



Finance Committee

Meeting Date: May 14, 2023

Audit – Parks and Recreation Department

Department:	Finance
Presenter:	Donna B. Williams, CGFM
Caption:	Approve engaging Marcum LLP to conduct audit of Parks and Recreation Department
Background:	<p>On April 2, 2024, the Commission directed the Finance and Procurement department to procure a firm to audit of the Parks and Recreation Department with a timeline that audit would be completed within 90 days of the engagement of a firm. The scope of the engagement as directed by the Commission is to include:</p> <ul style="list-style-type: none">a) To determine if charges to Lake Olmstead ledger codes are appropriate.b) To determine all community center list of user groups and the dollar amounts taken in from each group.c) To determine Riverwalk expenditures from all areas including the additional \$150,000 for Eight Street Bulkhead.d) To determine all vendor expenditures and jobs they performed including consultant, lawn services, etc.e) To determine all park expenditures broken down by the park with the ledger codes including Fleming Park.f) To determine all hotel stays with locations by all employees in the department.g) To determine Candlelight Jazz money totals for each date and how is the money collected and used.h) To evaluate IT Department's review of any deleted files for the Recreation department that are personnel or financial.i) To determine review all contracts of \$25,000 or less for department head signature on the document.j) to bring back recommendations of what we can make automated vs. paperk) To determine whether internal controls over assets are adequate to provide reasonable assurance that assets exist and are safeguarded against loss or theft.l) To determine whether controls over government operations provide reasonable assurance that resources are used effectively and efficiently and that expenditures follow established policies and procedures. (Example: procurement, travel)
Analysis:	Responses to the RFP were due on May 7 and were opened the same day. The evaluation committee met on May 8, 2024 to review and discuss the two

responses received. The committee recommends Marcum LLP be awarded the engagement.

Financial Impact: The not to exceed cost proposed is \$141,365. If the actual number of hours needed to complete the engagement is less than proposed, the fee could be reduced accordingly.

Alternatives: Reject proposal

Recommendation: Approve awarding audit of the Parks and Recreation Department to Marcum, LLP

**Funds are available
in the following
accounts:** 101-01-5110

**REVIEWED AND
APPROVED BY:**