

MEMORANDUM

TO: Honorable Mayor & City Council Members

FROM: Debbie Renner, City Clerk *dr*

DATE: September 23, 2009

SUBJECT: Selection of Auditor

Consistent with your direction on August 25th, an RFP for auditing services was issued on August 26th. Notice of the RFP was placed on the City website and published in the Orlando Sentinel and the Daytona Beach News Journal. Deadline for receipt of the RFP's is Friday, September 18, 2009 at 4:00 p.m.

(Please note that there was a correction to the RFP on Page 10 of 19 Item IV Audit Plan. A revised page 10 is attached.)

The timeline in the auditor selection process calls for you to short list the proposals received and select those firms you would like to interview in a face-to-face interview on October 6th at a special meeting called for that purpose.

At the September 23rd regular Council Meeting, I am requesting the following actions:

- 1) Decide how many firms you wish to interview (Recommendation 3-5)
- 2.) Make selection of firms to be interviewed
- 3.) Call Special Meeting for 10/6/09 at 6:30 p.m. to interview firms on the short list and to decide which firm you wish to retain to conduct the City's audit.

Please note, your agenda packet for the 9/23 meeting will be prepared prior to the deadline for receipt of the RFP's (deadline is Friday, 9/18 at 4:00 p.m.). Copies of the proposals will be delivered to you (or you can pick them up in the Clerk's office) on Friday afternoon before 5:00 so that you can study them before the regular Council meeting on Tuesday, 9/23.

E. Finance Department Staff

The Finance department consists of the Finance Director, a Financial Services Supervisor, Financial Specialist (2.5), and Customer Service Specialist (Utilities) 3

IV. TIME REQUIREMENTS

A. Audit Plan

An audit plan should be submitted with the response to the RFP. Each following year, this plan will need to be submitted prior to the beginning of the interim audit procedures. It is required that the CAFR be published by March 31st of each year. The auditing firm selected must be able to meet the following schedule which indicates approximate completion dates (dates may be adjusted for first year):

By November 30	Interim work complete
By December 30	The City will have adjustments made, books closed and trial balance prepared
By March 1	The firm's field work and review of CAFR will be completed
By Wednesday before the 2nd Meeting in February	Delivery to City Clerk of all required reports
2 nd meeting in February	Presentation of CAFR to City Council by the auditing firm

B. Conferences

1. Entrance Conference - To discuss prior audit problems and the interim work to be performed. Establish overall liaison for the audit, make arrangements for work space and establish time requirements.
2. Exit Conference - Summarize the results of the fieldwork and to review significant findings.
3. Progress Conferences - These should be held on an as needed basis to inform the Finance Director of preliminary results that need immediate attention (or of a significant nature).

V. ASSISTANCE PROVIDED BY CITY STAFF

- A. The Finance Department will prepare summary trial balances and provide other information, documentation and explanations, as needed. All information provided