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MEETING NOTICE

AUDIT COMMITTEE

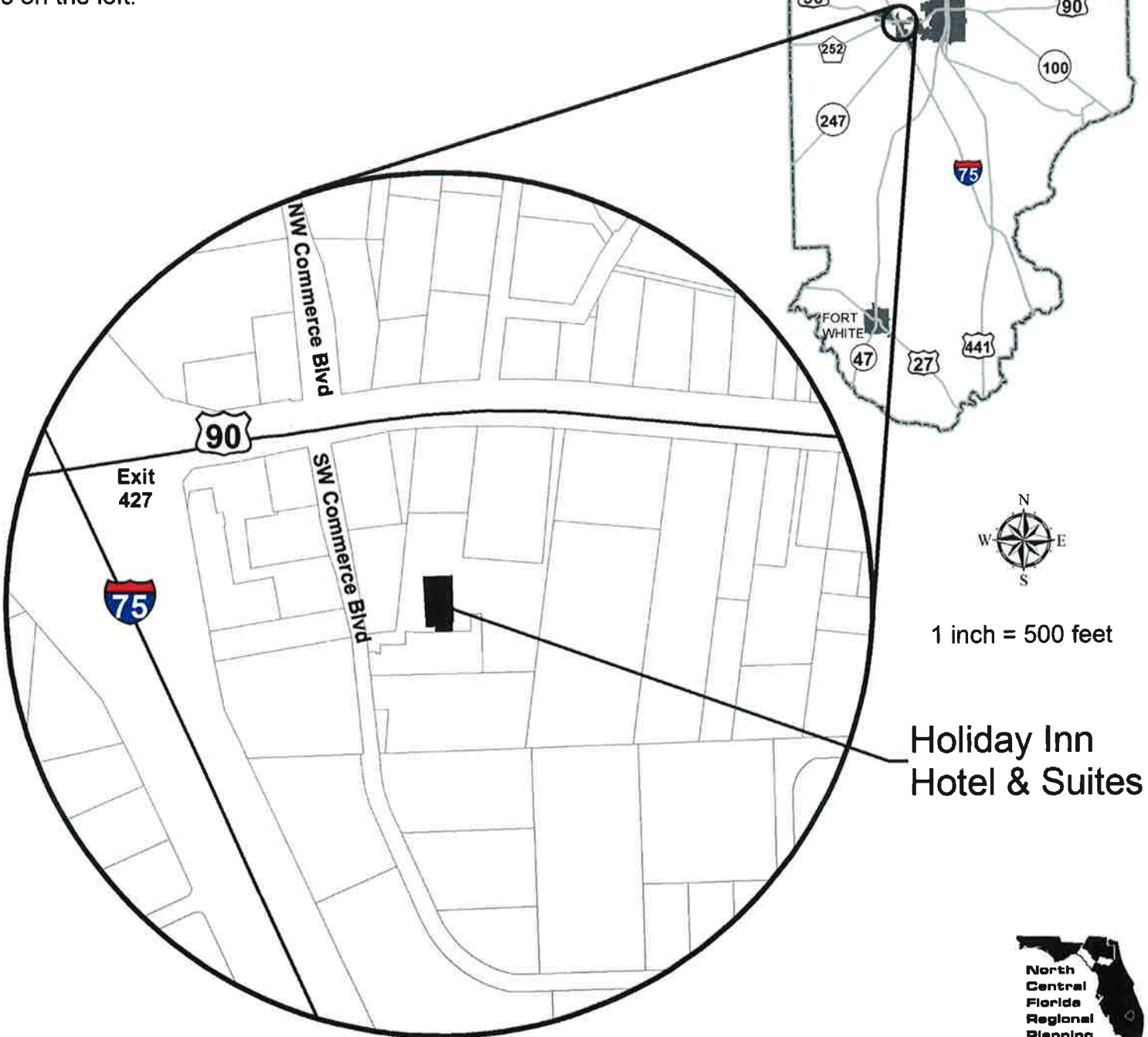
There will be a meeting of the Audit Committee of the North Central Florida Regional Planning Council on June 20, 2013. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 5:30 p.m.

(Location Map on Back)

Holiday Inn Hotel & Suites

213 SW Commerce Blvd
Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.





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AGENDA

AUDIT COMMITTEE

Holiday Inn Hotel & Suites
Lake City, Florida

June 20, 2013
5:30 p.m.

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* I. APPROVAL OF MINUTES - September 8, 2010	5
* II. SELECTION CRITERIA FOR RANKING AUDITING FIRMS	7

* See Attachments

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

AUDIT COMMITTEE
MINUTES

North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, Florida

September 8, 2010
4:00 p.m.

MEMBERS PRESENT

Louie Davis
John Hersey
Eddie Martin

MEMBERS PRESENT VIA TELEPHONE

Myra Valentine
Lewis Vaughn

MEMBER ABSENT

Cynthia Chestnut

GUEST PRESENT

Richard Powell, Powell & Jones
Certified Public Accountants

STAFF PRESENT

Scott R. Koons

Chair Louie Davis called the meeting to order at 4:00 p.m.

I. APPROVAL OF MINUTES - August 26, 2010

ACTION: Mr. Martin made the motion, with a second by Commissioner Hersey, to approve the minutes of the meeting on August 26, 2010. The motion carried unanimously.

II. INTERVIEW WITH POWELL & JONES, CERTIFIED PUBLIC ACCOUNTANTS
TO NEGOTIATE FEE FOR AUDIT SERVICES

Committee members met with Mr. Richard Powell to discuss the methodology to be employed, the staff capability, experience of the firm with similar audits, and the fee that would be charged to provide auditing services for the Council and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for Fiscal Years 2009-10, 2010-11 and 2011-12. Mr. Powell then discussed the fee to be charged for the Council audit for Fiscal Year 2009-10. He stated that the fee would be \$13,600 with an annual adjustment based upon the change in the Consumer Price Index for Urban Consumers during the three-year period, not to exceed five percent each year. He stated that this fee is (\$14) less than the amount that was charged to prepare the audit for the current fiscal year.

ACTION: Mr. Martin made the motion, with a second by Commissioner Hersey, to recommend to the Council that the Council approve the selection of the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2009-10, Fiscal Year 2010-11 and Fiscal Year 2011-12 audits of the Council's accounts, including the Council's Employee Pension Plan, with the understanding that this selection is for a three-year period unless the Council

determines that the service being rendered is unsatisfactory, and further, to recommend to the Council that the Council authorize the Chair to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2009-10 audit of the Council's accounts for a lump sum fee for this service of \$13,600, with the understanding that this engagement includes an audit of the Council's Employee Pension Plan for the same fiscal year.

Chair Davis adjourned the meeting at 4:08 p.m.

Garth R. Nobles, Jr., Chair

Date



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June 13, 2013

TO: Audit Committee
 Rick Davis
 Garth Nobles, Jr.
 Lauren Poe
 Daniel Riddick
 Carolyn Spooner
 Lorene Thomas

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: Selection Criteria for Ranking Auditing Firms

The Council conducts an auditor selection process every three years with the intent of selecting a firm to perform audits on the Council's financial activity for each of the succeeding three years. A new engagement letter for the auditor services is executed each year, but it is anticipated that the same firm will be used unless some specific reason is found that causes the Council to terminate its services. The current firm, Powell and Jones Certified Public Accountants, has just completed its third year as auditor. Consequently, it is time to begin the process to select a firm for the next three years.

The first step in the process is to establish selection criteria to be used to rank auditors during the auditing selection process. Please see the attached draft selection criteria as proposed by staff for your review.

The next step is to publish a request for statements of qualifications and letters of interest in the Florida Administrative Register. Next, the Audit Committee will meet on July 25, 2013 before the next Council meeting to review these submissions for the purpose of prioritizing the auditing firms.

Finally, the Audit Committee will meet with the top ranked firm in early August 2013 to negotiate engagement letters for recommendation to the Council and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

If you have any questions concerning the attached information or the process by which you are to make a recommendation to the Council and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area about the selection of an auditor, please do not hesitate to contact me.

Attachment

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by coordinating growth management, protecting regional resources,
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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
 AND THE
 METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA
 PROCUREMENT OF AUDITING SERVICES
 SELECTION OF AUDITOR

FIRM	ABILITY OF PERSONNEL (MAXIMUM 30 POINTS)	EXPERIENCE (MAXIMUM 35 POINTS)	ABILITY TO FURNISH REQUIRED SERVICES (MAXIMUM 35 POINTS)	TOTAL POINTS	RANK ORDER
1.					
2.					
3.					
4.					
5.					

 Signature of Audit Committee Member

 Date

 (Print Name of Audit Committee Member)

