

The Audit Board of the City of Orlando met on Thursday, March 29, 2018 in the Manatee Conference Room, on the sixth floor of Orlando City Hall.

**BOARD MEMBERS:**

Judy Wall, Chair	Present	[3/0]
Stephen K. Clapp, Vice-Chair	Present	[3/0]
May Wong	Present	[3/0]
Jose Delgado	Present	[3/0]
Jim Adamczyk	Present	[3/0]

**OTHERS PRESENT:**

George McGowan, Director of Audit Services and Management Support  
Daniel O'Keefe, Partner, Moore Stephens Lovelace  
Joel Knopp, Partner, Moore Stephens Lovelace  
Brian Battles, Deputy Chief Financial Officer  
Michelle McCrimmon, Deputy Chief Financial Officer  
Bill Spinelli, Comptroller  
Perez Goree, Audit Program Manager  
Kelvin Thompson, Jr.

**1. CALL TO ORDER**

Ms. Wall determined that enough members were present for a quorum and called the meeting to order at 1:00 PM. Ms. Wong entered the meeting at 1:05 PM.

**2. APPROVAL OF THE MINUTES**

Ms. Wall asked if there were any comments regarding the minutes from the previous meeting. None were made. **A MOTION WAS MADE BY MS. WALL TO APPROVE THE MINUTES OF THE JANUARY 25, 2018 MEETING AS WRITTEN. THE MOTION WAS APPROVED UNANIMOUSLY.**

**3. PUBLIC COMMENT**

None.

**4. EXTERNAL AUDIT UPDATE - DANIEL O'KEEFE and JOEL KNOPP, MOORE STEPHENS LOVELACE**

Mr. O'Keefe and Mr. Knopp of MSL presented the results of their external audit of the 2016-17 Comprehensive Annual Financial Report (CAFR). They presented the auditor's Required Communications, including outlining the Auditor Responsibilities, Management Responsibilities, work performed on Internal Controls and Compliance, any Significant Matters, Management Representations, the Assigned Individual for Oversight and the Audit Schedule. MSL reported that the external audit went very well and there were no audit adjustments made, no unreported or unadjusted differences, and no disagreements with management. The Board posed several questions and discussion ensued.

**5. CAFR PRESENTATION – BILL SPINELLI, COMPTROLLER**

Mr. Spinelli presented the highlights of the financial information reported in the CAFR. Topics presented included the Governmental Fund Balance, Enterprise Net Position, and Financial Condition Assessment. Mr. Spinelli also mentioned that the City will soon begin the process for the selection of the external auditors for the upcoming fiscal year. Mr. Spinelli noted that the City received an “Unmodified Opinion” on its FY 2016-17 financial statements, and that the CAFR complies with Florida State Statutes. The City has received the GFOA Award for Excellence in Financial Reporting for the 39th consecutive year, recognizing the professionalism and quality of the financial reporting staff and management.

The key highlights presented included that the City's total net position increased by \$382.9 million (or 23.4%). The City's governmental activities net position increased by \$81.2 million (or 15.0%) and the business-type activities net position increased by \$301.7 million (or 27.7%). The General Fund (the primary operating fund) reflected on a current financial resource basis, reported an increase in fund balance of \$7.5 million, compared to an increase of \$15.7 million in the previous fiscal year.

Board members posed several questions and discussion ensued.

**6. AUDIT SERVICES & MANAGEMENT SUPPORT ACTIVITIES - GEORGE MCGOWAN, DIRECTOR OF AUDIT SERVICES AND MANAGEMENT SUPPORT**

Mr. McGowan discussed completed projects since the last audit board meeting. He also informed the Board of projects that are in progress, and projects that have not yet started. Mr. McGowan presented the revenue audit results for the fiscal year to date. He summarized the results of several audits including Orlando Tennis Center Cash Collections. Discussion ensued and questions from the Board were answered.

**7. NEW BUSINESS**

None.

**8. ADJOURNMENT**

There being no further business to discuss, Ms. Wall declared the meeting adjourned at 1:50PM.

Respectfully submitted,

Judy Wall  
Chair

George McGowan  
Director, Audit Services and Management Support