

PALM BEACH COUNTY
BOARD of COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: 10/5/2010 [X] 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: Government Auditing Standards require a triennial peer review of each audit organization conducting audits in accordance with Government Auditing Standards. This requirement applies to the County Internal Auditor's Office. The review will be conducted by the Association of Local Government Auditors. The only cost to Palm Beach County for the peer review is the travel costs for the three person review team 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 week of October 18, 2010. There is no cost for the service other than the travel costs for the team members performing the peer review. The travel costs will be paid in accordance with existing County Policies.

Attachments:

Engagement letter with Mr. Gary Chapman, ALGA Peer Review Coordinator

Recommended by: Joseph Bergeron 9-14-10
Internal Auditor Date

Recommended by: [Signature] 9-17-10
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2010	2011	2012	2013	2014
Capital Expenditures					
Operating Costs		3,000			
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT		3,000			
# ADDITIONAL FTE					
POSITIONS (Cumulative)					

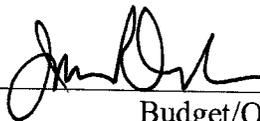
Is Item Included In Current Budget? Yes X No
 Budget Account No.: Fund 0001 Department 500 Unit 5000 Object 4001

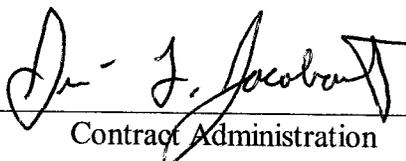
B. Recommended Sources of Funds/Summary of Fiscal Impact:

Department Fiscal Review:

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Administration Comments:


 Budget/OFMB
 5/15/10
 9/16/10
 9/16/10

 9/16/10
 Contract Administration

B. Legal Sufficiency:

 9/17/10
 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

100 Australian Ave., Suite 400

West Palm Beach, FL 33406

(561) 233-4420

FAX: (561) 233-4424

www.pbcgov.com/internalauditor



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*"An Equal Opportunity
Affirmative Action Employer"*

Official Electronic Letterhead

August 20, 2010

Mr. Gary S. Chapman
ALGA Peer Review Coordinator
City of Tampa, Internal Audit Department
306 E. Jackson Street, 7E
Tampa, FL 33602

Dear Mr. Chapman:

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 Sheila Roberts as team leader, with Tina Adams and Carmen Martin as team members.

The scope of the review will be to conduct a peer review following guidelines contained in the *ALGA Peer Review Guide*. The objectives of the review will be to determine whether during the period October 1, 2007, through September 30, 2010, 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's policies and procedures, personnel files, audit and attestation reports, supporting working papers, documents relating to non-audit services, and any other reports, correspondence, files, documents deemed pertinent by the review team. The Palm Beach County Commission, Internal Auditor's Office's personnel will also be available for interview by the review team.

The on-site portion of the review will be conducted during the period October 18, 2010, through October 22, 2010. The final report will be issued on ALGA letterhead and will be delivered no later than November 22, 2010.

The Palm Beach County Commission, Internal Auditor's Office will pay reasonable expenses incurred by the review team members relating to the review as billed per the invoice from ALGA. Meals, excluding gratuities, will be invoiced within the allowances and limitations set by Florida Statute section 112.061 and Palm Beach County PPM #CW-F-009 (copy attached). Current meal allowance rates are \$6 for breakfast, \$12 for lunch, and \$22 for dinner. Mileage for official business will be invoiced at the current official rate of 50.0 cents per mile. Receipts are not required for meal expenses.

Air travel, hotel accommodations, rental car transportation, meal, and incidental costs will be coordinated and arranged through ALGA Member Services. ALGA Member Services will invoice the Palm Beach County Commission, Internal Auditor's Office for travel and meal costs incurred by the review team members in accordance with the requirements of Florida Statutes and Palm Beach County PPM referenced above. The invoice will include backup documentation/receipts supporting the amounts claimed by the review team members.

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 that it may legally do so, Palm Beach County Commission, Internal Auditor's Office agrees to hold ALGA and all of its officers and representatives harmless of any liability arising from actions of the review team members and/or resulting from the review.

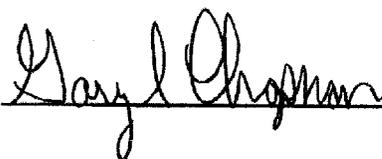
If this letter correctly expresses your understanding, please sign and return to me at your earliest convenience.

Sincerely,



Joseph F. Bergeron
Palm Beach County Internal Auditor

Attachments
Accepted by:



Date: 08-27-10