



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Minutes Audit Committee

Wednesday, August 28, 2024

5:00 PM

Town Hall

Meeting called to order at 5:01 PM with Commissioner Kelly presiding

ROLL CALL

Present 4 - Thomas Kelly, Tom Kurey, Kevin Piccarreto, and Kathleen Perrott

Absent 1 - John Hail

CITIZENS COMMENTS

No comments

APPROVAL OF MINUTES

No minutes to approve

GENERAL AGENDA

[24-0156](#)

Election of Officers

Per statue, Commissioner Kelly is Chairman, no need for election.

[24-0165](#)

Review of RFP for External Auditing Services

Amy Lockhart-Interim Finance Director-spoke on process for RFP; qualifications and information needed from proposers, required timeline, statement of independence, references, anticipated audit approach, proposal process procedures.

Ms. Perrott spoke on references to audit charts, Sections 1.8 and 2.8, suggests including language that items are digital and secured; updates to internal control section referencing IT general controls. Ms. Lockhart will make changes.

Commissioner Kelly questioned VPN for transfer of documents; Ms. Lockhart spoke on prior process, we provide reports in excel for them to upload. items are uploaded into a secure website.

Mr. Kurey spoke on previous bid for auditor and only one response was received; Ms. Lockhart hopeful in attracting additional respondents, challenges due to our size.

Ms. Perrott questioned relationship with Saltmarsh; Ms. Lockhart stated they are interested, however cannot continue with same contracted amount.

Ms. Lockhart spoke on costs; explained what single audits are, dollar threshold based.

Mr. Kurey asked about guidelines and response dates; Ms. Lockhart spoke on deadlines; projected submittal period, recommending bids.

Discussion ensued regarding upcoming meeting for committee and the Commission; attendance needed.

Ms. Lockhart will make changes and will work to get posted.

OTHER BUSINESS

No other business

ADJOURNMENT

No further business; meeting adjourned at 5:24 PM.

Mr. Kurey moved to adjourn. Seconded by Mr. Piccarreto.

Aye: 4 - Kelly, Kurey, Piccarreto, and Perrott

Absent: 1 - Hail

APPROVED:

Chairman