

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

**PREPARED BY: OFFICE OF FINANCIAL MANAGEMENT & BUDGET
(OFMB)**

SUBJECT: MANAGEMENT LETTER RESPONSES/STATUS

PPM #: CW-F-052

ISSUE DATE
April 29, 2025

EFFECTIVE DATE
April 29, 2025

PURPOSE:

To establish guidelines for reporting the status of corrective action for items identified in external audit Management Letters (as defined herein).

UPDATES:

Future updates to this PPM are the responsibility of the Director of OFMB.

AUTHORITY:

- Palm Beach County Administrative Code, Section 311.02, as may be amended.

POLICY:

OFMB shall provide a report on the status of corrective action for items identified in external audit Management Letters to the members of the Internal Audit Committee, the County Administrator, and to the Board of County Commissioners no later than six months after receipt of the Management Letter.

PROCEDURE:

External auditors shall prepare a Management Letter, which shall contain audit findings and may include the following:

- whether errors or irregularities reported in the preceding audit report have been corrected;
- whether recommendations made in the preceding audit report have been followed;
- recommendations to improve management, accounting procedures, internal controls and increase efficiency;
- violation of laws, rules and regulations discovered within the scope of the audit;
- other inaccuracies, irregularities, shortages discovered by the auditor.

It shall be the responsibility of the external auditors to deliver a draft of the Management Letter concerning County operations to the Director of OFMB.

OFMB will contact each department included in the Management Letter to review the auditors' comments and the recommended corrective action. Within six months after receipt of the Management Letter, OFMB will follow up with the appropriate departmental staff to determine the status of the corrective action and will report the status to the County Administrator, the Board of County Commissioners, and the Internal Audit Committee. When consensus is reached with the departments, OFMB will provide to the auditors, in writing, Management's response including corrective action to be taken on each of the items.

It will be the responsibility of the external auditors to incorporate Management's response into the Management Letter and to schedule an exit conference with the County Administrator to discuss the audit findings.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM CW-F-052, effective 05/15/2009
2. PPM CW-F-052, effective 05/05/2014
3. PPM CW-F-052, effective 08/10/2018