

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, ESTABLISHING AN AUDIT COMMITTEE, PROVIDING THE PURPOSE OF THE COMMITTEE, PROVIDING FOR THE NUMBER OF COMMITTEE MEMBERS, PROVIDING CRITERIA FOR COMMITTEE MEMBERSHIP; ESTABLISHING PROCEDURES, AND PROVIDING FOR LENGTH OF TERM OF THE COMMITTEE.

WHEREAS, Florida Statutes Chapter 218 requires local governments to use auditor selection procedures when selecting an auditor to conduct the annual financial audit required by State Statutes; and

WHEREAS, Subsection 218.391 (2) requires the governing body of the municipality to establish an audit committee to assist the governing body in selecting an auditor to conduct the annual financial audit; and

WHEREAS, the City's Financial Services Department desires to engage an auditor to conduct the annual audit for fiscal year 2016 and subsequent fiscal years;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That there is hereby established an audit committee of the City of Hollywood, Florida.

Section 2: Purpose.

The primary purpose of the audit committee shall be to assist the City of Hollywood in selecting an auditor to conduct the annual audits required by City, State and Federal law.

The audits are to be performed by a certified public accounting firm duly licensed under Florida Statutes Chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

Section 3: Membership.

A. The audit committee shall consist of five (5) members

Four (4) members shall be appointed by resolution of the City Commission, who shall serve without compensation at the pleasure of the City Commission. In making the appointments, the City Commission shall consider the following guidelines:

1 That all members have three (3) to five (5) years of progressive government experience, or large scale accounting/financial practice.

2 Each of the four (4) members shall be appointed by a majority vote of the City Commission.

The Director of Financial Services or his or her designee shall serve as a voting ex-officio member of the audit committee.

Section 4: Procedures.

A. The audit committee shall select its own chair from its members.

B. The audit committee shall adopt rules of procedure for the conduct of its meetings.

C. A majority of the members shall constitute a quorum.

D. The audit committee shall publicly announce requests for proposals (RFP) and provide interested firms with said RFP. The City's Financial Services Department will prepare a draft of the RFP for review, input and approval by the audit committee. The final version of the RFP will be released by the City's Budget Administration Division following the City's formal contract procedures.

E. The audit committee shall evaluate proposals provided by qualified firms, rank them and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services.

Section 5: Term.

The audit committee will be in existence for 6 months from the effective date of this resolution when it will be automatically sunset.

RESOLUTION ESTABLISHING AN AUDIT COMMITTEE

Section 6: That this resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2016.

PETER BOBER, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC, CITY CLERK

APPROVED AS TO FORM AND LEGALITY
For the use and reliance of the
City of Hollywood, Florida, only.

JEFFREY P. SHEFFEL, CITY ATTORNEY