

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

Monday, December 14, 2020

**I. CALL TO ORDER**

Meeting was called to order at 9:00 a.m. by Chair Hughes (via phone). Members present: Dick Cote, John Goggin, Dan Hughes, Joseph Kirkbride, Edward Lombard, Jim Steele and Bryan Thomas.

Staff Liaison: Finance Director Walter Pierce

Council Liaison: Ray Murphy

**MOTION:** Vice Chair Lombard moved to permit Chair Hughes to participate via phone; second by Audit Committee Member Goggin.

**VOTE:** Motion passed unanimously.

**II. APPROVAL OF MINUTES – November 30, 2020**

Amendment: Finance Director Pierce noted that the combined balance sheet indicated the liabilities of the two water and stormwater loans and expenditures through September 30, 2020.

**MOTION:** Audit Committee Member Goggin moved to approve the minutes as amended; second by Vice Chair Lombard

**VOTE:** Motion passed unanimously.

**III. REVIEW AND DISCUSSION REGARDING NEW FINANCIAL REPORTING POLICY**

Vice Chair Lombard stated that it was an organized presentation. Audit Committee Members discussed the policy. Member Steele distributed a document and noted the new proposal would not be a policy. Finance Director Pierce indicated that management did not change anything and it was stated that advisory committees were not to recommend policy. Chair Hughes disagreed since the Audit Committee had recommended previous policies that were adopted by Town Council. Finance Director Pierce commented that they could share the information with Council, but Council did not need to approve it because it was not a policy. It was the information that the Finance Department agreed to provide to the Audit Committee. Discussion was held regarding changing the name of the Audit Committee.

Finance Director Pierce indicated that Vice Chair Lombard removed the last four sentences from 2b and created section 3. He did not have any issue with the change. Audit Committee Member Goggin questioned establishing the controls and noted they were not documented anywhere. He would like the Finance Director to establish controls and document what was going on. He

mentioned the interface between the new system and the manual processes. On financial reporting 2, he requested that information from prior years be included in the report for comparison purposes and he indicated that the document must go to Council.

Finance Director Pierce recommended that they stick with the original document he sent out with the insertion of Section 3 provided by Vice Chair Lombard. Audit Committee Member Cote stated that the word Advisory had to be struck because they were the Audit Committee. He supported the change by Vice Chair Lombard. Question marks were removed from the document.

**MOTION:** Vice Chair Lombard moved to approve the document without the question marks; second by Audit Committee Member Cote.

**VOTE:** Motion passed unanimously.

Audit Committee Member Cote suggested that Vice Chair Lombard send the modified document to Finance Director Pierce. Vice Chair Lombard agreed.

Chair Hughes suggested that they skip the January meeting. The next meeting will be on February 8, 2020. Audit Committee Member Goggin suggested that they receive the reports before their meeting. Chair Hughes listed policies the Audit Committee recommended and were approved by Council.

#### IV. ADJOURN

**MOTION:** Audit Committee Member Cote moved to adjourn the meeting; second by Audit Committee Member Steele

**VOTE:** Motion passed unanimously.

Meeting adjourned at 9:36 a.m.

Adopted 2/8/21 with/without changes. Motion by \_\_\_\_\_  
(DATE)

Vote: 5-0 Signature: Daniel Hughes

• End of document