

**Leon County Research and Development Authority**  
**Audit Committee Meeting**  
Collins Building  
2051 East Paul Dirac Drive  
Tallahassee, Florida 32310

November 15, 2021  
11:00am

**Minutes**

**Members in Attendance In-Person:** Kristin Dozier (Chair), Keith Bowers, Brian Dasher, Shawnta Friday-Stroud, Eric Holmes.

**Members in Attendance Virtually:** Ray Bye, Dave Ramsay (Non-voting).

**Guests:** Allison Harrell, Thomas Howell Ferguson, CPA; Kristy Wicker, NAI Talcor.

**1. Call to Order**

Kristin Dozier called the meeting to order at 11:04am.

**2. Introduction of Guests**

All present introduced themselves.

**3. Approval of Participation by Electronic Means**

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

*Eric Holmes offered a motion to approve participation by electronic means. Keith Bowers seconded the motion which passed unanimously with Ray Bye and Dave Ramsay not voting.*

**4. Agenda Modifications**

None.

**5. Public Comment**

None.

**6. Approval of the February 23, 2021, Audit Committee meeting minutes**

*Keith Bowers offered a motion to approve the February 23, 2021 meeting minutes. Eric Holmes seconded the motion which passed unanimously.*

**7. Review of Audit Committee Charter**

Ron Miller reviewed audit committee role and responsibilities as required by the Bylaws.

*Dave Ramsay offered a motion to approve the charter as it stands with no changes needed. Keith Bowers seconded the motion which passed unanimously.*

**8. Audit Planning Discussion**

Ron Miller noted there have not been any problems with prior years' audits, and reviewed the changes in operations and procedures, including the revised procedures in for payments via the Automated Clearing House network using Hancock Whitney Bank Treasury Manger. (Audit Planning Discussion summary attached). Pre-audit concerns include the new need for grant accounting, and the impact of GASB 68 and 87. Allison Harrell describe the basics of a Single Audit that will be required in the future as result of the grants the Authority is receiving.

*Dave Ramsay offered a motion to affirm the review as discussed. Keith Bowers seconded the motion which passed unanimously.*

**9. Audit Schedule**

Allison Harrell and Ron Miller reviewed the schedule.

*Eric Holmes offered a motion to approve the schedule as presented. Shawnta Friday-Stroud seconded the motion which passed unanimously.*

**10. New Business**

None.

**11. Adjourn**

The meeting was adjourned at 11:30am.

**Next Meeting:**

March 9, 2022

Time TBA

Leon County R&D Authority  
Audit Committee Meeting  
November 15, 2021

Audit Planning Discussion

1. Changes in operations and procedures
  - a. Revised procedures in August for payments via ACH using HWB Treasury Manger
    - i. Bylaws
    - ii. Internal Control and Operating Procedures
    - iii. Investment Procedures and Internal Controls
  - b. Other policy changes-No significant audit risk:
    - i. Personnel Policy-Teleworking
    - ii. FMLA Policy
  - c. Grant Accounting-More significant
    - i. EDA Grant & Matching Contributions
      1. Also-Additional Bank Account-NFIL Construction Account
    - ii. Danfoss MOU
    - iii. Other reimbursement grants: Knight, OEV, FAMU
2. Other Pre-Audit Concerns
  - a. GASB 87—Lessor Revenue Recognition
    - i. Records long-term lease receivable at the PV of future lease payments at inception, and a corresponding Deferred Inflow of Resources
    - ii. Income recognized as lease revenue and an interest component for each payment
    - iii. Interest rate assumption using the IRS “Applicable Federal Rate” at the inception of the lease since there is not an interest rate implicit in the lease and we don’t have an incremental borrowing rate.
    - iv. We are still working through the calculation on our 6 long-term leases.
    - v. YARDI can do calculation, but we are having issues with the system and are working with their tech support to figure it out.
    - vi. Expect to have completed in the next couple of weeks.
  - b. GASB 68-Pension Accounting
    - i. Still need to wait until mid-January before State publishes the needed information.