

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

October 29, 2018  
4:30pm

**MINUTES**

**Members in Attendance:** Dustin Daniels (Chair), Paul Dean, Kimberly Moore.

**Members Not in Attendance:** Shawnta Friday-Stroud, Eric Holmes, 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 Dustin Daniels called the meeting to order at 4.37pm.

**2. Agenda Modifications**

None.

**3. Public Comment**

None.

**4. Approval of the Audit Committee Meeting Minutes:**

*Kimberly Moore offered a motion to approve the February 27, 2018 meeting minutes. Paul Dean seconded the motion, which passed unanimously.*

**5. Review of Audit Committee Charter**

As required by the Audit Committee Charter, the Committee reviewed the Audit Committee Charter.

**6. Audit Planning Discussion**

The committee discussed prior audits, the audit schedule, any changes in operations and procedures, special audit risks, potential issues identified by accounting staff and management, and all other pre-audit concerns by the Audit Committee or the auditor. Allison Harrell noted the timing for completion of the audit continues to be dependent on receipt of FRS GASB 68 information from the State. No significant changes in operations and procedures, special audit risks, pre-audit concerns or other potential issues were identified by accounting staff, management, the Audit Committee, or auditors. Chair Daniels raised concerns about ensuring requirements related to the potential future receipt of a Federal EDA grant are met. Allison Harrell indicated she would provide management with a document which provides guidance on the subject.

**7. Preliminary Audit Schedule**

- a. Begin field work: November 12, 2018
- b. Receipt of GASB 68 information, Mid-January 2019
- c. Preliminary draft report to Executive Director: Early February 2019
- d. Final Draft Report for Audit Committee Packet: Week of February 25, 2019
- e. Audit Committee Meeting: Week of March 4, 2019
- f. Executive Committee Meeting: Week of March 11, 2018
- g. Board of Governors Review and Approval: April 4, 2019

**7. New Business**

None.

**8. Adjourn**

The meeting adjourned at 4:51pm.

**Next Audit Committee Meeting:**

TBD