

Leon County Research and Development Authority
Audit Committee Meeting
Collins Building
2051 E. Paul Dirac Drive
Tallahassee, Florida

November 4, 2019
11:00 a.m.

Agenda

1. Call to Order
2. Agenda Modifications
3. Public Comment
4. Approval of the Audit Committee Meeting Minutes:
 - a. February 28, 2019 (*Attachment A*)
5. Review of Audit Committee Charter (*Attachment B*)

Review of audit committee role and responsibilities.
6. Audit Planning Discussion

Discussion of prior audit problems, the audit schedule, any changes in operations and procedures, special audit risks, potential issues identified by accounting staff and management, and or any other pre-audit concerns by the Audit Committee or the auditor.
7. Preliminary Audit Schedule
 - a. Begin field work: November 11, 2019
 - b. Receipt of GASB 68 information, Mid-January, 2020
 - c. Preliminary draft report to Executive Director & Audit Committee Chair: Early February, 2020
 - d. Final Draft Report for Audit Committee Packet: Week of February 24, 2020
 - e. Audit Committee Meeting: Week of March 2, 2020
 - f. Executive Committee Meeting: Week of March 9, 2020
 - g. Board of Governors Review and Approval: April 3, 2020
8. New Business
9. Adjourn

Leon County Research and Development Authority
Audit Committee Meeting
Knight Administrative Centre
1736 West Paul Dirac Drive
Tallahassee, Florida 32310

February 28, 2019
2:00pm

DRAFT MINUTES

Members in Attendance: Paul Dean (Chair), Shawnta Friday-Stroud, Eric Holmes, Kimberly Moore.

Members Not in Attendance: April Salter.

Guests: Kristy Bennett, Anna Carr (NAI Talcro); Allison Harrell (Thomas Howell Ferguson, CPA), Ron Miller, Peggy Bielby (LCRDA staff).

1. Call to Order

Chair Paul Dean called the meeting to order at 2:02pm.

2. Agenda Modifications

None.

3. Public Comment

None.

4. Approval of the Audit Committee Meeting Minutes:

Kimberly Moore offered a motion to approve the October 28, 2018 meeting minutes. Eric Holmes seconded the motion, which passed unanimously.

Shawnta Friday Stroud joined the meeting at 2:04pm.

5. Audit Presentation and Discussion

Allison Harrell reviewed the Draft Financial Statements and Draft Report to Those Charged with Governance. She reported that the auditors encountered no difficulties or restrictions in conducting the audit. There were no disagreements between the Authority's management and the independent auditors in the preparation of the financial statements. There were no significant changes or weaknesses in financial reporting practices of the Authority's internal control systems. The auditors had no recommendations for improvements in the financial policies, procedures, or practices of the Authority.

6. Audited Financial Statements for Fiscal Year 2017-2018

Allison Harrell presented the auditor's report and offered an unmodified opinion, which is the highest level of assurance that can be given on a set of audited financial statements. She reviewed the Statements of Net Positions; Statements of Revenues, Expenses, and Changes of Net Position; Statements of Cash Flows; and the Notes to the Financial Statements and other Required Supplementary Information.

Kimberly Moore offered a motion to recommend that the Board approve the Draft Audited Financial Statements for fiscal year 2017-2018. Eric Holmes seconded the motion, which passed unanimously.

7. New Business

None.

8. Adjourn

The meeting adjourned at 2:22pm

Next Audit Committee Meeting:

TBD

LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY AUDIT COMMITTEE CHARTER

A. PURPOSE:

The primary purpose of the Audit Committee is to assist the Leon County Research and Development Authority (LCRDA) Board of Governors and management in fulfilling its financial and fiduciary responsibilities. In fulfilling that purpose, the Audit Committee shall oversee the processes that the LCRDA establishes in maintaining effective control systems for accounting and financial reporting.

Therefore, the Audit Committee shall:

Oversee the processes used to:

- i) assess the Authority's internal control environment, and
- ii) to identify, evaluate, and mitigate the associated risks;

Monitor the financial reporting process; and

Oversee the external audit and internal review processes.

B. COMMITTEE MEMBERSHIP:

The Audit Committee shall be comprised of not less than three members of the Board of Governors, appointed by the Chairman of the Board of Governors. The Chairman of the Board shall appoint a member to serve as Chair of the Audit Committee.

C. COMMITTEE RESPONSIBILITIES:

To fulfill its responsibilities, the Audit Committee shall:

General Responsibilities:

- Provide avenues of communication among the Board of Governors, the Executive Director, and the independent auditors.
- Review the Audit Charter at least annually, and make recommendations for modifications, if any, to the Board of Governors.
- Review the report of the independent auditors, including any recommendations for improvements in the Authority's financial management or practices.

Internal Control Systems:

- Review the adequacy and effectiveness of internal controls over the financial accounting and reporting systems.
- Receive reports from management, and the independent auditors regarding the adequacy of the Authority's financial accounting and reporting policies, procedures, and practices.
- Oversee the investigation and disposition of any suspected cases of fraud or irregularity. Ensure that appropriate actions are taken to strengthen the Authority's administrative or financial practices, where necessary.

Financial Reporting Processes:

- Review the Authority's annual financial statements.

Independent Auditors:

- Recommend to the Board of Governors the selection of the independent auditors.
- Review the performance of the independent auditors, including the adequacy of the audit scope and audit plan.
- Continually evaluate the independence of the independent auditors.
- Periodically meet with management and the independent auditors to discuss:
 - Difficulties or restrictions encountered in conducting the audit;
 - Disagreements between management and the independent auditors in the preparation of the financial statements;
 - Significant changes in financial reporting practices or the Authority's internal control systems; and
 - Recommendations for improvements in the financial policies, procedures, and practices of the Authority.

D. COMMITTEE MEETINGS:

The Audit Committee shall meet at least twice annually, but more frequently if circumstances warrant. A majority of members of the Committee constitute a quorum for meeting purposes. To foster open and effective communication, the Audit Committee shall meet at least annually with management and the independent auditors.

The meeting shall operate in accordance with Robert's Rules of Order. Minutes of Audit Committee meetings shall be prepared, distributed to the Board of Governors and management and be made available and retained in accordance with the public records laws in the state of Florida.

The Audit Committee Charter is effective as of October 1, 2010.

Amended by the Audit Committee on November 5, 2012, and approved by the Board on November 19, 2012.