

Bayshore Gardens Park & Recreation District Auditor Selection Committee Meeting Minutes Wednesday; December 03, 2025, at 7:00 P.M.

The meeting was called to order by Skip Wilhoit at 7:00. Skip Wilhoit, Sharon Denson, Marlene Durgin (via phone), and Gwen Norris (Secretary) were in attendance.

We discussed the need to oversee controls, risk management. As noted in FS 218.391 - The committee may serve other "audit oversight purposes," at the discretion of the governing body.

We need to ensure the Auditor gets the information they say they need (bank records, etc.). The Committee can oversee internal controls for risk assessment.

We would like to attend the 'exit interview'. The 'exit interview' is at the end of the annual review report. The Auditor's letter to management should be distributed. Review FS 218.391.

For oversight Skip needs to be copied on any communications with the Auditors. Communications with Auditors is through a portal. Can Gia forward communications to Skip? Include requests from the Auditor, and information shared with Auditor for Gia.

We need the explanation of budget discrepancies.

Skip said this Committee should meet quarterly.

Discussion on budget - The Board cannot spend what is not allocated in the budget. (i.e. no spending from wrong item line, etc.)

The Auditor Selection Committee should follow policy and duties. (Reference FS 218.391 (d) - states that the committee may serve other audit oversight purposes as determined by the entity's governing body). Skip will recommend duties for the Committee to perform throughout the Auditor's contract. The committee to use the tracking tools to monitor Audit findings.

The Committee hopes to help ensure proper budget procedure: monitoring money (funds), Resolutions, etc. At the next meeting we hope to review the periodic payment invoice. The invoices are scheduled to be submitted by Auditor monthly. The contract was signed by the Trustees on October 29, 2025, later by the Auditor firm; Grau & Associates.

We agreed on the following Proposed Roles and Responsibilities for Audit Oversight Committee.

- **Review of Audit Results** - After the CPA delivers the annual audit report, the committee should review the findings, management letter, and any recommendations. They should assess any material weaknesses, internal-control deficiencies, or risks. Then present a summary (and any recommended board action) to the full board.
- **Follow-up on Audit Recommendations** - Track remedial actions - ensure management or the board acts on audit findings (fix internal-control weaknesses, update policies, correct misstatements). Could maintain a "findings-log" with status updates until fully resolved.
- **Periodic Risk Assessment & Internal Control Review** - The committee can oversee periodic internal-control reviews (segregation of duties, fraud prevention, procurement compliance), even in years when a full financial audit isn't required or when the same firm is re-hired.
- **Oversight of Compliance with Statutory & Reporting Requirements** - Ensure the district meets all statutory requirements beyond the audit - annual financial reporting under 218.39; timely filings; transparency; public-records obligations; financial disclosures; proper documentation of contracts; timely distribution of audit reports, etc.

- **Oversight of Contracted Audit Firm Performance and Independence** - Evaluation of whether the auditor met its obligations, complied with government auditing standards, maintained independence, delivered timely reports, and provided sufficient detail (especially on fees & scope) per contract. This helps ensure the audit remains credible over time.
- **Policy & Procedure Oversight** - Recommend, review, or propose financial policies.

Sharon moved to accept the Meeting Minutes of October 22, 2025. Skip seconded the motion. The motion passed.

The Committee will have a meeting in a couple of months.

We adjourned at 8:48 pm.

Recording Secretary: Gwen Norris

Approved by: Committee

Date: February 04, 2026