

**MINUTES**  
**FORT MYERS BEACH**  
**AUDIT COMMITTEE**  
Town Hall  
2525 Estero Boulevard  
Fort Myers Beach, FL 33931

**Monday, April 11, 2016**

**I. CALL TO ORDER**

Meeting was called to order at 8:32 a.m. by Chair Rodwell. Members present: Dick Cote, Edward Lombard, James Rodwell and James Steele.

Excused: Dan Hughes

Staff Liaison: Lisa Kolar and Maureen Rischitelli.

Council Liaison: Rexann Hosafros

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT**

No public comment.

**IV. APPROVAL OF MINUTES of March 14, 2016**

Chair Rodwell questioned whether Mr. Steele's reports could be added to ~~Town Council's~~ The Audit Committee's April agenda.

Mr. Steele presented and reviewed a four-year analysis of the Town audits from September 30, 2012 to September 30, 2015. See attached paperwork.

Mr. Steele drafted and reviewed a proposed Town of Fort Myers Beach Fiscal Policies and Procedures. See attached paperwork.

An addendum was attached to the March minutes.

**MOTION:** Mr. Lombard moved to approve the minutes as amended; second by Mr. Cote.

**VOTE:** Motion passed unanimously.

**V. CURRENT ITEMS**

- Meet and greet - Martin Redovan from the audit firm Clifton Allen Larson

Mr. Redovan introduced himself and described his <sup>auditing</sup> firm's auditing process. Mr. Steele questioned whether they would look at the wording of large contracts for construction projects to make sure the proper bidding procedure was followed. Mr. Redovan replied that it was part of the review procurement. Mr. Steele questioned whether the firm would review the Audit Committee minutes. Mr. Redovan responded affirmatively. Chair Rodwell stated that the Audit Committee would like to be informed immediately in the event that something was not correct. Mr. Redovan agreed to contact them.

*Maureen Rischitelli*

• Town of Fort Myers Beach Fiscal Policies and Procedures

Ms. Rischitelli will collect state requirements for approving budgets, transferring funds, conditional expenditures and moving money from one fund to another fund. She discussed the beach renourishment fund.

Ms. Hosafros commented that TDC (Tourist Development Council) funds were allocated after projects were completed; money was never left over.

Mr. Lombard questioned whether the \$500,000 gas tax fund that was transferred to the general fund was restricted. Ms. Rischitelli replied that it was not restricted.

Mr. Steele questioned the date that \$500,000 was transferred into the gas tax fund. Ms. Rischitelli responded that \$562,438 was deposited September 30, 1997.

Discussion was held regarding providing quarterly updates of financial statements online, establishing and updating a five-year capital plan, the ability of Town Council to transfer money from one fund to another, the stormwater utility and the Facilities Plan.

**VI. MEMBER ITEMS AND REPORTS**

Mr. Steele questioned whether they received the interest rate for the state revolving fund. Ms. Rischitelli responded that she sent the current financials but has not heard back yet. Mr. Steele suggested that if Council wanted the Audit Committee to review the budget, Council should provide a copy of the budget in a timely manner. Mr. Steele volunteered to work on the current budget.

*Mr Lombard stated opinion that it may not be appropriate that would be in the audit committee role in budget formulation. In the audit committee to participate in budget formulation.*

**VII. SET AGENDA FOR NEXT MEETING**

**VIII. PUBLIC COMMENT**

No public comment.

**IX. ADJOURNMENT**

**MOTION:** Mr. Cote moved to adjourn; second by Mr. Lombard.

**VOTE:** Motion passed unanimously.

Meeting adjourned at 9:41 a.m.

Adopted 5/17/2016 with/without changes. Motion by Ed Lombard  
(DATE) *made by David Cote*

Vote: 5-0 Signature: *James D. Lombard*

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