

# **TOWN OF DAVIE**

## **TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Council Members

**FROM/PHONE:** William F. Underwood, II/797-1050  
Document Prepared by: William F. Underwood, II

**SUBJECT:** Auditor Selection Committee

**AFFECTED DISTRICT:** Townwide

**REPORT IN BRIEF:** The Town is required by State Statute to have an annual external audit conducted by a certified public accounting firm. The Town is also required by State Statute to create an Auditor Selection Committee that will be involved in the auditor selection process from the initial request for proposals throughout the process to making a recommendation to the Town Council. Since the Town needs to go through the selection process to engage a firm for the Fiscal Year 2006 external audit, this resolution names the selection committee members and formalizes their role in the process.

There are two draft resolutions accompanying this agenda report. One resolution appoints the regular members of the Town bid selection committee to the Auditor Selection Committee. The second resolution appoints the Town Council as the Auditor Selection Committee. Appointment to the Auditor Selection Committee is entirely at the discretion of the Town Council and Council members should feel free to select either one of these draft resolutions or modify the drafts as the Council deems appropriate.

**PREVIOUS ACTIONS:** N/A

**CONCURRENCES:** N/A

**FISCAL IMPACT:** No fiscal impact of naming the auditor selection committee members. The actual external audit cost has been budgeted for but will come back as a separate resolution at the end of this process.

Has request been budgeted?

Account Number:

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):**

Resolution – draft appointing the regular Town selection committee as the auditor selection committee members.

Resolution – draft appointing the Town Council as the auditor selection committee members.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ESTABLISHING A TOWN AUDITOR SELECTION COMMITTEE, APPOINTING MEMBERS TO THE TOWN AUDITOR SELECTION COMMITTEE, PROVIDING FOR THE SUNSETTING OF THE AUDITOR SELECTION COMMITTEE, DEFINING THE ROLE OF THE AUDITOR SELECTION COMMITTEE, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town is required by State Statute to have an external audit conducted by a certified public accounting firm; and

WHEREAS, the Town is also required by State Statute to create an Auditor Selection Committee for the duration of the auditor selection process; and

WHEREAS, the Town Council has the discretion to appoint the members of the Auditor Selection Committee; and

WHEREAS, the Town needs to go through the selection process in order to engage a firm for Fiscal Year 2006.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby create an Auditor Selection Committee.

SECTION 2. The Town Council of the Town of Davie does hereby appoint the employees in the following positions to serve on the Auditor Selection Committee: Director of Budget and Finance; Procurement Manager; Director of Development Services; Town Engineer/Assistant Development Services Director; and Town Clerk.

SECTION 3. The Town Council of the Town of Davie hereby directs the members of the Auditor Selection Committee to hold meetings to review, amend as necessary, and approve a request for proposal document; review proposals; hold public presentations from the proposers as the Committee deems appropriate; and provide a recommendation to the Town Council for selection of the external auditor in order of preference no fewer than three firms if applicable.

SECTION 4. The Auditor Selection Committee shall sunset upon the engagement of an external audit firm by the Town Council.

SECTION 5. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ESTABLISHING A TOWN AUDITOR SELECTION COMMITTEE, APPOINTING MEMBERS TO THE TOWN AUDITOR SELECTION COMMITTEE, PROVIDING FOR THE SUNSETTING OF THE AUDITOR SELECTION COMMITTEE, DEFINING THE ROLE OF THE AUDITOR SELECTION COMMITTEE, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town is required by State Statute to have an external audit conducted by a certified public accounting firm; and

WHEREAS, the Town is also required by State Statute to create an Auditor Selection Committee for the duration of the auditor selection process; and

WHEREAS, the Town Council has the discretion to appoint the members of the Auditor Selection Committee; and

WHEREAS, the Town needs to go through the selection process in order to engage a firm for Fiscal Year 2006.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby create an Auditor Selection Committee.

SECTION 2. The Town Council of the Town of Davie does hereby appoint the members of the Town Council to serve on the Auditor Selection Committee.

SECTION 3. The Town Council of the Town of Davie hereby directs the members of the Auditor Selection Committee to hold meetings to review, amend as necessary, and approve a request for proposal document; review proposals; hold public presentations from the proposers as the Committee deems appropriate; and provide a recommendation to the Town Council for selection of the external auditor in order of preference no fewer than three firms if applicable.

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PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006

MAYOR/COUNCILMEMBER \_\_\_\_\_

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006

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