

The Audit Board of the City of Orlando met on Thursday, March 28, 2024, in the Sustainability Conference Room on the 2nd Floor of Orlando City Hall.

BOARD MEMBERS:

Jessica Kolb	Present	[3/3]
Margaret Lezcano-Via Zoom	Present	[3/3]
Rene Blanco	Present	[3/3]
Paul Shelton	Present	[3/3]

OTHERS PRESENT:

George McGowan, Audit Services and Management Support Director
Dan O'Keefe, MSL
Alan Ricafort, MSL
Martin Carmody, Budget Division Manager
Jose Fernandez, Deputy Chief Financial Officer
Ashley Ariaga, Assistant Controller
Perez Goree, Recording Secretary

1. CALL TO ORDER

Jessica Kolb determined that enough members were present for a quorum and called the meeting to order at 1:01 PM.

2. APPROVAL OF THE MINUTES

Jessica Kolb asked if there were any comments regarding the minutes from the previous meeting. Ms. Kolb suggested a minor change. **A MOTION WAS MADE TO APPROVE THE MINUTES OF THE JANUARY 24, 2024 MEETING AS WRITTEN. THE MOTION WAS APPROVED UNANIMOUSLY.**

George McGowan noted that Marco Barbarossa resigned from his position as an Audit Board member and we should have a new member before the next Audit Board meeting.

3. PUBLIC COMMENT

None.

4. BUDGET UPDATE- MARTIN CARMODY, BUDGT DIVISION MANAGER

Mr. Carmody noted that the Police and Fire department expenditures are trending above budget due to staff shortages requiring existing staff to work overtime. Family Parks and Recreation expenditures are over budget due to increases in seasonal and temporary staffing. Mr. Carmody noted that none of the budget issues are pressing at this time.

Discussion ensued.

5. EXTERNAL FINANCIAL AUDIT UPDATE- DAN O'KEEFE AND ALAN RICAFORT, MSL

The City's external financial auditors, MSL, distributed the annual report of required communications with those charged with governance. The document was discussed and MSL commented on the annual audit and its results.

6. AUDIT SERVICES AND MANAGEMENT SUPPORT UPDATE & QUALITY ASSESSMENT REVIEW PREPARATION – GEORGE McGOWAN, DIRECTOR OF AUDIT SERVICE AND MANAGEMENT SUPPORT

Mr. McGowan presented completed projects since the last meeting and the revenue auditing results. Mr. McGowan also reported on the projects in progress and the status of the current annual audit plan. Mr. McGowan also mentioned that if the Audit Board desired to learn more about any specific areas within the City, that we could request City staff members to an Audit Board meeting to share more information about their areas of responsibility.

Jessica Kolb asked if MSL could provide the Audit Board with the budgeted hours allocated to the external audit. Dan O'Keefe agreed to provide the information.

Discussion ensued.

7. REVIEW AND APPROVE AUDIT BOARD PROCEDURES- JESSICA KOLB

Jessica Kolb reviewed to the Audit Board Procedures and noted that one more change would be made and presented to the board for approval at the next meeting.

8. ADJOURNMENT

There being no further business to discuss, Jessica Kolb declared the meeting adjourned at 2:06 PM.

Respectfully submitted,

Jessica Kolb
Chair

Perez Goree
Recording Secretary