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## MEETING NOTICE

### AUDIT COMMITTEE

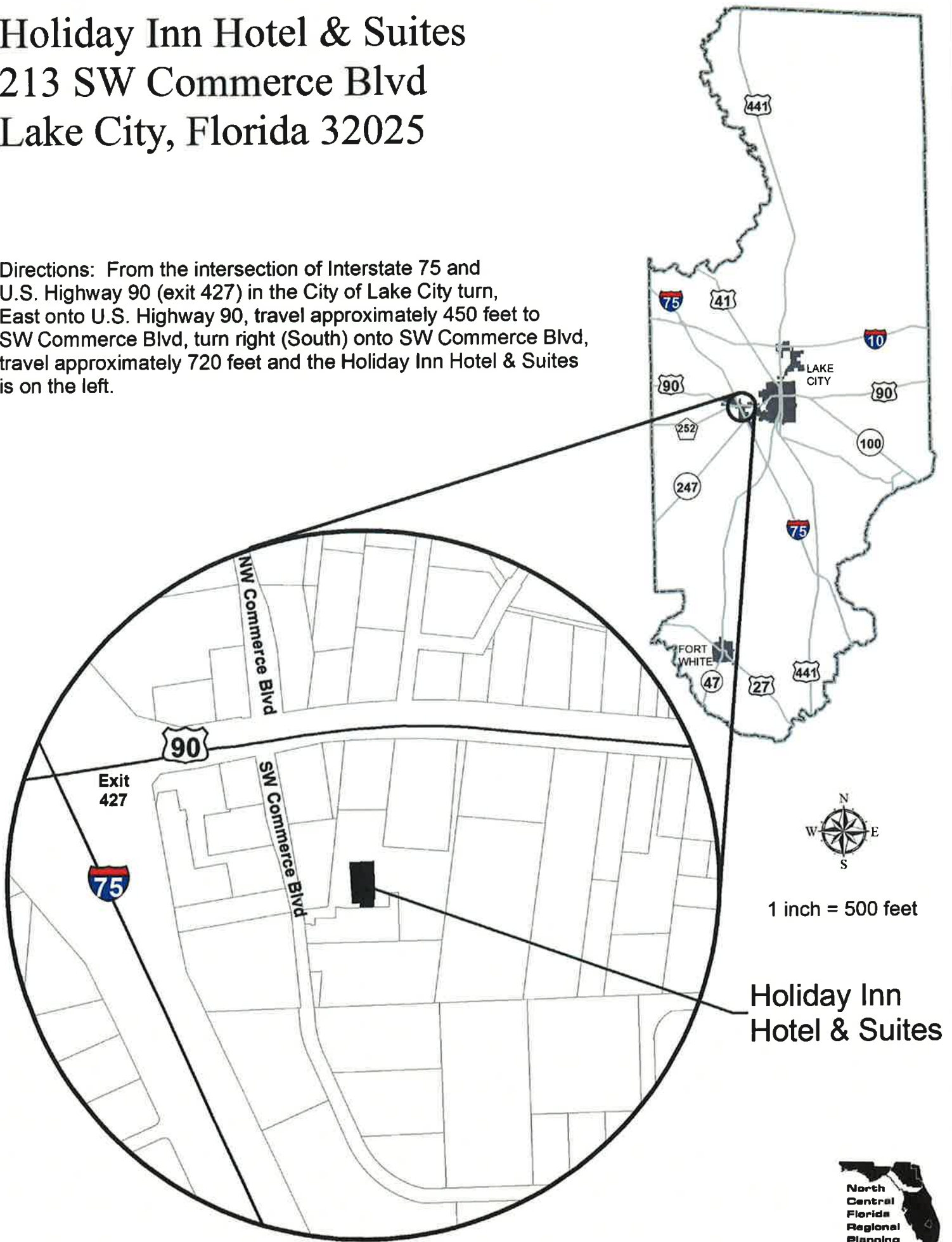
There will be a meeting of the Finance Committee of the North Central Florida Regional Planning Council on July 28, 2016. The meeting will be held at the **Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:30 p.m.**

(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

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

July 28, 2016  
6:30 p.m.

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\* 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

August 13, 2013  
12:30 p.m.

MEMBERS PRESENT

Garth Nobles, Jr.  
Lauren Poe  
Lorene Thomas

STAFF PRESENT

Scott R. Koons

MEMBERS PRESENT VIA TELEPHONE

Rick Davis  
Daniel Riddick  
Carolyn Spooner

Chair Garth Nobles, Jr. called the meeting to order at 12:31 p.m.

I. APPROVAL OF MINUTES - July 25, 2013

**ACTION: Commissioner Poe made the motion, with a second by Ms. Thomas, to approve the minutes of the meeting on July 25, 2013. 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 2012-13, 2013-14 and 2014-15. Mr. Powell then discussed the fee to be charged for the Council audit for Fiscal Year 2012-13. He stated that the fee would be \$14,500 with an annual adjustment based upon the change in the Consumer Price Index for Urban Consumers during the three-year period, not to exceed three percent each year.

Regional Planning Council Auditor Selection

**ACTION: Commissioner Poe made the motion, with a second by Ms. Thomas 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 2012-13, Fiscal Year 2013-14 and Fiscal Year 2014-15 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 2012-13 audit of the Council's accounts, with the understanding that this engagement includes an audit of the Council's Employee Pension Plan for the same fiscal year.**

Metropolitan Transportation Planning Organization Auditor Selection

**ACTION:** Commissioner Poe made the motion, with a second by Ms. Thomas to recommend to the Metropolitan Transportation Planning Organization that the Metropolitan Transportation Planning Organization approve the selection of the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2012-13, Fiscal Year 2013-14 and Fiscal Year 2014-15 audits of the Metropolitan Transportation Planning Organization's accounts, with the understanding that this selection is for a three-year period unless the Metropolitan Transportation Planning Organization determines that the service being rendered is unsatisfactory, and further, to recommend to the Metropolitan Transportation Planning Organization that the Metropolitan Transportation Planning Organization 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 2012-13 audit of the Metropolitan Transportation Planning Organization's accounts.

Regional Planning Council Audit Fee for Fiscal Year 2012-13

**ACTION:** Commissioner Poe made the motion, with a second by Ms. Thomas to recommend that the Council approve the Regional Planning Council Audit Fee for Fiscal Year 2012-13 in the fixed fee amount of \$14,500.

Metropolitan Transportation Planning Organization Audit Fee for Fiscal Year 2012-13.

**ACTION:** Commissioner Poe made the motion, with a second by Commissioner Davis to recommend that the Metropolitan Transportation Planning Organization approve the Metropolitan Transportation Planning Organization Audit Fee for Fiscal Year 2012-13 in the fixed fee amount of \$6,150.

Chair Nobles adjourned the meeting at 12:48 p.m.

\_\_\_\_\_  
Rick Davis, Chair

7/28/16  
Date



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July 21, 2016

TO:           Audit Committee  
               Todd Chase  
               Louie Davis  
               Rick Davis  
               Daniel Riddick  
               Lorene Thomas  
               Robert Wilford

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

SUBJECT:     Selection Criteria for Ranking Auditing Firms

RECOMMENDATION:

**Approve the selection criteria for ranking auditing firms as recommended by staff.**

BACKGROUND:

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 August 25, 2016 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 September 2016 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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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)