



AUDIT BOARD

**ANNUAL REPORT
FISCAL YEAR 2015-16**



AUDIT BOARD

I. PURPOSE

A. MISSION STATEMENT. The mission of the Audit Board is to advise City Council on financial and audit matters.

II. ADMINISTRATION

A. STAFF. The City provides staff support and administration for the Audit Board. Key staff are as follows:

- 1. George McGowan, Audit Director
- 2. Amy Iennaco, Chief Assistant City Attorney
- 3. Dina Dorestan, Board Secretary

B. STAFF CHANGES.

- 1. None.

III. BOARD MEMBERS

A. NUMBER. The Audit Board has five (5) members which are recommended to the Mayor for appointment by the Nominating Board, appointed by the Mayor, and confirmed by City Council.

B. REQUIREMENTS. According to the City Code, at least four (4) members must have financial experience.

C. ATTENDANCE. The annual attendance report is attached.

D. TERMS. Audit Board members are eligible to serve two (2), two (2) year terms.

E. CHAIRMAN. Robert Campbell
450 South Orange Avenue, 12th Floor
Orlando, Florida 32801
p. 407.540.2112 · e. rob.campbell@cni.com

F. VICE CHAIRMAN. Judy Wall
1000 Primera Boulevard
Lake Mary, Florida 32746
p. 407-896-9411 · e. jwall@mycfe.com

G. BOARD MEMBERS.

<u>MEMBER</u>	<u>TERM</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>STATUS</u>
Rob Campbell	2	05/20/2013	08/31/2017	Active
Judy Wall	2	06/02/2014	08/31/2018	Active
Brendan Blais	2	07/30/2012	08/31/2017	Active
Stephen Clapp	2	06/02/2014	08/31/2018	Active
Larry Magel	1	09/21/2015	08/31/2017	Active



AUDIT BOARD

- H. BOARD APPOINTMENTS. Throughout Fiscal Year 2015-16, two (2) new members were re-appointed to a second term by Mayor Dyer and confirmed by City Council.
- I. ELECTIONS. On August 27, 2016, Rob Campbell was re-elected as Chairman and Judy Wall was re-elected Vice Chairman by a unanimous vote.
- J. BOARD MEMBER TRAINING. None.

IV. MEETINGS

- A. DAY AND TIME. The Audit Board meets quarterly.
- B. NUMBER. The Audit Board scheduled four (4) meetings in Fiscal Year 2015-16 and held four (4) meetings dated: November 12, 2015; April 7, 2016; June 30, 2016; and August 25, 2016. Volunteer hours for the Audit Board for Fiscal Year 2015-16 totaled 18.15 cumulative hours.
- C. SPECIAL MEETINGS. The Audit Board did not hold any meetings other than regularly scheduled meetings.

V. WORKLOAD

A. SYNOPSIS.

The Audit Board reviewed and discussed the City's 2015 Comprehensive Annual Financial Report (CAFR) and various aspects of Office of Audit Services and Management Support (ASMS) reports and activities.

The City's independent auditor, Moore Stephens Lovelace, provided a status of the external Audit Plan and presented the 2015 Compliance Reports and Supplementary Financial Report (including the Management Letter) to the Board.

The Board received budget update presentations as needed and received an overview of the City's employee benefits programs and costs. The board conducted separate sessions with the City's external auditors, the Deputy Chief Administrative Officer, Assistant City Attorney, and the Audit Director.

VI. MAJOR INITIATIVES/SPECIFIC ACCOMPLISHMENTS

- A. MAJOR INITIATIVES. None.
- B. SPECIFIC ACCOMPLISHMENTS. None.



AUDIT BOARD



George McGowan
Director of Audit Services



Dina Dorestan
Recording Secretary



Amy T. Iennaco
Interim City Clerk



Stephanie Herdocia
Board Coordinator



CITY OF ORLANDO ANNUAL REPORT • FISCAL YEAR 2015-16

AUDIT BOARD



Audit Board Attendance Report



Fiscal Year: 2015-16

Target Number of Meetings: 4

Recording Secretary: Dina Dorestan

Name	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	# held	# miss	% miss	Date Appointed	Term Ends
Blais, Brendan		X					X		A		X		3	1	25%	07/30/12	08/31/15
Campbell, Robert*		X					X		X		X		4	0	0%	05/20/13	08/31/15
Clapp, Stephen		X					X		X		X		4	0	0%	06/02/14	08/31/16
Magei, Larry		X					X		X		A		3	1	25%	09/21/15	08/31/17
Wall, Judy**		X					X		X		X		4	0	0%	06/02/14	08/31/16
														0	0%		
														0	0%		
														0	0%		
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														0	0%		
														0	0%		
														0	0%		
														0	0%		
														0	0%		

Total Meetings Held: 4

Duration of Meeting***:	0	73	0	0	0	0	0	52	0	56	0	60	0	(in minutes)			
Total Members Attending:	0	5	0	0	0	0	5	0	4	0	4	0	0				

Volunteer Hours:	0.00	6.08	0.00	0.00	0.00	0.00	4.33	0.00	3.73	0.00	4.00	0.00	0.00	Total YTD Volunteer Hours: 18.15			
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- *Chairperson
- **Vice Chairperson
- Quorum = 3
- A=Absent
- X=Attended
- N=No Meeting
- TE=Term Expired
- NM=New Member
- R=Resigned
- T=Terminated
- *Contacted due to Attendance
- Green/Yellow/Red=Letter Issued

***In the 'Duration of Meeting' field, enter a whole number. (Example: if the meeting was 30 minutes long, enter '30'.)