



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

New Business - Support Services Group

I.4.

3/12/2024

Subject:

Permission to Advertise a Request for Proposals (RFP) for Financial Auditor Services, Appoint a Board Representative and Auditor Selection Committee

Fiscal Impact:

The annual budgeted amount for this service is currently \$325,000.

Dept/Office:

Central Services/Purchasing Services

Requested Action:

It is requested that the Board of County Commissioners authorize the following:

1. Issuance of a Request for Proposal to solicit an auditor to conduct the County's annual financial audit pursuant to Section 218.39, Florida Statutes; and
2. Establishment of an Auditor Selection Committee, as required by Section 218.391(2)(a), Florida Statutes, composed of the following members or their respective designees:
 - a. Office of the Clerk of Circuit Court, Office of the Property Appraiser, Office of the Sheriff, Office of the Supervisor of Elections, and Office of the Tax Collector; and
 - b. A member of the Board of County Commissioners.
3. Authorize Central Services staff to convene and assist the Auditor Selection Committee through the solicitation process and their recommendation to the Board.

Summary Explanation and Background:

Board Policy BCC-21, "Budget and Financial," requires independent auditors to be solicited and selected no more than every three (3) years. The contract for the County's current annual financial auditing firm expires upon completion of the audit for Fiscal Year 2023.

As the governing body of Brevard County, Florida, the Board of County Commissioners must utilize an auditor selection committee when selecting an auditor to conduct the annual financial audit required by Section 218.39, Florida Statutes.

The Auditor Selection Committee comprises one member from each of the following elected County officers: Office of the Sheriff, Office of the Property Appraiser, Office of the Tax Collector, Office of the Supervisor of Elections and Office of the Clerk of Circuit Court, or their respective designee, and a member of the Board of

County Commissioners or its designee.

The primary purpose of the Auditor Selection Committee is to assist the Board in selecting an auditor to conduct the annual external financial audit required by Section 218.39, Florida Statutes. The Auditor Selection Committee will rank and recommend at least three (3) qualified auditing firms to the Board in order of preference.

Clerk to the Board Instructions:



April 23, 2024

MEMORANDUM

TO: Kathy Wall, Central Services Director

RE: Item I.4., Permission to Advertise a Request for Proposals (RFP) for Financial Auditor Services Appoint a Board representative and Auditor Selection Committee

This is to correct the memorandum of March 13, 2024. The Board of County Commissioners, in regular session on March 12, 2024, authorized issuance of a RFP to solicit an auditor to conduct the County's annual financial audit pursuant to Section 218.39, Florida Statutes; authorized establishment of an Auditor Selection Committee, as required by Section 218.391(2)(a), Florida Statutes composed of the following members, or their respective designees:

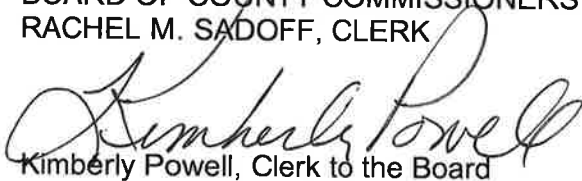
a. Office of the Clerk of Circuit Court, Office of the Property Appraiser, Office of the Sheriff, Office of Supervisor of Elections, and Office of the Tax Collector;

b. **Commissioner Pritchett as the member of the Board of County Commissioners;** and authorized Central Services staff to convene and assist the Auditor Selection Committee through the solicitation process and their recommendation to the Board.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK



Kimberly Powell, Clerk to the Board

/ns

cc: Finance
Budget



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

March 13, 2024

M E M O R A N D U M

TO: Kathy Wall, Central Services Director

RE: Item I.4., Permission to Advertise a Request for Proposals (RFP) for Financial Auditor Services Appoint a Board representative and Auditor Selection Committee

The Board of County Commissioners, in regular session on March 12, 2024, authorized issuance of a RFP to solicit an auditor to conduct the County's annual financial audit pursuant to Section 218.39, Florida Statutes; authorized establishment of an Auditor Selection Committee, as required by Section 218.391(2)(a), Florida Statutes composed of the following members, or their respective designees:

- a. Office of the Clerk of Circuit Court, Office of the Property Appraiser, Office of the Sheriff, Office of Supervisor of Elections, and Office of the Tax Collector;
- b. A member of the Board of County Commissioners;

and authorized Central Services staff to convene and assist the Auditor Selection Committee through the solicitation process and their recommendation to the Board.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

Kimberly Powell
Kimberly Powell, Clerk to the Board

/ns

cc: Finance
Budget