

**Bayshore Gardens Park & Recreation District
Auditor Selection Committee Meeting Minutes
Wednesday; March 29, 2023 @ 10:00AM**

Sharon Densen, Chairman, opened the meeting at 10:08 AM. Four were in attendance; Committee members Sharon Denson, Marie Young, Marlene Durgin, and Gwen Norris.

Sharon asked for approval of the March 22, 2023, Minutes. An error was found (the dates May 22 and May 29 should be March 22 and March 29). Marie moved to accept the Minutes with the corrections. Marlene seconded the motion. Vote on the motion passed.

Sharon introduced 'sign-In sheet' for the bid submittals that will be given to Gia to be filled out as bid submittals come in.

The RFP to be sent/mailed to possible bidders after the 'Invitation' is posted in the paper.

Sharon shared the proposed 'Invitation' that will be posted in the paper. There was discussion.

May 11, the day after the Trustees open the bids (at their Work session), we will interview submitters. Interview times will be set by the office when the submittal is brought to the office.

Review of the draft '**Request for Proposals- Audit Services**' was reviewed and discussed.

Sharon has inserted the FS 189 throughout the document indicating that we will zero in on an audit that is correct for this Special District.

Page 1: General Information

2) All response to this RFP must be delivered to the above address no later than **3:00 p.m.** on May 10, 2023... (corrected time)

Page 2: Service Requirements

3) We struck out the bracketed portion at the end of this clause.

Page 3: Service Requirements

Remove entire 'c)' and adjust numbering/lettering - now there is no 'd)'.

Page 3: Qualification of the Auditor RFP shall include:

b. Estimated start date and **timeline** of process. We discussed the requirement that we will submit the Audit to the State by April.

Page 5: Information to be included in the Proposal

6) c. and d. removed, and the numbers/letters adjusted.

8.) added 'Special District' to the needed list of work in the past 5 years.

Page 5: Proposers will be required to provide the following information on their audit approach:

Remove d. and adjust numbers/letters. We do not want to dictate which software they use g. 'Approach to be taken in determining laws and regulations that will be subject to audit work'... was added by Sharon.

Page 6: Required Reports

Sharon had added FS 189.016 to both 1) and 2).

Spacing and indentation will be corrected between 2) and 3). Now 3. Management letter

Page 6: Required Reports

B Support (indent and correct lettering/numbering a) Becomes 1., b) becomes 2. Etc., etc. on to the added f) which is now 6. (6 is added to define that they will select three monthly reports to audit for accuracy and compliance with FS 189.016)

Page 7: adjust numbering /lettering to consistent format. (Throughout the document.)

Discussion in general:

Sharon suggests we look at FICPA (Florida Institute of Certified Public Accountants) online for some of the requirements. Sharon will review and format of the outline to be consistent throughout. We need to require they submit one original and three copies (for our review).

We have a short time to interview. We need uniform questions for the interview, uniform questions on their accounting system. We will submit the Auditors Report in April 2024.

Next meeting, April 5, we will review all the RFP changes, and if good, submit to the office. We will not know how many proposals there will be. Also, we need to go over the questions to ask in the interviews. We will also set the scoring process. Interviews will be Thursday, May 11, 2023.

Need to get the 'Proposal openings' on the May 10th Trustees Work session Agenda.

We do not need BOT permission on the choices (first, second, third), we decide from our scores.

We are still collecting contact information on firms interested in submitting a proposal.

Marlene moved to adjourn. Marie seconded the motion. We adjourned at 11:12 AM.

Recording Secretary: Gwen Norris

Approved by: Committee

Date: April 5, 2023