

**Bayshore Gardens Park & Recreation District  
Auditor Selection Committee Meeting Minutes  
Wednesday; August 07, 2024 @ 1:00 P.M.**

Sharon Densen, Chairman, opened the meeting at 1:00 pm. Five were in attendance for the meeting (one on the phone): Committee members Sharon Denson, Chairman, Marie Young, Gwen Norris, Secretary, Trustee Treasurer Terry Zimmerly. Committee member Marlene Durgin via phone. Note: Marlene Durgin joined us via phone after Terry Zimmerly had left

**Audit Received**

We discussed the recently received auditor's report from Gardner-Thomas Harden. We found no problems in the submitted report except with the timeliness (on both our part and the firms). We discussed the need to work immediately on an "Invitation To Bid" (ITB) in case of needing to advertise for our next Auditor as the ITB would have to be submitted to the newspaper by next Tuesday (8-13-24). Sharon stated that Gia has advised that QuickBooks could be ready for the auditors by November 1st for this year.

Sharon stated that the "Reserves" have not been shown in the Profit and Loss (P&L) reports that the Trustees work from or forwarded from the previous year. Thus, causing there to be two separate reports. We agreed that this issue needs corrected.

We have August 14<sup>th</sup> and August 21<sup>st</sup> "noticed" in the newspaper for meetings for the Auditor Selection Committee, if they are needed. The newspaper will accept proposed notices on Tuesday and Thursday each week. The "notices" need to be noticed in the paper two weeks prior to the event.

Gwen made a motion that Sharon contact Gardner-Thomas Harden today and ask if they would be interested in doing the Audit for the next four years and to respond by Tuesday, August 13<sup>th</sup>, and if they would propose any additional costs. Marie seconded the motion.

Gwen made a motion to have Sharon contact Gardner-Thomas Harden about arranging for help on QuickBooks (a cleanup) on August 14<sup>th</sup> or 21<sup>st</sup> and discuss the costs. Marie seconded the motion. Sharon said the cost of this help should come out of the Administration budget.

Sharon said that the committee members and Terry will be cc:d on the emails on these issues.

Terry noted that Natalie now works two days/month but may have more days in October (end of fiscal year).

Gardner-Thomas Harden may decline the audit work. If so, the bids will need to be opened September 11<sup>th</sup> at the Board of Trustee Workshop. After bid opening, the committee will need to have the interviews and selection completed rapidly.

After discussion Sharon said the new ITB will be using the 2023 RFP language with a couple of changes/additions as discussed: The start day, the Audit submittal day, as well as the name of the designated contact person (these will be added in the ITB requirements).

With no more to discuss, Sharon moved to adjourn. Marie seconded the motion. We adjourned at 1:58 pm.

Recording Secretary: Gwen Norris

Approved by: Committee

Date: August 14, 2024