



**City of Lake Wales**

**Independent Accountant's Report  
On Applying Agreed-Upon Procedures**

**For the Period July 25, 2023 to June 30, 2024**

**INDEPENDENT ACCOUNTANT’S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

Honorable Mayor, Members of the City Commission, and City Management  
City of Lake Wales, Florida

We have performed the procedures enumerated below on the reporting requirements and measurable deliverables as indicated in Operational Agreement with Florida Development Corp, Inc. (collectively referred to as the “Subject Matter”) for the period July 25, 2023 to June 30, 2024. City of Lake Wales’ management is responsible for its compliance with the Subject Matter.

The City of Lake Wales has agreed to and acknowledged the procedures performed are appropriate to meet the intended purpose of the reporting requirements and measurable deliverables in Operational Agreement with Florida Development Corp, Inc. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures applied and the related findings are as follows:

Agreed-Upon Procedures Performed		Findings
Item 1	<p>Obtain records of the building located at 225 Lincoln Avenue, Lake Wales, Florida.</p> <p>a) Verify the building was purchased by Florida Development Corp, Inc.</p> <p>b) Verify there is designated office space for staff.</p> <p>c) Verify there is designated space to hold trainings and seminars.</p>	<p>Obtained records of the building located at 225 Lincoln Avenue, Lake Wales, Florida.</p> <p>a) Verified Florida Development Corp, Inc. owns the property at 225 Lincoln Avenue, Lake Wales, FL 33853 by observing the Polk County property records website, without exception.</p> <p>b) Verified there is designated office space for staff by observing appropriate square footage and zoning through Polk County property records website, without exception.</p> <p>c) Verified there is approximately 3,500 square feet at the location in Item 1a above by observing the Polk County property records website, without exception.</p>

Agreed-Upon Procedures Performed		Findings
Item 2	<p>Obtain records of Lunch and Learn networking sessions held during the period July 25, 2023 through June 30, 2024.</p> <p>a) Verify four Lunch and Learn networking sessions were held during the period July 25, 2023 through June 30, 2024 and hosted by BizLINK by examining check in or sign-up sheets.</p> <p>b) Select a sample of 50% of participants in attendance to verify attendance.</p>	<p>Obtained records of Lunch and Learn networking sessions held during the period July 25, 2023 through June 30, 2024.</p> <p>a) Obtained sign-up sheets for the Lunch and Learn networking sessions held during the period July 25, 2023 through June 30, 2024 and that were hosted by BizLINK and verified there were eleven sessions held, without exception.</p> <p>b) Selected a sample of fourteen (representing 52%) in attendance from the sign-up sheets obtained for the Lunch and Learn sessions in 2.a above and confirmed attendance with participants, without exception.</p>
Item 3	<p>Obtain records of Business Training Seminars held during the period July 25, 2023 through June 30, 2024.</p> <p>a) Verify ten Business Training Seminars were held during the period July 25, 2023 through June 30, 2024 and hosted by BizLINK by examining check in or sign-up sheets.</p> <p>b) Select a sample of 50% of participants in attendance to verify attendance.</p>	<p>Obtained records of Business Training Seminars held during the period July 25, 2023 through June 30, 2024.</p> <p>a) Obtained sign-up sheets for Business Training Seminars held during the period July 25, 2023 through June 30, 2024 and hosted by BizLINK and verified there were twelve sessions held, without exception.</p> <p>b) Selected a sample of twenty-three (representing 62%) in attendance from the sign-up sheets obtained for the Business Training Seminars in 3.a above and confirmed attendance with participants, without exception.</p>

Agreed-Upon Procedures Performed		Findings
Item 4	<p>Obtain records of technical assistance hours provided by BizLINK to third party businesses during the period July 25, 2023 through June 30, 2024.</p> <p>a) Verify 2,000 technical assistance hours were provided by BizLINK during the period July 25, 2023 through June 30, 2024 by obtaining a detail of technical assistance hours recorded.</p> <p>b) Select and test a sample of 20% of recorded hours.</p>	<p>Obtained records of technical assistance hours provided by BizLINK to third party businesses during the period of July 25, 2023 through June 30, 2024.</p> <p>a) Obtained a list of technical assistance hours completed during the period of July 25, 2023 through June 30, 2024 and recalculated the total number of hours from the technical assistance logs, without exception.</p> <p>4,998 hours of technical assistance hours were recorded.</p> <p>b) Selected a sample of 1,047 technical assistance hours (representing 21%) from 4.a and inspected sign-in sheets. Verified hours provided, detailing assistance, and signatures obtained from attendees, without exception.</p>
Item 5	<p>Obtain records of mentor connections made by BizLINK during the period July 25, 2023 through June 30, 2024.</p> <p>a) Verify five mentor connections were made by examining communications or documentation between BizLINK and third party business leaders.</p>	<p>Obtained records of mentor connections made by BizLINK during the period July 25, 2023 through June 30, 2024.</p> <p>a) Examined applications submitted by business owners to form mentorship connections with BizLINK during the period July 25, 2023 through June 30, 2024, without exception.</p>

Agreed-Upon Procedures Performed		Findings
Item 6	<p>Obtain quarterly reports provided to City of Lake Wales during the period July 25, 2023 through June 30, 2024.</p> <p>a) Verify reports were provided to City of Lake Wales timely pursuant to #1(vii) and #3 in Operational Agreement.</p> <p>b) Verify progress noted on quarterly reports follows the deliverables listed on Operational Agreement during the period July 25, 2023 through June 30, 2024.</p>	<p>Obtained quarterly reports provided to City of Lake Wales during the period July 25, 2023 through June 30, 2024.</p> <p>a) Obtained quarterly reports provided to City of Lake Wales timely pursuant to #1(vii) and #3 in Operational Agreement and examined email submission of the quarterly report to City personnel, with the following exception.</p> <p>Two reports were submitted after the due date of the respective quarter.</p> <p>b) Verified progress noted in submitted quarterly reports followed the deliverables listed on Operational Agreement during the period July 25, 2023 through June 30, 2024 by comparing deliverables listed on progress report to items examined, without exception.</p>

We were engaged by City of Lake Wales to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Subject Matter. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of City of Lake Wales and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures agreement.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Carr, Riggs & Ingram, L.L.C.*

Orlando, Florida  
August 26, 2024