</b>	<b>912828W55</b>	<b>70,000.00</b>	<b>CITIGRP</b>		<b>100.59</b>	<b>70,410.13</b>	<b>46.46</b>	<b>46.46</b>	<b>2.35</b>	<b>2.35</b>	<b>1.63</b>
<b>02/28/2022</b>												
<b>US TREASURY N/B NOTES</b>	<b>DTD 02/28/2017 1.875%</b>	<b>912828W55</b>	<b>85,000.00</b>	<b>CITIGRP</b>		<b>100.59</b>	<b>85,498.02</b>	<b>56.42</b>	<b>56.42</b>	<b>2.35</b>	<b>2.35</b>	<b>1.63</b>
<b>02/28/2022</b>												
US TREASURY NOTES	DTD 03/31/2015 1.750% 03/31/2022	912828J76	870,000.00	GOLDMAN		100.38	873,330.36	23,347.15	19,717.03	2.44	2.44	1.59
US TREASURY NOTES	DTD 05/01/2017 1.875% 04/30/2022	912828X47	685,000.00	CITIGRP		100.68	689,629.23	13,084.70	11,763.33	2.50	2.50	1.61
US TREASURY NOTES	DTD 05/31/2017 1.750% 05/31/2022	912828XR6	525,000.00	GOLDMAN		100.38	526,968.75	9,372.08	8,403.13	2.58	2.58	1.61
US TREASURY N/B NOTES	DTD 06/30/2015 2.125% 06/30/2022	912828XG0	800,000.00	WELLS_FA		101.45	811,593.60	4,968.60	5,642.83	2.65	2.65	1.58



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<b>U.S. Treasury Bond / Note</b>												
US TREASURY NOTES		9128282P4	460,000.00	MORGAN_S		100.75	463,432.06	1,545.34	1,690.43	2.74	2.74	1.60
DTD 07/31/2017 1.875% 07/31/2022												
US TREASURY NOTES		9128282S8	450,000.00	GOLDMAN		100.09	450,386.55	2,478.35	2,372.84	2.84	2.84	1.59
DTD 08/31/2017 1.625% 08/31/2022												
US TREASURY NOTES		912828L57	1,480,000.00	CITIGRP		100.50	1,487,342.28	(10,463.97)	(10,064.93)	2.91	2.91	1.58
DTD 09/30/2015 1.750% 09/30/2022												
<b>Security Type Sub-Total</b>			<b>11,775,000.00</b>				<b>11,818,904.47</b>	<b>175,313.06</b>	<b>132,099.08</b>	<b>2.26</b>	<b>2.26</b>	<b>1.64</b>
<b>Supra-National Agency Bond / Note</b>												
INTER-AMERICAN DEVELOPMENT BANK		4581X0CD8	800,000.00	SOCGEN		100.31	802,473.60	15,153.60	8,228.78	1.08	1.08	1.84
DTD 11/08/2013 2.125% 11/09/2020												
<b>Security Type Sub-Total</b>			<b>800,000.00</b>				<b>802,473.60</b>	<b>15,153.60</b>	<b>8,228.78</b>	<b>1.08</b>	<b>1.08</b>	<b>1.84</b>
<b>Municipal Bond / Note</b>												
NYC TRANS FIN AUTH, NY TXBL REV BONDS		64971XHY7	170,000.00	JPM_CHAS		101.97	173,349.00	3,349.00	3,349.00	2.93	2.93	1.86
DTD 04/12/2019 2.520% 11/01/2022												
<b>Security Type Sub-Total</b>			<b>170,000.00</b>				<b>173,349.00</b>	<b>3,349.00</b>	<b>3,349.00</b>	<b>2.93</b>	<b>2.93</b>	<b>1.86</b>
<b>Federal Agency Mortgage-Backed Security</b>												
FNMA POOL #AL2306		3138EJR42	140,169.98	MERRILL		103.38	144,908.06	2,854.54	3,053.37	1.74	2.87	2.25
DTD 08/01/2012 3.500% 06/25/2027												
FANNIE MAE POOL		31418DAZ5	143,598.07	CANT_FIT		103.52	148,647.91	2,177.87	2,423.32	1.90	3.21	2.34
DTD 02/01/2019 3.500% 03/25/2029												
FN AL8774		3138ETXC5	144,492.73	BARCLAYS		102.69	148,386.43	3,487.30	3,508.59	2.10	3.40	2.15
DTD 06/01/2016 3.000% 03/25/2029												
FG G16640		3128MFS58	144,437.46	MORGAN_S		102.75	148,403.82	3,424.73	3,473.03	2.07	4.16	2.32
DTD 10/01/2018 3.000% 02/15/2032												
FHLMC POOL #G16545		3128MFP69	144,226.50	INTL_FCS		103.72	149,593.19	3,338.50	3,607.82	2.10	4.09	2.56
DTD 06/01/2018 3.500% 09/15/2032												



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<b>Federal Agency Mortgage-Backed Security</b>												
FN CA2261		3140090P1	141,327.83	JPM_CHAS		105.16	148,613.83	2,692.84	3,017.10	2.23	3.79	2.58
DTD 08/01/2018 4.000% 08/01/2033												
FHR 3745 NP		3137A24V0	109,312.78	MORGAN_S		103.67	113,325.24	105.38	105.38	1.20	4.00	3.05
DTD 10/01/2010 4.000% 06/15/2039												
<b>Security Type Sub-Total</b>			<b>967,565.35</b>				<b>1,001,878.48</b>	<b>18,081.16</b>	<b>19,188.61</b>	<b>1.93</b>	<b>3.63</b>	<b>2.45</b>
<b>Federal Agency Collateralized Mortgage Obligation</b>												
FHMS K006 A2		31398VJ98	205,039.25	CITIGRP		100.16	205,372.97	(3,831.14)	(368.36)	0.25	0.19	1.95
DTD 04/01/2010 4.251% 01/25/2020												
FHLMC SERIES K718 A1		3137BHXX0	94,778.32	BAIRD		100.40	95,159.67	1,521.65	1,095.79	1.25	1.40	1.98
DTD 05/01/2015 2.375% 09/01/2021												
FHMS KJ23 A1		3137FKK70	339,514.34	GOLDMAN		102.23	347,097.09	7,585.46	7,585.47	1.96	1.27	1.26
DTD 12/01/2018 3.174% 03/01/2022												
FHMS K019 A2		3137ASNJ9	170,000.00	JPM_CHAS		100.59	170,997.90	3,242.43	2,921.29	2.22	1.27	1.69
DTD 08/01/2012 2.272% 03/25/2022												
FHLMC MULTIFAMILY STRUCTURED P		3137BLUR7	155,000.00	JPM_CHAS		101.48	157,299.66	2,560.01	2,560.01	2.41	1.39	1.53
DTD 11/01/2015 2.716% 06/25/2022												
FHLMC MULTIFAMILY STRUCTURED P		3137BLUR7	170,000.00	JPM_CHAS		101.48	172,522.21	2,688.23	2,688.23	2.41	1.39	1.53
DTD 11/01/2015 2.716% 06/25/2022												
FHLMC MULTIFAMILY STRUCTURED P		3137AWQH1	155,000.00	CANT_FIT		100.86	156,334.29	(954.38)	(922.13)	2.73	1.47	1.62
DTD 12/01/2012 2.307% 08/25/2022												
FANNIEMAE-ACES		3136AEGO4	140,243.08	BAIRD		100.94	141,564.66	447.73	447.90	2.95	1.64	1.61
DTD 05/01/2013 2.280% 12/25/2022												
FANNIEMAE-ACES		3136AEGO4	154,626.98	BAIRD		100.94	156,084.11	(568.64)	(542.67)	2.95	1.64	1.61
DTD 05/01/2013 2.280% 12/25/2022												
FHLMC SERIES K032 A1		3137B4GX8	94,474.72	BARCLAYS		101.80	96,178.72	1,478.90	1,606.65	1.73	2.28	2.14
DTD 09/01/2013 3.016% 02/01/2023												
FHLMC MULTIFAMILY STRUCTURED P		3137B5JL8	98,261.34	BARCLAYS		101.14	99,377.41	1,618.90	1,535.15	1.69	1.71	1.91
DTD 11/01/2013 2.669% 02/25/2023												
FHMS KP05 A		3137FKK39	139,894.11	CSFB		101.72	142,306.64	2,412.95	2,412.95	1.53	1.91	2.20
DTD 12/01/2018 3.203% 07/01/2023												
FHLMC MULTIFAMILY STRUCTURED POOL		3137FBT97	332,867.59	BMO		101.73	338,613.32	4,848.54	4,981.29	2.27	2.04	1.81
DTD 11/01/2017 2.741% 10/25/2023												



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<b>Federal Agency Collateralized Mortgage Obligation</b>												
FHMS K047 A1	DTD 07/01/2015 2.827% 12/25/2024	3137BKRH5	165,622.51	JPM_CHAS		102.26	169,373.11	903.97	1,028.84	2.72	2.61	1.89
FHMS K047 A1	DTD 07/01/2015 2.827% 12/25/2024	3137BKRH5	165,622.51	JPM_CHAS		102.26	169,373.11	878.09	991.19	2.72	2.61	1.89
FHMS K052 A1	DTD 02/01/2016 2.598% 01/25/2025	3137BMTW6	162,605.25	SUNTRUST		101.82	165,559.56	1,302.86	1,334.22	2.70	2.65	1.85
<b>Security Type Sub-Total</b>			<b>2,743,550.00</b>				<b>2,783,214.43</b>	<b>26,135.56</b>	<b>29,355.82</b>	<b>2.16</b>	<b>1.68</b>	<b>1.73</b>
<b>Federal Agency Bond / Note</b>												
FANNIE MAE NOTES	DTD 01/11/2019 2.625% 01/11/2022	3135G0U92	340,000.00	NOMURA		102.14	347,263.08	7,507.88	7,450.64	2.20	2.20	1.67
FANNIE MAE NOTES	DTD 01/11/2019 2.625% 01/11/2022	3135G0U92	340,000.00	NOMURA		102.14	347,263.08	7,174.68	7,191.90	2.20	2.20	1.67
<b>Security Type Sub-Total</b>			<b>680,000.00</b>				<b>694,526.16</b>	<b>14,682.56</b>	<b>14,642.54</b>	<b>2.20</b>	<b>2.20</b>	<b>1.67</b>
<b>Corporate Note</b>												
WELLS FARGO & CO CORP BONDS	DTD 02/02/2015 2.150% 01/30/2020	94974BGF1	200,000.00	MKTX		99.97	199,939.60	2,657.60	547.76	0.33	0.33	2.23
HSBC USA INC NOTES	DTD 03/05/2015 2.350% 03/05/2020	40428HPR7	400,000.00	MIZUHO		100.13	400,532.80	4,432.80	1,495.40	0.43	0.43	2.03
BANK OF AMERICA NOTES	DTD 04/21/2015 2.250% 04/21/2020	06051GFN4	250,000.00	BNP_PARI		100.11	250,266.50	3,816.50	1,300.61	0.55	0.55	2.06
MORGAN STANLEY CORPORATE NOTES	DTD 06/16/2015 2.800% 06/16/2020	61761JB32	200,000.00	BNP_PARI		100.51	201,010.40	2,506.40	1,533.99	0.70	0.70	2.08
AMERICAN EXP (CALLABLE) CREDIT CORP NOTE	DTD 09/14/2015 2.600% 09/14/2020	0258M0DX4	390,000.00	GOLDMAN	08/14/20	100.51	392,006.94	5,696.34	3,540.67	0.88	0.86	2.05
GOLDMAN SACHS GRP INC CORP NT (CALLABLE)	DTD 09/15/2015 2.750% 09/15/2020	38141GVP6	400,000.00	MKTX	08/15/20	100.54	402,149.20	6,633.20	4,040.96	0.88	0.86	2.18
BANK OF AMERICA CORP NOTE	DTD 10/19/2015 2.625% 10/19/2020	06051GFT1	200,000.00	MERRILL		100.63	201,269.20	3,671.20	2,339.28	1.02	1.02	2.01



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<b>Corporate Note</b>												
CITIGROUP INC CORP NOTES DTD 10/26/2015 2.650% 10/26/2020		172967KB6	250,000.00	MKTX		100.61	251,530.75	4,700.75	2,938.65	1.04	1.04	2.07
CATERPILLAR FINANCIAL SERVICES CORP CORP DTD 12/07/2018 3.350% 12/07/2020		14913Q2Q1	350,000.00	CITIGRP		101.43	355,021.80	5,081.30	5,057.45	1.15	1.15	2.12
JOHN DEERE CAPITAL CORP NOTES DTD 01/08/2018 2.350% 01/08/2021		24422ETZ2	400,000.00	BAIRD		100.58	402,326.00	9,434.00	5,828.30	1.24	1.24	1.88
IBM CREDIT CORP NOTE DTD 09/08/2017 1.800% 01/20/2021		44932HAB9	400,000.00	US_BANCO		99.81	399,227.60	11,815.60	5,522.02	1.28	1.28	1.95
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021		05531FAZ6	250,000.00	RBS	01/01/21	100.16	250,411.25	6,863.75	3,645.09	1.27	1.23	2.02
APPLE INC CORP NOTES DTD 02/23/2016 2.250% 02/23/2021		037833BS8	400,000.00	GOLDMAN		100.45	401,818.80	8,426.80	5,199.22	1.37	1.37	1.92
PACCAR FINANCIAL CORP NOTES DTD 02/27/2018 2.800% 03/01/2021		69371RN93	250,000.00	LOOP		101.21	253,017.50	4,535.00	3,798.42	1.39	1.39	1.93
WELLS FARGO CORP NOTES DTD 03/04/2016 2.500% 03/04/2021		949746RS2	250,000.00	TD		100.47	251,173.75	6,688.75	4,026.45	1.39	1.39	2.16
CITIGROUP CORP NOTES DTD 03/30/2016 2.700% 03/30/2021		172967KK6	150,000.00	TD		100.94	151,407.30	3,547.80	2,675.11	1.47	1.47	2.06
TOYOTA MOTOR CREDIT CORP NOTES DTD 04/13/2018 2.950% 04/13/2021		89236TEU5	390,000.00	US_BANCO		101.61	396,284.46	7,458.36	6,910.23	1.48	1.48	1.88
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 02/19/2016 2.500% 04/15/2021		06406FAA1	390,000.00	RBS	03/15/21	100.77	392,987.79	9,465.69	6,471.48	1.43	1.41	1.99
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021		61746BEA0	250,000.00	MORGAN_S		100.67	251,676.25	7,493.75	4,818.00	1.51	1.51	2.06
CHEVRON CORP (CALLABLE) NOTES DTD 05/16/2016 2.100% 05/16/2021		166764BG4	390,000.00	WELLS_FA	04/15/21	100.39	391,505.79	11,045.19	6,751.15	1.53	1.50	1.86
STATE STREET CORP NOTES DTD 05/19/2016 1.950% 05/19/2021		857477AV5	250,000.00	HSBC		100.01	250,027.75	8,037.75	4,445.69	1.59	1.59	1.94
CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021		808513AW5	295,000.00	CSFB		102.06	301,084.38	6,093.23	6,089.44	1.58	1.58	1.97



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<b>Corporate Note</b>											
WAL-MART STORES INC CORP NOTES DTD 06/27/2018 3.125% 06/23/2021	931142EJ8	300,000.00	BNP_PARI		102.26	306,771.30	5,595.30	5,948.78	1.67	1.67	1.79
BOEING CO DTD 07/31/2019 2.300% 08/01/2021	097023CL7	90,000.00	JPM_CHAS		100.43	90,391.32	394.92	394.61	1.78	1.78	2.06
BRANCH BANKING & TRUST CORP NOTES DTD 06/05/2018 3.200% 09/03/2021	05531FBD4	185,000.00	MORGAN_S		102.07	188,829.13	4,049.28	3,965.85	1.86	1.86	2.10
CATERPILLAR FINANCIAL SERVICES CORP CORP DTD 09/07/2018 3.150% 09/07/2021	14913Q2N8	50,000.00	BARCLAYS		102.07	51,034.40	1,072.90	1,059.62	1.87	1.87	2.05
3M COMPANY DTD 09/14/2018 3.000% 09/14/2021	88579YBA8	145,000.00	CITIGRP		101.82	147,634.36	2,931.61	2,830.89	1.89	1.89	2.05
BURLINGTN NORTH SANTA FE CORP NOTES DTD 08/22/2011 3.450% 09/15/2021	12189LAF8	55,000.00	GOLDMAN		102.50	56,373.63	2.48	87.55	1.89	1.89	2.14
ORACLE CORP (CALLABLE) NOTES DTD 07/07/2016 1.900% 09/15/2021	68389XBK0	175,000.00	MERRILL	08/15/21	99.88	174,793.68	2,971.68	2,399.50	1.87	1.91	1.96
CISCO SYSTEMS INC CORP (CALLABLE) NOTES DTD 09/20/2016 1.850% 09/20/2021	17275RBJ0	300,000.00	WELLS_FA	08/20/21	99.97	299,905.80	9,010.80	6,523.28	1.89	1.93	1.87
ABBOTT LABORATORIES CORP NOTES DTD 11/22/2016 2.900% 11/30/2021	002824BD1	165,000.00	GOLDMAN		101.81	167,983.20	2,057.55	2,191.21	2.08	2.08	2.04
TOYOTA MOTOR CREDIT CORP BONDS DTD 01/09/2017 2.600% 01/11/2022	89236TDP7	100,000.00	SOCGEN		101.58	101,582.50	3,271.50	2,867.13	2.20	2.20	1.89
MERCK & CO INC CORP NOTES DTD 02/10/2015 2.350% 02/10/2022	58933YAO8	90,000.00	MITSU		101.23	91,104.21	2,776.41	2,402.46	2.28	2.28	1.82
EXXON MOBIL CORP (CALLABLE) NOTE DTD 03/06/2015 2.397% 03/06/2022	30231GAJ1	300,000.00	CITIGRP	01/06/22	101.52	304,573.80	13,681.80	11,426.76	2.25	2.20	1.75
UNILEVER CAPITAL CORP DTD 09/07/2018 3.000% 03/07/2022	904764BF3	215,000.00	GOLDMAN		102.52	220,414.99	6,455.59	6,150.28	2.34	2.34	1.94
PFIZER INC CORP BONDS DTD 03/11/2019 2.800% 03/11/2022	717081ER0	95,000.00	BARCLAYS		101.91	96,814.79	1,820.49	1,819.47	2.36	2.36	2.00
US BANCORP (CALLABLE) NOTE DTD 03/02/2012 3.000% 03/15/2022	91159HHC7	165,000.00	US_BANCO	02/15/22	102.40	168,958.35	679.80	903.39	2.30	2.29	1.99





**Managed Account Fair Market Value & Analytics**

For the Month Ending **September 30, 2019**

**CSC OF PALM BEACH COUNTY CORE PORTFOLIO - 13940000**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>Broker</b>	<b>Next Call Date</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L On Cost</b>	<b>Unreal G/L Amort Cost</b>	<b>Effective Duration</b>	<b>Duration to Worst at Mkt</b>	<b>YTM</b>
<b>Corporate Note</b>												
BOEING CO CORP NOTE		097023CG8	45,000.00	CITIGRP		101.96	45,881.60	961.25	950.64	2.47	2.47	1.92
DTD 05/02/2019 2.700% 05/01/2022												
JPMORGAN CHASE & CO CORP NOTES		46647PAS5	400,000.00	JPM_CHAS		102.26	409,024.80	9,024.80	9,024.80	2.56	2.56	2.65
DTD 06/18/2018 3.514% 06/18/2022												
AMERICAN HONDA FINANCE		02665WCY5	200,000.00	MERRILL		100.37	200,738.00	922.00	906.43	2.63	2.63	2.06
DTD 06/27/2019 2.200% 06/27/2022												
NORTHERN TRUST COMPANY CORP NOTES		665859AN4	75,000.00	WELLS_FA		101.06	75,797.78	(112.72)	(72.88)	2.73	2.73	1.99
DTD 08/02/2012 2.375% 08/02/2022												
HONEYWELL INTERNATIONAL CORPORATE NOTE		438516BT2	55,000.00	DEUTSCHE		100.83	55,458.59	514.14	511.49	2.75	2.75	1.85
DTD 08/08/2019 2.150% 08/08/2022												
BANK OF NY MELLON CORP CORP NOTES		06406RAK3	50,000.00	CITIGRP		100.05	50,027.10	43.10	42.55	2.80	2.80	1.93
DTD 08/23/2019 1.950% 08/23/2022												
WALT DISNEY COMPANY/THE		254687FJ0	85,000.00	JPM_CHAS		99.78	84,808.92	(6.63)	(10.82)	2.83	2.83	1.73
DTD 09/06/2019 1.650% 09/01/2022												
APPLE INC		037833DL1	70,000.00	GOLDMAN		99.84	69,890.73	(97.37)	(97.59)	2.86	2.86	1.75
DTD 09/11/2019 1.700% 09/11/2022												
MERCK & CO INC CORP NOTES		589331AT4	135,000.00	GOLDMAN		101.56	137,102.90	3,482.60	3,276.31	2.85	2.85	1.86
DTD 09/13/2012 2.400% 09/15/2022												
AMAZON.COM INC CORP NOTES		023135AJ5	165,000.00	DAIWA		101.74	167,867.70	404.25	499.92	3.01	3.01	1.93
DTD 11/29/2012 2.500% 11/29/2022												
AMERICAN HONDA FINANCE		02665WDC2	140,000.00	MIZUHO		99.88	139,836.62	(111.58)	(112.20)	3.15	3.15	2.09
DTD 09/10/2019 2.050% 01/10/2023												
3M COMPANY		88579YBL4	130,000.00	WELLS_FA		99.67	129,574.12	69.42	55.97	3.25	3.25	1.85
DTD 08/26/2019 1.750% 02/14/2023												
<b>Security Type Sub-Total</b>			<b>10,685,000.00</b>				<b>10,779,850.13</b>	<b>211,967.13</b>	<b>154,920.77</b>	<b>1.60</b>	<b>1.60</b>	<b>2.01</b>
<b>Asset-Backed Security</b>												
GMALT 2018-3 A3		36256GAD1	120,000.00	RBC		100.68	120,816.64	826.12	822.73	0.74	0.88	2.41
DTD 09/26/2018 3.180% 06/20/2021												
BMWLT 2018-1 A3		05586CAC8	55,000.00	SOCGEN		101.16	55,636.86	644.50	641.93	0.99	0.92	2.01
DTD 10/17/2018 3.260% 07/20/2021												



**Managed Account Fair Market Value & Analytics**

For the Month Ending **September 30, 2019**

**CSC OF PALM BEACH COUNTY CORE PORTFOLIO - 13940000**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>Broker</b>	<b>Next Call Date</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L On Cost</b>	<b>Unreal G/L Amort Cost</b>	<b>Effective Duration</b>	<b>Duration to Worst at Mkt</b>	<b>YTM</b>
<b>Asset-Backed Security</b>												
CARMX 2018-2 A2	DTD 04/25/2018 2.730% 08/15/2021	14314XAB5	73,663.94	INTL_FCS		100.16	73,783.21	110.63	113.98	0.27	0.95	2.56
FORDL 2018-B A3	DTD 09/21/2018 3.190% 12/15/2021	34531LAD2	165,000.00	JPM_CHAS		100.98	166,621.47	1,635.41	1,631.13	0.85	1.11	2.31
HAROT 2018-2 A3	DTD 05/30/2018 3.010% 05/18/2022	43814UAG4	180,000.00	BARCLAYS		101.00	181,798.83	1,802.75	1,801.41	1.07	1.33	2.26
GMALT 2019-3 A3	DTD 08/14/2019 2.030% 06/20/2022	38013TAD3	90,000.00	MERRILL		99.95	89,957.54	(32.53)	(33.04)	1.61	1.37	2.06
HONDA AUTO RECEIVABLES OWNER T	DTD 08/28/2018 2.950% 08/21/2022	43815HAC1	185,000.00	MERRILL		101.16	187,139.10	2,164.48	2,157.78	1.19	1.46	2.16
FORDO 2018-A A3	DTD 05/22/2018 3.030% 11/15/2022	34528FAD0	445,000.00	RBC		100.96	449,262.66	4,334.62	4,313.58	0.97	1.56	2.42
HART 2018-B A3	DTD 12/12/2018 3.200% 12/15/2022	44933AAC1	130,000.00	BARCLAYS		101.71	132,222.17	2,223.73	2,223.39	1.36	1.60	2.14
TOYOTA ABS 2018-C A3	DTD 08/22/2018 3.020% 12/15/2022	89231AAD3	225,000.00	CITIGRP		101.37	228,091.68	3,131.71	3,121.82	1.47	1.60	2.17
MBART 2018-1 A3	DTD 07/25/2018 3.030% 01/15/2023	58772RAD6	260,000.00	BNP_PARI		101.23	263,203.07	3,213.05	3,210.41	1.17	1.64	2.28
ALLYA 2018-3 A3	DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	400,000.00	BARCLAYS		100.89	403,559.80	3,587.16	3,579.76	0.84	1.64	2.46
CCCIT 2018-A1 A1	DTD 01/31/2018 2.490% 01/20/2023	17305EGK5	400,000.00	CITIGRP		100.74	402,942.76	7,364.63	6,447.58	1.29	1.77	2.08
NAROT 2018-B A3	DTD 07/25/2018 3.060% 03/15/2023	65479GAD1	305,000.00	SOCGEN		101.45	309,409.96	4,419.84	4,417.29	1.41	1.72	2.23
GMCAR 2018-3 A3	DTD 07/18/2018 3.020% 05/16/2023	36255JAD6	180,000.00	JPM_CHAS		101.33	182,392.97	2,434.95	2,424.87	1.28	1.81	2.29
CARMAX AUTO OWNER TRUST	DTD 07/25/2018 3.130% 06/15/2023	14313FAD1	185,000.00	BARCLAYS		101.75	188,232.73	3,257.95	3,252.06	1.41	1.85	2.19
CNH 2018-A A3	DTD 05/23/2018 3.120% 07/15/2023	12652VAC1	325,000.00	CITIGRP		101.36	329,418.02	4,487.83	4,474.93	1.43	1.45	2.19
ALLYA 2019-1 A3	DTD 02/13/2019 2.910% 09/15/2023	02004WAC5	115,000.00	JPM_CHAS		101.46	116,683.97	1,697.86	1,695.98	1.52	1.97	2.17
TAOT 2019-C A3	DTD 08/14/2019 1.910% 09/15/2023	89238UAD2	165,000.00	JPM_CHAS		99.98	164,967.68	(30.97)	(31.02)	2.10	1.97	1.92



**Managed Account Fair Market Value & Analytics**

For the Month Ending **September 30, 2019**

**CSC OF PALM BEACH COUNTY CORE PORTFOLIO - 13940000**

<b>Security Type/Description Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>Broker</b>	<b>Next Call Date</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L On Cost</b>	<b>Unreal G/L Amort Cost</b>	<b>Effective Duration</b>	<b>Duration to Worst at Mkt</b>	<b>YTM</b>
<b>Asset-Backed Security</b>											
GMCAR 2018-4 A3 DTD 10/10/2018 3.210% 10/16/2023	38013FAD3	255,000.00	WELLS_FA		101.77	259,514.42	4,554.79	4,547.03	1.46	2.01	2.33
CNH 2018-B A3 DTD 09/26/2018 3.190% 11/15/2023	12596EAC8	270,000.00	WELLS_FA		101.85	274,998.08	5,034.58	5,029.72	1.59	1.55	2.00
WORLD OMNI AUTO RECEIVABLES TR DTD 08/01/2018 3.130% 11/15/2023	98163EAD8	290,000.00	MITSU		101.95	295,657.81	5,684.90	5,678.81	1.44	2.05	2.18
GMCAR 2019-1 A3 DTD 01/16/2019 2.970% 11/16/2023	36256XAD4	195,000.00	RBC		101.43	197,781.58	2,803.17	2,800.12	1.39	2.05	2.28
COMET 2018-A1 A1 DTD 05/16/2018 3.010% 02/15/2024	14041NFR7	300,000.00	RBC		101.69	305,057.97	5,140.98	5,121.86	1.51	2.17	2.24
WOART 2018-D A3 DTD 10/17/2018 3.330% 03/15/2024	98162WAD9	230,000.00	BARCLAYS		102.43	235,596.66	5,644.41	5,636.31	1.64	2.21	2.24
DCENT 2019-A1 DTD 02/01/2019 3.040% 07/15/2024	254683CK9	205,000.00	CITIGRP		102.62	210,372.85	5,377.20	5,376.52	2.21	2.38	1.95
COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	325,000.00	RBC		99.60	323,690.15	(1,228.02)	(1,229.49)	2.79	2.42	1.89
<b>Security Type Sub-Total</b>		<b>6,073,663.94</b>				<b>6,148,810.64</b>	<b>80,285.73</b>	<b>79,227.45</b>	<b>1.41</b>	<b>1.76</b>	<b>2.21</b>
<b>Managed Account Sub-Total</b>		<b>33,894,779.29</b>				<b>34,203,006.91</b>	<b>544,967.80</b>	<b>441,012.05</b>	<b>1.86</b>	<b>1.93</b>	<b>1.89</b>
<b>Securities Sub-Total</b>		<b>\$33,894,779.29</b>				<b>\$34,203,006.91</b>	<b>\$544,967.80</b>	<b>\$441,012.05</b>	<b>1.86</b>	<b>1.93</b>	<b>1.89%</b>
<b>Accrued Interest</b>						<b>\$139,937.32</b>					
<b>Total Investments</b>						<b>\$34,342,944.23</b>					

Bolded items are forward settling trades.



**Managed Account Security Transactions & Interest**

For the Month Ending **September 30, 2019**

**CSC OF PALM BEACH COUNTY SHORT TERM - 13940100**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>INTEREST</b>										
09/03/19	09/03/19	MONEY MARKET FUND	MONEY0002	0.00	0.00	20,952.37	20,952.37			
<b>Transaction Type Sub-Total</b>				<b>0.00</b>	<b>0.00</b>	<b>20,952.37</b>	<b>20,952.37</b>			
<b>Managed Account Sub-Total</b>					<b>0.00</b>	<b>20,952.37</b>	<b>20,952.37</b>			
<b>Total Security Transactions</b>					<b>\$0.00</b>	<b>\$20,952.37</b>	<b>\$20,952.37</b>			

## IMPORTANT DISCLOSURES

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

## GLOSSARY

- **ACCRUED INTEREST:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.
- **AMORTIZED COST:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **BANKERS' ACCEPTANCE:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **COMMERCIAL PAPER:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **CONTRIBUTION TO DURATION:** Represents each sector or maturity range's relative contribution to the overall duration of the portfolio measured as a percentage weighting. Since duration is a key measure of interest rate sensitivity, the contribution to duration measures the relative amount or contribution of that sector or maturity range to the total rate sensitivity of the portfolio.
- **DURATION TO WORST:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years, computed from cash flows to the maturity date or to the put date, whichever results in the highest yield to the investor.
- **EFFECTIVE DURATION:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **EFFECTIVE YIELD:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **INTEREST RATE:** Interest per year divided by principal amount and expressed as a percentage.
- **MARKET VALUE:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.
- **NEGOTIABLE CERTIFICATES OF DEPOSIT:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **PAR VALUE:** The nominal dollar face amount of a security.

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**GLOSSARY**

- **PASS THROUGH SECURITY:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.
- **REPURCHASE AGREEMENTS:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **SETTLE DATE:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **TRADE DATE:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **UNSETTLED TRADE:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. TREASURY:** The department of the U.S. government that issues Treasury securities.
- **YIELD:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM AT COST:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM AT MARKET:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.

# Finance Committee Meeting

Thursday, October 24, 2019, 2:45 p.m.

## AGENDA / MINUTES

### Welcome and introductions

#### Finance Committee Members:

Thomas Bean, CSC and CSC Finance Committee Chair, **Present**

Tom Weber, CSC Chair and CSC Finance Committee Vice-chair, **Present**

Paul Dumars, Director Financial Services, Solid Waste Authority, **Present via telephone**

John Marino, Volunteer, **Not Present**

#### CSC Staff:

Lisa Williams-Taylor, Ph.D., Chief Executive Officer, **Present**

Debra Heim, Chief Financial Officer, **Present**

Tom Sheehan, General Counsel, **Present**

Debra Gotlib, General Counsel and Chief of Legislative Affairs, **Present**

Elsa Sanchez, Senior Executive Assistant, **Present**

### Agenda Items:

1. Minutes – September 12, 2019, **Consensus – Recommends Council to Approve**
2. Monthly Investment Report – August 31, 2019, **Reviewed - No action required**
3. Financial Statements – August 31, 2019, **Consensus – Recommends Council to Approve**
4. Audit Services RFP
  - a. Review Auditor Selection Criteria, **Reviewed – will be discussed again at December 5, 2019 Council Meeting. No action required**
  - b. Review Timeline, **Reviewed - will be discussed again at December 5, 2019 Council Meeting. No action required**
  - c. Determine Auditor Selection Committee, **Discussed - will be discussed again at December 5, 2019 Council Meeting. Tentatively, Audit Selection Committee will include: Thomas Bean, Paul Dumars and Jamie Russo, Healthy Start Coalition Treasurer. John Marino will be contacted to see if he can be on this committee. Tom Weber is uncertain at this time but will participate with others at mandatory review team training meeting on December 5, 2019 prior to the Finance Committee meeting. No action required**



- d. Discussed Auditing Services Rater Score Sheet, which assigned points to each Criteria Section and line items within each section. Copy was provided to Council at their seats upon arrival at the Council Meeting. Although not required, Finance Committee will request input from Council Members on Rater Score Sheet before December meeting.
5. Adjournment

Next Meeting: December 5, 2019 3:45p.m. Time of next meeting will be changed to 3:30pm.

**AGENDA ITEM: 3**

**TITLE:** Financial Statements – September 30, 2019  
(Unaudited)

**STAFF:** Debra Heim, Chief Financial Officer

**SUMMARY:**

The financial statements are presented reflecting the estimated operating results of the General Fund and Special Revenue Fund (Prevention Partnerships for Children, Inc.) for the twelve months ended September 30, 2019. The audit of the Council has not been completed for the fiscal year ended September 30, 2019 and the financial information provided herein represent unaudited numbers.

**Balance Sheet:**

As of September 30, 2019, the Council had \$49,571,361 in cash and investments. Please see attached rolling 12-month schedule of Cash and Investments by Month.

The Capital Assets and the Investment in Capital Assets for \$16,447,014 represent the costs associated with furniture and fixtures, equipment, and building costs.

**Statement of Revenue and Expenses:**

The budgeted expenditure rate at September 30, 2019 is 100%. The estimated expenditure rate for Children’s Programs at September 30, 2019 is 95.60%.

**RECOMMENDATION:**

**I recommend the Finance Committee propose that the Council accept the September 30, 2019 Financial Statements as submitted.**

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY**  
**BALANCE SHEET (Unaudited)**  
**SEPTEMBER 30, 2019**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total All Funds</u>
		<i>Prevention Partnership for Children, Inc.</i>	
<b><u>Assets</u></b>			
Cash & Investments	\$ 49,567,046	\$ 4,315	\$ 49,571,361
Other Receivables	3,061,609	-	3,061,609
Advances to Agencies	-	-	-
Prepaid Expenses	556,567	-	556,567
Due from - General Fund	-	355,481	355,481
Capital Assets	16,447,014	-	16,447,014
<b>Total Assets</b>	<b>69,632,236</b>	<b>359,796</b>	<b>69,992,032</b>
<b><u>Liabilities &amp; Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
Allocations to Children's Services Programs	8,352,658	359,796	8,712,454
Accounts Payable	414,700	-	414,700
Due to - Special Revenue Fund	355,481	-	355,481
<b>Total Liabilities</b>	<b>9,122,839</b>	<b>359,796</b>	<b>9,482,635</b>
<b>Fund Balance</b>			
Nonspendable:			
Prepaid Expenses	556,567	-	556,567
Assigned:			
Reserved in accordance with fund balance policy	37,130,654	-	37,130,654
Unassigned:	6,375,162	-	6,375,162
<b>Total Fund Balance</b>	<b>44,062,383</b>	<b>-</b>	<b>44,062,383</b>
Investment in Capital Assets	16,447,014	-	16,447,014
<b>Total Liabilities and Fund Balance</b>	<b>\$ 69,632,236</b>	<b>\$ 359,796</b>	<b>\$ 69,992,032</b>

Children's Services Council of Palm Beach County  
Schedule of Cash and Investments by Month  
Rolling 12 months

Agenda Item: 3 (continued)

	10/31/2018	11/30/2018	12/31/2018	1/31/2019	2/28/2019	3/31/2019	4/30/2019	5/31/2019	6/30/2019	7/31/2019	8/31/2019	9/30/2019
<b>Cash</b>												
Public Funds Money Market	\$ 5,343,342	\$ 8,275,933	\$ 16,115,325	\$ 8,262,975	\$ 5,743,559	\$ 2,054,651	\$ 4,113,514	\$ 2,814,789	\$ 1,895,247	\$ 2,547,122	\$ 4,425,744	\$ 3,925,165
Operating Account	\$ 2,936,580	\$ 2,785,107	\$ 3,126,262	\$ 3,643,042	\$ 2,014,106	\$ 2,942,289	\$ 2,588,493	\$ 2,277,400	\$ 2,352,954	\$ 1,368,589	\$ 1,398,478	\$ 1,392,373
Custodian Bank	\$ 6,321,105	\$ 6,161,302	\$ 2,060,687	\$ 1,553,104	\$ 2,043,015	\$ 2,054,706	\$ 2,288,705	\$ 2,477,333	\$ 13,558,062	\$ 7,794,739	\$ 17,189,918	\$ 45,151
<b>Subtotal cash</b>	<b>\$ 14,601,027</b>	<b>\$ 17,222,342</b>	<b>\$ 21,302,274</b>	<b>\$ 13,459,121</b>	<b>\$ 9,800,680</b>	<b>\$ 7,051,646</b>	<b>\$ 8,990,712</b>	<b>\$ 7,569,522</b>	<b>\$ 17,806,263</b>	<b>\$ 11,710,450</b>	<b>\$ 23,014,140</b>	<b>\$ 5,362,689</b>
<b>Investments</b>												
Florida Public Assets for Liquidity Management	\$ 88,422	\$ 10,095,009	\$ 28,618,414	\$ 28,655,196	\$ 28,688,599	\$ 26,807,942	\$ 20,856,543	\$ 12,891,786	\$ 1,912,179	\$ 1,394	\$ 2	\$ 10,007,190
U.S. Treasury	\$ 9,165,751	\$ 9,180,930	\$ 34,495,983	\$ 30,844,597	\$ 30,731,910	\$ 30,800,151	\$ 28,107,858	\$ 31,451,583	\$ 27,355,832	\$ 27,504,391	\$ 11,719,032	\$ 12,512,495
U.S. Credit	\$ 13,105,489	\$ 13,393,907	\$ 26,424,697	\$ 30,350,401	\$ 29,441,795	\$ 28,931,503	\$ 31,305,435	\$ 28,151,872	\$ 21,288,464	\$ 17,793,085	\$ 12,837,386	\$ 11,755,083
ABS and MBS (asset and mortgage backed securities)	\$ 6,703,029	\$ 6,681,330	\$ 7,630,999	\$ 8,017,644	\$ 8,606,537	\$ 9,249,300	\$ 9,545,691	\$ 9,544,649	\$ 9,689,744	\$ 9,869,341	\$ 9,615,492	\$ 9,933,903
Accrued income (1)	\$ 140,589	\$ 112,019	\$ 174,978	\$ 259,720	\$ 357,219	\$ 427,375	\$ 368,506	\$ 302,157	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Regions</b>	<b>\$ 29,114,858</b>	<b>\$ 29,368,186</b>	<b>\$ 68,726,658</b>	<b>\$ 69,472,362</b>	<b>\$ 69,137,460</b>	<b>\$ 69,408,328</b>	<b>\$ 69,327,490</b>	<b>\$ 69,450,261</b>	<b>\$ 58,334,040</b>	<b>\$ 55,166,817</b>	<b>\$ 34,171,910</b>	<b>\$ 34,201,482</b>
<b>Subtotal investments</b>	<b>\$ 29,203,280</b>	<b>\$ 39,463,195</b>	<b>\$ 97,345,072</b>	<b>\$ 98,127,558</b>	<b>\$ 97,826,059</b>	<b>\$ 96,216,270</b>	<b>\$ 90,184,033</b>	<b>\$ 82,342,047</b>	<b>\$ 60,246,219</b>	<b>\$ 55,168,211</b>	<b>\$ 34,171,912</b>	<b>\$ 44,208,672</b>
<b>Total Cash and Investments</b>	<b>\$ 43,804,307</b>	<b>\$ 56,685,537</b>	<b>\$ 118,647,346</b>	<b>\$ 111,586,679</b>	<b>\$ 107,626,740</b>	<b>\$ 103,267,916</b>	<b>\$ 99,174,745</b>	<b>\$ 89,911,569</b>	<b>\$ 78,052,482</b>	<b>\$ 66,878,661</b>	<b>\$ 57,186,052</b>	<b>\$ 49,571,361</b>

**Month over Month Comparison**

	9/30/2018	9/30/2019
<b>Cash</b>		
Public Funds Money Market	\$ 3,894,246	\$ 3,925,165
Operating Account	\$ 2,644,936	\$ 1,392,373
Custodian Bank	\$ 930,688	\$ 45,151
<b>Subtotal cash</b>	<b>\$ 7,469,870</b>	<b>\$ 5,362,689</b>
<b>Investments</b>		
Florida Public Assets for Liquidity Management (1)	\$ 6,143,604	\$ 10,007,190
U.S. Treasury	\$ 13,165,566	\$ 12,512,495
U.S. Credit	\$ 18,371,547	\$ 11,755,083
ABS and MBS (asset and mortgage backed securities)	\$ 7,727,303	\$ 9,933,903
Accrued income (1)	\$ 206,393	\$ -
<b>Subtotal Regions</b>	<b>\$ 39,470,809</b>	<b>\$ 34,201,482</b>
<b>Subtotal investments</b>	<b>\$ 45,614,413</b>	<b>\$ 44,208,672</b>
<b>Total Cash and Investments</b>	<b>\$ 53,084,283</b>	<b>\$ 49,571,361</b>

(1) Effective June 1, 2019, Accrued income is reported with Other Receivables in the financial statements

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY  
STATEMENT OF REVENUE AND EXPENSES CHANGES IN FUND BALANCE  
FOR THE TWELVE MONTHS ENDED SEPTEMBER 30, 2019**

	<u>General Fund</u>					<u>Special Revenue Fund</u>					<u>Total</u>				
						<u>Prevention Partnership for Children, Inc.</u>									
	Approved 2018/2019 Budget	Budget Through 9/30/2019	Actual Through 9/30/2019	Variance YTD	% YTD	Approved 2018/2019 Budget	Budget Through 9/30/2019	Actual Through 9/30/2019	Variance YTD	% YTD	Approved 2018/2019 Budget	Budget Through 9/30/2019	Actual Through 9/30/2019	Variance YTD	% YTD
<b>Revenues</b>															
Ad Valorem Property Taxes	\$ 120,540,063	\$ 120,540,063	\$ 116,172,110	\$ (4,367,953)	96.38%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 120,540,063	\$ 120,540,063	\$ 116,172,110	\$ (4,367,953)	96.38%
Interest Income	1,400,000	1,400,000	2,088,067	688,067	149.15%	-	-	143	(143)	0.00%	1,400,000	1,400,000	2,088,209	688,209	149.16%
Unrealized Gain or Loss	-	-	643,021	643,021	100.00%	-	-	-	-	0.00%	-	-	643,021	643,021	100.00%
Department of Health/Agency for Health Care Administration	3,355,246	3,355,246	3,084,099	(271,147)	91.92%	-	-	-	-	0.00%	3,355,246	3,355,246	3,084,099	(271,147)	91.92%
Income from Tenants	77,013	77,013	69,978	(7,035)	90.87%	-	-	-	-	0.00%	77,013	77,013	69,978	(7,035)	90.87%
Other Income	98,824	98,824	183,098	84,274	185.28%	-	-	-	-	0.00%	98,824	98,824	183,098	84,274	185.28%
Cash Carryforward	12,210,846	12,210,846	-	(12,210,846)	0.00%	-	-	-	-	0.00%	12,210,846	12,210,846	-	(12,210,846)	0.00%
<b>Total Revenues</b>	<b>137,681,992</b>	<b>137,681,992</b>	<b>122,240,373</b>	<b>(15,441,619)</b>	<b>88.78%</b>	<b>-</b>	<b>-</b>	<b>143</b>	<b>(143)</b>	<b>0.00%</b>	<b>137,681,992</b>	<b>137,681,992</b>	<b>122,240,516</b>	<b>(15,441,476)</b>	<b>88.78%</b>
<b>Expenditures</b>															
Administrative Expenditures	5,591,996	5,591,996	5,419,341	172,655	96.91%	-	-	239	(239)	100.00%	5,591,996	5,591,996	5,419,580	172,416	96.92%
Capital Expenditures	100,000	100,000	47,523	52,477	47.52%	-	-	-	-	0.00%	100,000	100,000	47,523	52,477	47.52%
Contingency	500,000	500,000	-	500,000	0.00%	-	-	-	-	0.00%	500,000	500,000	-	500,000	0.00%
Non-Operating Expenses	3,251,241	3,251,241	1,591,267	1,659,974	48.94%	-	-	-	-	0.00%	3,251,241	3,251,241	1,591,267	1,659,974	48.94%
Reserve for Uncollectible Taxes	4,821,603	4,821,603	-	4,821,603	0.00%	-	-	-	-	0.00%	4,821,603	4,821,603	-	4,821,603	0.00%
Children's Services Programs:															
Direct Services:															
Funded Programs & Initiatives	110,535,032	110,535,032	106,208,696	4,326,336	96.09%	2,661,433	2,661,433	2,391,634	269,799	89.86%	113,196,465	113,196,465	108,600,330	4,596,135	95.94%
Support Services:															
Programmatic Support	10,220,687	10,220,687	9,380,643	840,044	91.78%	-	-	-	-	0.00%	10,220,687	10,220,687	9,380,643	840,044	91.78%
Total Children's Programs	120,755,719	120,755,719	115,589,338	5,166,381	95.72%	2,661,433	2,661,433	2,391,634	269,799	89.86%	123,417,152	123,417,152	117,980,972	5,436,180	95.60%
<b>Total Expenses</b>	<b>135,020,559</b>	<b>135,020,559</b>	<b>122,647,469</b>	<b>12,373,090</b>	<b>90.84%</b>	<b>2,661,433</b>	<b>2,661,433</b>	<b>2,391,873</b>	<b>269,560</b>	<b>89.87%</b>	<b>137,681,992</b>	<b>137,681,992</b>	<b>125,039,342</b>	<b>12,642,650</b>	<b>90.82%</b>
<b>Excess Revenues over (under) Expenses</b>	<b>2,661,433</b>	<b>2,661,433</b>	<b>(407,096)</b>	<b>(3,068,529)</b>				<b>(2,391,730)</b>					<b>(2,798,826)</b>		
<b>Other Financing Sources (Uses)</b>															
Transfers in (out)	(2,661,433)	(2,661,433)	(2,391,730)	269,703	89.87%	2,661,433	2,661,433	2,391,730	269,703	89.87%	-	-	-	-	0.00%
<b>Net Changes in Fund Balances</b>			<b>(2,798,826)</b>					<b>-</b>					<b>(2,798,826)</b>		
<b>Fund Balances</b>															
October 1, 2018 (audited)			46,861,209					-					46,861,209		
September 30, 2019			<u>\$ 44,062,383</u>					<u>\$ -</u>					<u>\$ 44,062,383</u>		

**AGENDA ITEM: 4**

**TITLE:** PFM Asset Management LLC Annual Review

**STAFF:** Debra Heim, Chief Financial Officer

**SUMMARY:**

PFM Asset Management LLC (PFM) is the Investment Advisor for the Council. The Council entered into an Investment Advisory Agreement with PFM as of March 1, 2018. The Council began having funds invested in April 2018.

The Finance Committee determined it will review the performance of the Council's investments annually in December each year for the fiscal year ending September 30<sup>th</sup> so the investment performance can be reviewed for the full fiscal year. It is a good practice to also review the Investment Advisor's performance annually and therefore PFM's performance will also be reviewed each December.

Items to discuss related to PFM's performance include:

- Performance of the Council's investments vs. benchmarks
- Responsiveness, attention and knowledge of Investment Advisor's employees
- Cost of Investment Advisor
  - Per the Investment Advisory Agreement, the minimum and maximum annual fee is \$25,000 and \$80,000, respectively.
  - Fees are based on the average assets under management and with a scale between 6 and 10 basis points.

<u>Average Assets Under Management</u>	<u>Fees</u>
Initial \$25 million	10 basis points (0.10%)
Next \$25 million	8 basis points (0.08%)
Next \$50 million	7 basis points (0.07%)
Above \$100 million	6 basis points (0.06%)

- FY 18-19 annual Investment Advisor cost was \$51,365.

**RECOMMENDATION:**

No action required, unless Finance Committee wants to recommend changes.

**AGENDA ITEM:** 5

**TITLE:** Fund Balance Policy Review

**STAFF:** Debra Heim, Chief Financial Officer

**SUMMARY:**

In accordance with the Council's Fund Balance Policy, attached, the Fund Balance Policy had been reviewed in June 2019 when the budget was been presented to the Finance Committee. The Finance Committee at that time had no recommendations to change the Fund Balance Policy and had decided to revisit the Policy after the end of the fiscal year.

The Policy intends to hold at least 27.5% of the proposed annual operating budget for the subsequent year.

The Fund Balance at 10/1/2018 was \$46,861,209. The unaudited Fund Balance at 9/30/2019 is \$44,062,383 and represents 32.3% of operating budget for FY 19-20.

**RECOMMENDATION:**

No action required, unless Finance Committee wants to recommend changes.

# Children’s Services Council of Palm Beach County

## Fund Balance Policy

The Fund Balance represents the cumulative difference of all revenues and expenditures.

The Council believes that sound financial management principles require that sufficient funds be retained by the Council to provide a stable financial base at all times. To retain this stable financial base, the Council needs to maintain a General Fund Balance sufficient to fund all cash flows of the Council, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, to offset significant economic downturns or revenue shortfalls, and to provide funds for all existing encumbrances.

This policy will specify the size and composition of the Council’s financial reserves and to identify certain requirements for replenishing any fund balance reserves utilized.

The term “sufficient funds” as stated above is interpreted to represent a floor of 27.5% of the proposed annual operating budget for the subsequent year.

Government Accounting Standards Board (GASB) Statement No. 54 identifies five separate categories of fund balance, based on the extent to which the Council is bound to honor constraints specific purposes for which amounts can be spent. Fund balance classification are as follows:

**Restricted - Non-spendable fund balance,  
Restricted fund balance,**

**Unrestricted – Committed fund balance,  
Assigned fund balance, and  
Unassigned fund balance.**

The first two categories are restrictive in nature. The last three categories are those in which a constraint on resources or spending is imposed by the Council, The categories are explained in more detail below.

**Non-spendable fund balance** – that portion of the fund balance that reflects amounts assets that are not in spendable form (inventory or prepaid amounts) or are legally required to be maintained intact (principal of endowment funds).

**Restricted fund balance** – includes amounts that can be spent only for the specific purposes stipulated by external resource providers (grant providers) constitutional provisions or through enabling legislation that creates a new revenue source and restricts its use. Restrictions may be changed or lifted only with the consent of resource providers.



# Children's Services Council of Palm Beach County

## Fund Balance Policy

**Committed fund balance** – This classification includes amounts that can be used only for specific purposes as determined by formal action of the Council itself, using its highest level of decision making authority (i.e., the Council Members). These funds cannot be used for any other purpose unless the Council removes or changes the specified use by taking the same type of action (resolution) that was employed when the funds were initially committed.

**Assigned fund balance** – comprises amounts intended to be used for specific purposes. The intent can be expressed by the governing body or by an official (Chief Executive Officer) or body which the governing body delegated authority. Assigned fund balance represents the amount that is not restricted or committed. Assigned fund balance includes:

Assigned for contingencies; funds that provide for emergency situations requiring cash flow and/or funding of one time costs not included in the annual budget.

Assigned amounts used to balance the annual budget

Unassigned fund balance – this classification includes amounts that have not been assigned to other funds and that have not been restricted, committed or assigned to specific purposes within the General Fund.

### Replacement

If the fund balance falls below the minimum 27.5% of the proposed annual operating budget for the subsequent year in each year of a three year period, a specific amount will be allocated in the Council's annual budget to be used to replenish the fund to the 27.5% floor.

### Annual Review

Compliance with the provisions of this policy shall be reviewed as part of the annual budget adoption process.

### Fund Balance Policy Adoption

The Fund Balance Policy was adopted on April 24, 2014, and revised on March 31, 2016.

**AGENDA ITEM:** 6

**TITLE:** Overview of American Express Council Agenda Item #5

**STAFF:** Debra Heim, Chief Financial Officer

**SUMMARY:**

CSC currently has two American Express accounts, one dedicated to airline travel and the second for other purchases. As is evident on the regular Warrants list, many items purchased by CSC in a given month are paid for using one of these American Express accounts.

Staff recently determined an issue exists concerning the timing of the payment of the American Express bills. On occasion, certain items have been paid for prior to their appearance on the Warrants list, due to the timing of the use of the American Express account and the timing of the following Council meeting. American Express bills close on the 28<sup>th</sup> of each month, with payment due by the 27<sup>th</sup> of the following month. This situation generally presents itself during those months when there's no Council meeting, or there is significant period of time between monthly meetings (i.e., this December 5<sup>th</sup> meeting and the proposed January 30, 2020 meeting). Any item on the December American Express bill that is not on the Warrants or Walk-in Warrants list for the December 5<sup>th</sup> meeting will need to be paid before the January Council meeting, to avoid late fees and finance charges.

In order to avoid late fees, finance charges and to ensure Council approval of all expenditures prior to payment, staff is recommending that the Council approve a Warrant that will authorize the monthly payment of the American Express bills provided that the items on such bills are within the most recently approved Council budget and do not exceed, in the aggregate, \$60,000 per month. Staff will continue to show all expenditures on the regular Warrants List (by PO#, vendor, and amount) paid for with an American Express card. Assuming that the Council approves this Warrant for the remainder of FY19-20, thereafter it will appear for Council approval annually on a warrant list at a Council meeting in September for the following fiscal year.

**FISCAL IMPACT:**

No additional expenditures will be incurred as a result of the passing of this Resolution.

**RECOMMENDATION:**

I recommend the Finance Committee propose that the Council approve the American Express Council Agenda item #5 and Resolution #19-031, attached, Authorizing a Warrant for payment for American Express Bills.

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**AGENDA ITEM SUMMARY**  
**December 5, 2019 Council Meeting**

**AGENDA ITEM:** 5B(2)

**TITLE:** **Consent Agenda - Business**  
Resolution # 19-031 Authorizing a Warrant for Payment for American Express Bills

**CSC STAFF:** Debbie Heim, Chief Financial Officer

**SUMMARY:**

CSC currently has two American Express accounts, one dedicated to airline travel and the second for other purchases. As is evident on the regular Warrants list, many items purchased by CSC in a given month are paid for using one of these American Express accounts.

Staff recently determined an issue exists concerning the timing of the payment of the American Express bills. On occasion, certain items have been paid for prior to their appearance on the Warrants list, due to the timing of the use of the American Express account and the timing of the following Council meeting. American Express bills close on the 28<sup>th</sup> of each month, with payment due by the 27<sup>th</sup> of the following month. This situation generally presents itself during those months when there's no Council meeting, or there is a significant period of time between monthly meetings (i.e., this December 5<sup>th</sup> meeting and the proposed January 30, 2020 meeting). Any item on the December American Express bill that is not on the Warrants or Walk-in Warrants list for the December 5<sup>th</sup> meeting will need to be paid before the January Council meeting, to avoid late fees and finance charges.

In order to avoid late fees, finance charges and to ensure Council approval of all expenditures prior to payment, staff is recommending that the Council approve a Warrant that will authorize the monthly payment of the American Express bills provided that the items on such bills are within the most recently approved Council budget and do not exceed, in the aggregate, \$60,000 per month. Staff will continue to show all expenditures on the regular Warrants List (by PO#, vendor, and amount) paid for with an American Express card. Assuming that the Council approves this Warrant for the remainder of FY19-20, thereafter it will appear for Council approval annually on a warrant list at a Council meeting in September for the following fiscal year.

**FISCAL IMPACT:**

No additional expenditures

**RECOMMENDATION:**

**I recommend the Council approve Resolution # 19-031 authorizing the Chief Executive Officer or her designee to authorize payment of the American Express bills provided the items on such bills are within the most recently approved Council budget and do not exceed \$60,000 per month in the aggregate for CSC's two American Express accounts. This would become effective December 6, 2019, and would continue in effect for the remainder of FY19-20. In future years an annual Warrant will be placed on the annual Warrants List to be approved by the Council.**

## RESOLUTION #19-031

### RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY AUTHORIZING A WARRANT FOR PAYMENT FOR AMERICAN EXPRESS BILLS

WHEREAS, CSC currently has two American Express accounts, one dedicated to airline travel and the second for other purchases; and

WHEREAS, as is evident on the regular Warrants list, many items purchased by CSC in a given month are paid for using one of these American Express accounts; and

WHEREAS, Staff recently determined an issue exists concerning the timing of the payment of the American Express bills; and

WHEREAS, on occasion, certain items have been paid for prior to their appearance on the Warrants list, due to the timing of the use of the American Express account and the timing of the following Council meeting; and

WHEREAS, American Express bills close on the 28th of each month, with payment due by the 27th of the following month and this situation generally presents itself during those months when there is no Council meeting, or there is a significant period of time between monthly meetings (i.e., this December 5th meeting and the proposed January 30, 2020 meeting); and

WHEREAS, any item on the December American Express bill that is not on the Warrants or Walk-in Warrants list for the December 5th meeting will need to be paid before the January Council meeting, to avoid late fees and finance charges; and

WHEREAS, in order to avoid late fees, finance charges and to ensure Council approval of all expenditures prior to payment, staff is recommending that the Council approve a Warrant that will authorize the monthly payment of the American Express bills provided that the items on such bills are within the most recently approved Council budget and do not exceed, in the aggregate, \$60,000 per month; and

WHEREAS, staff will continue to show all expenditures on the regular Warrants List (by PO#, vendor, and amount) paid for with an American Express card; and

WHEREAS, assuming that the Council approves this Warrant for the remainder of FY19-20, thereafter it will appear for Council approval annually on a warrant list at a Council meeting in September for the following fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY, that the Council approves a Warrant that will authorize the Chief Executive Officer or her designee to pay the American Express bills provided the items on such bills are within the most recently approved Council budget and do not exceed \$60,000 per month in the aggregate for CSC's two American Express accounts.

This would become effective December 6, 2019, and would continue in effect for the remainder of FY19-20. In future years an annual Warrant will be placed on the annual Warrants List to be approved by the Council. .

The foregoing Resolution was offered by Council Member \_\_\_\_\_ who moved its adoption. The motion was seconded by Council Member \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

- Thomas Bean
- Donald E. Fennoy, II, Ed.D.
- Vincent Goodman
- Kathleen J. Kroll
- Melissa McKinlay
- Dennis Miles
- Debra Robinson, M.D.
- Jose Luis Rodriguez, Esq.
- Thomas P. Weber

The Chairman thereupon declared the Resolution duly passed and adopted this 5th day of December, 2019.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

BY: \_\_\_\_\_  
Debra E. Gotlib  
Attorney for Children's Services Council of Palm Beach County

BY: \_\_\_\_\_  
Thomas P. Weber, Chairman

BY: \_\_\_\_\_  
Lisa Williams-Taylor, Ph.D.  
Chief Executive Officer

**AGENDA ITEM: 7**

**TITLE:** Audit Services RFP

**STAFF:** Debra Heim, Chief Financial Officer

**SUMMARY:**

One of the roles of the Finance Committee is to “Following the procedures set forth for selecting an auditor in Florida Statutes 218.391, make a recommendation to the Council regarding the selection of the Council’s independent auditing firm in accordance with the Council’s mandatory rotation policy limiting an auditor’s engagement with the Council to five (5) consecutive years.” The policy adopted by the Council has the provision that the current auditing firm may not reapply.

The engagement with CSC’s independent auditing firm, Calder, Donten, Levine, Porter & Veil, P.A. (“CDL”), will conclude with the completion of the September 30, 2019 fiscal year end audit.

As you may know, CSC acts as the programmatic, administrative and fiscal agent for the Healthy Start Coalition of Palm Beach County (HSC). All functions of the Coalition are carried out by CSC staff and all of the funds received by HSC from the State of Florida Department of Health and Healthy Start Mom Care Network are braided with CSC funds for incorporation into contracts that CSC has for programs with funded agencies.

Previous experience has demonstrated that when the audits of both HSC and CSC are performed by the same auditing firm, the facilitation of both audits is enhanced. HSC’s fiscal year ended June 30, 2019 and the end of their engagement with CDL will conclude with the audit for the fiscal year ended June 30, 2019.

Attached for review and approval are the following:

1. Draft of RFP for Auditing Services (RFP#20-001), including Timeline,
2. Listing of Selection Criteria (there have been no changes to the criteria since last reviewed),
3. Auditor Services Rater Score Sheet, (there have been no changes to the criteria since last reviewed),

Additionally, we will confirm the members of the Auditor Selection Committee.

**RECOMMENDATION:**

I recommend the Finance Committee approve: (i) the RFP for Auditing Services (RFP#20-001), including the Timeline, (ii) the Selection Criteria, (iii) Auditor Services Rater Score Sheet and authorize release of RFP#20-001 for Auditing Services in January 2020. Additionally, I recommend the Finance Committee approve the members of the Auditor Selection Committee.



**2020**

**Request for Proposals (RFP)**

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**Request for Proposals**

**RFP#20-001 Auditing Services**

**Deadline for Responses: 2:00 PM – 02/20/2020**

**Children's Services Council of Palm Beach County**

2300 High Ridge Road

Boynton Beach, Florida 33426

561-740-7000

[www.cscpb.org](http://www.cscpb.org)

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## SECTION 1: RFP TIMETABLE

01/27/2020 – 02/20/2020	Auditing Services RFP information and Proposal are available on CSC website: <a href="http://www.cscpbcc.org/openprop">www.cscpbcc.org/openprop</a>
02/07/2020	Deadline for submission of questions regarding RFP. All questions must be submitted to bidsadmin@cscpbcc.org
02/11/2020	Final posting of questions and answers and/or clarification or addenda to RFP (if any) on CSC website <a href="http://www.cscpbcc.org/openprop">www.cscpbcc.org/openprop</a>

**Please review Q&A and any addenda prior to Bid submission as it may affect Proposal outcome**  
<https://www.cscpbcc.org/openprop>

02/20/2020	<b>RESPONSE DEADLINE – All RFP Proposals are due by 2:00 PM</b> <b>Only Proposals submitted through the electronic online submission portal will be accepted. This portal will not allow Proposals to be submitted after 2 PM.</b> Proposals will <u>not</u> be accepted via any other submission or delivery method.
02/20/2020	Proposal(s) opened publicly beginning at 2:30 PM
02/20/2020	<b>Stage 1:</b> CSC technical review of Proposal(s); verifies required documentation submitted
02/21/2020-03/6/2020	<b>Stage 2A:</b> CSC conducts due diligence and review of written Proposal(s)
03/10/2020	Notification by email to Proposer(s) selected for interviews, if needed, and list of those selected for interviews posted on CSC website: <a href="http://www.cscpbcc.org/Proposal-outcomes">www.cscpbcc.org/Proposal-outcomes</a>
03/17/2020	<b>Stage 2B:</b> Interviews at CSC offices, if needed, are conducted with Proposer(s) selected through Stage 2A review process; 9:00 AM-3:00 PM
3/19/2020	Recommendation(s) submitted to the Council for approval
03/23/2020	Notification by email to Proposers selected/not selected for further contract discussions and list the selected Proposer for further contract discussions posted on CSC website: <a href="http://www.cscpbcc.org/Proposal-outcomes">www.cscpbcc.org/Proposal-outcomes</a>
03/23/2020-04/03/2020	<b>Stage 3:</b> CSC negotiates contract with Proposer selected through Stage 2B interview process
04/03/2020	Notice of Intent to award contract posted on CSC website: <a href="http://www.cscpbcc.org/Proposal-outcomes">www.cscpbcc.org/Proposal-outcomes</a>
05/01/2020	Contract Period Begins

*CSC reserves the right to adjust the timetable and any adjustments will be made available on the CSC website.*

## SECTION 2: INTRODUCTION

### 2.1 WHAT WE ARE SEEKING

The Children’s Services Council of Palm Beach County (“CSC” or “Council”) is seeking Proposals from entities qualified to perform financial/compliance audits of independent special districts of the State of Florida. Said audit shall be conducted in accordance with generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants (AICPA), the AICPA industry audit guide, Audits of State and Local Governmental Units, and generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB). CSC is seeking an engagement with the selected firm for five (5) consecutive years commencing with the audit of the fiscal year ending September 30, 2020, and concluding with the audit of the fiscal year ending September 30, 2024. The Council has a five-year mandatory rotation policy regarding the engagement of an auditing firm. The auditing firm may not reapply at the end of its five-year engagement but may reapply for later RPFs.

Said audit shall be a financial/compliance type audit and comply in every respect with the provisions and requirements of Sections 11.45 and 218.39, Florida Statutes; any accompanying regulation, and Chapter 10.550 of the Rules of the Auditor General for the State of Florida, which constitutes an integral part of this Request for Proposal.

Healthy Start Coalition of Palm Beach County, Inc.

In addition to the audit of the CSC, the Proposer will be engaged to audit the Healthy Start Coalition of Palm Beach County, Inc. (HSC) d/b/a Healthy Beginnings Coalition of Palm Beach County, a separate not-for-profit 501(c)(3) for whom CSC is the programmatic, operating, and fiscal agent. The annual audit will be conducted in accordance with generally accepted standards promulgated by the American Institute of Certified Public Accountants (AICPA), the AICPA industry audit guide, and generally accepted principles promulgated by Governmental Accounting Standards Board. The audit of HSC will be for a five (5) consecutive year engagement beginning with the audit of the fiscal year ending June 30, 2020, and concluding with the audit of the fiscal year ending June 30, 2024.

### 2.2 THE ENTITIES TO BE AUDITED

CSC, an independent special taxing district created by Palm Beach County voters in 1986 and reauthorized in 2014, provides leadership, funding, services, and research on behalf of the county’s children so they grow up healthy, safe and strong.

HSC is authorized under the authority of the Florida Department of Health to implement the provisions of Florida’s Healthy Start legislation within Palm Beach County. It is the intent of the Healthy Start legislation to establish a system of care guaranteeing that all women have access to prenatal care and that all infants have access to services that promote optimal growth and development.

The audits for CSC and HSC will be contracted separately, and each entity will be billed separately for the work performed on their individual audit. The engagement for HSC will also include the preparation of Form 990.

### 2.3 OVERVIEW OF CHILDREN’S SERVICES COUNCIL

The Council has four goals: Children are born healthy; children are safe from abuse and neglect; children are ready to enter kindergarten; and children have access to quality afterschool and summer programming. The Council strategically focuses its investments in programs and services that support the physical, social-emotional, and psychological development of children in order to reach our goals and reduce racial and ethnic disparities.

Supported by a blend of federal, state, and local funding, our programs, and systems are designed to achieve our goals by providing seamless, efficient, and accountable prevention and early intervention services to Palm Beach County’s children and families. These systems include:

- **Healthy Beginnings**, which provides comprehensive, integrated direct services to pregnant women, infants, and young children (ages 0 - 5 years).
- **Strong Minds and QIS**, which provides services to increase the quality of childcare and afterschool providers.
- **BRIDGES**, which is a neighborhood-based strategy to achieve CSC’s goals at a population level. BRIDGES address such issues as adult literacy, father involvement, maternal depression, teen pregnancy prevention, cyclical poverty, and child development.

The Council believes that by offering families the right approach – and combinations of programs and services – at the right time, in the right place, we will achieve our goals. By strengthening the system of care, which is built upon sound research and strong data, we can achieve our child outcomes.

For additional information regarding CSC, please visit [www.cscpb.org/openprop](http://www.cscpb.org/openprop).

## 2.4 OVERVIEW OF THE HEALTHY START COALITION

The goals of the Healthy Start Coalition are:

- To assure that the existing economic social and geographic barriers to maternal and child health, including prenatal and infant health care, in Palm Beach County are minimized, and that there is increasing access to prenatal and infant care.
- To promote and protect the health and wellbeing of pregnant women and their children in Palm Beach County through the provision and accessibility of programming to address risk factors that can lead to poor birth and developmental outcomes
- To establish a partnership between the private and public sector, state, and local government community alliances and maternal and child health care providers to provide coordinated community-based care pregnant women and infants.

HSC’s total operating budget for the fiscal year ending June 30, 2020, is approximately \$2.06 million, of which \$2.02 is combined with CSC funds for incorporation into contracts for programs and services that CSC has with funded agencies.

CSC is the programmatic, administrative, and fiscal agent for HSC. The functions of HSC are performed by CSC staff.

## 2.5 TERM OF CONTRACT

CSC is seeking an engagement with the firm for five (5) consecutive years commencing with the audit of the fiscal year ending September 30, 2020, and concluding with the CSC audit of the fiscal year ending September 30, 2024. The Council has a five-year mandatory rotation policy regarding the engagement of an auditing firm. The auditing firm may not reapply at the end of the five-year engagement but may apply for later RFPs.

# SECTION 3: AUDITING SERVICES REQUEST FOR PROPOSALS

## 3.1 BACKGROUND

The CSC is an independent agency authorized by Florida Statute in 1986 and created by local ordinance on November 4, 1986.

To implement its mandate, the Council is empowered by local referendum to assess an ad valorem tax up to one mill (\$1.00 per \$1,000 of non-exempt property valuation). The millage rate for the fiscal year ending September 30, 2020, is .6497. Ad valorem tax revenue is CSC’s principal source of revenue.

The Council is composed of ten members including:

- Five ex-officio members:

- Superintendent of Schools
- Southeast Regional Managing Director, Department of Children & Families
- Member, Palm Beach County Board of County Commissioners
- Member, School District of Palm Beach County
- Juvenile Court Judge
- Five members appointed by the Governor of Florida to four-year terms.

The CSC's Finance Committee (the "Committee") is typically comprised of three Council members and two members of the community. The Committee reports to the full Council. Thus, it is expected that in performing its duties, the independent certified public accounting firm will have interaction with the Committee, which will include, but not be limited to, reviewing the scope of services, discussing the results of the audit, discussing the findings presented in the management letter issued by the firm and the responses of CSC management thereto, and other matters as determined by the Committee. The presentation of the items mentioned above may be presented to the full Council if requested.

The Council's total operating budget for the fiscal year ending 2020 is \$136.3 million, of which \$114.3 million is contracted to not-for-profit, for-profit, and governmental entities for the provision of services to the children and families of Palm Beach county. Reimbursement for services provided is generally made monthly and supported by a line-item budget. Each contract budget is monitored fiscally by the CSC Budget Oversight Staff under the direction of the Chief Financial Officer. The CSC Audit/Compliance team, under the direction of the Audit/Compliance Director performs independent site visits. The contracts are monitored for budget compliance and provide for the disallowance of items improperly charged. A formal written report is issued detailing the findings of the visit.

CSC's current budget provides for 104 funded staff positions. All accounting/budget functions are performed in-house by the Accounting Department within the Finance Division. The accounting department includes the Chief Financial Officer (CFO), the Director of Accounting, a staff accountant, and two accounting support staff.

The Council uses Abila Accounting software to support its financial system. Past Comprehensive Annual Financial

Reports and budgets are available for review on the CSC website at [www.cscpb.org](http://www.cscpb.org). CSC work papers of the previous audits may be viewed by the successful Proposer.

CSC is precluded from issuing any bonds by statute.

Previous experience has demonstrated that the facilitation of both the CSC and the HSC audits are enhanced when the same firm that is engaged to perform the CSC audit is also engaged to do the HSC audit. The financial functions of the Coalition are staffed by the same individuals as those who perform the functions for CSC, and the HSC financial system utilizes Abila Accounting software. The Coalition reimburses CSC for specific costs associated with the delivery of four specific programs within the overall CSC system of care. The CSC contracts that are funded in part with funds received from HSC are monitored for expenditures and contract compliance by CSC's budget oversight and audit and compliance departments.

The Coalition's funding consists of funds from the Florida Department of Health ("DOH") and the Healthy Start MomCare Network, Inc. ("the Network"). The contract between DOH and the Coalition is a reimbursement contract that is comprised of funding from state general funds and federal block grant funds. The contract between the Network and HSC is a fee for service-based contract comprised of funding from Medicaid.

The HSC Board has a Treasurer who is the individual with whom the independent auditing firm interacts at the Board level. The Treasurer will likely report back to the full Board. Thus, it is expected that in performing its duties, the independent certified public accounting firm will have interaction with the Treasurer, and will include, but not

be limited to reviewing the scope of services, discussing the results of the audit, discussing the findings presented in the management letter issued by the firm and the responses of HSC management thereto, and other matters as determined by the Treasurer.

CSC's previous auditor, Caler, Donten, Levine, Cohen, Porter & Veil, has been auditing CSC's financial statements since the fiscal year ended September 30, 2015, and HSC's financial statements since the fiscal year ended June 30, 2015

### **3.2 SCOPE OF SERVICES/SCOPE OF WORK**

#### **A. Annual Examinations**

The annual examinations by the Proposer shall include, but not be limited to, the following:

1. Financial/Compliance Audits - The scope of work will include annual independent audits of CSC and HSC. The audits will be performed by a firm qualified to perform audits of independent special districts of the State of Florida and 501(c)(3), not-for-profits. The audits will be conducted pursuant to Sections 11.45 and 218.39, Florida Statutes. The audits shall be conducted in accordance with generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants (AICPA), the AICPA industry audit guide, and for CSC Audits of State and Local Governmental Units and generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB). If CSC should receive federal funding during the term of the contract, the Proposer will perform a Single Audit in accordance with generally accepted auditing standards.

Said audit shall be a financial/compliance type audit and comply in every respect with the provisions and requirements of Section 11.45 and 218.39, the Florida Statutes; any accompanying regulation, and Chapter 10.550 of the Rules of the Auditor General for the State of Florida, which constitutes an integral part of this Request for Proposals. The primary purpose of this audit is to express an opinion on the financial statements. The audit procedures used should be sufficient to enable the Proposer to express an opinion on the fairness with which the financial statements present the financial position of CSC and HSC and the results of its operations and the cash flows of its proprietary fund types, if applicable, in accordance with generally accepted accounting principles. In addition, such procedures should be adequate to determine whether the operations were properly conducted in accordance with legal and regulatory requirements, including Florida Statutes, Federal laws, and Council policies and procedures.

2. Review of Internal Controls – An evaluation is to be made of the system of internal controls, including the control environment, accounting systems, and specific control procedures, to assess the extent to which the controls can be relied upon to ensure accurate information, to ensure compliance with the law and regulations, and to provide for efficient and effective operations. In order to assess the control risk, the Proposer is to perform tests of controls and properly document its assessment. Reportable conditions shall be communicated in writing in accordance with generally accepted auditing standards.
3. Data Processing Review - The Proposer will perform a review of internal controls used in the computer environment to ensure (a) the proper development and implementation of applications, (b) the integrity of program and data files, (c) the completeness and accuracy of the accounting records, and (d) the integrity of computer operations.

#### **B. Term of Engagement**

1. The engagement will be with the firm for five (5) consecutive years commencing with the audit of the fiscal years ending in 2020 and concluding with the audit of the fiscal years ending 2024. Either party at any time may terminate this agreement upon 30 days prior written notice if the other party has materially breached any of the terms hereof and has failed to cure such breach within such 30 day period.

#### **C. Audit Requirements**

1. Audit Plan - Within one month of the execution of the professional services contract, a detailed plan will be provided covering interim and year-end audit procedures for CSC for the fiscal year

ending September 30, 2020, and for HSC for the fiscal year ended June 30, 2020. In each succeeding fiscal year for which audit services will be provided, a detailed plan will be provided prior to the end of the fiscal year.

2. Fieldwork - For the fiscal year ending September 30, 2020, for CSC and June 30, 2020, for HSC and thereafter, fieldwork should commence ensuring that the reporting deadlines outlined below can be met.
3. Reports - Proposer will prepare CSC's Comprehensive Annual Financial Report. Proposer will also prepare the HSC Audit Report and complete and file Form 990 for HSC. CSC Finance Department will provide information and will prepare schedules of statistical data.
4. Reporting Deadlines - The CSC audit report and related CAFR, in its final form and including the management letter, if applicable, shall be completed each year by the end-of-January or mid-February. The report will be presented to the Finance Committee Council at its February or March meeting for timely submission to GFOA.

The HSC audit report in its final form and including the management letter, if applicable, shall be completed each year by the end-of-December. The report will be presented to the HSC Board in mid-January each year.

5. Provide periodic reports to CSC assessing the impact of any significant regulatory (Accounting Standards) changes and accounting or reporting developments proposed by the Financial Accounting Standards Board/Governmental Accounting Standards Board or any other significant financial/accounting matters that may affect the organization.

D. Invoicing for Work

The Proposer shall prepare an estimate of the total hours required to complete the engagement. Progress will be determined by comparing the hours incurred to date to the estimated total hours for the engagement. Invoices will be presented as work is completed – not to exceed once per month. A listing of hours incurred will accompany the invoice in support of this calculation. The final payments will be paid upon resolution of any open issues or delivery of any remaining items.

E. Other

1. Primary Point of Contact – The Proposer shall identify a specific individual (manager level or above) as a primary point of contact and be responsible for the work product of the Proposer. The individual identified shall be available within 24 hours' notice by telephone to attend meetings, respond to telephone calls, and respond to specific inquiries.
2. Replacement of Personnel – All replacement personnel to be assigned to the project are subject to written approval by CSC. Replacement personnel must have credentials equivalent, at least, to the individuals whom they replace. Resumes of replacement personnel are to be submitted to CSC for review. CSC reserves the right to interview replacement personnel. The successful Proposer will be responsible for the briefing of replacement personnel as to the status of the audit work at no expense to CSC. CSC reserves the right to require a change in personnel on the audit.
3. Working Papers – In all cases, the Proposer will retain all working papers for a period of five (5) years and will provide CSC or its assignee access, free of charge, to any or all work papers for a period of five (5) years.
4. Legal Requirements – Proposer(s) doing business with CSC are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, gender, familial status, sexual orientation, gender identity or expression, religion, disability, age, or any other characteristic protected by law with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

5. Subcontracting - Successful Proposer shall not assign the responsibilities outlined in this RFP to another party or subcontract for any of the work described here within, without the prior written approval of CSC's Chief Executive Officer. No such approval by the CEO shall be deemed in any event or in any manner to provide for the incurrence of any obligation by the Council in addition to the total dollar amount stated in this Agreement. All such assignments or subcontracts shall be subject to the conditions of this Agreement and to any conditions of approval that the Council shall deem necessary.

### **3.3 MINIMUM ELIGIBILITY REQUIREMENTS**

In order to be considered for evaluation, Proposer:

- a. Shall be licensed to practice public accounting within the State of Florida;
- b. Shall be a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants; and
- c. Shall have performed continuous CPA services in the government sector for a minimum of five (5) years.

## **SECTION 4: RFP PROCESS**

All Proposals are to be signed by an official/individual who is legally authorized to bind the Proposer.

### **4.1 LIMITATIONS ON CONTACTING CSC STAFF MEMBERS AND COUNCIL MEMBERS**

This Request for Proposals is issued by the CSC. The contact person listed below is the sole point of contact for this RFP:

[bidsadmin@cscpb.org](mailto:bidsadmin@cscpb.org)

**All contact shall be by email only**

Proposers are prohibited from contacting CSC staff members, Council members, or HSC board members regarding this solicitation other than the person identified above. Any occurrence of a violation may result in the disqualification of the Proposer.

During the RFP period, Proposer(s) must not submit any forms of marketing or promotional materials that would raise the Proposer's profile or give the Proposer an advantage or benefit not enjoyed by other prospective Proposers.

### **4.2 PROPOSER DISQUALIFICATION**

Failure to have performed any contractual obligations with CSC in a manner satisfactory to CSC will be sufficient cause for disqualification. To be disqualified as a Proposer under this provision, the Proposer must have:

- Previously failed to satisfactorily perform in a contract with CSC, been notified by CSC of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of CSC; or
- Had a contract terminated by CSC, by any other county or state agency, or by any Children's Services Council for cause.

### **4.3 INQUIRIES**

All inquiries requesting clarification regarding this RFP must be made in writing and emailed to [bidsadmin@cscpb.org](mailto:bidsadmin@cscpb.org) by 02/07/2020. Copies of responses to all inquiries that require clarifications and/or addenda to the RFP will be made available no later than 5:00 PM, 02/11/2020, on CSC's website.

#### 4.4 ACCEPTANCE OF PROPOSALS

**IMPORTANT:** All completed responses must be received via the electronic online submission portal link, located on the CSC Website: [insert link to portal](#) no later than 2:00 PM on 02/20/2020. Any Proposals saved but not submitted will be considered ineligible.

**Please ensure you allow ample time for the transmission of files. CSC will not be responsible for Proposals received after the deadline. Proposals received after the deadline will not be considered.**

Acceptance by the online system does not verify that CSC has received a completed Proposal – that will be determined after opening all Proposals at the time set forth in Section 1: RFP Timetable.

No changes, modifications, or additions to the responses submitted will be accepted by or binding on CSC after the deadline for submissions has passed.

CSC reserves the right to reject any and all responses or to waive minor irregularities when doing so would be in the best interest of CSC. A *minor irregularity* is defined as a variation from the RFP terms and conditions that do not affect the price of the Proposal, or do not give the Proposer an advantage or benefit not enjoyed by other prospective Proposers, or do not adversely impact the interest of CSC.

#### 4.5 NOTICE OF SELECTED PROPOSER(S) FOR INTERVIEW(S)

CSC will post a list of selected Proposer(s) for interview(s), if necessary, on 03/10/2020 by 5:00 PM on the CSC website: [www.cscpb.org/Proposal-outcomes](http://www.cscpb.org/Proposal-outcomes).

#### 4.6 PROCEDURE FOR CONDUCTING INTERVIEW(S)

After completion of the scoring process based on the review criteria, CSC will determine which, if any, Proposers meet the minimum requirements deemed necessary by CSC for interviews. Assuming that such minimum requirements have been met, CSC may require face-to-face or phone/Skype interviews from one or more Proposers.

#### 4.7 NOTICE OF SELECTED PROPOSER FOR CONTRACT DISCUSSIONS

CSC will post the selected Proposer for contract discussions by 5:00 PM on 03/23/2020 on CSC’s website: [www.cscpb.org/Proposal-outcomes](http://www.cscpb.org/Proposal-outcomes).

#### 4.8 CONTRACT DISCUSSIONS

CSC will negotiate with the selected Proposer the conditions of award of the contract. The contract will be effective on 05/01/2020.

**THE CHILDREN’S SERVICES COUNCIL RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS OR INFORMALLY NEGOTIATE CERTAIN PROVISIONS OF THE FINAL AGREEMENT WITH A QUALIFIED PROPOSER.**

### SECTION 5: RFP RESPONSE

#### 5.1 INSTRUCTIONS FOR SUBMITTING RESPONSE TO RFP

All responses must be submitted through the electronic online submission portal link, located on the CSC Website: [insert link to portal](#) no later than 2:00 PM on 02/20/2020 per the deadline in the RFP.

- Submitting a Proposal for RFP 20-001 Auditing Services is a two-part process: 1) Create an Organizational Profile and (2) Complete and submit the RFP 20-001 Proposal form.



- Proposers must first successfully complete the online Organizational Profile located through the **electronic online submission portal link**, prior to accessing and completing the online Proposal.
- While there are character limits for each question, there is not a page limit for the Proposal.
- We recommend printing a copy of the blank Proposal to familiarize yourself with the questions. We also recommend typing your responses into a Word document, copying and pasting directly into the online Proposal.

All inquiries regarding clarification of RFP 20-001 must be directed to [bidsadmin@cscpbcc.org](mailto:bidsadmin@cscpbcc.org) by 02/07/2020. Technical Assistance with the online Proposal will be made available until 02/20/2020.

## 5.2 INCOMPLETE RESPONSES

Failure to respond to any item, including providing requested information, or failure to follow these instructions shall be considered submission of an incomplete response and may result in disqualification from further consideration.

## 5.3 RESPONSE FORMAT

**Please Note: *Proposals will only be accepted via the electronic online submission portal link, located on the CSC Website [insert link] No other delivery formats will be accepted, including email, USPS, FedEx, UPS, or Hand-Delivery.***

## 5.4 RESPONSE REVIEW AND SELECTION CRITERIA

Proposer selection will be based upon the following criteria:

Criteria	Total Points
Profile and Qualifications of the Firm	0-25
Approach to the Audit	0-25
Profile and Qualifications of Individuals Assigned	0-25
Cost of Services	0-25
<b>Total Possible Points</b>	<b>100</b>

## 5.5 COMPLIANCE WITH SECTION 287.133, FLORIDA STATUTES

In accordance with Section 287.133, Florida Statutes, persons and affiliates who have been placed on the convicted vendor list may not submit responses, contract with, or perform work (as a contractor, supplier, subcontractor or consultant) with CSC in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Any response received from a person, entity or affiliate who has been placed on the convicted vendor list shall be rejected by CSC as unresponsive and shall not be further evaluated.

## 5.6 INSURANCE REQUIREMENTS

The successful Proposer(s) shall comply with the following insurance requirements:

### Insurance Requirements

- Commercial General Liability, Required \$1,000,000 per occurrence.
- Workers' Compensation Insurance limits per applicable state statute. Required if Proposer has employees engaged in the performance of work under this Agreement.
- Professionals Liability/Errors and Omissions

\$1 million per occurrence or claim, \$1 million aggregate.

The Proposer shall furnish (i) a Certificate of Insurance, naming the Council as an additional insured with respect to the Commercial General Liability, and (ii) a certificate of Professionals Liability/Errors and Omissions of at least \$1,000,000 each, as stated above, both no later than ten (10) days after award and prior to execution of the Agreement.

### 5.7 SCRUTINIZED COMPANIES

Proposer certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.473, Florida Statutes, nor is Proposer engaged in a boycott of Israel (as defined in 215.4725, F.S.). If selected to execute an Agreement as a result of the RFP, Proposer agrees, pursuant to section 287.135, F.S., that the Council may immediately terminate this Agreement if the Proposer is found to have submitted a false certification or if Proposer is placed on the Scrutinized Companies that Boycott Israel List, or is found to be engaged in a boycott of Israel during the term of the Agreement.

### 5.8 FEE SCHEDULE

**PURPOSE:** The purpose and intent of this RFP are to secure a fixed and firm fee schedule and establish a term-contract for professional services.

CSC intends to award contract to the lowest, responsive, responsible, qualified Proposer in response to this RFP, taking into consideration experience, staffing, equipment, materials, references, and past performance. In the case of disputes in the award of contract, the decision by CSC shall be final and binding on both parties.

**PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:** If the Proposer is awarded a contract under this solicitation, the prices quoted by the Proposer shall remain fixed and firm during the term of the contract or build-in fee increases.

**WORK AUTHORIZATION:** No work shall commence without a fully executed agreement for both CSC and HSC.

**INVOICES AND PAYMENT:** Detailed reports will be required with submittal of invoices. Payment will be made within **45 days** of receipt of invoice.

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### FEE SCHEDULE

Proposer must fully complete the Cost of Audit Services for both CSC and HSC included in the RFP documents. Include all relevant fees associated with professional services (i.e., rate per hour, travel expenditures, etc.).

## SELECTION CRITERIA

The following questionnaire shall be completed through the electronic online submission portal. Proposer guarantees the truth and accuracy of all statements and answers.

### 1 Profile and Qualifications of the Firm

- 1.1 Year organized.
- 1.2 Licensed in the State of Florida, member of the American Institute of Certified Public accountants and the Florida Institute of Certified Public Accountants.
- 1.3 Provide year last quality control performed and submit a copy of its most recent peer review with a statement whether the review included an examination of specific government engagements.
- 1.4 Past government experience of firm.
- 1.5 Provide three (3) references from other Florida governmental clients or similar agencies for work similar to that contemplated by this RFP.
- 1.6 Longevity of Staff/Turnover Rate.
- 1.7 Location of the office staffing this engagement and number of partners, managers, supervisors, seniors and other professional staff employed at that location.
- 1.8 Describe the experience of the local office in assisting governments to successfully achieve and maintain the receipt of the Certificate of Excellence in Reporting from the GFOA.
- 1.9 Describe the experience of the local office in performing Single Audits.
- 1.10 Describe any disciplinary action taken against the proposer or any individual associated with the Proposer by the State of Florida Board of Accountancy within the last (3) years.
- 1.11 Briefly describe all lawsuits that are pending/filed against the local office (or office from which work is to be done) of the proposer over the last three years.

### 2 Approach to the Audit

- 2.1 Clearly describe the approach that the proposer will use in providing the auditing services.
- 2.2 Describe the procedures used by the proposer for ensuring and documenting the internal controls environment.
- 2.3 Describe the proposed approach to ensuring timelines so that all reports, as well as the Management Letter are issued on time.
- 2.4 Describe the procedure for how you request and collect data needed to perform the audit services specifically including any electronic data collection systems (client assistance software) you utilize. If you use a client assistance software, include the name of the software and how long you have been using.
- 2.5 Describe your methodology for developing an understanding of our computer systems and their direct and indirect impact on financial reporting, as well as the associated controls and risks. Explain your process for evaluating the design, security and integrity of the system as part of the overall audit, as well as the impact on the audit. Provide information about who will be doing this work, and their qualifications and experience. Explain how any findings and recommendations noted will be communicated to us.

### 3 Profile and Qualifications of Individuals Assigned

- 3.1 Provide names, formal education and continuing education relative to governmental accounting and auditing.
- 3.2 Experience in government or private business.
- 3.3 Experience in public accounting in general.
- 3.4 Experience in auditing governmental units, including the position held (i.e., partner, manager, supervisor, senior or other position in the engagement).
- 3.5 Identify the specific individual who would serve CSC as a primary point of contact.

### 4 Cost of Services

- 4.1 The proposer shall prepare a schedule of billing rates for the various levels of staff, together with an estimate of the number of hours it anticipates for completing the annual examination of the financial statements of **CSC**. Using these estimates the proposer shall provide a not-to-exceed amount for the proposed audit services. Any extraordinary charges shall be considered as costs associated with annual examinations for the purpose of proposal evaluation. Submit the schedule and proposed not-to-exceed amount on the *Cost of Audit Services form*, illustrated in Attachment 1 of the RFP; available for download at: [www.cscpsc.org/openprop](http://www.cscpsc.org/openprop)
- 4.2 The proposer shall prepare a schedule of billing rates for the various levels of staff, together with an estimate of the number of hours it anticipates for completing the annual examination of the financial statements of **HSC**. Using these estimates the proposer shall provide a not-to-exceed amount for the proposed audit services including the preparation of Form 990. Any extraordinary charges shall be considered as costs associated with annual examinations for the purpose of proposal evaluation. Submit the schedule and proposed not-to-exceed amount on the *Cost of Audit Services form*, illustrated in Attachment 1 of the RFP; available for download at: [www.cscpsc.org/openprop](http://www.cscpsc.org/openprop)

## REFERENCES

List three clients, current or past that can serve as a reference for similar work performed by the Proposer in the past five years. For each reference, please specify:

- a. Name of Client
- b. Name of Contact Person
- c. Client's Address
- d. Client's Telephone Number

Reference #1:

Reference #2:

Reference #3:

Proposed Audit Costs for (Name of Entity): \_\_\_\_\_

Cost of Audit Services for Children's Services Council of Palm Beach County

Staff Level	Hourly Billing Rate	Est. Number of Hours	Qualifications	Responsibilities
Junior				
Senior				
Manager				
Partner				
Other (explain)				
<b>Total</b>	NA		NA	NA

<u>Fiscal Year Ending</u>	<u>Est. Number of Hours</u>	<u>Not to Exceed Amount</u>
September 30, 2020		\$ -
September 30, 2021		\$ -
September 30, 2022		\$ -
September 30, 2023		\$ -
September 30, 2024		\$ -

Proposed Audit Costs for (Name of Entity): \_\_\_\_\_

Cost of Audit Services for Healthy Start Coalition of Palm Beach County, Inc (HSC)

Staff Level	Hourly Billing Rate	Est. Number of Hours	Qualifications	Responsibilities
Junior				
Senior				
Manager				
Partner				
Other (explain)				
<b>Total</b>	NA		NA	NA

<u>Fiscal Year Ending</u>	<u>Est. Number of Hours</u>	<u>Not to Exceed Amount</u>
September 30, 2020		\$ -
September 30, 2021		\$ -
September 30, 2022		\$ -
September 30, 2023		\$ -
September 30, 2024		\$ -

**Children’s Services Council of Palm Beach County**  
**AUDITING SERVICES RFP #20-001**

Proposer Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Proposed:
_____ Initial Score
_____ Rating Meeting Score
_____ Final Score

Criteria		Total Points	Point Value	Actual Score	Rater Notes
<b>Profile &amp; Qualifications of the Firm</b>		25			
1.1	Year Organized:		0		
1.2	Licensed in the State of Florida/member of AICPA and FICPA:		1		
1.3	Last year quality control/peer review performed, review of submittal:		2		
1.4	Past government experience of firm:		5		
1.5	Three (3) references:		3		
1.6	Longevity of Staff/turnover Rate:		2		
1.7	Location of office staffing this engagement and summary of staff by position:		3		
1.8	Past experience assisting governments to successfully achieve and maintain the receipt of the Certificate of Excellence in Reporting from the GFOA:		3		
1.9	Describe experience of the local office in performing single audits:		3		
1.10	Describe any disciplinary action taken against the proposer or any individual associated with the proposer by the State of Florida Board of Accountancy within the last 3 years:		2		
1.11	Briefly describe all lawsuits that are pending/filed against the local office (or the office from which work is to be done) of the Proposer over the last 3 years:		1		
<b>Total Actual Score for Profile and Qualifications of the Firm</b>					



Criteria		Total Points	Point Value	Actual Score	Rater Notes
<b>Approach to the Audit</b>		25			
2.1	Clearly describe the approach the proposer will use in providing the audit services:		3		
2.2	Describe the procedures used by the proposer for ensuring and documenting the internal controls environment:		6		
2.3	Describe the proposed approach to ensuring timeliness so that all reports, as well as the Management Letter are issued on time:		6		
2.4	Describe the procedure for how you request and collect data needed to perform the audit services, specifically including any electronic data collection systems (client assistance software) you utilize. If you use a client assistance software, include the name of the software and how long you have been using it:		5		
2.5	Describe your methodology for developing an understanding of our computer systems and their direct and indirect impact on financial reporting, as well as controls and risks. Explain your process for evaluating the design, security and integrity of the system as part of the overall audit, as well as the impact on the audit. Provide information about who will be doing this work, and their qualifications and experience. Explain how any findings and recommendations noted will be communicated to us:		5		
<b>Total Actual Score for Approach to the Audit</b>					

Criteria		Total Points	Point Value	Actual Score	Rater Notes
<b>Profile and Qualifications of Individuals Assigned</b>		25			
3.1	Provide names, formal education and continuing education relative to governmental accounting and auditing:		4		
3.2	Experience in government or private business:		4		
3.3	Experience in public accounting in general:		4		
3.4	Experience in auditing governmental units in general, including the position held (i.e., partner, manager, supervisor, senior or other position in the engagement):		10		
3.5	Identify the specific individual who would serve CSC as a primary point of contact:		3		
<b>Total Actual Score Profile and Qualifications of Individuals Assigned</b>					

Criteria		Total Points	Point Value	Actual Score
<b>Cost of Services</b>		25		
4.1	The proposer shall prepare a schedule of billing rates for the various levels of staff with an estimate of the number of hours it anticipates for completing the annual examination of the financial statements of <b>CSC</b> . Using these estimates the proposer shall provide a not-to-exceed amount for the proposed audit services. Any extraordinary charges shall be considered as costs associated with annual examinations for the purpose of the proposal evaluation.		20	
4.2	The proposer shall prepare a schedule of billing rates for the various levels of staff with an estimate of the number of hours it anticipates for completing the annual examination of the financial statements of <b>HSC</b> . Using these estimates the proposer shall provide an not-to-exceed amount for the proposed audit services. Any extraordinary charges shall be considered as costs associated with annual examinations for the purpose of the proposal evaluation.		5	
<b>Total Actual Score Cost of Services</b>				
<b>Total Points Possible</b>		<b>100</b>		
<b>Total Point Value</b>			<b>100</b>	
<b>Total Actual Points</b>				

**AGENDA ITEM:** 8

**TITLE:** Tentative Finance Committee Meeting Dates for 2020

**STAFF:** Debra Heim, Chief Financial Officer

**SUMMARY:**

Attached please find a tentative schedule of meeting dates for 2020. Council will review these dates at today's meeting and if changes are made, a new schedule will be distributed. Please note, these dates and/or times may change throughout the year and if so, notifications will be provided.

**RECOMMENDATION:**

No action required.

**Other**

**Notice of Council Meetings – 2020**

The Children’s Services Council of Palm Beach County holds public meetings the fourth Thursday of each month beginning at 4:30 pm with some exceptions as noted below:

Council Meeting 4:30 pm (or immediately following workshop where applicable)	Council Workshop 3:30 pm	Finance Committee Time varies – see below (where applicable)	Personnel Committee Time varies – see below (where applicable)
January 30, 2020		January 30, 2020 4:00 pm	January 30, 2020 3:00 pm
February 27, 2020		February 27, 2020 3:30 pm	
March 19, 2020		March 19, 2020 3:30 pm	
April 23, 2020	3:30 pm	April 23, 2020 2:45 pm	
May 28, 2020		May 28, 2020 3:45 pm	
June 25, 2020		June 25, 2020 3:45 pm	
<b>NO MEETING IN JULY</b>			
August 6, 2020	3:30 pm	August 6, 2020 3:45 pm	
September 2020 Specific Date TBD		TBD	
September 2020 Specific Date TBD		TBD	
October 22, 2020		October 22, 2020 4:00 pm	October 22, 2020 3:00 pm
<b>NO MEETING IN NOVEMBER</b>			
December 3, 2020		December 3, 2020 3:30 pm	

**All meetings are held at the Council’s offices – Ebbale Room, 2300 High Ridge Road, Boynton Beach**

If any person decides to appeal any decision of the Council at these meetings, that person will need a record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.