



CITY OF FORT LAUDERDALE  
**AUDIT ADVISORY BOARD MEETING**

**Thursday, February 1, 2018 - 5:00 PM**  
100 N. Andrews Avenue, Fort Lauderdale, FL 33301  
7<sup>th</sup> Floor Conference Room

## A G E N D A

### Audit Advisory Board Meeting

1. Call to Order
  - o Roll Call
2. Review of Meeting Minutes for Approval
  - o October 12, 2017
3. Floor Open for Public Input
4. Quarterly Audit Compliance Report – December 2017
5. City Auditor Work Plan for F/Y 2018
  - o John Herbst, City Auditor
6. Audit Status Report
  - o Crowe Horwath
7. Draft Basic Financial Statements
  - o Laura Garcia, Controller
8. ERP Update
9. Action to appoint a representative to the Revenue Estimating Conference
10. Special CAFR Meeting March 1, 2018 – Reschedule due to room conflict
11. Other Business
12. Communication to the City Commission
13. Adjournment

#### CHAIR

Martin J. Kurtz, CPA  
Financial Consultant  
(954) 914-9788  
Email: mkurtzcpa@outlook.com  
Term expires 9/30/2016

#### MEMBERS

D. Keith Cobb  
(954) 523-7332  
Email: kcobb@cobbcorner.com  
Term expires 9/30/2018

Thomas Bradley  
(954) 649-9513  
Email: tombradley509@gmail.com  
Term expires 9/30/2019

Paul Czerwonka  
(954) 552-2830  
Email: paul.czerwonka@yahoo.com  
Term expires 9/30/2019

#### EX-OFFICIO

Lee R. Feldman, ICMA - CM  
City Manager  
City of Fort Lauderdale, FL  
(954) 828-5959  
Email: LFeldman@fortlauderdale.gov

Kirk W. Buffington, CPFIM, CPPO, C.P.M., MBA  
Director of Finance  
City of Fort Lauderdale, FL  
(954) 828-5164  
Email: KBuffington@fortlauderdale.gov

Linda Logan-Short, CGFO, CPM  
CFO / Deputy Director of Finance  
City of Fort Lauderdale, FL  
(954) 828-5267  
Email: LLogan-short@fortlauderdale.gov

#### LIAISON

Linda Picciolo  
Administrative Assistant I  
City of Fort Lauderdale, FL  
(954) 828-5167  
Email: LPicciolo@fortlauderdale.gov

**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 members 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.

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.