

PALM BEACH COUNTY
BOARD of COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: 10/16/2007

Consent Regular
 Public Hearing

Department:

Submitted By: Internal Auditor's Office

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to ratify: the County Internal Auditor's signature on an agreement with the Association of Local Government Auditors to conduct a peer review of the Internal Auditor's Office at an estimated cost of \$2,500 to \$3,000.

Summary: The Audit Committee approved conducting a peer review for the Internal Auditor's Office as required by Government Auditing Standards with the review to be conducted by the Association of Local Government Auditors. The cost of the peer review is reimbursement to the members of the review team for their travel costs associated with the review. Countywide (PFK)

Background and Justification:

Government Auditing Standard promulgate by the Government Accountability Office (GAO) require a periodic peer review of all audit shops conducting audit work, including internal audit shops such as ours. A three person review team is scheduled to conduct the review during the first week of November, 2007. There is no cost for the service other than to reimburse the team members for their travel costs in accordance with existing County Policies. The Audit Committee has approved having the required peer review conducted by the Association of Local Government Auditors (ALGA).

Attachments:

Engagement letter with Mr. Drew Harmon, ALGA Peer Review Coordinator

Recommended by: Joseph F. Beynon 9.25.07
Internal Auditor Date

Recommended by: [Signature] 10/4/07
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2006	2007	2008	2009	2010
Capital Expenditures					
Operating Costs			3,000		
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT			3,000		
# ADDITIONAL FTE					
POSITIONS (Cumulative)					


Is Item Included In Current Budget? Yes X No
 Budget Account No.: Fund 0001 Department 500 Unit 5000 Object 4001

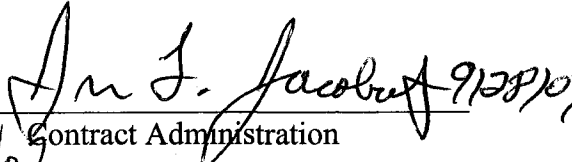
B. Recommended Sources of Funds/Summary of Fiscal Impact:

Department Fiscal Review:


III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Administration Comments:

 9/27/07
 Budget/OFMB
 ON 9/25/07
 pm 9-27-07

 9/28/07
 Contract Administration

B. Legal Sufficiency:

 10/4/07
 Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.



Internal Auditor's Office

P.O. Box 1989
West Palm Beach, FL 33402-1989
(561) 355-3603
FAX: (561) 355-3675
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Addie L. Greene, Chairperson
Jeff Koons, Vice Chair
Karen T. Marcus
Warren H. Newell
Mary McCarty
Burt Aaronson
Jess R. Santamaria

County Administrator

Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"

September 24, 2007

Drew Harmon, CPA, CIA
Municipal Auditor
215 Church Avenue, SW
Noel C Taylor Municipal Building North
Room 502
Roanoke, Va. 24011

Dear Mr. Harmon:

I would like to thank you for coordinating the peer review for the Palm Beach County Commission Internal Auditor's Office. This letter confirms our understanding of the arrangements for the review. The review team will consist of Kathleen Seay as team leader, with Kathleen Steffen and Dan Sooker as team members.

The scope of the review will be to conduct a peer review following guidelines contained in the *ALGA Peer Review Guide*, 2004 Revision. The objectives of the review will be to determine whether, during the period of October 1, 2004 through September 30, 2007, the Palm Beach County Commission Internal Auditor's Office's internal quality control system was (1) suitably designed and (2) operating effectively to provide reasonable assurance of complying with applicable *Government Auditing Standards* issued by the Comptroller General of the United States.

The review team will prepare a signed report and a letter to management, if appropriate, stating their conclusions. The review team will follow the reporting guidelines contained in the *ALGA Peer Review Guide*.

During the course of the review, the review team will have full access to the Palm Beach County Commission Internal Auditor's Office policies and procedures, personnel files, audit and attestation reports, supporting work papers, documents relating to non-audit services, and any other reports, correspondence, files, documents, etc. deemed pertinent by the review team. Palm Beach County Commission Internal Auditor's Office personnel will also be available for interview by the review team.

Mr. Drew Harmon
September 24, 2007
Page 2

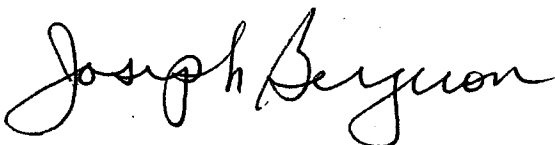
The on-site portion of the review will be conducted during the period November 5, 2007 through November 9, 2007. The final report will be issued on ALGA letterhead and will be delivered no later than November 23, 2007.

The Palm Beach County Commission Internal Auditor's Office will pay reasonable expenses incurred by the review team members relating to the review. Travel expenses including air fare, hotel accommodations, meals and rental cars will be reimbursed directly to each team member in accordance with the Palm Beach County Travel Policy (copy of policy attached). The value of each review team member's time will not be paid by the Palm Beach County Commission Internal Auditor's Office. Instead, the Palm Beach County Commission Internal Auditor's Office will commit audit personnel to conduct peer reviews coordinated by ALGA for its members.

To the extent provided by Florida law the Palm Beach County Commission Internal Auditor's Office agrees to hold ALGA and all of its officers and the review team harmless of any liability arising from actions of the review team members during the course of the review and / or resulting from the review, except for liability arising from the willful misconduct or the negligence of the review team members.

If this letter correctly expresses your understanding, please sign and return to me at your earliest convenience.

Sincerely,



Joseph Bergeron, CPA, CIA, CGAP
County Internal Auditor

Attachments

Accepted by: _____
Drew Harmon, ALGA Review Coordinator