

**Florida SouthWestern State College District Board of Trustees  
Agenda Item Summary**

Meeting Date: 11/8/2022

1. **Title:** Direct-Support Organizations (DSO) Audit Review Checklist
2. **Action Requested/Purpose:** Approval of Florida Southwestern State College Foundation, Inc. Audit Review Checklist
3. **Fiscal Impact:**    ☐ Yes    ☐ No    ☒ N/A
4. **Funding Source:**                      Amount: \$
5. **Administration Recommendation:** The Administration recommends the Board of Trustees approval of the Florida SouthWestern State College Foundation, Inc. Audit Review Checklist.

**6. Agenda Item Type:**

- ☒ Action Item  
☐ Consent Agenda  
☐ Information Only  
☐ Board Requested Information/Report

**7. Requirement/Purpose (Include Citation)**

- ☒ Statute 1004.70  
☐ Administrative Code  
☐ Other

1. **Background Information:** Florida Statute 1004.70 requires the State Board of Education to review each state/community college approved Direct Support Organization's (DSO) audit review report.
2. **Based on the philosophy of the State Board of Education to work cooperatively with all entities and agencies involved with state/community colleges to resolve problems and issues in any area, the attached checklist is used by the Division of Florida Colleges for reviewing the DSO reports.**
3. **The Florida Southwestern State College Foundation, Inc. is in full compliance with the requirements and recommends approval.**

**Requested by:**

Sara B. Mayo  
Controller, Florida SouthWestern State College Foundation, Inc.

**Funding Verified by:**

Geraldine Gallagher  
Foundation Executive Director & VP Institutional Advancement

**Approved for Agenda by:**

[Signature]  
President

**DIRECT-SUPPORT ORGANIZATIONS (DSO) AUDIT REVIEW CHECK LIST**

**DSO NAME** Florida SouthWestern State College Foundation, Inc.

**FOR THE YEAR ENDING: 2021-2022**

**COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:**

1. In accordance with Section 1004.70(2), Florida Statutes (F.S.), did the chair of the board of trustees appoint a representative to the board of directors and the executive committee of each direct-support organization established under section 1004.70, Florida Statutes?

YES X NO \_\_\_\_\_

NAME OF APPOINTEE: Julia DePlooy

2. In accordance with section 1004.70(2), F.S., did the president or the president's designee serve on the board of directors and the executive committee of the college's direct-support organization?

YES X NO \_\_\_\_\_

NAME OF APPOINTEE Dr. Jeffery Allbritten

3. In accordance with section 1004.70(4)(c), F.S., did the board of trustees approve all transactions or agreements between one direct support organization and another direct support organization?

YES X NO \_\_\_\_\_ N/A \_\_\_\_\_

4. In accordance with section 1004.70(4)(e), F.S., did the board of trustees authorize all debt, including lease-purchase agreements, incurred by the direct-support organization? (Authorization for approval of short-term loans and lease-purchase agreements for a term of not more than five years, including renewals, extensions, and refundings, for goods, materials, equipment, and services may be delegated by the board of trustees to the board of directors of the direct-support organization. Trustees shall evaluate proposals for debt according to guidelines issued by the Division of Florida Colleges. Revenues of the Florida College System institution may not be pledged to debt issued by direct-support organizations.)

YES X NO \_\_\_\_\_ N/A \_\_\_\_\_

5. In accordance with section 1004.70(5), F.S., did this direct-support organization submit to the board of trustees a copy of its Internal Revenue Service (IRS) Application for Recognition of Exemption form (Form 1023) and its IRS Return of Organization Exempt from Income Tax form (Form 990)?

YES X NO \_\_\_\_\_

6. Did the board of trustees review the following issues and accept the annual audit?
- A. College support of direct-support organization's operating expenses.
  - B. Annual change in the direct-support organization's net assets.
  - C. Direct-support organization's ability to cover indebtedness (both current and projected).
  - D. Direct-support organization's internal controls.
  - E. Direct-support organization's compliance with Florida Statute.

YES X NO \_\_\_\_

7. If the direct-support organization expended \$750,000 or more in federal awards during the fiscal year, was an independent federal single audit performed as required pursuant to the *Single Audit Act Amendments of 1996 (Section 7502 (a)(1)(A))*; *OMB Circular A-133 (Part 3, Section M)*; the *Florida Single Audit Act (F.S. 215.97 (2)(a))*; or other applicable federal and state law?

YES \_\_\_\_ NO \_\_\_\_ N/A X

8. Did the board of trustees approve for the addition or cancellation of a direct-support organization and notify the Florida College System Budget Office and Division?

YES \_\_\_\_ NO \_\_\_\_ N/A X

\_\_\_\_\_  
Florida SouthWestern State College

COLLEGE NAME

\_\_\_\_\_  
PRESIDENT (SIGNATURE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
CHAIRMAN, BOARD OF TRUSTEES (SIGNATURE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(Print Name)

Please attach this checklist to the audit and return to:

Director, The Florida College System Budget Office  
Florida Department of Education  
325 West Gaines Street, Suite #1224  
Tallahassee, FL 32399-0400  
[Collegereporting@fldoe.org](mailto:Collegereporting@fldoe.org)