



Town of Dundee, Florida

Audit Engagement
and Client Service Plan

September 30, 2024 and 2025



RIVERO, GORDIMER & COMPANY, P.A.

Member
American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants

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Stephen G. Douglas	Karl N. Swan
Marc D. Sasser, of Counsel	
Cesar J. Rivero, in Memoriam (1942-2017)	

August 26, 2025

Rivero, Gordimer & Company, P.A. is pleased to be of service to the Town of Dundee, Florida (the "Town") and we look forward to working with you during the 2024 and 2025 audit engagement.

We have prepared the enclosed Audit Engagement and Client Service Plan to illustrate to you our anticipated staffing, areas of focus, and tentative timing of the services we will perform.

Rivero, Gordimer & Company, P.A. will be responsive to the needs of the Commission and the Town. We are hopeful that this summary will be useful in initiating an open dialogue with the Commission members that will facilitate a relationship of value-added service.

Very truly yours,

RIVERO, GORDIMER & COMPANY, P.A.

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ORGANIZATIONAL CHART

**Honorable Mayor and Town Commissioners
Town of Dundee, Florida**

ACCOUNT ADMINISTRATOR
Julie A. Davis, CPA

ENGAGEMENT MANAGER
Patrick Goodwin, CPA

ENGAGEMENT QUALITY
CONTROL REVIEWER
Stephen G. Douglas, CPA

IN-CHARGE AUDITOR
STAFF AUDITORS

ENGAGEMENT STAFFING

Rivero, Gordimer & Company, P.A. is committed to maintaining the staffing necessary to ensure the audit of the Town of Dundee, Florida are performed within the specific timetable. Our staff will consist of an account administrator, an audit senior/staff and technical and compliance consultants.

A brief description of each position follows:

Account Administrator – Julie A. Davis, CPA

Rivero, Gordimer & Company, P.A.'s firm policy dictates that each engagement be conducted under the direction and control of a shareholder in the firm. This shareholder assumes overall responsibility for a project and participates to the degree necessary for successful completion. They monitor the technical and administrative aspects of the engagement to ensure adequate resources are provided and used properly, and reviews overall planning. The account administrator will participate in the detail audit examination, as required, and review and approve all project documentation and deliverables to ensure quality and adherence to professional standards.

Engagement Manager – Patrick Goodwin, CPA

The engagement manager will assume overall responsibility for the conduct of the project. The engagement manager is responsible for performing major audit work steps and providing direction for the senior auditor and staff auditor. The engagement manager maintains frequent ongoing contact with the Town's management and is available when needed.

Engagement In Charge – Lauren O'Reilly & Staff Auditors

In-Charge and Staff auditors will be assigned to perform detailed audit tasks with the assistance of the engagement supervisor.

Audit Consultant/Quality Reviewer –Stephen G. Douglas, CPA

An audit consultant/quality reviewer will be assigned to the engagement, as needed, to provide technical support to the audit team. Additionally, the audit consultant/quality reviewer has knowledge in the areas of federal and state regulations applicable to federal and state grants and contracts. The audit consultant/quality reviewer provides specialized support to the audit team to ensure quality service.

AUDIT PLANNING

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and Uniform Guidance

Our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting.

Primary Focus Areas

Rivero, Gordimer & Company, P.A. plans to take a risk-based approach to the audit and will focus our attention to significant audit areas. Our procedures will be directed primarily to higher risk accounts with secondary analysis of other accounts to enable us to issue our audit report.

As part of our preliminary audit planning procedures, we have determined the primary areas of focus as follows:

- Internal controls
- Cash and investments
- Grant receivables / revenue
- Accounts receivable / revenue
- Capital assets
- Long-term notes payable
- Payables and accrued expenses
- Other post employment benefit plan and disclosures
- Net position classifications / restrictions
- Right of use and lease liabilities

AUDIT PLANNING

In addition, we have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of internal controls
- Improper revenue recognition

Tentative Time Plan – September 30, 2024

A tentative schedule of key dates is shown below. These dates would change according to the closing of the Town's books and coordination of the management and committee members' schedules.

- Preliminary planning – November 2024
- Field work expected to begin late September or early October 2025
- Report to Town Commission – December 2025

AUDIT PLANNING

Fees

Financial Audit	2024	2025	2026
Audit of Financial Statements	\$ 38,000	\$ 38,000	\$ 40,000
Examination Engagement	2,500	2,500	2,500
Total recurring fee	<u>\$ 40,500</u>	<u>\$ 40,500</u>	<u>\$ 42,500</u>
Single Audit (as applicable)	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>

Independence, Conflicts of Interest and Confidentiality

Rivero, Gordimer & Company, P.A. is an independent CPA firm with respect to the Town, as we have not performed any operational, performance audits or other conflicting services for the Town.

The audit documentation for this engagement is the property of Rivero, Gordimer & Company, P.A. and constitutes confidential information.

Continuing Professional Education

Rivero, Gordimer & Company, P.A. auditors comply with *Government Audit Standards* related to continuing professional education (CPE). These standards require each auditor to complete at least 24 hours of CPE every 2 years that directly relates to governmental/nonprofit auditing. Additionally, any auditor involved in planning, directing or reporting on these types of engagements must also obtain an additional 56 hours of CPE (for a total of 80 hours of CPE in every 2-year period) that enhances the auditors' professional proficiency to perform audits.

As a member of the AICPA Employee Benefit Audit Quality Center, we are required to have additional employee benefit plan specific continuing education hours every three years. RGCO ensures all auditors meet the minimum hours required each year to maintain compliance above and beyond the minimum required.

Additionally, Rivero, Gordimer & Company, P.A. professionals meet all state licensing requirements for CPE (80 hours of CPE in every 2-year period).

PEER REVIEW REPORT

A peer review of Rivero, Gordimer & Company, P.A. was performed in February 2024 and the firm received a **"PASS"** rating (the highest rating). This review included a review of specific not-for-profit engagements.



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Report on the Firm's System of Quality Control

February 9, 2024

To the shareholders of Rivero, Gordimer & Company, P.A.
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Rivero, Gordimer & Company, P.A. (the firm) in effect for the year ended September 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

PEER REVIEW REPORT

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rivero, Gordimer & Company, P.A. in effect for the year ended September 30, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiencies*, or *fail*. Rivero, Gordimer & Company, P.A. has received a peer review rating of *pass*.

Isabel A. Remy, CPA, PA.