

AUDITOR SELECTION COMMITTEE MINUTES

JUNE 6, 2018

Sharon Densen opened the meeting at 7:00 PM.

Committee members in attendance were Bella Baxter, Lee Korniluk, and new member Gwen Norris.

Sharon Denson, BOT Chairman described the function and requirements of an Auditor Selection Committee. She furnished examples of 'Spring Lake Improvement District' documents supplied by the Florida Association of Special Districts.

Nominations for a chairperson was opened. Gwen Norris moved to nominate Belle for Chairman. Lee Korniluk seconded the motion.

Belle presided over the business of the meeting.

Belle stated we need to establish a timeline and to publish the ad and RFP. The advertisement will be posted in the Bradenton Herald with reference to Belle for obtaining the RFP and any of the bidder's questions.

Posting date of Ad: June 11, 2018

Bids due July 17, 2018 by 3:30 pm

Opening the bids in public at Board of Trustee Work Shop Session Meeting on July 17, 2018.

Next Auditor Section Committee Meeting on July 23, 2018 to begin review of the bids.

The contract date is established to coordinate with our fiscal year ending September 30th. We would like to get them for October but we are starting the process late in the year.

The ad (invitation) will be placed in the Bradenton Herald and maybe the Sarasota Herald or Tampa Bay Times. Invitations to bid should be sent to our current auditor and reputable firms we hear about or have used.

The District Office will be used to mail and all correspondence needs to be sent to Belle's attention.

Traditionally 30 days are provided for bid submittals, therefore the ad will be placed in the paper on June 11, 2018, Monday. Sharon will help create the ad from the 'Spring Lake' example and give it to the Office for posting on Friday, June 8, 2018.

Spring Lake's Example was reviewed for our changes:

Page 2, Belle stated that there are no changes to the Service Requirement that refers to conforming to Florida Law and Qualifications. We decided to use the example 'Spring Lake' qualifications section.

Page 5, 8), We will use bold the print on **special districts**.

Page 6, 9) g. We use bold print for the entire 'g' paragraph. **Approach to be taken in determining laws and regulations that will be subject to audit work.**

Page 6, 11), We will show the length of contract at 'one year'. There was discussions of adding one year extensions.

Page 6 #12 Emphasize **'Insurance – Each response should contain a statement regarding the amount of insurance and errors and omissions (i.e. professional) insurance.'**

Page 7, Annual Financial Report Is from the Auditor. It is done after the close of September 30th every year. An audit is only once a year. It will be submitted to the state.

Page 8, 1., Response review is done by the Committee.

Page 8, (B) ii, We will bold print and underline. **'Special district audit experience.'**

Page 9, Paper retention is three years as a public record.

Page 4, 2 c), Add report will be completed by January 15, 2019.

Page 3, 4) Change the required number of copies. One bound signed and sealed, and one copy for review, and a PDF copy. The state will get a PDF copy. When a request comes in the document can be sent as paper (with a charge), or disc, or PDF (emailed).

Page 7 Required Reports a) – Include two Manuals: Uniform Accounting System Manual and FICPA (Compliance Auditing in Florida).

Auditor's visit to office. List of things ready then take a thumb drive.

Our office uses QuickBooks. The bidders can ask us questions through Belle. Responses to legitimate questions go to all bidders.

Work Session is next week for short discussion on any issues.

If needed we can set up interviews with bidders.

Page 8 Add '(D) Interview may be required. Be prepared.'

A motion was made by Gwen Norris to adjourn. It was seconded by Lee Korniluk. The meeting was closed at 8:10 pm.

Approved by _____ Date _____