

CITY OF CORAL GABLES
BUDGET/AUDIT ADVISORY BOARD
Minutes of January 27, 2010, 8:00 a.m.
Office of the City Manager
405 Biltmore Way, Coral Gables, Florida

Budget Audit Advisory Board Meeting Minutes

MEMBERS:	F#	F	M	A	M	J	J	A	S	O	N	D	J	APPOINTED BY:
Luis Hernandez ^				-	-	-	P	P	-	P	-	P	A	Mayor Donald D. Slesnick, II
Roland Sanchez	A	P	P	-	P	-	P	P	-	P	-	A	P	Vice Mayor William H. Kerdyk, Jr.
John Holian ^				-	-	-	P	P	-	P	-	P	A	Comm. Rafael "Ralph" Cabrera, Jr.
John Lindsey	P	P	P	-	P	-	P	P	-	P	-	P	P	Comm. Wayne "Chip" Withers
Ofelia Fernandez	P	P	P	-	P	-	P	P	-	P	-	P	P	Comm. Maria Anderson

(Dash indicates either no meeting or board member not yet serving)

Staff:

Patrick G. Salerno, City Manager
Lori St. John, Chief Compliance Officer, Internal Audit Division
Carolina McElroy, Internal Auditor

Guest: George Volsky

Recording and Minutes Preparation Secretary: Nancy C. Morgan, Coral Gables Services, Inc.

^ = New Member
= Special Meeting

PROCEEDINGS:

The meeting was called to order by Chair Lindsey at 8:06 a.m.

APPROVAL OF DECEMBER 17, 2009 MEETING MINUTES:

**Ms. Fernandez made a motion to approve the minutes of the December 17, 2009 meeting as written.
Mr. Sanchez seconded the motion, which passed unanimously.**

UNDERCOVER BANK RECONCILIATIONS FOR 1ST QUARTER:

Ms. St. John reported that a review of Police undercover operations account reconciliations for the quarter ending December 31, 2009 revealed that proper bank reconciliations were being performed on a timely basis by appropriate staff members, with required approval signatures.

AUDIT PLAN FOR 2009-2010:

Referring to the FY2009/2010 audit plan and the written description of the process, Ms. St. John said the plan considered needs of the City in terms of management goals and directions, and invited Board questions. She advised that follow up on audit recommendations for the Finance Department was ongoing, and Mr. Salerno said there was a possibility that an update would be available at the next meeting. Information about the status of City discussions with the Biltmore Hotel was requested when available.

The 2009/2010 audit plan was accepted by the Board as presented.

STATUS OF RECOMMENDATIONS:

Ms. McElroy reviewed the status of audit recommendations, pointing out responses received from the Finance and IT departments. Discussed were responsibilities of the new Finance accountant as well as the complexity of the City's address database as it affects calculations of communications services taxes and corresponding revenue. Ms. St. John will again review data, processes and calculations in an effort to respond to Board concerns.

There being no further business to come before the meeting, adjournment occurred at 8:20 a.m.

Next Meeting: February 16, 2010, 8:00 a.m., Office of the City Manager

Respectfully submitted,

Patrick G. Salerno
City Manager, Secretary to the Board