

City of Fort Lauderdale
Audit Advisory Board Meeting

Tuesday, January 10, 2012 - 5:00 P.M.
8th Floor, City Commission Conference Room

A G E N D A

1. Call to Order
 - Roll Call
2. Review of Meeting Minutes for Approval
 - September 15, 2011
3. Amendment to Ordinance C-03-46 (City Commission approved October 4, 2011)
 - Audit Advisory Board's membership term to coincide with the City's fiscal year and extending the existing membership terms to September 30, 2012
4. Updated Annual Audit Process Map and Task (Narrative) Descriptions
 - Douglas Wood, Finance Director
5. Discussion of the RFP Evaluation Process and Timeline
 - Kirk Buffington, Deputy Finance Director
6. Review of Management Letter Comments (2011 Audit)
 - Ernst & Young LLP
7. Status of Corrective Actions (2010 Audit)
Prior Year:
 - Financial – Gloria LeClaire, Controller/Douglas R. Wood, Director of Finance
 - Non-Financial – Amy Knowles, Assistant to the City Manager/ Department Directors
8. Other Business
9. Next Meeting Date
10. Adjournment

PLEASE NOTE THAT AS MEMBERS OF THE AUDIT ADVISORY BOARD, TWO-WAY COMMUNICATION BETWEEN MEMBERS IS PROHIBITED BY SUNSHINE LAW. DO NOT REPLY TO ANY BOARD OR COMMITTEE MEMBER. DISCUSSION SHOULD TAKE PLACE AT THE SCHEDULED BOARD MEETING.

PURPOSE: To advise the city commission regarding appointment, compensation and retention of the independent auditor selected by the City to prepare or issue an audit report or perform other audits or attesting services for the city and to oversee such services; evaluate annually the independent auditor's qualifications, performance and independence taking into consideration the opinion of city management and the internal audit director; review the draft annual audited financial statements, including management's discussion and analysis of financial condition and results of operations and discuss with management and the independent auditor prior to the filing of the comprehensive annual financial report; review the independent auditor's annual management letter recommendations on internal control and accounting procedures and make recommendations to the city manager and city commission regarding appropriate response and resources to address audit findings; review the reports of the internal audit director with responses from management and annual and interim planned work activities and advise city commission regarding adequacy of staffing and other resources to accomplish the overall scope and plans for internal audits; review City's compliance with legal and regulatory requirements related to revenues, expenditures, assets, liabilities and any other financial matters; review City's major financial risk, exposures and steps taken to monitor and control such exposures.

Note: Two or more City Commissioners and/or Advisory Board may be present at this meeting. If any person decides to appeal any decision made with respect to any matter considered at this public meeting or hearing, he/she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. If you desire auxiliary services to assist in viewing or hearing the meetings, or reading meeting agendas and minutes, please contact the City Clerk's Office at 954-828-5002 at least two days prior to the meeting, and arrangements will be made to provide those services for you.

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from city officials regarding City business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.