

**WORKNET PINELLAS, INC  
401(K) PLAN**

**FINANCIAL STATEMENTS  
AND REQUIRED SUPPLEMENTAL SCHEDULE**

**For the Year Ended December 31, 2019**

**WORKNET PINELLAS, INC.  
401(K) PLAN**

For the Year Ended December 31, 2019

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**Powell & Jones**  
Certified Public Accountants

Richard C. Powell, Jr., CPA  
Marian Jones Powell, CPA

1359 S.W. Main Blvd.  
Lake City, Florida 32025  
386 / 755-4200  
Fax: 386 / 719-5504  
admin@powellandjonescpa.com

## **INDEPENDENT AUDITOR'S REPORT**

To the Administrative Committee of  
the WorkNet Pinellas, Inc. 401(K) Plan

### **Report on the Financial Statements**

We were engaged to audit the accompanying financial statements of the WorkNet Pinellas, Inc. 401(K) Plan, which comprise the statement of net assets available for benefits as of December 31, 2019 and December 31, 2018, and the related statement of changes in net assets available for benefits for the year ended December 31, 2019 and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

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

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

### **Basis for Disclaimer of Opinion**

As permitted by 29 CFR 2520, 103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the Plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 4, which was certified by Reliance Trust Company, the trustee of the Plan, except for comparing the information with the related information included in the financial statements. We have been informed by the Plan administrator that the trustee holds the Plan's investment assets and executes investment transactions. The Plan administrator has obtained a certification from the trustee as of and for the years ended December 31, 2019 and 2018, that the information provided to the Plan administrator by the trustee is complete and accurate.

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**Disclaimer of Opinion**

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

**Other Matters-Report on Supplemental Schedule**

The supplemental schedule of assets held at December 31, 2019, is required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 and is presented for the purpose of additional analysis and is not a required part of the financial statements. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we do not express an opinion on the supplemental schedule referred to above.

**Report on Form and Content in Compliance With DOL Rules and Regulations**

The form and content of the information included in the financial statements and supplemental schedules, other than that derived from the information certified by the trustee, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.



**POWELL & JONES**  
Certified Public Accountants  
October 12, 2020

**WORKNET PINELLAS, INC.  
401(K) PLAN**

**STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS**

December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
Investments at fair value:		
Mutual funds	\$ 2,283,280	\$ 2,105,653
Common/collective funds	1,032,121	950,615
Total investments at fair value	<u>3,315,401</u>	<u>3,056,268</u>
Receivables:		
Accrued interest receivable	3,968	-
Employee 401(k) deferral contributions	-	14,383
Employer nonelective contributions	-	19,734
Notes receivable from participants	148,274	178,442
Total receivables	<u>152,242</u>	<u>212,559</u>
<b>NET ASSETS AVAILABLE FOR BENEFITS</b>	<u><u>\$ 3,467,643</u></u>	<u><u>\$ 3,268,827</u></u>

See notes to financial statements.

**WORKNET PINELLAS, INC.  
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**STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS**

For the Year Ended December 31, 2019

**ADDITIONS TO NET ASSETS**

Investment Income:

Interest and dividend income	\$ 153,004
Net increase in fair value of investments	443,916
Total investment income	<u>596,920</u>

Contributions:

Employee 401(k) deferral contributions	159,329
Employee rollover	234,014
Employer nonelective contributions	186,468
Other contributions	10,589
Total contributions	<u>590,400</u>

**TOTAL ADDITIONS TO NET ASSETS** 1,187,320

**DEDUCTIONS FROM NET ASSETS**

Distributions	981,907
Other expenses	6,597

**TOTAL DEDUCTIONS FROM NET ASSETS** 988,504

**NET INCREASE** 198,816

**NET ASSETS AVAILABLE FOR BENEFITS, BEGINNING OF YEAR** 3,268,827

**NET ASSETS AVAILABLE FOR BENEFITS, END OF YEAR** \$ 3,467,643

See notes to financial statements.

**WORKNET PINELLAS, INC.  
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**NOTES TO FINANCIAL STATEMENTS**

For the Year Ended December 31, 2019

**NOTE 1. DESCRIPTION OF PLAN**

The following description of the WorkNet Pinellas, Inc. 401(K) Plan (the Plan) provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

**General** - The Plan was commenced and made effective July 1, 2004. The plan has been amended throughout the years to comply with tax legislation, most recently amended effective January 1, 2016. The Plan is a defined contribution plan as described in Section 401 of the Internal Revenue Code (the Code) covering all employees. It is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA), as amended.

**Plan Administration** - WorkNet Pinellas, Inc. (the Organization) has overall responsibility for administering the Plan. The Plan's trustee is responsible for the management and control of the Plan's assets. The Plan's trustee is Reliance Trust Company. The Plan's administrative agent is ADP Retirement Services.

**Eligibility** - Employees of the organization are eligible to participate in the deferral, employer nonelective and matching components of the Plan after completing the first day of the sixth month of employment.

**Contributions** -

**Participant Pre-Tax Contributions.** Participants may contribute from 1% to 80% of pretax annual compensation, but in no event can the dollar amount be more than \$19,000 for 2019. Elective salary deferral contributions, pursuant to Code § 401(K), are in the form of periodic payroll withholding. Participants who have attained age 50 before Plan year end are able to make catch-up contributions of up to \$6,000. Employees may also make after-tax contributions to the Plan.

**Employer Nonelective Contributions.** The Organization may make nonelective contributions in a discretionary amount as determined by the Organization, and such contributions are not contingent on current or retained earnings. At present, the Organization contributes 5% of the eligible employees' salaries on a bi-weekly basis.

**Employer Matching Contributions.** The Organization may elect to make contributions in the form of a Matching Contribution, in relation to the participants' elective salary deferral contributions, subject to the limitations of the "401(m) Test" of Code § 401(m)(2). If elected, the Organization matches 100% of the first 5% of eligible employee's salary each pay period. The Organization did not elect to make matching contributions for the year ended December 31, 2019.

**Employee Rollovers.** Participants may contribute amounts representing distributions from other qualified defined benefit or defined contribution plans (rollover). Participants direct the investment of contributions into various investment options offered by the Plan, subject to IRS limitations.

**Participant Accounts** - Individual accounts are maintained for each of the Plan's participants. Each participant's account is credited with the participant's contribution and an allocation of (a) the Organization's contribution, and (b) Plan earnings. Allocations are based on participant earnings or account balances, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

**WORKNET PINELLAS, INC.**  
**401(K) PLAN**

**NOTES TO FINANCIAL STATEMENTS**

For the Year Ended December 31, 2019

**Vesting** - Participants are immediately vested in their voluntary contributions plus actual earnings thereon. Vesting in the Organization contributions portion of their accounts plus earnings thereon is based on continuous service. A participant is vested in and entitled to his/her entire account balance at the completion of one year of service (from date of hire) with the employee. A participant is vested in employer contributions as follows:

<u>Vested Service</u>	<u>Vesting percentage</u>
Less than 1 year	0%
At least 1 but less than 2 years	100%
At least 2 but less than 3 years	100%
At least 3 but less than 4 years	100%
At least 4 but less than 5 years	100%
Five or more years	100%

**Payment of Benefits** - Payment of benefits after termination of employment is determined by the participant's account balance. If the vested account balance does not exceed \$5,000, the Plan will distribute the nonforfeitable portion in a lump-sum payment as soon as practicable following the date of termination. If the vested account balance exceeds \$5,000, the Plan permits distribution as of any date following termination of employment with the employer at the election of the participant.

On termination of service due to death, disability or retirement, a participant may elect to receive an amount equal to the value of the participant's vested interest in his or her account in a lump-sum amount.

**Forfeitures** - The non-vested portion of the Employer Contribution Account of a participant who has terminated employment is forfeited as of the date on which he has a five-year Period of Severance or Break-in-Service. Forfeitures may be used to reduce employer contributions or pay Plan expenses. During 2019, employer contributions were reduced by \$11,050 from forfeited non-vested accounts.

**Investment Options** - Participants may direct contributions, including employer contributions, into various mutual fund investment options. Participants may change their investment elections periodically. If not otherwise elected by Participants, there is a default investment option for the employer contributions.

**Method of Allocation** - The employer contribution is allocated to the participants account, using the pro-rata compensation allocation methodology.

**Participant Loans** - Participant loans are permitted by the Plan in accordance with its terms. Participants may borrow from their fund accounts a minimum of \$500 up to a maximum equal to the lesser of \$50,000 or 50% of their account balance. The notes are secured by the balance in the participant's account and bear interest at rates which are commensurate with local prevailing rates as determined by the Plan administrator. Principal and interest is paid ratably through biweekly payroll deductions. Participants are allowed a maximum of three outstanding loans at any point in time.

Loans to participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Interest income is recorded on the accrual basis. Related fees are charged directly to the borrowing participant's account and are included in administrative expenses when incurred. As of December 31, 2019, and 2018, no allowance for credit losses has been recorded. If a participant does not make loan repayments and the plan administrator considers the participant loan to be in



**WORKNET PINELLAS, INC.  
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**NOTES TO FINANCIAL STATEMENTS**

For the Year Ended December 31, 2019

default; the loan balance is reduced, and the delinquent participant loan is recorded as a benefit payment based on the terms of the Plan document.

**Normal Retirement Age** - Normal Retirement Age is defined as the date the participant attains age 65.

**Early Retirement Age** - There are no provisions for Early Retirement.

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting** - The financial statements of the Plan are presented on the accrual basis of accounting.

**Estimates** - The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America ("GAAP") requires the plan administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

**Investment Valuation** - Investments of the Plan are stated at fair value. Securities traded in public markets are valued at their quoted market prices. Purchases and sales of securities are reflected on a trade date basis. The difference between cost and market value from one period to the next along with gains (losses) on sale of investments is recognized as net appreciation or depreciation in fair value of investments in the accompanying statement of changes in net assets available for benefits.

Investment securities, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility risks. Due to the level of risk associated with certain investment securities, it is reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the statements of net assets available for benefits.

**Payment of Benefits** - Benefits are recorded when paid.

**Administrative Expenses** - The Organization pays certain administrative expenses of the Plan and does not expect the Plan to reimburse it for these expenses.

**NOTE 3. INFORMATION CERTIFIED BY TRUSTEE (UNAUDITED)**

The Plan administrator has elected the method of annual reporting compliance permitted by 29 CFR 2520.103-8 of the Department of Labor Rules and Regulations for Reporting and Disclosure under ERISA. Accordingly, the Plan's trustee, Reliance Trust Company, has certified that the data included in the accompanying financial statements and supplemental schedule is complete and accurate as follows:

- Investments in the statement of net assets available for benefits as of December 31, 2019 and December 31, 2018, and in Note 4 below.
- Interest, dividends, and net appreciation or depreciation in face value of investments in the statement of changes in net assets available for benefits for the year ended December 31, 2019.

**WORKNET PINELLAS, INC.  
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**NOTES TO FINANCIAL STATEMENTS**

For the Year Ended December 31, 2019

**NOTE 4. FAIR VALUE OF INVESTMENTS**

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). The three levels of the fair value hierarchy are described as follows:

*Level 1* - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

*Level 2* - Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly, such as:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

*Level 3*: Inputs to the valuation methodology are unobservable and significant to the fair market value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the valuation methodologies used at December 31, 2019 and 2018.

*Mutual Funds* - Valued at the daily closing price as reported by the fund. Mutual funds held by the Plan are open-end mutual funds that are registered with the Securities and Exchange Commission. These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by the Plan are deemed to be actively traded.

*Collective Trust Fund*: Valued at the NAV of units of the bank collective trust. NAV is a readily determinable fair value and is the basis for current transactions. Participant transactions (purchases and sales) may occur daily. If the Plan initiates a full redemption of the collective trust, the issuer reserves the right to temporarily delay withdrawal from the trust in order to ensure that securities liquidations will be carried out in an orderly business manner.

The following tables set forth by level, within the fair value hierarchy, the Plan's assets at fair value as of December 31:

**WORKNET PINELLAS, INC.  
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**NOTES TO FINANCIAL STATEMENTS**

For the Year Ended December 31, 2019

	2019			
	Level 1	Level 2	Level 3	Total
Assets:				
Mutual funds	\$ 2,283,280	\$ -	\$ -	\$ 2,283,280
Common Collective Funds	-	1,032,121	-	1,032,121
Total investments at fair value	\$ 2,283,280	\$ 1,032,121	\$ -	\$ 3,315,401
	2018			
	Level 1	Level 2	Level 3	Total
Assets:				
Mutual funds	\$ 2,105,653	\$ -	\$ -	\$ 2,105,653
Common Collective Funds	-	950,615	-	950,615
Total investments at fair value	\$ 2,105,653	\$ 950,615	\$ -	\$ 3,056,268

Gains and losses included in changes in net assets available for benefits for the years ended December 31, 2019 and 2018 are reported in net appreciation in fair value of investments.

The Plan's policy is to recognize transfers between Levels 1 and 2 and into and out of Level 3 as of the date of the event or change in circumstances that caused the transfer. For the year ended December 31, 2019, there were no significant transfers between Levels 1 and 2 and no transfers into or out of Level 3.

**NOTE 5. TAX STATUS**

The Plan is placing reliance on an opinion letter dated July 8, 2014 received from the IRS on the prototype plan indicating that the Plan is qualified under Section 401 of the IRC and is therefore not subject to tax under current income tax law. The prototype plan has been amended since receiving the opinion letter. However, the Plan administrator believes that the Plan is designed, and is currently being operated, in compliance with the applicable requirements of the IRC and, therefore, believes that the Plan is qualified, and the related trust is tax-exempt.

Accounting principles generally accepted in the United States of America require Plan management to evaluate tax positions taken by the Plan and recognize a tax liability (or asset) if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the IRS. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The Plan administrator believes it is no longer subject to income tax examinations for years prior to 2014.

**NOTE 6. PLAN TERMINATION**

Although it has not expressed any intent to do so, the Organization has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA.

**NOTE 7. RECONCILIATION OF FINANCIAL STATEMENTS TO FORM 5500**

The following is a reconciliation of net assets available for benefits per the financial statements to Form 5500, "Annual Return/Report of Employee Benefit Plan":

	<u>2019</u>	<u>2018</u>
Net assets available for benefits per financial statements	\$ 3,467,643	\$ 3,268,827
Less current year employer contributions receivable	-	(19,734)
Less current year employee contributions receivable	-	(14,383)
Accrued revenues	(3,968)	-
Less deemed distributions	(11,747)	(6,896)
Net assets available for benefits per Form 5500	<u>\$ 3,451,928</u>	<u>\$ 3,227,814</u>

The following is a reconciliation of benefits paid to participants per the financial statements to Form 5500, "Annual Return/Report of Employee Benefit Plan":

Net increase per financial statements	\$ 198,816
Plus prior year employer contribution receivable	19,734
Less current year interest receivable	(3,968)
Plus prior year employee contribution receivable	14,383
Less current year deemed distributions	(11,747)
Plus prior year deemed distributions	6,896
Net increase per Form 5500	<u>\$ 224,114</u>

#### **NOTE 8. PARTY-IN-INTEREST TRANSACTIONS**

The Plan investments are managed by Reliance Trust Company. Reliance Trust Company is the trustee as defined by the Plan and, therefore, the investment transactions qualify as party-in-interest transactions.

#### **NOTE 9. REPORTABLE TRANSACTIONS**

The Plan had no transactions or series of transactions in excess of 5% of the current value of Plan assets during the year.

#### **NOTE 10. RISKS AND UNCERTAINTIES**

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statement of net assets available for benefits.

#### **NOTE 11. DECREASE IN NET ASSETS**

Prior to September 1, 2018, the Organization served as the employer of record for the employees of Tampa Bay Workforce Alliance (TBWA), a similar non-profit organization, through a shared services agreement. As such, the TBWA employees participated in the Plan. Effective August 31, 2018, the shared services agreement ceased and all TBWA employees were terminated by the Organization. A large number of the TBWA employees with vested funds withdrew their balances from the Plan in accordance with Terms of the Plan. The amount of these withdrawals was approximately \$2,379,000 for the year ended December 31, 2018.

#### **NOTE 12. SUBSEQUENT EVENTS**

In preparing these financial statements, management of the Organization has evaluated events and transactions for potential recognition or disclosure through October 12, 2020, the date the financial statements were available to be issued.

**REQUIRED SUPPLEMENTAL SCHEDULE**

**WORKNET PINELLAS, INC. 401(k) PLAN**  
**SCHEDULE H LINE 4i – SCHEDULE OF ASSETS HELD AT END OF YEAR**  
**Year Ended December 31, 2019**

EIN: 73-1678180

PN: 001

(b)	(c)	(d)	(e)
Identity of Issuer, Borrower, Lessor, or Similar Party	Description of Investment	Cost**	Current Value
	<u>Mutual Funds</u>		
Alger	Capital Appreciation Institutional Fund I		\$ 109,064
American Century	Income & Growth A		190,526
American Century	One Choice 2035 A		204,336
American Century	One Choice 2045 A		147,459
American Century	Once Choice 2050 A		117,524
American Century	One Choice 2025 A		39,618
American Century	One Choice Retirement A		46,781
American Century	One Choice 2040 A		76,535
American Century	One Choice 2030 A		48,536
American Century	One Choice 2020 A		107,168
American Century	One Choice 2055 A		87,231
Deutsche	Real Estate SEC A		14,261
Franklin	Small Cap Growth A		55,371
Franklin	Utilities Fund A		21,365
George Putnam	Balanced M		77,194
Invesco	Opportunity Developing Markets		22,195
Invesco	Opportunity International Growth A		6,414
Invesco	Opportunity Global A		105,604
MFS	International New discovery		3,109
Nuveen	Mid-Cap Growth Opportunities A		188,205
PIMCO	Real Return A		19,968
PIMCO	Income Fund A		55,928
Pioneer	Bond Fund A		26,082
Prudential	High Yield A		3,897
T. Rowe Price	Mid-Cap Value		258,938
Thornburg	Investment Income Builder R4		30,664
Victory Integrity	Integrity Small Cap Value		219,307
	Total mutual funds		<u>\$ 2,283,280</u>

(continued)

**WORKNET PINELLAS, INC. 401(K) PLAN**  
**SCHEDULE H LINE 4i – SCHEDULE OF ASSETS HELD AT END OF YEAR**  
**Year Ended December 31, 2019**

EIN: 73-1678180  
 PN: 001

Identity of Issuer, Borrower, Lessor, or	Description of Investment	Cost**	Current Value
	<u>Common/Collective Funds</u>		
SSgA	Cash Series US Govt L		
SSgA	S&P 500 Index IX		193,255
Invesco	Stable Asset		647,975
SSgA	International Index Securities Lending Series VII		61,616
SSgA	Russell Small Cap Index VIII		51,154
SSgA	Active US Large Cap Blend Non-Lending Series J		58,586
SSgA	Moderate Strategic Balanced Securities Lending Series VII		961
SSgA	S&P Mid Cap Index NL J		2,939
SSgA	Aggressive Strategic Balanced Securities Lending Series VII		15,635
	Total Common/Collective Funds		<u>1,032,121</u>
	Participant Loans Rates from 5.25 to 7.00%		<u>136,527</u>
	Total assets held at year end		<u><u>\$ 3,451,928</u></u>

*\*Indicates Party-in-interest*

*\*\*Cost omitted for participant-directed accounts*

**See notes to financial statements.**