



**School District of Manatee County**

**Audit Committee Meeting Minutes**

**Meeting Date**     September 4, 2024

**Meeting Time**     2:00 PM – 5:00 PM

**Meeting Location:** Walter E. Miller School Support Center

**All times are approximate**

**Committee Chairman:**     James F. Daniel

**Note Takers:** L. Cox, T. Dahlquist

**Attendance:**

**Assigned Committee Members:**

James F. “Jim” Daniel, Chair

Ginger Mentzer, Vice-Chair

Bernard A. “Skip” Wagner, Member

John Baliga, Member

**Board Liaison:** Mary Foreman, School Board Member

**Other Attendees:**

Rachel Sellers, Deputy Superintendent of Business Services

Anthony Walsh, Cherry Bekaert

Mark Smith, Carr, Riggs & Ingram

**1. Opening:**

- a. **Call to Order:** Chair, Mr. Daniel, called the meeting to order at 2:01 p.m.
- b. **Audio Recording:** Chair, Mr. Daniel, announced that the meeting is being audio recorded.
- c. **Review and approval of the prior meeting minutes of July 10, 2024:**  
Chair, Mr. Daniel, said the first correction to the Minutes is to take Joe Blitzko off as an attendee. All Motions should be changed to 3-0. Member, Mr. Wagner, made a Motion to approve the July 10, 2024, Meeting Minutes, as amended. The Motion was seconded by Vice-Chair, Ms. Mentzer.  
  
**The Motion was approved 4-0 (unanimous)**
- d. **Agenda Scheduling Amendment:** Chair, Mr. Daniel, stated that Mr. Anthony Walsh, of Cherry Bekaert, will be presenting on the Internal Accounts audit and we are going to move him up in the Agenda after Member Comments. Everyone agreed.

**2. Public Comments:**

None

### **3. Member Comments:**

Vice-Chair, Ms. Mentzer, introduced, John Baliga, Jr., the new Member of the Audit Committee. John introduced himself and presented a brief autobiography to the Committee. The other members introduced themselves to John.

### **4. New Business (formerly Item 6):**

The Chair, Mr. Daniel, introduced Anthony Walsh, CPA of Cherry Bekaert, LLP. Mr. Walsh used a PowerPoint Presentation and provided handouts about his company's audit of the SDMC Internal Accounts. His visual presentation went over the following points:

- Client Service Team
- Audit Timeline
- Corrected and Uncorrected Misstatements
- Internal Accounts – Preliminary Findings
- Qualitative Aspects of Accounting Practices
- Independence Considerations
- Other Required Communication
- Other Matters – Supplementary Information

Mr. Walsh indicated that there was no fraud or illegal activity or findings at the school level or district level. There were no other findings during this audit to be concerned with. The Final Letter of Findings should be received by the District by the end of September.

### **Notes:**

- Ms. Sellers requested that in the final management letter changes be made to the verbiage to make a clear distinction between what is an instance and what is a finding. Ms. Sellers also requested that the management letter state the population of schools audited, how many samples were taken per school, and what the total sample size was. It would also be helpful to include the dollar amount for each of these findings.
- Mary Foreman requested to know what schools had bookkeeper/principal changes.
- Mr. Walsh departed the meeting at 2:50 p.m.

### **5. Old Business (formerly Item 4):**

#### **a) Status of RFQ/RFP for Audit Services for FYE 6/30/2026:**

- 1) External Audit
- 2) Internal Accounts
- 3) Internal Audit

**Notes:**

- Chair, Mr. Daniel, said he had a meeting with Ms. Sellers and Ms. Ruth Gruett, Director of Purchasing about the Request For Qualifications (RFQ) and Request For Proposals (RFP). Ms. Gruett indicated that we needed to deal with the External Audit first and then the Internal Audit could move forward. Ms. Sellers noted that the Board has not seen the timeline for the audit services.
- The next step is to deal with the timeline for these items. It was determined that Ms. Gruett will schedule all TEAMS meetings for the audit selections.
- Internal Accounts – Purchasing will prepare the request for the RFQ for the Internal Audit the week of September 16th.
- The Audit Committee needs to approve the RFQs - Ms. Gruett will schedule the meetings for the Auditor Selection Committee.

- b) **Status Report - Facilities Educational Planning and Construction Activities Audit for compliance with Florida Statutes Section 1013.35(2)(f)** – Ms. Sellers stated that the report should be available for the November Audit Committee meeting.

**6. CRI Report (formerly Item 5):**

Mr. Mark Smith, of Carr, Riggs, and Ingram (CRI) joined the meeting at 3:39 p.m. Mr. Smith provided an overview of the following topics:

- a) **Audit Plan through 6/30/2025** – The Chair said Mark Smith is here without reports. Mark Smith will just be giving an update today.
- b) **Sales Surtax** – The report has been started and CRI has received the majority of the required documentation. The committee nominated Mr. John Baliga, Jr. to serve as the liaison between CRI and the Audit Committee for the Sales Surtax Audit. Mr. Baliga accepted the nomination.
- c) **Update on Post Audit Reviews** – Mr. Smith needs to follow up and finalize the MTC Financial Aid audit, Contract Compliance Audit, Procurement Audit, and Benefits Audit. Reports should be ready at the next Audit Committee meeting in November.
- d) **Other:**
- 1) The committee asked questions and held discussion. A question was posed regarding the possibility of adding MTC to the audit schedule. Mr. Daniel spoke regarding the items on the audit plan for the upcoming fiscal year.
  - 2) It was discussed that the Human Resources Audit would begin after the Sales Surax audit is complete. The committee nominated Mr. Bernard Wagner to serve as the liaison between Human Resources and the Audit Committee. Mr. Wagner accepted the nomination.

- 3) Charters for the Audit Committee (AC) and the Community Finance Oversight Committee (CFOC) need to be updated. Mr. Dye has a red-line amendment to the CFOC Charter.
- 4) Mark Smith left the meeting at 4:15 p.m.

**7. Next Meeting:**

- **Date:** November 6, 2024.
- **Proposed Agenda Items for Next Meeting:**
  - Cherry Bekaert, LLP, Internal Accounts Audit report.
  - CRI, Sales Surtax Audit draft (priority).
  - CRI, completed PARs.
  - CRI, status of HR Compliance Audit.
  - CRI, Facilities Audit.
  - Review of AFR.
  - Need to update the Audit Committee Members' information on the website. Documents need to be made ADA-Compliant.

**8. Adjournment:**

- Motion by Wagner
- 2nd: John F. Baliga
- Vote: Unanimous

**Adjourned at 4:31 p.m.**