

**THE SCHOOL BOARD OF SARASOTA COUNTY, SARASOTA FLORIDA**  
**SCHOOL BOARD AUDIT COMMITTEE MEETING MINUTES**  
December 9, 2020

**ATTENDEES:** **Virtual Meeting:** Jane Goodwin (Chair), Mitsi Corcoran, John Cranor, Nick Guy, Sue Memminger, Michael Pender, Eric Robinson, Chris Stobaugh

**GUESTS:** Robert Broline - Carr, Riggs & Ingram (CRI)

**Meeting called to order at 10:00 a.m.**

**I. Welcome/Introductions**

Members were introduced to Robert Broline, the Engagement Partner from CRI, who will be leading the operational/internal auditing services for the School Board.

**II. New Business**

After the Chair reviewed the action of choosing an external audit firm at the September 22, 2020 meeting, Mr. Broline outlined CRI's process and the scope of work which is based on the results of a District-wide risk assessment prepared in October 2019 by RSM. The approved Internal Audit Plan will focus on the three areas outlined in the RFP: Operations – Construction, Operations – Contract Compliance, and Operations – Purchasing and Procurement Compliance.

Mr. Broline explained CRI has a three-phase approach:

- **Phase One – *Project Planning and Scoping***  
Phase One will be performed to gain a better understanding of the District's processes in the key areas that are in the objective as written in the RFP, starting with entrance conferences. A work plan/test plan is then developed.
- **Phase Two – *Design Adequacy Assessment/Compliance Testing and Benchmark Analysis***  
The Phase Two objective is to document the process including the design of the control activities within the various business functions/processes. Transactional testing is performed to assess compliance in the processes/ areas.
- **Phase Three – *Reporting***  
CRI summarizes the results into a report and will then discuss the observations/findings with management. The report also includes recommendation actions.

The Audit Committee will receive a completed draft report which consists of a cover letter, background information, an overview of the three-phase approach, an executive summary, and a detailed observation and recommendation matrix.

III. **Member Comments**

Mr. Broline answered several questions asked by the Audit Committee members, such as: the difference between an external/internal audit with regards to materiality and reputational risk, CRI to have access to prior audit information, considerations for working remotely during pandemic, the District contact to coordinate audit will be Mitsi Corcoran, and the kick-off meetings to start beginning of January. Next Audit Committee meeting tentatively will be end of March/beginning of April.

**Meeting adjourned at 10:40 a.m.**

Respectfully submitted,  
Kathy Tomkins