

The Department of Health  
**Pinellas County License Board**  
Statement of Work  
**Annual Financial Audit**

**Section 1: Purpose**

This statement of work (SOW) is for the Annual Financial Audit for the Pinellas County License Board (PCLB).

**Section 2: Term**

The term of this SOW shall begin on July 1, 2021, or on the date which the order is issued, whichever is later. It shall end June 30, 2022. The audit report must be completed and ready to present at the first scheduled Board meeting that occurs the first quarter (January-March) of 2022, to ensure all deadlines regarding audit reporting are met. The State of Florida's performance and obligation to pay under this purchase order and any subsequent renewal is contingent upon annual appropriation by the Legislature and satisfactory performance of the Contractor.

**Section 3: Contractor Responsibilities**

The Pinellas County License Board is required to undergo an audit every year as an Independent Special District. We are also required to have an audit conducted each year when we sign our Department of Children and Families (DCF) funding agreement. We will need the finance audit conducted for the fiscal year of October 1, 2020 through September 30, 2021. The audit has to be completed within nine months of the end of the fiscal year for Special Districts. Both funders, Department of Children and Families (DCF) & Juvenile Welfare Board (JWB), require that we submit our audit to them within 180 days of the end of the fiscal year or within 30 days of our receipt of the audit report, whichever occurs first. A meeting is scheduled for the Board of Directors during the first quarter (January – March) each year and the auditors are expected to attend that meeting, either in-person or virtually, to give a verbal presentation and provide hard copies of the reports for distribution. The PCLB is a Special District, but all of the financial dealings are conducted by the Department of Health.

The Contractor must provide, at a minimum, the audit requirements as described in Attachment III.

**Section 4: Method of Payment**

A purchase order will be issued to the Contractor.

The Contractor shall submit an invoice that provides a detailed accounting of the deliverable(s) performed during the invoice period for which payment is being requested.

The Contractor is responsible for the performance of all tasks and deliverables contained in this SOW.

**Section 7: Controlling Terms and Conditions**

The Department's Purchase Order, DOH terms and conditions, and SOW are the sole terms of this PO.