

## BOARD OF SUPERVISOR'S

# STONEYBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT

## AGENDA

**May 3, 2018**



James P. Ward  
District Manager  
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# STONEYBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT

April 23, 2018

Board of Supervisors  
Stoneybrook at Venice  
Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Stoneybrook at Venice Community Development District will be held on **Thursday, May 3, 2018** at **12:00 P.M.** at the **Stoneybrook Activity Center, 2365 Estuary Drive, Venice, Florida 34292.**

1. Call to Order & Roll Call
2. Consideration of Minutes:
  - a) Regular Meeting – August 3, 2017.
3. Consideration of Resolution 2018-1 Approving the Proposed Budget for Fiscal Year 2019 and Setting a Public Hearing for Thursday, July 5, 2018 on the Proposed Budget.
4. Consideration of Audit Proposals for the Fiscal Years ending September 30, 2018 through September 30, 2022.
5. Staff Reports
  - a) Attorney
  - b) Engineer
  - c) Manager
    - I. Report on the Number of Registered Voter's in the District.
    - II. Financial Statements for the period ending February 28, 2018.
6. Supervisor's Requests and Audience Comments
7. Adjournment

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The second order of business is consideration of the minutes of the regular meeting of August 3, 2017.

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The third order of business is consideration of a Resolution 2018-1 approving the Proposed Budget for Fiscal Year 2019 and setting a Public Hearing for July 5, 2018 for Adoption of the Proposed Budget.



*James P. Ward*  
*District Manager*

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The District's enabling legislation requires the District Manager to submit a Proposed Budget to the Board by June 15th of each year for your review and approval. The approval of the Budget is only intended to permit the District to move through the process towards adopting the Budget at the Public Hearing scheduled for the July 5, 2018 Meeting of the Board of Supervisor's. The approval of the Budget does not bind the Board to any of the costs contained in the Budget, any of the programs contained in the Budget and most importantly it does not bind the Board to any of the Assessment Rates contemplated as a result of the preparation of the Budget.

Finally, in the summer months Board Meetings are not generally necessary, therefore any input on the proposed Budget at this meeting would be important to incorporate into the Budget at this time.

The third item on the agenda is to consider and rank audit firms to provide auditing services for the Fiscal Years ending September 30, 2018 through September 30, 2022. The law provided that a governmental agency must advertise for auditors periodically, and we usually use a five (5) year term of the audit. This provides continuity in the audit, however, the agreement is terminable by the District at any time on short notice. There is a ranking sheet and you MUST rank the auditors and the number 1 ranked firm will be awarded the contract.

Under my report, is the statutory requirement that the District determine as of April 15<sup>th</sup> of each year the number of registered voter's residing with the District. The Statute provides that the Supervisor of Elections in the County where the District is located (Sarasota County) provides that information from the voter rolls of the County.

The significance of the report is based on the transition date and the number of qualified electors residing in the District which are enumerated in the Statute for the District to begin the transition from a landowner based election to a qualified elector based election.

The two thresholds are six years from the date of establishment which for the District is February 28, 2007 and the second is at least 250 qualified electors. The District has met both thresholds under the statute, and has fully transitioned to qualified elector based elections. However, the statute, still requires this reporting and as such this item is provided as a matter of law and placed into the District's records, there is no action required by the Board.

**In November, 2018, there will be an election for three members of the Board. Seat 2 (Mr. Compton), Seat 3 (Mr. Minnick) and Seat 5 (Mr. Jones). The terms will be four years.**

The qualification period for these seats will begin Monday, June 18, 2018 at noon and end Friday, June 22, 2018 at noon. The EARLY qualification period begins June 4, 2018. The following is the location for SBV to qualify for election.

1. Robert L. Anderson Administration Building  
4000 Tamiami Trail South, Room 114  
Venice, Florida 34293  
Phone: 941-861-3760 – Office Hours – 8:30 A.M. – 5:00 P.M.

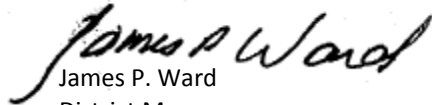


*James P. Ward*  
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The balance of the Agenda is standard in nature and I look forward to seeing you at the meeting, and if you have any questions and/or comments, please do not hesitate to contact me directly at (954) 658-4900.

Yours sincerely,  
Stoneybrook at Venice Community Development District

  
James P. Ward  
District Manager

enclosure



*James P. Ward*  
*District Manager*

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**MINUTES OF MEETING OF THE  
STONEBROOK AT VENICE  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the STONEYBROOK AT VENICE Community Development District's Board of Supervisors was held on **Thursday, August 3, 2017, at 12:00 p.m., at the Stoneybrook Activity Center, 2365 Estuary Drive, Venice, Florida 34292.**

**Present and constituting a quorum were:**

Dan Minnick	Chairman
Carl Jones	Vice Chairman
James Crawford	Assistant Secretary

**Absent were:**

Gary Compton	Assistant Secretary
Andy Groggoza	Assistant Secretary

**Also present were:**

James P. Ward	District Manager
Jere Earlywine	District Counsel

**1. Call to Order & Roll Call**

Mr. Ward called the meeting to order at 12:06 p.m., and roll call determined that all members of the Board were present with the exception of Supervisors Groggoza and Compton.

**2. Consideration of the Minutes**

**a) June 1, 2017 – Regular Meeting**

Mr. Ward asked if there were any additions, corrections, or deletions to the minutes. There being none, he asked for a motion.

**Motion was made by Mr. Minnick and seconded by Mr. Jones to approve the June 1, 2017 minutes, and with all in favor, the motion was approved.**

**3. Public Hearings**

Mr. Ward said this item consisted of two Public Hearings.

- a) The first Public Hearing was related to the adoption of the Fiscal Year 2018 Budget. He asked for a motion to open the Public Hearing.

**Motion was made by Mr. Minnick and seconded by Mr. Jones to open the Public Hearing, and with all in favor, the motion was approved.**

Mr. Ward opened the meeting for public comment. Hearing none, he stated there had been no written communication to him with respect to comments on the Fiscal Year 2018 Budget. He then asked for a motion to close the Public Hearing.

**Motion was made by Mr. Minnick and seconded by Mr. Jones to close the Public Hearing, and with all in favor, the motion was approved.**

Mr. Ward asked for Board comments. He stated the Budget had not changed but had been updated to reflect the refinancing of the 2007 bonds.

Hearing no comments or questions, he asked for a motion to adopt Resolution 2017-10 relating to the annual appropriations and adoption of the Budget for Fiscal Year 2018. He said the Budget was the same as it was last meeting, with the only change being an update to the Debt Service Fund that reflected the lower assessments rates resulting from the refinancing.

Mr. Minnick asked if further changes could be made to lower any items in the Budget or make any improvements. Mr. Ward responded that he thought they were doing relatively well as the assessment had changed from \$120 per unit a few years ago to \$75 per unit this year. He said this rate had been consistent for a number of years. He said a possible reduction may be in the computer services for next year.

Mr. Ward said he was glad there was a good general counsel on board. He said they would spend a little more money for this service, but it was an important role to have on a going forward basis.

Mr. Minnick asked if Mr. Ward had been trying to be an intermediary on some issues. Mr. Ward responded that the laws were changing dramatically, and the refinancing was the genesis for bringing on a decent counsel. He stated Mr. Earlywine and his firm were one of the premier firms for CDDs. He added that for their own internal purposes, a good general counsel, who attended their meetings, was necessary.

Mr. Minnick asked if there was some environmental change occurring that heightened the need for this best level of legal representation. Mr. Ward said in the last three years he had seen many proposed changes in legislation with respect to Chapter 190 and other statutes that the CDD operated under, specifically related to the Sunshine Laws, Public Record laws, and what CDDs

can and cannot do. He said he kept on top of all those changes, but Mr. Earlywine was the expert. He said in the last couple years he had gotten public record requests from law firms who, when they did not get a response, would sue the CDD. He said Mr. Earlywine kept on top of this issue and helped by responding to the public record requests. He said spending extra money for this service and some of the environmental changes going on was important. It was stated that this was sort of risk insurance. Mr. Ward responded it was cheaper than risk insurance.

Mr. Earlywine added that his firm represented a third of the CDDs in Florida and a number of other special types of Districts. He said that allowed them to have an individual in Tallahassee to monitor legislation. He said in the last five years there has been an increase in reporting requirements. He pointed out that his firm had given the Board a competitive rate with a discount.

Mr. Ward again asked for a motion to adopt Resolution 2017-10, the annual appropriation and Budget for Fiscal Year 2018.

**Motion was made by Mr. Minnick and seconded by Mr. Jones to adopt Resolution 2017-10, and with all in favor, the motion was approved.**

- b) Mr. Ward stated the second Public Hearing was related to the imposition of special assessments, adoption of an assessment roll, and approval of the general fund special assessment methodology for Fiscal Year 2018. He asked for a motion to open the Public Hearing.

**Motion was made by Mr. Minnick and seconded by Mr. Jones to open the Public Hearing, and with all in favor, the motion was approved.**

Mr. Ward stated there were no members of the public present. He stated he had not received any written comment with respect to this Public Hearing. He then asked for a motion to close the Public Hearing.

**Motion was made by Mr. Minnick and seconded by Mr. Jones to close the Public Hearing, and with all in favor, the motion was approved.**

Mr. Ward asked for questions or comments from the Board. He stated the resolution and the methodology were very simple. The methodology said that they were levying the general fund assessments across all units equally within the District, and the rate for the fiscal year beginning October 1, 2018, is \$74.85 per unit per year. Hearing no questions, he called for a motion to adopt Resolution 2017-11.

**Motion was made by Mr. Minnick and seconded by Mr. Jones to adopt Resolution 2017-11, and with all in favor, the motion was approved.**

#### 4. Consideration of Resolution 2017-12

Mr. Ward asked the Board to adopt a resolution designating the dates, times, and locations of Board meetings for Fiscal Year 2018. He said they would set them as the first Thursday of each month at 12:00 p.m. at the Stoneybrook Activity Center. He said they would probably have only three of four meetings in the upcoming year, but he would advertise the schedule for the year in advance, and then cancel any they did not need. Generally, he stated they would probably meet in January, April and August.

Mr. Minnick asked if there was a penalty or friction if in a given month they would like to meet on a different day or time. Mr. Ward stated that the statute permitted the Board to advertise if they have a meeting outside of the normal dates and times.

**Motion was made by Mr. Minnick and seconded by Mr. Jones to adopt Resolution 2017-12 as described above, and with all in favor, the motion was approved.**

#### 5. Staff Reports

##### a) Attorney

Mr. Earlywine commented that there were not many District Managers that did an Operations and Maintenance Assessment methodology, and it was helpful to the Board in the event that there was a challenge on the assessments. He complimented Mr. Ward for this practice.

##### b) Manager – No report given.

#### 6. Supervisor's Requests and Audience Comments

Mr. Ward asked if there were any comments from the Board or the audience. There were none.

#### 7. Adjournment

**Motion was made by Mr. Minnick and seconded by Mr. Jones to adjourn the meeting, and with all in favor the motion was approved.**



The meeting was adjourned at 12:23 p.m.

Stoneybrook at Venice Community  
Development District

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James P. Ward, Secretary

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Dan Minnick, Chairman

**RESOLUTION 2018-1**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STONEYBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors of Stoneybrook at Venice Community Development District (the "Board") prior to June 15, 2018, a proposed Budget for Fiscal Year 2019; and

**WHEREAS**, the Board has considered the proposed budget and desires approve the Budget and to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF STONEYBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** That the foregoing whereas clauses are true and correct and incorporated herein as if written into this Section.

**SECTION 2.** The proposed Budget prepared and submitted by the District Manager for Fiscal Year 2019 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

**SECTION 3.** A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

<b>DATE:</b>	<b>Thursday, July 5, 2018</b>
<b>HOUR:</b>	<b>12:00 P.M.</b>
<b>LOCATION:</b>	<b>Stoneybrook Activity Center 2365 Estuary Drive Venice, Florida 34292</b>

**SECTION 4.** The District Manager is hereby directed to submit a copy of the proposed Budget to Sarasota County at least 60 days prior to the hearing set above.

**SECTION 5.** Notice of this public hearing on the budget shall be published in a newspaper of general circulation in the area of the district once a week for two (2) consecutive weeks, except that the first publication shall not be fewer than 15 days prior to the date of the hearing. The notice shall further contain a designation of the day, time, and place of the public hearing. At the time and place designated in the notice, the Board shall hear all objections to the budget as proposed and may make such changes as the board deems necessary.

**SECTION 6.** That all Sections or parts of Sections or any Resolutions, Agreements or actions of the Board of Supervisor's in conflict are hereby repealed to the extent of such conflict

**SECTION 7.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 8.** This Resolution shall become effective immediately upon passage.

**RESOLUTION 2018-1**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STONEYBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**PASSED AND ADOPTED this 3<sup>th</sup> day of May, 2018.**

ATTEST:

**STONEYBROOK AT VENICE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Daniel Minnick, Chairman

**BOARD OF SUPERVISOR'S**

**STONEYBROOK AT VENICE  
COMMUNITY DEVELOPMENT DISTRICT**

**EXHIBIT A**

**PROPOSED BUDGET  
FISCAL YEAR 2019**



James P. Ward  
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# TABLE OF CONTENTS

## GENERAL FUND

<b>Budget</b>	<b>1— 2</b>
<b>Budget</b>	
<b>Assessment Rate Comparison</b>	
<b>Budget Comparison</b>	

<b>Description of Budgeted items</b>	<b>3—4</b>
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## DEBT SERVICE FUND

<b>Series 2017 Bonds</b>	<b>5—7</b>
<b>Budget</b>	
<b>Assessment Rate Comparison</b>	
<b>Budget Comparison</b>	
<b>Bond Amortization Schedule</b>	

**Stoneybrook at Venice  
Community Development District**

**General Fund - Budget  
Fiscal Year 2019**

Description	Fiscal Year 2018 Budget	Actual at February 28, 2018	Anticipated Year End 09/30/18	Fiscal Year 2019 Budget
<b>Revenues and Other Sources</b>				
Carryforward	\$ -	\$ -	\$ -	\$ -
Interest Income - General Account	\$ 75	\$ 20	\$ 40	\$ 40
<b>Special Assessment Revenue</b>				
Special Assessment - On-Roll	\$ 74,106	\$ 65,872	\$ 74,106	\$ 73,785
<b>Total Revenue &amp; Other Sources</b>	<b>\$ 74,021</b>	<b>\$ 65,892</b>	<b>\$ 74,146</b>	<b>\$ 73,825</b>
<b>Appropriations</b>				
<b>Legislative</b>				
Board of Supervisor's Fees	\$ -	\$ -	\$ -	\$ -
Board of Supervisor's - FICA	\$ -	\$ -	\$ -	\$ -
<b>Executive</b>				
Executive Salaries	\$ 17,000	\$ 7,192	\$ 17,000	\$ 17,000
Executive Salaries - FICA	\$ 1,301	\$ 550	\$ 1,100	\$ 1,100
Executive Salaries - Insurance	\$ 3,200	\$ 1,711	\$ 3,240	\$ 3,500
<b>Financial and Administrative</b>				
Audit Services	\$ 4,600	\$ 1,100	\$ 4,600	\$ 4,900
Accounting Services	\$ 5,500	\$ 1,859	\$ 5,500	\$ 3,500
Assessment Roll Preparation	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Arbitrage Rebate Fees	\$ 500	\$ -	\$ 500	\$ 500
<b>Other Contractual Services</b>				
Recording and Transcription	\$ 400	\$ -	\$ 400	\$ 200
Legal Advertising	\$ 1,200	\$ 100	\$ 1,200	\$ 1,200
Trustee Services	\$ 2,795	\$ -	\$ 2,795	\$ 2,795
Dissemination Agent Services	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Property Appraiser Fees	\$ -	\$ -	\$ -	\$ -
Bank Service Fees	\$ 400	\$ 134	\$ 275	\$ 300
<b>Travel and Per Diem</b>	\$ -	\$ -	\$ -	\$ -
<b>Communications and Freight Services</b>				
Telephone	\$ -	\$ -	\$ -	\$ -
Postage, Freight & Messenger	\$ 100	\$ 18	\$ 100	\$ 100
<b>Rentals and Leases</b>				
Miscellaneous Equipment	\$ -	\$ -	\$ -	\$ -
Computer Services	\$ 7,600	\$ 2,793	\$ 11,810	\$ 7,560
<b>Insurance</b>	\$ 6,700	\$ 6,505	\$ 6,505	\$ 7,560
<b>Printing and Binding</b>	\$ 400	\$ 11	\$ 472	\$ 475
<b>Office Supplies</b>	\$ 30	\$ -	\$ -	\$ -
<b>Subscriptions and Memberships</b>	\$ 175	\$ 175	\$ 175	\$ 175

**Stoneybrook at Venice  
Community Development District**

**General Fund - Budget  
Fiscal Year 2019**

Description	Fiscal Year 2018 Budget	Actual at February 28, 2018	Anticipated Year End 09/30/18	Fiscal Year 2019 Budget
<b>Legal Services</b>				
General Counsel	\$ 2,500	\$ (461)	\$ 1,200	\$ 3,200
<b>Other General Government Services</b>				
Engineering Services		\$ -	\$ -	
Contingencies	\$ 700	\$ -	\$ -	\$ 700
<b>Other Fees and Charges</b>				
Discounts and Tax Collector Fees	\$ 4,080		\$ 4,080	\$ 4,060
<b>Total Appropriations</b>	<b>\$ 74,181</b>	<b>\$ 31,688</b>	<b>\$ 75,952</b>	<b>\$ 73,825</b>
<b>Net Increase/(Decrease) in Fund Balance</b>		\$ 34,204	\$ (1,806)	
<b>Fund Balance - Beginning</b>	\$ 85,586	\$ 85,586	\$ 85,586	\$ 83,780
<b>Fund Balance - Ending (Projected)</b>		\$ 119,791	\$ 83,780	
 <b>Assessment Comparison</b>	 \$ 74.69			 \$ 74.53

**Stoneybrook at Venice  
Community Development District**

**General Fund - Budget  
Fiscal Year 2019**

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**Revenues and Other Sources**

<b>Carryforward</b>	\$	-
<b>Interest Income - General Account</b>	\$	40
<p>With the levy of Special Assessments the District's operating account will earn interest on it's funds. This amount reflects the anticipated earnings.</p>		

**Appropriations**

**Legislative**

Board of Supervisor's Fees	\$	-
<p>The Board's fees are statutorily set at \$200 for each meeting of the Board of Supervisor's not to exceed \$4,800 for each Fiscal Year. The current Board has waived their Board Compensation.</p>		

**Executive**

Executive Salaries and Benefits	\$	21,600
<p>The District has one employee - that is the District Manager who handles the daily activities of the District, and which is shared with other CDD's. The expenditures are this District's anticipated share of those costs.</p>		

	FY 2018	FY 2019
Salary	\$ 17,000	\$ 17,000
FICA	\$ 1,301	\$ 1,100
Insurance	\$ 3,200	\$ 3,500
<b>Total:</b>	<b>\$ 21,501</b>	<b>\$ 21,600</b>

**Financial and Administrative**

Audit Services	\$	4,900
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>		
Accounting Services	\$	3,500
<p>For the Maintenance of the District's books and records on a daily basis.</p>		
Assessment Roll Preparation	\$	10,000
<p>For the preparation by the Financial Advisor of the Methodology for the General Fund and the Assessment Rolls including transmittal to the Sarasota County Property Appraiser.</p>		
Arbitrage Rebate Fees	\$	500
<p>For required Federal Compliance - this fee is paid for an in-depth analysis of the District's earnings on all of the funds in trust for the benefit of the Bondholder's to insure that the earnings rate does not exceed the interest rate on the Bond's.</p>		

**Other Contractual Services**

Recording and Transcription	\$	200
Legal Advertising	\$	1,200



**Stoneybrook at Venice  
Community Development District**

**General Fund - Budget  
Fiscal Year 2019**

Trustee Services	\$ 2,795
With the issuance of the District's Bonds, the District is required to maintain the accounts established for the Bond Issue with a bank that holds trust powers in the State of Florida. The	
Dissemination Agent Services	\$ 5,000
With the issuance of the District's Bonds, the District is required to report on a periodic basis the same information that is contained in the Official Statement that was issued for the Bonds. These requirements are pursuant to requirements of the Securities and Exchange Commission and sent to national repositories.	
Property Appraiser Fees	\$ -
Bank Service Fees	\$ 300
<b>Travel and Per Diem</b>	<b>\$ -</b>
<b>Communications and Freight Services</b>	
Telephone	\$ -
Postage, Freight & Messenger	\$ 100
<b>Rentals and Leases</b>	
Miscellaneous Equipment	\$ -
Computer Services	\$ 7,560
The District maintains all of its Public Records, including all of its programs for accounting and the administration of the District in a secure Facility with constant redundancy of the system. The fee includes the yearly hardware and annual software licenses to maintain the District's records, along with the development/maintenance of a District web site.	
<b>Insurance</b>	<b>\$ 7,560</b>
<b>Printing and Binding</b>	<b>\$ 475</b>
<b>Office Supplies</b>	<b>\$ -</b>
<b>Subscriptions and Memberships</b>	<b>\$ 175</b>
<b>Legal Services</b>	
General Counsel	\$ 3,200
The District's general council provides on-going legal representation relating to issues such as public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, they provide services as "local government lawyers".	
<b>Other General Government Services</b>	
Engineering Services	\$ -
The District's engineering firm provides a broad array of engineering, consulting and construction services, which assists the District in crafting solutions with sustainability for the long term interests of the Community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Contingencies	\$ 700
<b>Other Fees and Charges</b>	
Discounts and Tax Collector Fees	\$ 4,060
4% Discount permitted by Law for early payment and 1.5% Tax Collector . The Property Appraiser does not bill the District for any fees.	
<b>Total Appropriations:</b>	<b><u>\$ 73,825</u></b>

**Stoneybrook at Venice**  
**Community Development District**  
**Debt Service Fund Series 2017 Bonds - Budget**  
**Fiscal Year 2019**

Description	Fiscal Year 2018 Budget	Actual at February 28, 2018	Anticipated Year End 09/30/18	Fiscal Year 2019 Budget
<b>Revenues and Other Sources</b>				
Carry Forward	\$ 15,000			
Interest Income	\$ 500	\$ 215	\$ 430	\$ 430
<b>Special Assessment Revenue</b>				
Special Assessment - On-Roll	\$ 382,726	\$ 349,205	\$ 382,726	\$ 398,673
Special Assessment - Prepayments	\$ -	\$ -	\$ -	\$ -
Operating Transfers In	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue &amp; Other Sources</b>	<b>\$ 398,226</b>	<b>\$ 349,419</b>	<b>\$ 383,156</b>	<b>\$399,103</b>
<b>Appropriations</b>				
<b>Debt Service</b>				
<b>Principal Debt Service - Mandatory</b>				
Series 2017 Bonds	\$ 195,000	\$ -	\$ 195,000	\$ 195,000
<b>Principal Debt Service - Early Redemptions</b>				
Series 2017 Bonds	\$ 15,000	\$ -	\$ -	\$ 15,000
<b>Interest Expense</b>				
Series 2017 Bonds	\$ 167,176	\$ 79,189	\$ 167,176	\$ 167,176
<b>Other Fees and Charges</b>				
Discounts and Tax Collector Fees	\$ 21,050	\$ -	\$ 21,050	\$ 21,927
<b>Total Appropriations</b>	<b>\$ 398,226</b>	<b>\$ 79,189</b>	<b>\$ 383,226</b>	<b>\$ 399,103</b>
<b>Net Increase/(Decrease) in Fund Balance</b>		\$ 270,231	\$ (70)	
<b>Fund Balance - Beginning</b>	\$ 219,291	\$ 219,291	\$ 219,291	
<b>Fund Balance - Ending (Projected)</b>	<b>\$ 219,291</b>	<b>\$ 489,522</b>	<b>\$ 219,221</b>	
<b>Restricted Fund Balance:</b>				
Reserve Account Requirement			\$ 111,563	
Restricted for November 1, 2019 Interest Payment			\$ 86,038	
<b>Total - Restricted Fund Balance:</b>			<b>\$ 197,600</b>	
<b>Assessment Comparison</b>				
Single Family - 40ft	\$ 377			\$ 307
Single Family - 52ft	\$ 519			\$ 422
Single Family - 62ft	\$ 680			\$ 553
Cove Townhomes	\$ 281			\$ 228

**Stoneybrook at Venice**  
**Community Development District**  
**Debt Service Fund Series 2017 Bonds - Budget**  
**Fiscal Year 2019**

Description	Principal	Coupon Rate	Interest	Annual Debt Service
Par Amount Issued	\$ 5,505,000			
11/1/2017			\$ 79,188.75	
5/1/2018	\$ 195,000	2.00%	\$ 87,987.50	\$ 362,176
11/1/2018			\$ 86,037.50	
5/1/2019	\$ 200,000	2.00%	\$ 86,037.50	\$ 372,075
11/1/2019			\$ 84,037.50	
5/1/2020	\$ 205,000	2.00%	\$ 84,037.50	\$ 373,075
11/1/2020			\$ 81,987.50	
5/1/2021	\$ 210,000	2.00%	\$ 81,987.50	\$ 373,975
11/1/2021			\$ 79,887.50	
5/1/2022	\$ 210,000	2.25%	\$ 79,887.50	\$ 369,775
11/1/2022			\$ 77,525.00	
5/1/2023	\$ 215,000	2.50%	\$ 77,525.00	\$ 370,050
11/1/2023			\$ 74,837.50	
5/1/2024	\$ 225,000	2.63%	\$ 74,837.50	\$ 374,675
11/1/2024			\$ 71,884.38	
5/1/2025	\$ 230,000	3.00%	\$ 71,884.38	\$ 373,769
11/1/2025			\$ 68,434.38	
5/1/2026	\$ 235,000	3.00%	\$ 68,434.38	\$ 371,869
11/1/2026			\$ 64,909.38	
5/1/2027	\$ 245,000	3.13%	\$ 64,909.38	\$ 374,819
11/1/2027			\$ 61,081.25	
5/1/2028	\$ 250,000	3.25%	\$ 61,081.25	\$ 372,163
11/1/2028			\$ 57,018.75	
5/1/2029	\$ 260,000	3.60%	\$ 57,018.75	\$ 374,038
11/1/2029			\$ 52,338.75	
5/1/2030	\$ 270,000	3.60%	\$ 52,338.75	\$ 374,678
11/1/2030			\$ 47,478.75	
5/1/2031	\$ 280,000	3.60%	\$ 47,478.75	\$ 374,958
11/1/2031			\$ 42,438.75	
5/1/2032	\$ 290,000	3.60%	\$ 42,438.75	\$ 374,878
11/1/2032			\$ 37,218.75	
5/1/2033	\$ 300,000	3.75%	\$ 37,218.75	\$ 374,438
11/1/2033			\$ 31,593.75	
5/1/2034	\$ 310,000	3.75%	\$ 31,593.75	\$ 373,188
11/1/2034			\$ 25,781.25	
5/1/2035	\$ 325,000	3.75%	\$ 25,781.25	\$ 376,563
11/1/2035			\$ 19,687.50	

**Stoneybrook at Venice  
Community Development District  
Debt Service Fund Series 2017 Bonds - Budget  
Fiscal Year 2019**

Description	Principal	Coupon Rate	Interest	Annual Debt Service
5/1/2036	\$ 335,000	3.75%	\$ 19,687.50	\$ 374,375
11/1/2036			\$ 13,406.25	
5/1/2037	\$ 350,000	3.75%	\$ 13,406.25	\$ 376,813
11/1/2037			\$ 6,843.75	
5/1/2038	\$ 365,000	3.75%	\$ 6,843.75	\$ 378,688

**STONEBROOK AT VENICE COMMUNITY  
DEVELOPMENT DISTRICT**

**PROPOSAL FOR AUDIT SERVICES**

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**PROPOSED BY:**

Berger, Toombs, Elam, Gaines & Frank  
CERTIFIED PUBLIC ACCOUNTANTS, PL

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600 Citrus Avenue, Suite 200  
Fort Pierce, Florida 34950

(772) 461-6120

**CONTACT PERSON:**

J. W. Gaines, CPA, Director

**DATE OF PROPOSAL:**

March 27, 2018



## TABLE OF CONTENTS

<u>DESCRIPTION OF SECTION</u>	<u>PAGE</u>
A. Letter of Transmittal	1-2
B. Profile of the Proposer	
Description and History of Audit Firm	3
Professional Staff Resources	4-5
Ability to Furnish the Required Services	5
Arbitrage Rebate Services	6
A. Governmental Auditing Experience	7-14
B. Fee Schedule	15
C. Scope of Work to be Performed	15
D. Resumes	16-30
E. Peer Review Letter	31



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

March 27, 2018

Stoneybrook at Venice Community Development District  
James Ward, District Manager  
2900 NE 12<sup>th</sup> Terrace, Suite 1  
Oakland Park, Florida 33334

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Stoneybrook at Venice Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Stoneybrook at Venice Community Development District. We will provide you with top quality, responsive service.

## **Experience**

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.

Fort Pierce / Stuart



Stoneybrook at Venice Community Development District  
March 27, 2018

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Stoneybrook at Venice Community Development District.

Very truly yours,

*Berger Toombs Elam  
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

## PROFILE OF THE PROPOSER

### Description and History of Audit Firm

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

## Professional Staff Resources

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has a total of 27 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (1 CPA)	3
Staff Accountants	6
Computer Specialist	1
Paraprofessional	6
Administrative	<u>4</u>
Total – all personnel	27

Following is a brief description of each employee classification:

**Staff Accountant** – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a master's degree in accounting or equivalent.

**Senior Accountant** – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

**Managers** – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

**Principal** – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor –in-charge. A principal has no financial interest in the firm.

**Partner/Director** – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

## **Professional Staff Resources (Continued)**

**Independence** – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to insure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Stoneybrook at Venice Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

### **Ability to Furnish the Required Services**

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

## **ADDITIONAL SERVICES PROVIDED**

### **Arbitrage Rebate Services**

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., “rebate”) to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer’s auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all “Gross Proceeds” (as that term is defined in the Code) of the bond issue, including those requiring analysis due to “transferred proceeds” and/or “commingled funds” circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue’s excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

## **GOVERNMENTAL AUDITING EXPERIENCE**

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

### **Continuing Professional Education**

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

## GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

### Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

## **GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)**

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately seventy five audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

### **Certificate of Achievement for Excellence in Financial Reporting (CAFR)**

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.



**GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

References

Capron Trail Community Development  
District  
Jeff Walker, Special District Services  
(561) 630-4922

Gateway Community Development  
District  
Stephen Bloom, Severn Trent Management  
(954) 753-5841

The Reserve Community Development District  
  
Darrin Mossing, Governmental Management  
Services LLC  
(407) 841-5524

Port of the Islands Community Development  
District  
Cal Teague, Premier District Management  
  
(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

Community Development Districts

Aberdeen Community Development  
District

Celebration Pointe Community  
Development District

Amelia Concourse Community  
Development District

Channing Park Community  
Development District

Anthem Park Community  
Development District

Cheval West Community  
Development District

Arborwood Community Development  
District

City Center Community Development  
District

Bannon Lakes Community  
Development District

Colonial Country Club Community  
Development District

Beacon Lakes Community  
Development District

Creekside at Twin Creeks Community  
Development District

Candler Hills East Community  
Development District

Deer Run Community Development  
District

Capron Trail Community Development  
District

Diamond Hill Community  
Development District

Cedar Hammock Community  
Development District

Eagle Point Community Development  
District

**GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

Eastlake Oaks Community  
Development District

Legends Bay Community  
Development District

Easton Park Community Development  
District

Live Oak No 2 Community  
Development District

Estancia @ Wiregrass Community  
Development District

Marshall Creek Community  
Development District

Forest Brooke Community  
Development District

Meadow View at Twin Lakes Community  
Development District

Gramercy Park Community  
Development District

Meadow Point III Community  
Development District

Greyhawk Landing Community  
Development District

Meadow Point IV Community  
Development District

Griffin Lakes Community Development  
District

Midtown Miami Community  
Development District

Habitat Community Development  
District

Mira Lago Community Development  
District

Harmony Community Development  
District

Narcoossee Community Development  
District

Heritage Harbor Community  
Development District

New Port Tampa Bay Community  
Development District

Heritage Isles Community  
Development District

Overoaks Community Development  
District

Heritage Lake Park Community  
Development District

Panther Trace 2 Community  
Development District

Heritage Palms Community  
Development District

Pine Island Community Development  
District

Julington Creek Community  
Development District

Pine Ridge Community Development  
District

Lake Bernadette Community  
Development District

Piney-Z Community Development  
District

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Remington Community Development  
District

Southern Hills Plantation III Community  
Development District

Renaissance Commons Community  
Development District

St. John's Forest Community  
Development District

Reserve Community Development  
District

Stoneybrook West Community  
Development District

Reserve at Pradera Community  
Development District

Tern Bay Community Development  
District

Ridgewood Trails Community  
Development District

Terracina Community Development  
District

River Hall Community Development  
District

Twin Creeks North Community  
Development District

River Place on the St. Lucie Community  
Development District

Valencia Acres Community  
Development District

Riverwood Community Development  
District

Villages of Bloomingdale Community  
Development District

Riverwood Estates Community  
Development District

Westside Community Development  
District

Rolling Hills Community Development  
District

Willow Creek Community Development  
District

Sampson Creek Community  
Development District

Winston Trails Community  
Development District

Seminole Improvement District

Solterra Resort Community  
Development District

South Village Community  
Development District

Southern Hills Plantation I Community  
District

**GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Town of Ocean Breeze Park
Jobs and Education Partnership	Troup Indiantown Water Control District

Current or Recent Single Audits.

St. Lucie County, Florida  
Early Learning Coalition, Inc.  
Treasure Coast Food Bank, Inc.

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River  
Martin  
Okeechobee  
Palm Beach

Municipalities

City of Port St. Lucie  
City of Vero Beach  
Town of Orchid

## **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

### Special Districts

Boggy Creek Community Development District  
Coquina Water Control District  
Dovera Community Development District  
Durbin Crossing Community Development District  
Golden Lakes Community Development District  
Lakewood Ranch Community Development District  
Martin Soil and Water Conservation District  
Myrtle Creek Community Development District  
St. Lucie County – Fort Pierce Fire District  
The Crossings at Fleming Island  
St. Lucie West Services District  
Indian River County Mosquito Control District  
St. John's Water Control District  
Westchase and Westchase East Community Development Districts  
Pier Park Community Development District  
Verandahs Community Development District  
Magnolia Park Community Development District

### Schools and Colleges

Federal Student Aid Programs – Indian River Community College  
Indian River Community College  
Okeechobee County District School Board  
St. Lucie County District School Board

### State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie  
County Board of County Commissioners)  
Florida School for Boys at Okeechobee  
Indian River Community College Crime Laboratory  
Indian River Correctional Institution

## **FEE SCHEDULE**

We propose the fee for our audit services described below to be \$4,275 for the years ended September 30, 2018, 2019, and 2020, and \$4,410 for the years ended September 30, 2021 and 2022. The fee is contingent upon the financial records and accounting systems of Stoneybrook at Venice Community Development District being "audit ready" and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

## **SCOPE OF WORK TO BE PERFORMED**

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Stoneybrook at Venice Community Development District as of September 30, 2018, 2019, 2020, 2021, and 2022. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **J. W. Gaines, CPA, CITP**

Director – 38 years

#### **Education**

- ◆ Stetson University, B.B.A. – Accounting

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

#### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association
- ◆ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ◆ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ◆ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ◆ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ◆ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ◆ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ◆ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ◆ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ◆ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

#### **Professional Experience**

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 30 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**J. W. Gaines, CPA, CITP (Continued)**

Director

**Continuing Professional Education**

- ◆ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
  - Governmental Accounting Report and Audit Update
  - Analytical Procedures, FICPA
  - Annual Update for Accountants and Auditors
  - Single Audit Sampling and Other Considerations



# ***Commitment to Quality Service***

## **Personnel Qualifications and Experience**

### **David S. McGuire, CPA, CITP**

Accounting and Audit Principal – 9 years

Accounting and Audit Manager – 4 years

Staff Accountant – 11 years

### **Education**

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – present)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – present)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)

### **Professional Experience**

- ◆ Twenty four years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
  - St. Lucie County, Florida
  - 19<sup>th</sup> Circuit Office of Medical Examiner
  - Troup Indiantown Water Control District
  - Exchange Club Center for the Prevention of Child Abuse, Inc.
  - Healthy Kids of St. Lucie County
  - Mustard Seed Ministries of Ft. Pierce, Inc.
  - Reaching Our Community Kids, Inc.
  - Reaching Our Community Kids - South
  - St. Lucie County Education Foundation, Inc.
  - Treasure Coast Food Bank, Inc.
  - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David S. McGuire, CPA, CITP (Continued)**

Accounting and Audit Principal

#### **Continuing Professional Education**

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

Not-for-Profit Auditing Financial Results and Compliance Requirements

Update: Government Accounting Reporting and Auditing

Annual Update for Accountants and Auditors

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David F. Haughton, CPA**

Accounting and Audit Manager – 27 years

#### **Education**

- ◆ Stetson University, B.B.A. – Accounting

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

#### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

#### **Professional Experience**

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

##### **Counties:**

St. Lucie County

##### **Municipalities:**

City of Fort Pierce

City of Stuart

# ***Commitment to Quality Service***

## **Personnel Qualifications and Experience**

### **David F. Haughton, CPA (Continued)**

Accounting and Audit Manager

### **Professional Experience (Continued)**

#### **Special Districts:**

Bluewaters Community Development District  
Country Club of Mount Dora Community Development District  
Fiddler's Creek Community Development District #1 and #2  
Indigo Community Development District  
North Springs Improvement District  
Renaissance Commons Community Development District  
St. Lucie West Services District  
Stoneybrook Community Development District  
Summerville Community Development District  
Terracina Community Development District  
Thousand Oaks Community Development District  
Tree Island Estates Community Development District  
Valencia Acres Community Development District

#### **Non-Profits:**

The Dunbar Center, Inc.  
Hibiscus Children's Foundation, Inc.  
Hope Rural School, Inc.  
Maritime and Yachting Museum of Florida, Inc.  
Tykes and Teens, Inc.  
United Way of Martin County, Inc.  
Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

### **Continuing Professional Education**

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Matthew Gonano, CPA**

Senior Staff Accountant – 7 years

#### **Education**

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

#### **Professional Affiliations/Community Service**

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

#### **Professional Experience**

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

#### **Continuing Professional Education**

- ◆ Mr. Gonano has participated in numerous continuing professional education courses

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Paul Daly**

Staff Accountant – 6 years

#### **Education**

- ◆ Florida Atlantic University, B.S. – Accounting

#### **Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ◆ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Melissa Arnold**

Senior Staff Accountant – 4 years

#### **Education**

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. –Accounting

#### **Professional Experience**

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ◆ Ms. Arnold participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Bryan Snyder**

Staff Accountant – 3 years

#### **Education**

- ◆ Florida Atlantic University, B.B.A. - Accounting

#### **Professional Experience**

- ◆ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ◆ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

#### **Continuing Professional Education**

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.



## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Maritza Stonebraker**

Staff Accountant – 2 years

#### **Education**

- ◆ Indian River State College, B.S.A. - Accounting

#### **Professional Experience**

- ◆ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

#### **Continuing Professional Education**

- ◆ Ms. Stonebraker participates in numerous continuing education courses and plans on acquiring her CPA.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Jonathan Herman**

Senior Staff Accountant – 4 years

#### **Education**

- ◆ University of Central Florida, B.S. –Accounting
- ◆ Florida Atlantic University, MACC

#### **Professional Experience**

- ◆ Accounting graduate with four years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ◆ Working to study to take the Certified Public Accounting (CPA) exam.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Sean Stanton**

Staff Accountant

#### **Education**

- ◆ University of South Florida, B.S. –Accounting
- ◆ Florida Atlantic University, M.B.A. – Accounting

#### **Professional Experience**

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

#### **Continuing Professional Education**

- ◆ Mr. Stanton is working towards passing the CPA exam.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

**Brianne Davies**  
Staff Accountant

#### **Education**

- ◆ Indian River State College, B.S.A. –Accounting

#### **Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**Taylor Nuccio**  
Staff Accountant

**Education**

- ◆ Indian River State College, B.S.A. –Accounting

**Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.



Judson B. Baggett | 6815 Dairy Road  
MBA, CPA, CVA, Partner | Zephyrhills, FL 33542  
Marcí Reutimann | (813) 788-2155  
CPA, Partner | (813) 782-8606

## System Review Report

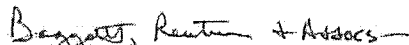
To the Directors  
Berger, Toombs, Elam, Gaines & Frank, CPAs PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

November 2, 2016

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs PL (the firm), in effect for the year ended May 31, 2016. 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. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards and audits of employee benefit plans*.

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs PL in effect for the year ended May 31, 2016 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 deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs PL, has received a peer review rating of *pass*.

  
Baggett, Reutimann & Associates, CPAs, PA

(BERGER\_REPORT16)

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA)  
National Association of Certified Valuation Analysts (NACVA)



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Proposal to Provide Financial Auditing Services

STONEBROOK AT VENICE  
COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: March 27, 2018, 11:00AM

**Submitted to:**

Stoneybrook at Venice Community Development District  
2900 Northeast 12<sup>th</sup> Terrace, Suite 1  
Oakland Park, FL 33334

**Submitted by:**

Antonio J. Grau, Partner  
Grau & Associates  
2700 North Military Trail, Suite 350  
Boca Raton, Florida 33431  
Tel (561) 994-9299 / (800) 229-5728  
Fax (561) 994-5823  
[tony@graucpa.com](mailto:tony@graucpa.com) / [www.graucpa.com](http://www.graucpa.com)

# Table of Contents

	<u>PAGE</u>
EXECUTIVE SUMMARY / TRANSMITTAL LETTER .....	1
FIRM QUALIFICATIONS & EXPERIENCE.....	3
STAFF QUALIFICATIONS,.....	21
REFERENCES .....	28
COST OF SERVICES .....	30
SUPPLEMENTAL INFORMATION .....	32





March 27, 2018

Stoneybrook at Venice Community Development District  
2900 Northeast 12<sup>th</sup> Terrace, Suite 1  
Oakland Park, FL 33334

Re: Request for Proposal for Professional Auditing Services for the fiscal years ended September 30, 2018, with annual renewal options thereafter until 2022

Grau & Associates (Grau) is pleased to respond to Stoneybrook at Venice Community Development District's (the "District") Request for Proposal (RFP), and look forward to working with you on your audit. We are a team of knowledgeable professionals with extensive experience in audits for organizations just like yours, and we know how to work with you to complete an effective and efficient audit.

**Since our focus is on government, we fully understand the professional services and work products required to meet your RFP requirements.** Our team provided services in excess of 19,000 hours for our public sector clients last year, and we currently audit over 300 governmental entities. Our practice is unique as 98% of work is either audit or work related to government and non-profit entities.

**In addition to our firm's focus, Grau & Associates is a great fit for your audit for a variety of other reasons, including:**

- **Experience**

Grau is proud of the fact that the personnel we assign to your audit are some of the most experienced auditors in the field. Unlike many other firms, our auditors work almost exclusively with governmental entities, which mean they are more knowledgeable and efficient on audits like yours. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you. Also, due to Grau's very low turnover rate for our industry, you won't have to worry about retraining your auditors from year to year.

- **Service**

Our clients are pleased with the level of personalized service they receive from our talented professionals. Because of our extensive experience, we are adept at making the transition to a new firm as smooth as possible. We work with you to resolve any issues and keep in regular contact so there are no surprises when the final report delivers. In fact, your engagement team will report any potential audit adjustments to you on a regular basis so you will have adequate time to research and respond. Additionally, we have a disaster recovery plan that includes daily data back-ups and offsite file storage, so in the case of an emergency, your records would be safe.

- **Responsiveness**

We pride ourselves on our high level of responsiveness. We answer emails and telephone calls within 24 hours, and usually right away. We are always accessible to clients during business hours, and make every effort to answer any questions as they arise. Additionally, we don't just complete your audit and disappear. We understand the "big picture" and think beyond the traditional auditor's perspective. We remain in touch for the entire year, suggesting ways you can improve your District's performance, procedures and controls. We will update, advise and educate you on new or revised reporting requirements so you are sure to always remain compliant.

- **Reputation**

Our reputation in our field is impeccable. **We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort.** We have the professional staff available to perform the engagement and resources required to complete the work. We are financially stable and have never been involved in any bankruptcy proceedings.

- **Standards**

Grau & Associates is a professional association / licensed certified public accounting firm serving clients through the state of Florida. We are a member of the American Institute of Certified Public Accountants (AICPA) and the Florida Institute of Certified Public Accountants (FICPA). Additionally, individuals are members of both the (GFOA) and (FGFOA). Grau is also a member of the Governmental Audit Quality Center (GAQC). Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or provide additional information as needed. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA ([tgrau@graucpa.com](mailto:tgrau@graucpa.com)) or Racquel McIntosh, CPA ([rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com)) at 561.994.9299. We thank you for considering our firm's qualifications and experience, and look forward to serving you.

Very truly yours,

Grau & Associates



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Antonio J. Grau



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# **Firm Qualifications & Experience**

Grau & Associates is a medium-sized accounting firm providing comprehensive financial and compliance auditing, attestation and accounting, and other management consulting services and we are properly registered and licensed by the State of Florida. The Partners, Consultant and Managers of Grau are members of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.

Grau & Associates is a properly registered/licensed State of Florida professional corporation and all assigned supervisory professional staff are properly registered/licensed to practice in the State of Florida.

**Grau’s Focus and Experience**

- We are dedicated to serving **Special Districts**.
- We currently audit over **300 Special Districts**.
- Last year, Grau performed in excess of 19,000 **hours** of services for our Public Sector Clients under *Governmental Auditing Standards*.
- Grau currently **only** provides **audit and attestation** services principally for governmental and non-profit entities under government auditing standards. The firm and staff are 100% dedicated to the audit practice.

*During Grau’s history we have consistently focused on providing service to the public sector. By focusing our resources on this industry, we provide the highest level of services to our Public Sector Clients.*

Grau & Associates has a total of 17 employees, 15 professional staff, including 2 *Partners* and 13 *professionals* who specialize in providing auditing, accounting, consulting, and monitoring services to the *Public Sector* and 2 *administrative professionals*. The number of professional staff by employee classification is as follows:

<b>Team Member</b>	<b>Total Professional Staff</b>	<b>Total CPAs</b>	<b>Total Government Audit Staff</b>
<b>Partners *</b>	2	2	2
<b>Managers *</b>	3	3	3
<b>Advisory Consultant</b>	1	1	1
<b>Supervisor / Seniors *</b>	4	3	4
<b>Staff Accountants *</b>	5	2	5
<b>Total</b>	<b>15</b>	<b>11</b>	<b>15</b>

**\*ALL FULL TIME EMPLOYEES**

**Compliance with Government Education Requirements**

In order to maintain our high level of technical competence, we provide continuing professional education programs for all partners and professional staff members, which exceed national and state standards. **All of the audit professionals of Grau & Associates exceed the education requirements as set forth in *Government Auditing Standards*, published by the Comptroller General of the United States, and our continuing professional education programs ensure that all audit professionals meet the requirements to participate in audits of government agencies.**

## **Professional Staff Training**

**Partners** - All of our Partners are CPA's and have diversified public accounting experience. They are responsible for overall engagement performance, policy, direction and quality control and have ***far exceeded minimum CPE requirements.***

**Managers** - All of our Audit Managers are CPA's who have demonstrated the ability to plan audit engagements, supervise personnel and maintain frequent contact with clients. They continually upgrade their skills through the firm's continuing education programs and courses sponsored by the AICPA, FICPA and GFOA. They have ***far exceeded minimum CPE Requirements.***

**Seniors** - All of our Seniors have a minimum of 3 years of diversified public accounting experience. They perform audits, evaluate staff, review findings and prepare audit reports. They possess the potential for upward mobility and have ***far exceeded minimum CPE requirements.***

## **Memberships**

All of the firm's CPA's are properly licensed as CPA's and members in good standing of both the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. In addition, certain firm professionals are members or have been members of the following professional groups:

- FICPA Committee on State and Local Government
- Florida Government Finance Officers Association (FGOA)
- Special Review Committee of the Government Finance Officers Association
- Florida Institute of CPA Non-Profit Conference Committee
- Florida Association of Special Districts (FASD)
- FGFOA Annual Conference Program Committee
- FASD Finance Committee
- FICPA Young CPAs Committee
- FICPA Accounting Careers Committee

In addition, we have an ongoing recruitment program that seeks only those accountants with a proven record of academic success. When we recruit at the senior and manager level, we select CPA's with proven governmental accounting and auditing experience.

## **Quality Control and Confidentiality**

Grau participates in an external quality review program requiring an on-site independent examination of our auditing practice. Grau has consistently received an unqualified opinion on the quality of our audit practice. During our firm's last external quality control review, six audits were reviewed, including five government audits. *A copy of the report on the firm's most recent quality review can be found on the following page.*

*In addition to scheduled Peer Reviews, our firm continually monitors performance to ensure the highest quality of services. Under the supervision of the Audit Partner, an Audit Manager is responsible for monitoring quality control of all appropriate engagements.*

## **Results of State and Federal Reviews**

All state and federal reviews of the firm's reports and working papers have been accepted without change or revision to issued reports.



FICPA Peer Review Program  
Administered in Florida by the  
Florida Institute of CPAs



AICPA Peer Review Program  
Administered in Florida by the  
Florida Institute of CPAs

March 2, 2017

Antonio Jose Grau Jr, CPA  
Grau & Associates  
2700 N Military Trl Ste 350  
Boca Raton, FL 33431

Dear Mr. Grau:

It is my pleasure to notify you that on March 2, 2017 the Florida Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is December 31, 2019. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Paul N. Brown, CPA, CGMA  
Director of Technical Services

cc: Daniel Joseph Hevia, CPA

Firm Number: 4390114

Review Number: 474720

325 W. College Ave. | P.O. Box 5437 | Tallahassee, FL 32314 | (850) 224-2727 | (800) 342-3197 | Fax: (850) 222-8190 | www.ficpa.org



## PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

# Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

Anita Ford, Chair  
AICPA Peer Review Board  
2016



# Partial List of Clients

The following is a partial list of clients served and related experience:

<b>COMMUNITY DEVELOPMENT DISTRICTS</b>	<b>Governmental Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Aberdeen Community Development District	✓			9/30
Allen Plantation Community Development District	✓			9/30
Amelia Concourse Community Development District	✓			9/30
Amelia National Community Development District	✓			9/30
Amelia Walk Community Development District	✓			9/30
Anthem Park Community Development District	✓			9/30
Antigua at St. Augustine Community District	✓			9/30
Aqua One Community Development District	✓			9/30
Arbor Green Community Development District	✓		✓	9/30
Arbor Green Community Development District	✓		✓	9/30
Arlington Ridge Community Development District	✓			9/30
Armstrong Community Development District	✓		✓	9/30
Artisan Lakes Community Development District	✓			9/30
Asturia Community Development District	✓		✓	9/30
Ave Maria Stewardship Community Development District	✓		✓	9/30
Aventura Isles Community Development District	✓		✓	9/30
Bahia Lakes Community Development District	✓		✓	9/30
Ballantrae Community Development District	✓		✓	9/30
Ballantrae Hillsborough Community Development District	✓		✓	9/30
Bartram Park Community Development District	✓		✓	9/30
Bartram Springs Community Development District	✓		✓	9/30
Bay Creek Community Development District	✓		✓	9/30
Bay Laurel Community Development District	✓	✓	✓	9/30
Bay Tree Community Development District	✓		✓	9/30
Bayside Improvement Development District	✓		✓	9/30
Baywinds Community Development District	✓			9/30
Beach Community Development District	✓			9/30
Beacon Tradeport Community Development District	✓			9/30
Beeline Community Development District	✓		✓	9/30
Bella Verda East Community Development District	✓			9/30
Bella Verda Lake Community Development District	✓			9/30
Bella Vida Community Development District	✓		✓	9/30
Bellagio Community Development District	✓		✓	9/30
Belmont Community Development District	✓			9/30
Belmont Lakes Community Development District	✓		✓	9/30
Bexley Community Development District	✓		✓	9/30
Blackburn Creek Community Development District	✓			9/30
Bluewaters Community Development District	✓		✓	9/30

<b>COMMUNITY DEVELOPMENT DISTRICTS</b>	<b>Governmental Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Bobcat Trail Community Development District	✓		✓	9/30
Boggy Creek Community Development District	✓			9/30
Bonita Landing Community Development District	✓		✓	9/30
Bonita Village Community Development District	✓		✓	9/30
Bonnett Creek Resort Community Development District	✓		✓	9/30
Bonterra Community Development District	✓		✓	9/30
Brandy Creek Community Development District	✓		✓	9/30
Bridgewater Community Development District	✓		✓	9/30
Bridgewater of Wesley Chapel Community Development District	✓			9/30
Briger Community Development District	✓		✓	9/30
Brighton Lakes Community Development District	✓		✓	9/30
Brooks of Bonita Springs I Community Development District	✓		✓	9/30
Brooks of Bonita Springs II Community Development District	✓		✓	9/30
Bull Frog Creek Community Development District	✓		✓	9/30
Candler Hills East Community Development District	✓			9/30
Capital Region Community Development District	✓			9/30
Captain's Key Dependent District	✓		✓	9/30
Caribe Palm Community Development District	✓		✓	9/30
Carlton Lakes Community Development District	✓		✓	9/30
Cascades at Groveland Community Development District	✓			9/30
Catalina at Winkler Preserve Community Development District	✓		✓	9/30
CBL/BM Port Orange West Community Development District	✓			9/30
Cedar Pointe Community Development District	✓			9/30
Celebration Point Community Development District	✓		✓	9/30
Central Lake Community Development District	✓		✓	9/30
Century Gardens Community Development District	✓		✓	9/30
Century Gardens at Tamiami Community Development District	✓		✓	9/30
Century Gardens Village Community Development District	✓		✓	9/30
Century Parc Community Development District	✓		✓	9/30
CFM (Coolidge Fort Myers) Community Development District	✓			9/30
Chapel Creek Community Development District	✓			9/30
Champions Gate Community Development District	✓		✓	9/30
Champion's Reserve Community Development District	✓		✓	9/30
Channing Park Community Development District	✓			9/30
City Center Community Development District	✓			9/30
City Place Community Development District	✓		✓	9/30
Clearwater Cay Community Development District	✓			9/30
Coastal Lake Community Development District	✓			9/30
Cocot Palms Community Development District	✓		✓	9/30
Coconut Cay Community Development District	✓		✓	9/30
Concorde Estates Community Development District	✓			9/30
Concorde Station Community Development District	✓		✓	9/30



<b>COMMUNITY DEVELOPMENT DISTRICTS</b>	<b>Governmental Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Connerton West Community Development District	✓			9/30
Copper Creek Community Development District	✓		✓	9/30
Copper Oaks Community Development District	✓		✓	9/30
Copperstone Community Development District	✓		✓	9/30
Coral Bay Community Development District	✓		✓	9/30
Coral Keys Homes Community Development District	✓			9/30
Coral Town Park Community Development District	✓			9/30
Cordoba Ranch Community Development District	✓		✓	9/30
Corkscrew Farms Community Development District	✓		✓	9/30
Coronado Community Development District	✓		✓	9/30
Cory Lakes Community Development District	✓		✓	9/30
Country Club of Mount Dora Community Development District	✓			9/30
Country Greens Community Development District	✓		✓	9/30
Country Walk Community Development District	✓		✓	9/30
Covington Park Community Development District	✓		✓	9/30
Creekside Community Development District	✓		✓	9/30
Crestview II Community Development District	✓		✓	9/30
Crestview West Community Development District	✓		✓	9/30
Cross Country Home Services Community Development District	✓			9/30
Cross Creek Community Development District	✓			9/30
Cutler Cay Community Development District	✓			9/30
Cypress Cove Community Development District	✓		✓	9/30
Cypress Grove Community Development District	✓		✓	9/30
Cypress Lakes Community Development District	✓		✓	9/30
Cypress Shadows Community Development District	✓		✓	9/30
Deer Island Community Development District	✓			9/30
Deer Run Community Development District	✓			9/30
Diamond Hill Community Development District	✓			9/30
Double Branch Community Development District	✓		✓	9/30
Dove Pond Community Development District	✓			9/30
Downtown Doral Community Development District	✓		✓	9/30
Dunes Community Development District	✓	✓	✓	9/30
Dupree Lakes Community Development District	✓		✓	9/30
Eagle Point Community Development District	✓			9/30
East Bonita Bridge Road Community Development District	✓		✓	9/30
East Park Community Development District	✓		✓	9/30
Easton Park Community Development District	✓			9/30
Enclave at Black Point Marina Community Development District	✓		✓	9/30
Encore Community Development District	✓		✓	9/30
Enterprise Community Development District	✓	✓	✓	9/30
Epperson Ranch Community Development District	✓		✓	9/30
Estancia at Wiregrass Community Development District	✓			9/30

<b>COMMUNITY DEVELOPMENT DISTRICTS</b>	<b>Governmental Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Estates at Cherry Lake Community Development District	✓		✓	9/30
Estuary Community Development District	✓			9/30
Falcon Trace Community Development District	✓		✓	9/30
Fallschase Community Development District	✓		✓	9/30
Fiddler's Creek Community Development District	✓			9/30
Fishhawk I Community Development District	✓		✓	9/30
Fishhawk II Community Development District	✓		✓	9/30
Fishhawk III Community Development District	✓			9/30
Fishhawk IV Community Development District	✓		✓	9/30
Fleming Island Plantation Community Development District	✓		✓	9/30
Florida Green Finance Authority	✓		✓	9/30
Founder's Ridge Community Development District	✓			9/30
Fountainbleau Lakes Community Development District	✓		✓	9/30
Forest Creek Community Development District	✓			9/30
Gardens at Millenia Community Development District	✓			9/30
Glen St. Johns Community Development District	✓			9/30
Gramercy Farms Community Development District	✓			9/30
Grand Bay at Doral Community Development District	✓		✓	9/30
Grand Hampton Community Development District	✓		✓	9/30
Grand Haven Community Development District	✓		✓	9/30
Greater Lakes/Sawgrass Community Development District	✓		✓	9/30
Green Corridor PACE District	✓		✓	9/30
Greyhawk Landing Community Development District	✓			9/30
Groves Community Development District	✓		✓	9/30
Habitat Community Development District	✓			9/30
Hacienda Lakes Community Development District	✓		✓	9/30
Hamal Community Development District	✓		✓	9/30
Hammocks Community Development District	✓		✓	9/30
Harbor Bay Community Development District	✓			9/30
Harbour Isles Community Development District	✓			9/30
Harbourage at Braden River Community Development District	✓		✓	9/30
Harmony Community Development District	✓			9/30
Harrison Ranch Community Development District	✓			9/30
Hawk's Point Community Development District	✓			9/30
Hemmingway Point Community Development District	✓		✓	9/30
Heritage Bay Community Development District	✓		✓	9/30
Heritage Greens Community Development District	✓		✓	9/30
Heritage Harbor Community Development District	✓			9/30
Heritage Harbor at Braden River Community Development District	✓			9/30
Heritage Harbour Market Place Community Development District	✓			9/30
Heritage Harbour South Community Development District	✓			9/30
Heritage Isles at Viera Community Development District	✓			9/30

<b>COMMUNITY DEVELOPMENT DISTRICTS</b>	<b>Governmental Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Heritage Isles Community Development District	✓			9/30
Heritage Landing Community Development District	✓		✓	9/30
Heritage Oak Park Community Development District	✓		✓	9/30
Heritage Park Community Development District	✓		✓	9/30
Heritage Plantation Community Development District	✓		✓	9/30
Heritage Springs Community Development District	✓		✓	9/30
Heron Isles Community Development District	✓			9/30
Hickory Hammock Community Development District	✓			9/30
High Ridge/Quantum Community Development District	✓			9/30
Highlands Community Development District	✓		✓	9/30
Hollywood Beach Community Development District	✓		✓	9/30
Homestead 50 Community Development District	✓			9/30
Hypoluxo-Haverhill Community Development District	✓		✓	9/30
Independence Park Community Development District	✓			9/30
Indigo Community Development District	✓		✓	9/30
Indigo East Community Development District	✓		✓	9/30
Interlaken Community Development District	✓			9/30
Islands at Doral III Community Development District	✓		✓	9/30
Islands at Doral (NE) Community Development District	✓		✓	9/30
Islands at Doral (SW) Community Development District	✓		✓	9/30
Islands at Doral Townhomes Community Development District	✓		✓	9/30
Isles of Bartram Park Community Development District	✓		✓	9/30
Journey's End Community Development District	✓		✓	9/30
Jurlington Creek Plantation Community Development District	✓			9/30
K-Bar Ranch Community Development District	✓		✓	9/30
Kendall Breeze Community Development District	✓		✓	9/30
Kendall Breeze West Community Development District	✓		✓	9/30
Key Marco Community Development District	✓		✓	9/30
Keys Cove Community Development District	✓		✓	9/30
Keys Cove II Community Development District	✓		✓	9/30
La Collina Community Development District	✓		✓	9/30
Laguna Estates Community Development District	✓			9/30
Laguna Lakes Community Development District	✓		✓	9/30
Lake Ashton Community Development District	✓		✓	9/30
Lake Ashton II Community Development District	✓		✓	9/30
Lake Francis Community Development District	✓		✓	9/30
Lake Padgett Estates Independent District	✓		✓	9/30
Lake Powell Residential Golf Community Development District	✓			9/30
Lakes by the Bay South Community Development District	✓		✓	9/30
Lakeshore Ranch Community Development District	✓			9/30
Lakeside Community Development District	✓			9/30
Lakeside Landings Community Development District	✓			9/30

<b>COMMUNITY DEVELOPMENT DISTRICTS</b>	<b>Governmental Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Lakeside Plantation Community Development District	✓		✓	9/30
Lakewood Ranch 1 Community Development District	✓			9/30
Lakewood Ranch 2 Community Development District	✓			9/30
Lakewood Ranch 3 Community Development District	✓			9/30
Lakewood Ranch 4 Community Development District	✓			9/30
Lakewood Ranch 5 Community Development District	✓			9/30
Lakewood Ranch 6 Community Development District	✓			9/30
Legacy Springs Community Development District	✓			9/30
Legends Bay Community Development District	✓			9/30
Lexington Community Development District	✓		✓	9/30
Live Oak Lake Community Development District	✓		✓	9/30
Live Oak No. 1 Community Development District	✓		✓	9/30
Long Lake Ranch Community Development District	✓		✓	9/30
Longleaf Community Development District	✓			9/30
Lucaya Community Development District	✓		✓	9/30
Madeira Community Development District	✓			9/30
Magnolia Park Community Development District	✓			9/30
Magnolia West Community Development District	✓			9/30
Main Street Community Development District	✓			9/30
Mainstreet Community Development District	✓			9/30
Majorca Isles Community Development District	✓		✓	9/30
Maple Ridge Community Development District	✓		✓	9/30
Marsh Harbour Community Development District	✓			9/30
Marshall Creek Community Development District	✓			9/30
Mayfair Community Development District	✓			9/30
Meadow Pines Community Development District	✓		✓	9/30
Meadow Point I Community Development District	✓		✓	9/30
Meadow Point III Community Development District	✓			9/30
Meadow Point IV Community Development District	✓			9/30
Meadow Woods Community Development District	✓			9/30
Mediterra North Community Development District	✓		✓	9/30
Mediterra South Community Development District	✓		✓	9/30
Mediterranea Community Development District	✓		✓	9/30
Middle Village Community Development District	✓		✓	9/30
Mira Lago West Community Development District	✓			9/30
Mirada Community Development District	✓		✓	9/30
Miromar Lakes Community Development District	✓			9/30
Montecito Community Development District	✓		✓	9/30
Monterey/Congress Community Development District	✓		✓	9/30
Myakka Community Development District	✓		✓	9/30
Moody River Estates Community Development District	✓			9/30
Myakka Ranch Community Development District	✓		✓	9/30

<b>COMMUNITY DEVELOPMENT DISTRICTS</b>	<b>Governmental Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Myrtle Creek Community Development District	✓			9/30
Naples Heritage Community Development District	✓		✓	9/30
Narcoossee Community Development District	✓			9/30
Newport Tampa Bay Community Development District	✓			9/30
North Dade Community Development District	✓		✓	9/30
Northern Riverwalk Community Development District	✓		✓	9/30
Northwood Community Development District	✓			9/30
Oak Creek Community Development District	✓		✓	9/30
Oakridge Community Development District	✓		✓	9/30
Oaks at Shady Creek, The Community Development District	✓		✓	9/30
Oakstead Community Development District	✓		✓	9/30
Old Palm Community Development District	✓		✓	9/30
Orchid Grove Community Development District	✓		✓	9/30
Osprey Oaks Community Development District	✓		✓	9/30
OTC Community Development District	✓		✓	9/30
Palm Bay Community Development District	✓		✓	9/30
Palm Beach Plantation Community Development District	✓			9/30
Palm Coast Park Community Development District	✓		✓	9/30
Palm Glades Community Development District	✓			9/30
Palma Sola Trace Community Development District	✓		✓	9/30
Palms of Terra Ceia Bay Community Development District	✓		✓	9/30
Pan American West Community Development District	✓			9/30
Panther Trace I Community Development District	✓		✓	9/30
Panther Trace II Community Development District	✓			9/30
Panther Trails Community Development District	✓		✓	9/30
Parker Road Community Development District	✓			9/30
Parklands Lee Community Development District	✓		✓	9/30
Parklands West Community Development District	✓		✓	9/30
Parkway Center Community Development District	✓			9/30
Paseo Community Development District	✓			9/30
PBR Community Development District	✓			9/30
Pebblewalk Village Community Development District	✓			9/30
Pelican Marsh Community Development District	✓			9/30
Pembroke Harbor Community Development District	✓		✓	9/30
Pentathlon Community Development District	✓		✓	9/30
Pine Air Lakes Community Development District	✓		✓	9/30
Pine Island Community Development District	✓			9/30
Pine Island South Community Development District	✓			9/30
Piney-Z Community Development District	✓			9/30
Pioneer Community Development District	✓			9/30
Poinciana Community Development District	✓			9/30
Poinciana West Community Development District	✓		✓	9/30

<b>COMMUNITY DEVELOPMENT DISTRICTS</b>	<b>Governmental Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Portico Community Development District	✓		✓	9/30
Portofino Cove Community Development District	✓		✓	9/30
Portofino Isles Community Development District	✓		✓	9/30
Portofino Landings Community Development District	✓		✓	9/30
Portofino Shores Community Development District	✓		✓	9/30
Portofino Springs Community Development District	✓			9/30
Portofino Vineyards Community Development District	✓			9/30
Portofino Vista Community Development District	✓		✓	9/30
Preserve at Wilderness Lake Community Development District	✓			9/30
Principal One Community Development District	✓		✓	9/30
Quantum Community Development District	✓			9/30
Quantum Park Overlay Community Development District	✓		✓	9/30
Quarry Community Development District	✓		✓	9/30
Randal Park Community Development District	✓		✓	9/30
Remington Community Development District	✓			9/30
Renaissance Community Development District	✓		✓	9/30
Reserve Community Development District	✓			9/30
Reserve 2 Community Development District	✓		✓	9/30
Reunion East Community Development District	✓			9/30
Reunion West Community Development District	✓			9/30
River Bend Community Development District	✓			9/30
River Glen Community Development District	✓			9/30
River Hall Community Development District	✓			9/30
River Place on the St. Lucie Community Development District	✓			9/30
River Ridge Community Development District	✓		✓	9/30
Rivercrest Community Development District	✓			9/30
Rivers Edge Community Development District	✓			9/30
Sable Palm Community Development District	✓		✓	9/30
Sail Harbour Community Development District	✓		✓	9/30
Sampson Creek Community Development District	✓			9/30
Sandy Creek Community Development District	✓		✓	9/30
Sausalito Bay Community Development District	✓		✓	9/30
Seven Oaks I Community Development District	✓			9/30
Seven Oaks II Community Development District	✓			9/30
Silver Palms Community Development District	✓		✓	9/30
Silverado Community Development District	✓		✓	9/30
Six Mile Creek Community Development District	✓		✓	9/30
Somerset Community Development District	✓			9/30
Sonoma Bay Community Development District	✓		✓	9/30
South Bay Community Development District	✓			9/30
South Fork Community Development District	✓			9/30
South Fork East Community Development District	✓		✓	9/30

<b>COMMUNITY DEVELOPMENT DISTRICTS</b>	<b>Governmental Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
South Fork III Community Development District	✓		✓	9/30
South Kendall Community Development District	✓			9/30
South Shore Corporate Park Industrial Community Development District	✓		✓	9/30
South-Dade Venture Development District	✓		✓	9/30
South Village Community Development District	✓			9/30
Southaven Community Development District	✓			9/30
Southern Hills Plantation I Community Development District	✓			9/30
Southern Hills Plantation II Community Development District	✓			9/30
Southern Hills Plantation III Community Development District	✓			9/30
Spicewood Community Development District	✓		✓	9/30
Split Pine Community Development District	✓			9/30
Springridge Community Development District (formerly Killarney)	✓		✓	9/30
St. John's Forest Community Development District	✓			9/30
Sterling Hill Community Development District	✓			9/30
Stevens Plantation Community Development District	✓		✓	9/30
Stonebrier Community Development District	✓			9/30
Stonegate Community Development District	✓		✓	9/30
Stoneybrook at Venice Community Development District	✓		✓	9/30
Stoneybrook Community Development District	✓		✓	9/30
Stoneybrook Oaks Community Development District	✓			9/30
Storey Park Community Development District	✓		✓	9/30
Summerville Community Development District	✓		✓	9/30
Summit at Fern Hill Community Development District	✓		✓	9/30
Sunny Hills Units 12-15 Dependent District	✓			9/30
SWI Community Development District	✓			9/30
Talavera Community Development District	✓		✓	9/30
Talis Park Community Development District	✓		✓	9/30
Tampa Palms Community Development District	✓		✓	9/30
Tampa Palms Open Space and Transport Community Development District	✓		✓	9/30
Tapestry Community Development District	✓		✓	9/30
Tara Community Development District	✓			9/30
Terra Bella Community Development District	✓			9/30
Tesoro Community Development District	✓		✓	9/30
Thousand Oaks Community Development District	✓		✓	9/30
Tison's Landing Community Development District	✓			9/30
Tolomato Community Development District	✓		✓	9/30
Tomoka Community Development District	✓		✓	9/30
Toscana Isles Community Development District	✓			9/30
Town Center at Palm Coast Community Development District	✓		✓	9/30
Tradition Community Development District	✓			9/30
Trails Community Development District	✓			9/30
Trails at Monterey Community Development District	✓		✓	9/30



<b>COMMUNITY DEVELOPMENT DISTRICTS</b>	<b>Governmental Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Treaty Oaks Community Development District	✓			9/30
Tree Island Estates Community Development District	✓		✓	9/30
Treeline Preserve Community Development District	✓			9/30
Trevesta Community Development District	✓		✓	9/30
Triple Creek Community Development District	✓		✓	9/30
TSR Community Development District	✓		✓	9/30
Turnbull Creek Community Development District	✓		✓	9/30
Turtle Run Community Development District	✓			9/30
Tuscany Reserve Community Development District	✓			9/30
Twelve Oaks Community Development District	✓			9/30
Two Creeks Community Development District	✓		✓	9/30
University Place Community Development District	✓		✓	9/30
University Square Community Development District	✓			9/30
Urban Orlando Community Development District	✓		✓	9/30
Valencia Acres Community Development District	✓			9/30
Vasari Community Development District	✓		✓	9/30
Venetian Community Development District	✓			9/30
Venetian Isles Community Development District	✓		✓	9/30
Venetian Parc Community Development District	✓		✓	9/30
Verandah Community Development District	✓		✓	9/30
Verandah East Community Development District	✓		✓	9/30
Verandah West Community Development District	✓		✓	9/30
Verandahs Community Development District	✓		✓	9/30
Verano #1 Community Development District	✓		✓	9/30
Verano Center Community Development District	✓		✓	9/30
Verona Walk Community Development District	✓			9/30
Viera East Community Development District	✓		✓	9/30
Villa Portofino East Community Development District	✓		✓	9/30
Villa Portofino West Community Development District	✓		✓	9/30
Villa Vizcaya Community Development District	✓		✓	9/30
Village Walk of Bonita Springs Community Development District	✓			9/30
Villages at Bloomingdale Community Development District	✓			9/30
Village at Gulfstream Park Community Development District	✓		✓	9/30
Villages of Glen Creek Community Development District	✓		✓	9/30
Villages of Westport Community Development District	✓			9/30
Vista Community Development District	✓		✓	9/30
Vista Lakes Community Development District	✓		✓	9/30
Vizcaya in Kendall Community Development District	✓		✓	9/30
Walnut Creek Community Development District	✓		✓	9/30
Waterchase Community Development District	✓		✓	9/30
Waterford Estates Community Development District	✓		✓	9/30
Waterford Landing Community Development District	✓		✓	9/30



<b>COMMUNITY DEVELOPMENT DISTRICTS</b>	<b>Governmental Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Watergrass Community Development District	✓		✓	9/30
Waterlefe Community Development District	✓			9/30
Water's Edge Community Development District	✓		✓	9/30
Waterset North Community Development District	✓			9/30
Waterstone Community Development District	✓		✓	9/30
Wentworth Estates Community Development District	✓			9/30
West Lake Community Development District	✓		✓	9/30
West Villages Independent District	✓		✓	9/30
Westchase Community Development District	✓		✓	9/30
Westchester Community Development District	✓			9/30
Westridge Community Development District	✓			9/30
Willow Creek Community Development District	✓			9/30
Winding Cypress Community Development District	✓		✓	9/30
Windsor at Westside Community Development District	✓		✓	9/30
Winston Trails East Community Development District	✓			9/30
Winter Garden Village at Fowler Groves Community Development District	✓			9/30
Woodlands Community Development District	✓			9/30
World Commerce Community Development District	✓			9/30
Wyndam Park Community Development District	✓		✓	9/30
Wynnfield Lakes Community Development District	✓			9/30
Wynmere West Community Development District	✓		✓	9/30
<b>TOTAL</b>	<b>437</b>	<b>3</b>	<b>255</b>	

<b>OTHER GOVERNMENTAL ENTITIES</b>	<b>Attestation Services</b>	<b>Consulting Services</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>CAFR</b>	<b>Current Client</b>	<b>Year End</b>
Broward County School District (Joint Venture) (Assessment of Maintenance Operations)		✓					N/A
Broward County School District (Joint Venture, 20%)			✓	✓	✓		6/30
Florida Community College at Jacksonville (Internal Audit)	✓						6/30
Florida Transit Association Finance Corporation		✓	✓			✓	6/30
Highland County School District (Internal Funds Audit)			✓				6/30
Palm Beach County School District (Assessment of maintenance for Facility and Property Management) (Internal Funds Audit)		✓	✓				6/30
Palm Beach County School District (Joint Venture, 20%)			✓	✓	✓		6/30
Migrant Health Services of Palm Beach County			✓	✓			N/A
South Florida Water Management District				✓			9/30
South Florida Water Management District CERP Program Management Services (Joint Venture)	✓						N/A
State of Florida Department of Management Services (Construction)			✓				N/A
State of Florida Department of Transportation (Overhead Audits - Various)			✓			✓	N/A
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>2</b>	

<b>NON-PROFIT CLIENTS SERVED AND RELATED EXPERIENCE</b>	<b>Attestation Services</b>	<b>Financial Audit</b>	<b>Consulting Services</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>Tax Services</b>	<b>Current Client</b>	<b>Year End</b>
Aid to Victims of Domestic Abuse, Inc.		✓		✓	✓	✓	✓	6/30
Alliance for Human Services, Inc.		✓				✓		6/30
Brevard Workforce Development Board, Inc.				✓	✓			6/30
Broward County Human Rights Board/Division (Joint Venture, 30%)	✓		✓					N/A
Broward Education Foundation		✓		✓	✓	✓		6/30
CareerSource Broward		✓					✓	9/30
Christian Manor	✓	✓	✓	✓	✓	✓		12/31
Delray Beach Community Land Trust				✓		✓		9/30
Family Promise	✓			✓				12/31
Florida Public Transportation Association, Inc.	✓	✓				✓		9/30
Florida Transit Association Finance Corporation		✓				✓		9/30
Hispanic Human Resources Council	✓	✓	✓	✓	✓	✓	✓	9/30
Mae Volen Senior Center	✓	✓		✓	✓	✓	✓	6/30
National Board for Registration of Registrars		✓				✓		3/31
National Cancer Registration Board		✓				✓		6/30
North Lauderdale Academy High School	✓			✓				6/30
Northwood Development Corporation	✓	✓	✓	✓	✓	✓		9/30
Palm Beach Community College Foundation			✓	✓		✓		6/30
Palm Beach County Workforce Development Board (Joint Venture, 25%)	✓							6/30
Pasco-Hernando Workforce Board		✓					✓	6/30
Southwest Florida Workforce Development Board				✓	✓		✓	6/30
Urban League of Palm Beach County				✓	✓			6/30
<b>TOTAL</b>	<b>9</b>	<b>13</b>	<b>5</b>	<b>13</b>	<b>9</b>	<b>13</b>	<b>6</b>	

<b>RETIREMENT PLANS</b>	<b>Financial Audit</b>	<b>ERISA/DOL</b>	<b>Current Client</b>	<b>Year End</b>
Campbell Property Management 401(k)	✓	✓	✓	12/31
City of Cooper City General Employee Retirement Plan	✓		✓	9/30
City of Lauderhill General Employee Retirement Plan	✓		✓	9/30
City of Parkland Police Pension Fund	✓		✓	9/30
City of Sunrise General Employees' Retirement System	✓		✓	9/30
Cross County Home Services and Affiliates 401(k) Plan	✓	✓	✓	9/30
Danmar Corporation 401(k) Plan	✓	✓		12/31
Florida Public Utilities 401(k) and Pension Plans	✓	✓		12/31
Jacksonville Police and Fire Pension Fund	✓			9/30
Pinetree Water Control District Defined Contribution Retirement Plan	✓			9/30
San Carlos Park Fire Protection and Rescue Service District	✓		✓	9/30
Town of Davie General Employees Retirement Plan	✓			9/30
Town of Hypoluxo Defined Contribution Retirement Plan	✓		✓	9/30
Town of Lauderdale By The Sea Volunteer Firefighters Pension Plan	✓		✓	9/30
<b>TOTAL</b>	<b>14</b>	<b>4</b>	<b>9</b>	

<b>SPECIAL DISTRICTS</b>	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Belle Fontaine Improvement District	✓				9/30
Boca Raton Airport Authority	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Central County Water Control District	✓				9/30
Citrus County Mosquito Control District	✓				9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓	✓	9/30
East Naples Fire Control and Rescue District	✓			✓	9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greenway Improvement District	✓				9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Homestead Educational Facilities Benefits District	✓				9/30
Horizons Improvement District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent Special District	✓				9/30
Lakewood Ranch Inter-District Authority	✓				9/30
Lost Rabbit Public Improvement District	✓				9/30
Loxahatchee Groves Water Control District	✓			✓	9/30
Myakka City Fire Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Palm Beach Soil and Water Conservation District	✓				9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓			✓	9/30
Ranger Drainage District	✓			✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓	✓		✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
St. Lucie West Services District	✓			✓	9/30
Sun 'N Lake of Sebring Improvement District	✓		✓		9/30
Sunshine Water Control District	✓			✓	9/30
Twelve Oaks Improvement District	✓				9/30
West Lakeland Water Control District	✓				9/30
West Villages Independent District	✓			✓	9/30
<b>TOTAL</b>	<b>38</b>	<b>3</b>	<b>3</b>	<b>24</b>	

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**Grau & Associates**

CERTIFIED PUBLIC ACCOUNTANTS

# **Staff Qualifications, Experience & Resumes**

**QUALITY AND EXPERIENCE OF FIRM'S ASSIGNED AUDITING PERSONNEL**

You will have two partners available and our consultant for any technical assistance. In addition, an audit manager will be available for the engagement and a senior will be assigned to the engagement that will perform the majority of fieldwork. Additional staff are available to assist with the engagement should the need arise.

Name	Years performing government audits	CPE within last 2 years	Professional Memberships
<b>ANTONIO J. GRAU, CPA</b> (Partner)	Over 30	Government Accounting, Auditing: 63 hours  Accounting, Auditing and Other: 62 hours	AICPA FICPA FGFOA GFOA
<b>ANTONIO S. GRAU, CPA</b> (Concurring Review Consultant)	Over 40	Government Accounting and Auditing: 32 hours  Accounting, Auditing and Other: 62 hours	AICPA FICPA ICPA
<b>RACQUEL MCINTOSH, CPA</b> (Partner)	Over 10	Government Accounting and Auditing hours:61  Accounting, Auditing and Other: 41 hours	AICPA FICPA FGFOA FASD

## **POSITION DESCRIPTIONS**

### **Engagement Partner**

The engagement will be performed under the direct supervision of an Engagement Partner. The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel.

The Engagement Partner will also be involved in:

- ❖ coordinating all services;
- ❖ directing the development of the overall audit approach and plan;
- ❖ performing an overriding review of work papers;
- ❖ resolving technical accounting and reporting issues;
- ❖ reviewing, approving and signing reports, management letters, and other audit engagement products; and,
- ❖ ascertaining client satisfaction with all aspects of our engagement, such as services and the personnel assigned.



### **Concurring Review and Advisory Consultant**

A Concurring Review Consultant will be available as a sounding board to advise in those areas where problems are encountered. He will also perform a second review of all reports to be issued by Grau & Associates.

### **Audit Manager and Senior**

The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include:

- ❖ planning the audit;
- ❖ preparing or modifying audit programs, as needed;
- ❖ evaluating internal control and assessing risk;
- ❖ communicating with the client and the partners the progress of the audit; and
- ❖ determining that financial statements and all reports issued by the firm for accuracy, completeness and that they are prepared in accordance with professional standards and firm policy.

### **Information Technology Consultants and Personnel**

In addition to the assigned personnel above, Grau and Associates has staff with significant IT auditing experience that will assist in the evaluation and testing of internal controls. Because our staff has both a financial audit and IT background, they are able to communicate effectively all IT related concerns to management. In addition, Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

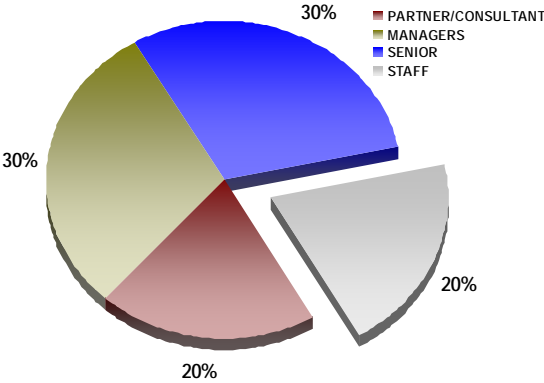
**CONTINUITY  
OF STAFF AND  
AUDIT TEAM**

Grau's engagement team's workload is organized in such a way that additional activities brought about by this engagement will not impact our current commitments to our clients. We have sufficient staff capacity to integrate these professional services into our present operations, while continuing to maintain the highest standards of quality and time lines for our clients.

**COMPOSITION OF ENGAGEMENT TEAM**

*In contrast to the majority of both national and local firms, **Grau’s proposed engagement team is comprised of an exceptionally large percentage of high-level audit professionals.** This gives us the ability to **quickly recognize problems** and **be more efficient** as a result of our Team’s **DECADES** of governmental auditing experience.*

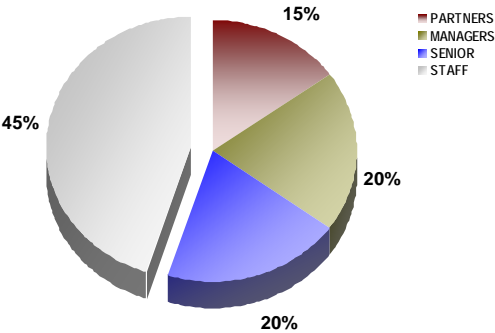
**Grau & Associates**



**80 percent of engagement will be performed by Partners, Management and Senior Staff**

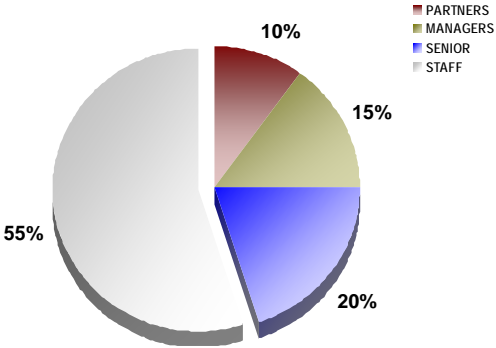
VS.

**Typical Local CPA Firm:**



**Fifty-five percent of engagement is performed by “Management”**

**Typical National CPA Firm**



**Forty-five percent of engagement is performed by “Management”**



# Antonio J. Grau, CPA, Partner

e-mail: [tgrau@graucpa.com](mailto:tgrau@graucpa.com)

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## Education

Bachelor of Arts, Business Administration, 1983 University of South Florida; Certificate of Educational Achievement from the AICPA in Governmental Single Audits, 2016

## Professional History

CPA, in Florida since February 28, 1985, Certificate No. 15330		
Grau & Associates	Partner	2005-Present
Grau & Company	Partner	1995-2005
Grau & Company	Audit Manager	1987-1995
International Firm	Auditor	1985-1986
Grau & Company	Staff Accountant	1983-1984

## Clients Served *(partial list)*

(>300) Various Special Districts	Key Largo Water Treatment District
Brevard Workforce Board	Mae Volen Senior Center, Inc.
Broward Education Foundation	North Lauderdale Academy High School
City of Cooper City	Orlando Housing Authority
City of Lauderdale Lakes	Palm Beach County Workforce Development Board
City of Lauderhill	Peninsula Housing Programs
City of Lauderhill General Pension	School Board of Broward County
City of North Lauderdale	School Board of Miami-Dade County
City of Oakland Park	School Board of Palm Beach County
City of Weston	South Florida Water Management District
Delray Beach Housing Authority	Southwest Florida Workforce Development Board
East Central Regional Wastewater Treatment Fac.	Town of Davie
Florida Community College at Jacksonville	Town of Highland Beach
Florida Department of Management Services	Town of Hypoluxo
Greater Boca Raton Park & Beach District	Village of Golf
Highland County School District	Village of Wellington
Hispanic Human Resource Council	West Palm Beach Housing Authority

## Professional Education *(over the last two years)*

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	63
Accounting, Auditing and Other	<u>62</u>
Total Hours	<u>125</u> <i>(includes of 4 hours of Ethics CPE)</i>

## Other Qualifications

As a member of the Government Finance Officers Association Special Review Committee, Mr. Grau participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Mr. Grau was the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County.

## Professional Associations/Memberships

American Institute of Certified Public Accountants	Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants	Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member	

# Antonio S. Grau, CPA, Concurring Review Consultant

e-mail: [asgrau@graucpa.com](mailto:asgrau@graucpa.com)

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## **Education**

Bachelor Degree, Business Administration, 1966, University of Miami, Certificate of Educational Achievement from the AICPA in Governmental and Not-For-Profit Accounting and Auditing, 1994/1995

## **Professional History**

CPA in Florida since April 29, 1970, Certificate No. 2623

Grau & Company	Partner	1977-2004
Public Company	Financial Officer	1972-1976
International Firm	Auditor	1966-1972

## **Clients Served** *(partial list)*

Mr. Grau was the head of the governmental audit department of Grau & Company, and performs the concurring review and advises on all the governmental audits of the firm.

Atlanta Housing Authority	Hispanic Human Resource Council
Broward County Housing Authority	Mae Volen Senior Center, Inc.
City of Dania Beach	Miami Beach Housing Authority
City of Lauderdale Lakes	North Lauderdale Academy High School
City of Lauderhill	Palm Beach County Workforce Development Board
City of Lauderhill General Pension	School Board of Miami-Dade County
City of Miami Springs	South Florida Water Management District
City of Oakland Park	Town of Hypoluxo
City of Sweetwater Pension	Town of Lauderdale-By-The-Sea
Florida Community College at Jacksonville	Town of Miami Lakes
Highland County School District	Town of Southwest Ranches
Downtown Development Authority of the City of Miami	Village of Biscayne Park
Miami / Community Development Block Grants	West Palm Beach Housing Authority

## **Professional Education** *(over the last two years)*

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	32
Accounting, Auditing and Other	62
Total Hours	94 <i>(includes of 4 hours of Ethics CPE)</i>

## **Other Qualifications**

Mr. Grau was the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County.

## **Professional Associations/Memberships**

Member, American Institute of Certified Public Accountants	Institute of Certified Public Accountants (1996-1997)
Member, Florida Institute of Certified Public Accountants	Institute of Certified Public Accountants (1991 - 1993)
Past member, State and Local Government Committee, Florida	
Past member, Quality Review Acceptance Committee, Florida	
Past member of BKR International Committee on Government and Non-Profit Accounting and Auditing	

# Racquel C. McIntosh, CPA, Partner

e-mail: [rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com) / 561-939-6669

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## Education

Master of Accounting, MACC; Florida Atlantic University, December 2004;  
Bachelor of Arts – Majors: Accounting and Finance; Florida Atlantic University, May 2003

## Professional History

Grau & Associates	Partner	2014-Present
Grau & Associates	Manager	2009-2014
Grau & Associates	Senior Auditor	2007-2009
Grau & Associates	Staff Auditor	2006-2007
Grau & Company	Staff Auditor	2005-2006

## Clients Served *(partial list)*

(>300) Various Special Districts	Pinetree Water Control District (Broward/Palm Beach)
Boca Raton Airport Authority	Ranger Drainage District
Brevard Workforce Development Board	San Carlos Park Fire Protection & Rescue District
Broward Education Foundation	South Central Reg. Wastewater Treatment & Disposal Bd.
Central Broward Water Control District	South Trail Fire Protection & Rescue
City of Cooper City	Southwest Florida Workforce Development Board
City of Pompano Beach (Joint Venture)	Sun N Lake of Sebring Improvement District
City of West Park	Town of Highland Beach
City of Weston	Town of Hypoluxo
East Central Reg. Wastewater Treatment Fac.	Town of Lantana
East Naples Fire Control & Rescue District	Town of Hillsboro Beach
Greater Boca Raton Beach & Park District	Village of Golf
Key Largo Wastewater Treatment District	Village of Wellington

## Professional Education *(over the last two years)*

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	61
Accounting, Auditing and Other	<u>41</u>
Total Hours	<u>102</u> <i>(includes of 4 hours of Ethics CPE)</i>

## Professional Associations/ Memberships

American Institute of Certified Public Accountants	FICPA State & Local Government Committee
Florida Institute of Certified Public Accountants	FICPA Atlantic Chapter Board Member
FICPA Young CPAs Committee	FGFOA Palm Beach Chapter



**Grau & Associates**

CERTIFIED PUBLIC ACCOUNTANTS

## References

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

### **Two Creeks Community Development District**

Scope of Work	<b>Financial audit</b>
Engagement Partner	<b>Racquel McIntosh</b>
Dates	<b>Annually since 2007</b>
Client Contact	<b>William Rizzetta, President 12750 Citrus Park Lane, Suite 115 Tampa, Florida 33625 813-933-5571</b>

### **Dunes Community Development District**

Scope of Work	<b>Financial audit</b>
Engagement Partner	<b>Antonio J. Grau</b>
Dates	<b>Annually since 1998</b>
Client Contact	<b>Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850</b>

### **Journey's End Community Development District**

Scope of Work	<b>Financial audit</b>
Engagement Partner	<b>Antonio J. Grau</b>
Dates	<b>Annually since 2004</b>
Client Contact	<b>Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922</b>



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## **Cost of Services**

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2018-2022 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2018	\$4,400
2019	\$4,500
2020	\$4,600
2021	\$4,700
2022	<u>\$4,800</u>
<b>TOTAL</b>	<b><u>\$23,000</u></b>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.



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# **Supplemental Information**



# Specific Audit Approach

## SCOPE / WORK PRODUCTS / RESULTS

### Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

### Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:

#### **Phase I - Preliminary Planning**

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

#### **During this phase we will perform the following activities:**

- Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements.
- Read minutes of meetings.
- Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems.
- Obtain an understanding of fraud detection and prevention systems.
- Obtain and document an understanding of internal control. Consider the methods that are used to process accounting information which influence the design of the internal control. This understanding includes knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation.
- Assess risk and determine what controls we are to rely upon and what tests we are going to perform. Perform test of controls.
- Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives.
- Discuss and resolve any accounting, auditing and reporting matters which have been identified.

## **Phase II – Execution of Audit Plan**

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions.
- Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures.
- Perform tests of compliance.

## **Phase III - Completion and Delivery**

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- Perform final analytical procedures.
- Review information and make inquiries for subsequent events.
- Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- Significant audit adjustments;
- Significant deficiencies or material weaknesses;
- Disagreements with management; and,
- Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

- The recommendation must be cost effective;
- The recommendations are to be the simplest to effectuate in order to correct a problem;
- The recommendation must go to the heart of the problem and not just correct symptomatic matter; and
- The corrective action must take into account why the deficiency occurred.

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

## **Communications**

We emphasize a continuous, year-round dialogue between the District and our management team. We typically begin our audit process with an entrance conference before the onsite fieldwork begins. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis. Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal. We strive to continue to keep an open line of communication through the fieldwork and ending with an exit conference.

# **Additional Services**

## **CONSULTING / MANAGEMENT ADVISORY SERVICES**

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

## **ARBITRAGE**

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds. Please find a partial list of clients served on the following pages.

***GRAU HAS PROVIDED ARBITRAGE SERVICES FOR  
GOVERNMENTAL CLIENTS INCLUDING:***

- Aberdeen Community Development District
- Amelia Walk Community Development District
- Arlington Ridge Community Development District
- Bartram Park Community Development District
- Bartram Springs Community Development District
- Bayside Improvement District
- Baywinds Community Development District
- Beacon Lakes Community Development District
- Beacon Tradeport Community Development District
- Bobcat Trail Community Development District
- Boynton Village Community Development District
- Brandy Creek Community Development District
- Briger Community Development District
- Brighton Lakes Community Development District
- Brooks of Bonita Springs Community Development District
- Candler Hills East Community Development District
- Capital Region Community Development District
- Cedar Pointe Community Development District
- Championsgate Community Development District
- Chevel West Community Development District
- City Place Community Development District
- Coconut Cay Community Development District
- Colonial Country Club Community Development District
- Cory Lakes Community Development District
- Country Greens Community Development District
- Creekside Community Development District
- Double Branch Community Development District
- Dunes Community Development District
- Durbin Crossing Community Development District
- East Bonita Beach Road Plantation Comm. Development District
- East Homestead Community Development District
- East Park Community Development District
- Enclave at Black Point Marina Community Development District
- Falcon Trace Community Development District
- Fiddler's Creek Community Development District I
- Fiddler's Creek Community Development District II
- Fleming Island Plantation Comm. Dev. District
- Grand Haven Community Development District
- Griffin Lakes Community Development District
- Habitat Community Development District
- Hamal Community Development District
- Hammocks Community Development District
- Harbour Lakes Estates Comm. Development District
- Harmony Community Development District
- Heritage Bay Community Development District
- Heritage Palms Community Development District
- Heritage Pines Community Development District
- Heritage Springs Community Development District
- Huntington Community Development District
- Indigo East Community Development District
- Islands of Doral III Community Development District
- Julington Creek Plantation Comm. Dev. District
- Laguna Lakes Community Development District
- Lake Ashton Community Development District
- Lake Ashton II Community Development District
- Lake Powell Residential Golf Community Dev. District
- Lakes By The Bay South Community Dev. District
- Lakewood Ranch 1 Community Development District
- Landmark at Doral Community Development District
- Jurlington Creek Plantation Community Dev. District
- Lakewood Ranch 2 Community Development District
- Lakewood Ranch 3 Community Development District
- Lakewood Ranch 4 Community Development District
- Lakewood Ranch 5 Community Development District
- Lakewood Ranch 6 Community Development District
- Legacy Springs Improvement District No. 1
- Live Oak Community Development District
- Main Street Community Development District
- Marshall Creek Community Development District
- Meadow Pointe II Community Development District
- Mediterra North Community Development District
- Mediterra South Community Development District
- Mediterranea Community Development District
- Midtown Miami Community Development District
- Moody River Community Development District
- Monterra Community Development District
- Narcossee Community Development District
- North Springs Improvement District
- Oakstead Community Development District
- Old Palm Community Development District
- Orchid Grove Community Development District
- OTC Community Development District
- Overoaks Community Development District
- Palm Glades Community Development District
- Parklands Lee Community Development District
- Parklands West Community Development District
- Parkway Center Community Development District
- Pine Air Lakes Community Development District
- Pine Island Community Development District
- Pine Ridge Plantation Community Development District

## ARBITRAGE SERVICES (Continued)

- Portofino Cove Community Development District
- Portofino Isles Community Development District
- Portofino Landings Community Development District
- Portofino Shores Community Development District
- Portofino Vista Community Development District
- Reunion East Community Development District
- Reunion West Community Development District
- Ridgewood Trails Community Development District
- River Place on the St. Lucie Community Dev. District
- Rolling Hills Community Development District
- Sampson Creek Community Development District
- South Dade Venture Community Development District
- South Village Community Development District
- Spicewood Community Development District
- Split Pine Community Development District
- Stonegate Community Development District
- Stoneybrook Community Development District
- Stoneybrook West Community Development District
- The Crossings at Fleming Island Comm. Dev. District
- Tison's Landing Community Development District
- Treeline Preserve Community Development District
- Turnbull Creek Community Development District
- Tuscany Reserve Community Development District
- University Place Community Development District
- Urban Orlando Community Development District
- Vasari Community Development District
- Verandah East Community Development District
- Verandah West Community Development District
- Verano Center Community Development District
- Villa Portofino East Community Development District
- Villa Vizcaya Community Development District
- Villages of Westport Comm. Development District
- Villasol Community Development District
- Vista Lakes Community Development District
- Vizcaya Community Development District
- Vizcaya in Kendall Community Development District
- Walnut Creek Community Development District
- Waterchase Community Development District
- Waterford Estates Community Development District
- Waterstone Community Development District
- Wentworth Estates Community Development District
- Westchester Community Development District #1
- Woodlands Community Development District
- Wynnfield Lakes Community Development District

**Grau provides value and services  
above and beyond  
the traditional auditor's "product"**

**We look forward to providing **Stoneybrook at Venice Community Development District** with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates  
please visit us on [www.graucpa.com](http://www.graucpa.com).**



**REQUEST FOR PROPOSALS (RFP) TO PROVIDE  
FINANCIAL AUDITING SERVICES TO:**

## **Stoneybrook at Venice Community Development District**

**Technical Proposal**

***PREPARED BY:* MAULDIN & JENKINS, LLC  
Phone: 941-747-4483 | Fax: 941-747-6035**

Alison N. Wester, CPA, Partner  
1401 Manatee Avenue West, Suite 1200  
Bradenton, Florida 34205  
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Direct: 941-714-7963

March 27, 2018 | 11 AM

[www.mjcpa.com](http://www.mjcpa.com)

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**MAULDIN  
& JENKINS**

## Table of Contents

**Transmittal Letter**

**Mauldin & Jenkins, LLC Qualifications and Experience ..... 1**

- *Independence*
- *License to Practice in Florida*
- *Organization and Size*
- *Serving Governments for 100 years*
- *Primary Location to Serve the District*

**Qualifications and Experience of Mauldin & Jenkins, LLC Staff ..... 4**

- *Resumes of Key Personnel*
- *Other Staff Resources (Technology Services and Fraud Examinations)*
- *Staff Continuity*
- *Continuing Education of Partners and Staff*

**Prior Engagements With the District ..... 9**

**Similar Engagements With Other Governmental Entities ..... 9**

- *References*
- *Governmental Clients Served*
- *Rotating or Not Rotating Auditors*

**Project Timeline and Audit Approach ..... 11**

- *Project Timeline*
- *Audit Approach*

**Identification of Anticipated Audit Problems ..... 16**

- *Future GASB Pronouncements*
- *Other Potential Problems*

**Sample Reports ..... 18**



## Transmittal Letter

March 23, 2018

Auditor Selection Committee  
Stoneybrook of Venice Community Development District  
2990 Northeast 12<sup>th</sup> Terrace, Suite 1  
Oakland Park, Florida 33334

Ladies and Gentlemen:

We appreciate the opportunity to propose on providing audit services to the Stoneybrook of Venice Community Development District (the "District"). We are pleased to submit a qualifications package including cost estimates to provide annual financial and compliance auditing services for the fiscal year ending September 30, 2018 through September 30, 2022, at the sole discretion of the District.

We have read the Request for Proposal (RFP) and fully understand its intent and contents. We understand the time frame for performance of the annual financial audits as stipulated by the District, and agree to provide the services described in the proposal. We will conduct preliminary and final fieldwork and will issue all of the deliverables and reports substantially prior to the required due dates.

Mauldin & Jenkins is committed to client service. We are committed to building relationships with our clients, obtaining a thorough understanding of our client's organization and needs, working with clients as trusted advisors, and delivering a high quality final product on time. There are many factors necessary to achieve quality client service. The following are some features we would like to highlight which differentiate us from other firms:

- **Specific governmental experience:** Our Firm has made the governmental sector a primary industry focus. We have served the audit and compliance needs of numerous governmental entities over the years, and remain committed to serving this sector. **Mauldin & Jenkins presently provides over 80,000 hours of service to over 400 governmental units in the Southeast on an annual basis.** Such experience results in the utilization of over 80 full-time equivalent professionals.
- **Experience with Recreation Districts:** We currently serve approximately 400 governments throughout the Southeast. Of our client base, approximately 175 clients are special purpose entities like the District. All individuals assigned to serve the District have significant experience serving special purpose governmental entities.
- **Experienced personnel:** Personnel proposed for this engagement have numerous years of professional experience in the governmental sector and are dedicated to serving this industry. We make every effort to retain experienced and qualified staff which will assist in providing staff continuity. The quality of the proposed engagement team is the clearest evidence of our commitment to serve you.
- **Quality client service:** We pride ourselves in responding to the needs of our clients and meeting their deadlines. This responsiveness is not only the ability to meet specified audit deadlines, but also the ability to respond to other requests. These requests could be in the form of accounting advice throughout the year, assistance with bond offerings or in providing other professional services. Our ability to be responsive is enhanced by the open communications and good working relationship we have with our clients. We emphasize continuous open communication during the audit and

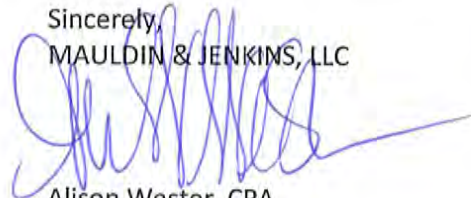
throughout the year in order to have a complete understanding of your operations, risks, needs, and concerns.

- **Organized to specifically meet your needs:** Our partners, managers and seniors in the Firm's Governmental Practice Division spend 100% of their time serving governments. By structuring the Firm's Governmental Practice Division in such a manner, we are able to create efficiencies in the audit process which typically result in our total hours being less than most other firms.
- **Education:** Presently, Mauldin & Jenkins clients have the opportunity to register and receive a minimum of **sixteen hours of complimentary** continuing education on an annual basis. We take our experience in serving governments, and choose timely and relevant topics to provide ongoing education to our clients. We believe education and training to be a key element of serving our governmental clientele.
- **Professional Leadership:** Along with being consistently ranked in the Top 100 by *Accounting Today* as well as *Inside Public Accounting* trade associations and magazines as one of the largest certified public accounting firms in the country, Firm personnel have held numerous professional leadership positions. This includes **Chair of the Board of Directors of the American Institute of Certified Public Accountants (AICPA)**; members of the AICPA Government Quality Institute; **chairman of the AICPA Single Audit Task Force**; and **President of the Florida Institute of Certified Public Accountants**. We use this experience to perform more effective and efficient audits for our clients.

We realize the difficulty in selecting an audit firm, however by selecting Mauldin & Jenkins, you will be provided excellent client service and operational best practices stemming from our service to hundreds of governmental entities. We understand the work requested and are committed to meeting your deadlines. This proposal represents a firm offer for 90 days.

Thank you very much for considering our Firm and allowing us to present our proposal. As a partner of Mauldin & Jenkins, Alison Wester is authorized to bind and make representations for the Firm. She will be the ultimate party responsible for the quality of the report and working papers.

Sincerely,  
MAULDIN & JENKINS, LLC



Alison Wester, CPA  
Partner  
Direct: 941-714-7963  
awester@mjcpa.com

## MAULDIN & JENKINS, LLC QUALIFICATIONS AND EXPERIENCE

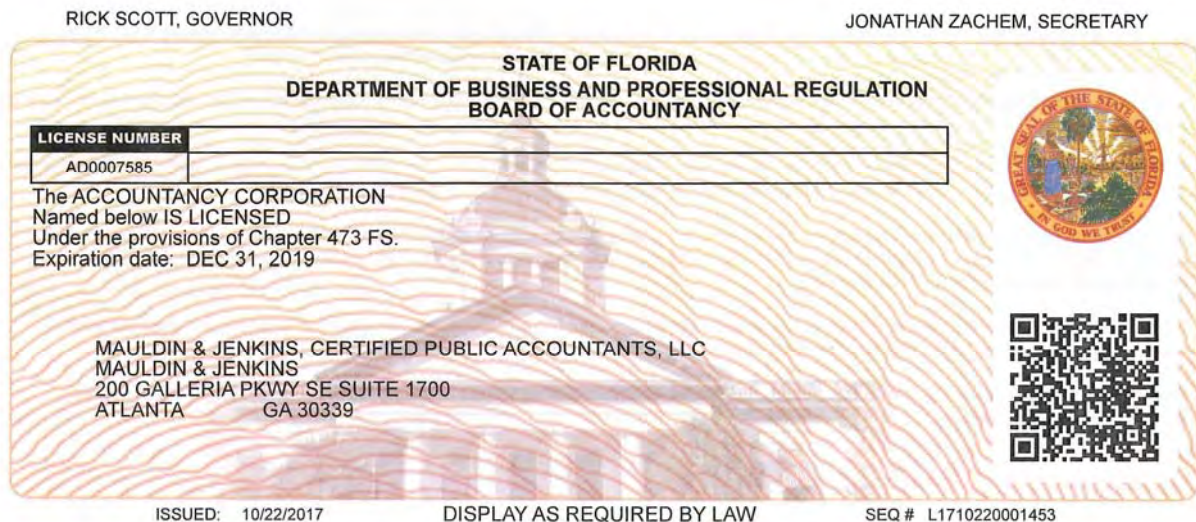
### Independence

We hereby affirm that Mauldin & Jenkins, LLC is independent with respect to Stoneybrook of Venice Community Development District, (the “District”) and any related outside entities as defined by generally accepted auditing standards.

We meet the independence standards of Generally Accepted Auditing Standards and the U.S. General Accounting Office *Government Auditing Standards* (2007 revision). We are also independent with respect to the District within the meaning of Rule 1.01 of the Code of Professional Ethics of the American Institute of CPAs and the applicable published rules and interpretations thereunder as well as Florida Statutes.

### License to Practice in Florida

Mauldin & Jenkins is licensed to practice public accounting within the State of Florida. Our Firm’s Florida license number is AD0007585. Additionally, all assigned key professional staff are properly licensed and registered to practice public accounting within the State of Florida. We have included a copy of the Firm’s state licensure below.



### Organization and Size

Mauldin & Jenkins was incorporated in 1918, and has been actively engaged in governmental accounting and auditing since its inception. **The Firm is considered to be one of the largest firms in the country (top 100) with 52 partners and approximately 280 professional staff, serving clients throughout the Southeastern United States.** Mauldin and Jenkins is considered to be a large regional firm.

**Mauldin and Jenkins has offices located in Bradenton, Florida;** Atlanta, Macon and Albany, Georgia; Chattanooga, Tennessee; and Birmingham, Alabama. We have a practice structure with the scale to serve governmental clients well due to the efficient allocation of resources in our geographic area.

**As noted in our transmittal letter, Mauldin & Jenkins provides and supervises over 85,000 hours of service to governmental entities on an annual basis. The Firm’s governmental practice is the second largest niche in the Firm and is approximately 25% of the Firm’s total practice.** However, size and resources alone are not the most meaningful measure of success; in the end, our clients remain the best judges of Mauldin & Jenkins' value.



Other key information relative to the size and experience of Mauldin & Jenkins is as follows:

- **400** - approximate number of governments being served by the Firm across the southeast
- **300,000** - approximate total hours of service provided annually to clients of the Firm
- **85,000** - approximate total hours of service provided annually to governmental clients of the Firm
- **40%** - percentage of governmental practice as compared to Firm's attestation practice
- **25%** - percentage of governmental practice as compared to Firm's overall practice
- **280** - total number of Firm personnel
- **52** - total number of Firm partners
- **11** - total number of **governmental** partners and directors
- **11** - total number of **governmental** managers
- **80** - total number of professionals with current **governmental** experience

### Serving Governments for 100 years

Mauldin & Jenkins' commitment to government began when our Firm was established in 1918. Since then, we have viewed service to governments as significant to the overall success of the Firm. Today, the governmental sector is an industry that has been specifically identified for our continued growth in professional services. Accordingly, all professionals, from entry-level accountants to partners (who select the governmental sector as their focus) are trained to understand the issues and meet the needs of state and local governmental entities.



**Mauldin & Jenkins employs 22 partners, directors and managers who dedicate 100% of their time serving government clients.** We also have numerous additional professionals with current experience in providing services to governmental entities – many of whom spend their time exclusively on government clients. Mauldin & Jenkins' dedicated professionals can bring a comprehensive understanding of the issues that face government entities as well as “bench strength” at all levels, allowing us to respond swiftly and effectively to your evolving needs.

The goal of our government practice is to help governments improve their financial processes and strategies so that they can in turn achieve their goal of improving the lives of their citizens. This shared commitment to the goals of our clients has resulted in a significant government clientele. As noted in our transmittal letter, we currently **serve approximately 400 governments in the Southeast. We know of no other local firm that can match our experience.**

### Primary Location to Serve the District

The Bradenton office will be the office providing services to the District. For your audit, we propose to assign two partners (one engagement partner, Alison Wester, and one concurring quality control review partner, Wade Sansbury one director (Trey Scott), and at least one staff to work on this engagement. Alison Wester, Wade Sansbury and Trey Scott, are known across the Southeast for their involvement with governmental entities. They have significant experience in governmental audit and accounting, and will play significant roles in providing ongoing services to the District. These individuals will be deployed on the District’s audit on a full-time basis with additional as needed resources on a part-time basis. Wade and Trey spend 100% of their time serving local governments.

The Bradenton office currently employs **15 professionals with current experience in providing services to governmental entities** and who will meet the continuing professional education requirements set forth in the U.S. General Accounting Office *Government Auditing Standards*. A further profile of the Bradenton office and the Firm’s **professional** staff as a whole is as follows:

<b>Professional Staff by Level</b>	<b>Bradenton</b>	<b>Firm-Wide</b>
Partners	7	52
Managers	7	58
Supervisors/Senior	5	77
Other Staff & Consultants	14	93
<b>Total</b>	<b>33</b>	<b>280</b>



## QUALIFICATIONS AND EXPERIENCE OF MAULDIN & JENKINS, LLC STAFF

### Resumes of Key Personnel

Please see the following pages for information on key individuals who are available to serve the District during the audit process.

#### **Alison N. Wester, CPA, CGMA**

Partner  
Bradenton, Florida

941-714-7963  
[awester@mjcpa.com](mailto:awester@mjcpa.com)



Alison Wester is a partner and a Certified Public Accountant with Mauldin & Jenkins. She is registered and licensed to practice in Florida and Georgia and has been with the Firm since graduation from college. Alison is a partner who works with governmental entities as well as other entities within the Firm's audit practice. Alison has over 20 years of experience serving Firm attestation clients. This experience has included serving cities, special districts, and pension plans. Alison will have the overall engagement responsibility for the District including planning, developing the overall audit approach, supervision of staff, and will be a main contact point for the District.

#### **Technical Experience**

During her career, Alison has served numerous governmental clients on behalf of the Firm including 10 municipalities, 10 special districts/authorities, and 7 pension plans. **She annually serves ten (10) governmental entities in the State of Florida.**

#### **Professional Associations and Education**

- Bachelor of Business Administration in Accounting from the University of Georgia in 1996
- Certified Public Accountant licensed by the States of Florida and Georgia
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)
- Member of the Florida Government Finance Officers Association (FGFOA)

Alison has served on the Firm's Partner Advisory Board and is a current member of the Firm's Leadership and Career Development Committee. She served on the AICPA's Examination Content Subcommittee for the Financial Accounting and Reporting section of the CPA Examination. She is a current member of the AICPA's Women's Initiatives Executive Committee Task Force.

#### **Audit Training**

Alison annually exceeds the professional standards requirements requiring 80 hours of CPE every-two year period and GAGAS standards requiring at least 24 hours of CPE that directly relates to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. She attends annual Firm sponsored governmental accounting and auditing updates, as well as Single Audit updates, the FGFOA conference, AICPA sponsored courses, and various other courses. Alison is a regular speaker at various training events throughout the State of Florida.

## Wade Sansbury, CPA

Partner  
Bradenton, Florida

941-741-2255  
[wsansbury@mjcpa.com](mailto:wsansbury@mjcpa.com)



Wade Sansbury is a partner and a Certified Public Accountant with Mauldin & Jenkins. He is registered and licensed to practice in Florida and Georgia. Wade is a partner who **works exclusively (100%) in the governmental sector** of the Firm's audit practice. Wade has **over 20 years of experience** serving governmental clients. This experience has included serving counties, cities, and special districts. Wade is the planned quality control reviewer for the District.

### **Technical Experience**

During his career, Wade has served numerous governmental clients on behalf of the Firm including 6 counties, 23 municipalities, and 23 special districts/authorities. He currently serves 20 such entities in Florida.

### **Professional Associations and Education**

- Bachelor of Business Administration in Accounting from Valdosta State University in 1995
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)
- Member of the Government Finance Officers Association (GFOA)
- Member of the Florida Government Finance Officers Association (FGFOA)

Wade is currently serving as the Firm's Bradenton Office Managing Partner and is also a member of the Firm's seven member Executive Committee, which governs the actions and directions of the Firm. Wade also currently serves on the Bradenton Area EDC Investor Relations Committee. Note that Wade has many years of experience preparing financial statements in accordance with GASB 34 as well as preparing comprehensive annual financial reports meeting all of the requirements of the GFOA certificate of excellence program. Wade also has extensive experience with multiple client computer systems and software and is a leader in the firm for auditing such areas.

### **Audit Training**

Wade annually exceeds the professional standards requirements requiring 80 hours of CPE every-two year period and GAGAS standards requiring at least 24 hours of CPE that directly relates to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. He attends annual Firm sponsored governmental accounting and auditing updates, as well as Single Audit updates, the FGFOA conference, AICPA sponsored courses, and various other courses. Wade has volunteered as instructor for various FGFOA chapter training courses across the state. His attendance as a participant and instructor at various training events ensures he is up to date on all GASB pronouncements.

**Trey Scott, CPA**

Audit Director  
Bradenton, Florida

941-741-2202  
[tscott@micpa.com](mailto:tscott@micpa.com)



Trey Scott is a director (senior manager) and a Certified Public Accountant with Mauldin & Jenkins specializing in serving local and state governmental entities. He is registered and licensed to practice in the State of Florida and Georgia. Trey has 10 years of experience, all with Mauldin & Jenkins. His experience as a director with the firm covers a variety of state and local governmental organizations in Florida, Georgia, and South Carolina. He spends **100% of his time serving local governments** emphasizing cities, counties and special purpose entities and authorities. Trey will have responsibility for developing the overall audit approach, supervision of staff, and will be a main contact point for the District.

**Technical Experience**

During his career, Trey has served numerous governmental clients on behalf of the Firm which include over 35 governmental entities. Which include Stoneybrook of Venice Community Development District and Bayshore Gardens Park and Recreation District and a number of other special purpose entities similar to the District.

Additionally, Trey has significant experience with federal and state grant programs. He is the main review person for the Bradenton office for single audit procedures. He attends significant single audit training each year and is responsible for teaching at Mauldin & Jenkins in house staff training annually.

**Professional Associations and Education**

- Bachelor of Arts – Major in Business Administration from Austin College in 2003
- Master of Professional Accountancy from the University of West Georgia in 2008
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)
- Member of the Government Finance Officers Association (GFOA)
- Member of the Florida Government Finance Officers Association (FGFOA)

**Audit Training**

Trey annually exceeds the professional standards requirements requiring 80 hours of CPE every-two year period and GAGAS standards requiring at least 24 hours of CPE that directly relates to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. Trey is also a speaker at the annual in-house Mauldin & Jenkins training. In addition to in house training, Trey has spoken at numerous FGFOA chapter events (including the Panhandle Chapter), the FGFOA School of Governmental Finance and the FICPA State and Local Government Conference on topics ranging from preparing for your audit, GASB Updates, to more recently GASB 87 (Leases).



## Other Staff Resources (Technology Services and Fraud Examinations)

We have individuals with extensive experience and certifications relative to Information Systems Technology as well as Fraud Examinations. The following two (2) individuals are available to be of service to the District should the need arise.



**Jameson A. Miller, CPA, CISA (Pending)**  
**Director, Information Technology & Audit Services**

Jameson Miller is a director and has been with Mauldin and Jenkins since graduation from the University of Tennessee at Chattanooga. For 11 years, Jameson has provided audit services to public and private entities throughout the Southeast. In addition, he has experience managing and performing information system reviews.

Jameson has experience in the audits of general controls, application controls as well as electronic audit sampling and data extraction. He has extensive experience in SOX, SOC1, and GLBA compliance program implementation, testing and reporting. His technical expertise includes performing, vulnerability and risk assessments and penetration testing of information systems using both technical and social engineering techniques. Further, Jameson has:

- Managed and performed regulatory compliance reviews including: Gramm Leach Bliley Act, and Sarbanes Oxley
- Managed and performed technical audits and security assessments of computer systems (penetration testing, vulnerability assessments, and application reviews)
- Performed SSAE 16 Service Organization Controls Audits (SOC 1, 2, 3)

Jameson is a member of the American Institute of Certified Public Accountants (AICPA), the Tennessee Society of Certified Public Accountants (TSCPA), and ISACA (Information Systems Audit and Control Association). He currently serves on the board of directors for the Chattanooga Chapter of the TSCPA. In addition, Jameson is an avid outdoor enthusiast and enjoys volunteering his spare time by serving on the board of directors of the Cumberland Trail Conference. Jameson is a licensed Certified Public Accountant with the state of Tennessee. He has passed the examination for the Certified Information Systems Auditor (CISA) designation through ISACA.

**Kris Trainor, CPA and CFE**  
**Certified Fraud Examiner**

Kris Trainor is a partner with Mauldin & Jenkins. Kris received his BBA in Accounting from Georgia Southern University. Since joining Mauldin & Jenkins in 1995, Kris has worked primarily on audit and consulting engagements. His experience ranges from fraud examinations, agreed-upon procedures, internal audits, financial statement audits, lender compliance, mortgage company audits, governmental audits, and loan servicing compliance audits. He also has audit and inventory experience in the manufacturing industry. Kris is a member of the American Institute of Certified Public Accountants, the Georgia Society of Certified Public Accountants, the Association of Certified Fraud Examiners, Beta Gamma Sigma, and Beta Alpha Psi.



**Other Staff Auditors & Accountants.** Prior experience with government audits is as important for the staff as it is for management. Experience in governmental accounting and auditing minimizes the amount of time the staff will require to fully understand the complexities of the operations and financial accounting and reporting systems. Prior experience also enables the staff to recognize problems early in the

engagement. This, in turn, allows the desired early consideration and resolution of problems. All staff assigned to the District's engagement will have prior experience serving government clients and/or will have substantial government audit training. All staff assigned to the District will be on-site throughout the entire engagement.

We would like to stress the fact that the majority of our governmental staff work on state and local governments 100% of their time. This reduces the "learning curve" on most all audits by reducing the amount of "on-site training" that occurs at most national accounting firms. This is very evident in our proposed hours, which are typically much less than that of other firms. Our staff knows what is required and how to get the work done efficiently and effectively. Our staff members understand the laws and regulations specifically pertinent to Florida entities. We also normally have more high-level hours of service by our partners and managers (in the conduct of fieldwork) than the national firms, thereby reducing redundancy and other audit engagement inequities. We bring our experience to the field where timely decisions can be made.

### Staff Continuity

We are committed to providing continuity of our engagement team members. We recognize that this is also an important factor for the District, as it limits the amount of retraining that needs to be performed each year. **Our staff retention rates of approximately 90%** are considered to be among the best in the profession (and much better than national firms). We are able to not only provide consistency with the partners and managers on our engagement teams, but seniors and staff as well.

## *Retention > 90%*

It is also our goal to minimize disruptions to the District by staffing the engagement so as to provide continuity, both during and between audits. It is the Firm's policy not to rotate key audit staff, consultants or specialists off a multi-year contracted audit engagement. Consequently, it is not anticipated that any key audit personnel will be rotated away from the District's annual audit. In any business, however, turnover is inevitable. When this happens, we will provide resumes of suggested replacements and any changes in key personnel would always be discussed timely with District officials to their satisfaction.

### Continuing Education of Partners and Staff

All members (i.e., partners) and staff of Mauldin & Jenkins receive substantial continuing education in audit and accounting – typically over 100 hours of such study per year. As soon as a staff person becomes a key ingredient to any type of niche service such as governmental audit, accounting and consulting, specific continuing education is sought. A good example includes sending our staff with over one (1) year of governmental audit experience to various GFOA and AICPA training for audit, accounting and financial reporting courses. All partners and staff serving in the governmental sector join together in July each year for the M&J Annual Governmental Conference in which three (3) days of audit, accounting and financial reporting training is provided.

Mauldin & Jenkins also provides week long audit efficiency training via Audit Watch every June to all staff persons with less than five (5) years-experience. Further, every July, staff persons from various levels of experience are provided with four (4) days of training relative to the conduct of Single Audits and the preparation of Comprehensive Annual Financial Reports (CAFR's). All staff associated with the annual audit of the District will exceed all the continuing professional education requirements contained in the Yellow Book throughout the term of the contract.

## PRIOR ENGAGEMENTS WITH THE DISTRICT

We have not served the District in the last five years.

## SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

### References

As stated previously, Mauldin & Jenkins audits approximately 400 governmental entities throughout the Southeast. In addressing the District’s interest in the qualifications and client references of Mauldin & Jenkins and the request for audits performed that are similar to that of the District, we have elected to report on the following current Mauldin & Jenkins clients, all of which are special purpose entities like the District. Should management of the District need additional references, we would be happy to provide such data.

#### 1) Bayshore Gardens Park and Recreation District

<b>General Information</b>	Park and recreation District located in Bradenton, Florida. The District reports \$1.5 million in assets and annual revenues of \$637k.
<b>Scope &amp; Type of Engagement</b>	Financial audits and compliance audits in accordance with Governmental Accounting Standards.
<b>Dates</b>	September 30, 2008 through present
<b>M&amp;J Personnel</b>	Wade Sansbury, Alison Wester and Trey Scott
<b>Contact Information</b>	Ms. Jodie Lawman - (941) 755-1912 - managerbgrd@outlook.com

#### 2) Hardee County Industrial Development Authority

<b>General Information</b>	Special purpose government located in Wauchula, Florida. Authority reports \$24 million in total assets and annual revenues of \$6 million.
<b>Scope &amp; Type of Engagement</b>	Financial audits and compliance audits in accordance with Governmental Accounting Standards.
<b>Dates</b>	September 30, 2016 through present
<b>M&amp;J Personnel</b>	Wade Sansbury, Alison Wester and Trey Scott
<b>Contact Information</b>	Mr. Bill Lambert - (863) 773-6149 - bill.lambert@hardeemail.com

#### 3) Captiva Erosion Prevention District

<b>General Information</b>	Erosion Protection District located in Lee County. District reports \$20 million in total assets and annual revenues of \$1 million.
<b>Scope &amp; Type of Engagement</b>	Financial audits and compliance audits in accordance with Governmental Accounting Standards and the Uniform Guidance.
<b>Dates</b>	September 30, 2015 through present
<b>M&amp;J Personnel</b>	Wade Sansbury and Daniel Anderson
<b>Contact Information</b>	Ms. Kathleen B. Rooker - (239) 472-2472 - kathleen@mycepd.com

#### 4) Ocean Highway Port Authority

<b>General Information</b>	Port Authority located in Northeast Florida. Authority reports \$15 million in total assets and annual revenues of \$1.9 million.
<b>Scope &amp; Type of Engagement</b>	Financial audits and compliance audits in accordance with Governmental Accounting Standards.
<b>Dates</b>	September 30, 2013 through present
<b>M&amp;J Personnel</b>	Wade Sansbury and Trey Scott
<b>Contact Information</b>	Ms. Joanna Cason - (904) 491-7422 - ohpanc@gmail.com

## Governmental Clients Served

Perhaps the greatest indicator of our reliability as a professional service provider to state and local governments is our list of governmental clients. In addition to the clients listed below, we are the current auditors of approximately 100 cities, 45 counties, 50 school districts and 35 charter schools, and 40 state agencies. A listing of these clients can be made available upon request. See below for a list of special purpose entities we are in the process of serving, or have served in the past three (3) years:

- 1) Albany - Dougherty Inner City Auth.
- 2) Allendale County Hospital
- 3) Atlanta Development Auth.
- 4) Atlanta Economic Renaissance Corporation
- 5) Atlanta Housing Opportunity
- 6) Augusta Utilities (Water / Sewer Ops)
- 7) Augusta-Richmond County Regional Airport
- 8) Austell Natural Gas System
- 9) Barrow County Water & Sewer Authority
- 10) Bartram Trail Regional Library
- 11) Bayshore Gardens Park & Recreation District
- 12) Birmingham-Jefferson County Transit Auth.
- 13) Bradenton Downtown Development Auth.
- 14) Bristol Joint Sewer System
- 15) Bristol Public Library
- 16) Brunswick - Glynn Joint Water & Sewer Comm.
- 17) Catawba Water River Supply Project
- 18) Central Community Redevelopment Agency
- 19) Central Midlands Council of Govts.
- 20) Central Midlands Regional Transit Auth.
- 21) Central Savannah River Area Regional Comm.
- 22) Charleston Co. Aviation Comm.
- 23) Charleston Water System
- 24) Chatsworth Water Works Commission
- 25) Chattahoochee River 911 Auth.
- 26) Chattanooga Area Reg. Transportation Auth.
- 27) Chattanooga Area Regional Council of Govts.
- 28) Cherokee County Airport Auth.
- 29) City of Albany - Chehaw Park Auth.
- 30) City of Albany - Water, Gas & Light Comm.
- 31) City of East Point Retirement Plan
- 32) City of North Port, Fl. - Firefighters' Pension
- 33) City of Sandy Springs Development Auth.
- 34) Classic Center Auth. of Clarke County
- 35) Clayton Co. Pension Fund
- 36) Clayton County Water & Sewer Authority
- 37) Cobb County - Marietta Water Authority
- 38) Cobb County-Marietta Water Auth. Pension
- 39) Columbia County Board of Health
- 40) Columbia Development Corp.
- 41) Columbia Empowerment Zone
- 42) Columbia Housing Development Corp.
- 43) Convention and Visitors Bureau of Dunwoody
- 44) Crisp Co.- Cordele Industrial Development Auth.
- 45) Crisp Co.- Cordele Industrial Development Council
- 46) Crisp County Power Commission
- 47) DeKalb County Public Library
- 48) Dev. Auth. of City of Jeffersonville & Twiggs Co.
- 49) Development Auth. of Cherokee County
- 50) Development Auth. of City of Roswell, GA
- 51) Development Auth. of Lumpkin County
- 52) Development Auth. of Peachtree City
- 53) Disabilities Board of Charleston County
- 54) Downtown Atlanta Revitalization
- 55) Eatonton-Putnam Water & Sewer Authority
- 56) Eau Development Corporation
- 57) Edgefield County Water & Sewer Authority
- 58) Electric Power Board of Chattanooga
- 59) Ensor Forest Apartments
- 60) Forsyth County Public Library
- 61) Friends of Bulloch
- 62) Georgetown County Water & Sewer District
- 63) Georgia Charter Educational Foundation
- 64) Georgia Ports Auth. DB & OPEB Plan
- 65) Georgia Ports Auth. Defined Contribution Plan
- 66) Glynn County Airport Commission
- 67) Greenwood Commissioners of Public Works (WEG)
- 68) Greer Commission of Public Works
- 69) Griffin Spalding County Land Bank Auth.
- 70) Gwinnett Airport Authority
- 71) Gwinnett Civic/Cultural Center Operations
- 72) Gwinnett Convention and Visitors Bureau
- 73) Gwinnett County Airport Auth.
- 74) Gwinnett County Development Auth.
- 75) Gwinnett County Public Facilities Auth.
- 76) Gwinnett County Public Library
- 77) Gwinnett County Recreation Auth.
- 78) Gwinnett County Water and Sewerage Authority
- 79) Hamilton Co. Water & Wastewater Treatment Auth.
- 80) Hamilton County Election Commission
- 81) Heart of Georgia Altamaha Regional Commission
- 82) Henry County Water Authority
- 83) Historic Roswell Convention & Visitors Bureau
- 84) Housing Authority of Clayton County
- 85) Houston County Library System
- 86) Islamorada, Village of Islands, Florida
- 87) Jefferson Co. Economic and Industrial Dev Auth.
- 88) Keep Peachtree City Beautiful Commission
- 89) Kennesaw State University Athletic Department
- 90) Lakeland Area Mass Transit District
- 91) Lowcountry Regional Transit Authority
- 92) Lumpkin County Hospital Auth.
- 93) Lumpkin County Water & Sewerage Authority
- 94) Macon Transit Authority
- 95) Macon Water Authority
- 96) Macon-Bibb County Land Bank Authority
- 97) Manatee County Mosquito Control Dist
- 98) Manatee Technical Institute
- 99) MARTA/ATU Local 732 Employees Retirement
- 100) McIntosh Trail Community Service Board
- 101) McPherson Implementing Local Redev. Auth.
- 102) McPherson Planning Local Redevelopment Auth.
- 103) Middle Georgia Community Service Board
- 104) Milledgeville-Baldwin County Dev. Auth.
- 105) Mount Pleasant Waterworks
- 106) NE Corridor, LLC
- 107) New Bern Electrical System
- 108) Newton County Water & Sewerage Authority
- 109) North Fulton Regional Radio Auth.
- 110) Northeast Georgia Regional Commission
- 111) Northwest Florida State College Foundation
- 112) Ocean Highway and Port Auth. of Nassau County
- 113) Oconee Center Community Service Board
- 114) Orangeburg Co. Department of Disabilities & Special Needs
- 115) Pathways Center Community Service Board
- 116) Paulding County Airport Authority
- 117) Paulding County Industrial Development Authority
- 118) Peace River/Manasota Regional Water Supply Auth.
- 119) Peachtree City Convention & Visitor's Bureau
- 120) Peachtree City Water & Sewerage Authority
- 121) Phoenix Center Community Service Board
- 122) Public Bldg. Auth. of Knox Co. & City of Knoxville
- 123) Riverdale Downtown Development Auth.
- 124) River's Edge Community Service Board
- 125) Saluda Nursing Center
- 126) Sandy Springs Hospitality Board
- 127) Santee Waterree Regional Transit Auth.
- 128) Santee-Lynches Reg. Council of Govts.
- 129) Santee-Lynches Reg. Development Corp.
- 130) Sarasota School of Arts & Sciences
- 131) South Carolina Centers of Economic Excellence
- 132) South Florida Regional Transportation Auth.
- 133) Southeast Tennessee Development District
- 134) SOWEGA Council on Aging
- 135) Tampa Bay Water Authority
- 136) Toccoa-Stephens County Public Library
- 137) Town Center Area Community Imp. District
- 138) Two Notch Development Corp.
- 139) Waccamaw Regional Transportation Auth.
- 140) Walton County Water & Sewerage Authority

## PROJECT TIMELINE AND AUDIT APPROACH

### Project Timeline

Mauldin & Jenkins will meet and exceed the District’s time requirements as stated in the RFP. For each engagement we begin with a detailed audit plan based on our detailed understanding of the District’s policies, procedures, and risk areas. We obtain this understanding through the performance of walkthroughs, internal control documentation questionnaires, and past experience working with similar special purpose entities. We then develop audit procedures based on our engagement specific risk assessment. We use Firm manuals specifically designed for governments to develop audit programs tailored to the District which incorporate the requirements set forth above. We anticipate that these procedures will enable us to express our professional opinion that the financial statements of the District present fairly, in all material respects, the financial position and results of operations of the various opinion units in conformity with accounting principles generally accepted in the United States of America.

Upon notification of obtaining the audit contract with the District, we would provide to the District a timetable for the audit process, a detailed audit plan and a list of all schedules to be prepared by the District. Adequate supervision and lead time will be provided by us with respect to assistance needed by the District staff.

Additionally, we have taken the significant segments of the engagement and provided a timeline as noted below. These timeframes are estimates based on our understandings with the District as to its desires. We at Mauldin & Jenkins would be flexible in the timing of certain events as requested by the District. As noted in the table, we want to work with the District personnel in an effective manner. We intend to do a great deal of planning and tailoring of our approach from our initial visits. We do not want our clients to feel that they have to reinvent the wheel every time we ask for something. However, to make this process cost the District as little as possible (both in dollars and their individual time), it is important to start only when ready and avoid auditing a moving target.

Timing of Audit Process and Procedures	Sept	Oct	Nov
<b>Segment I - Planning and Interim Procedures</b>			
Preliminary planning procedures	█	█	█
Detailed audit plan and prep of PBC listing	█	█	█
Internal Control Documentation and Testing	█	█	█
<b>Segment II - Final Audit Fieldwork Procedures</b>			
Performance of final audit fieldwork procedures	█	█	█
Exit conference with management	█	█	█
<b>Segment III - Review, Completion &amp; Delivery</b>			
Preparation of District financial statements	█	█	█
Review of draft financial statements with District Treasurer	█	█	█
Preliminary management comments / recommendations	█	█	█
Written comments delivered to management and the Board	█	█	█
Final exit conference and report delivery	█	█	█
Presentation to the Board	█	█	█



## Audit Approach

**Our Understanding of the District's Needs:** We understand that the District is soliciting qualified certified public accounting firms to provide external auditing services to the Stoneybrook of Venice Community Development District for the fiscal year ending September 30, 2018. Specifically, we will provide the following:

- The expression of an opinion as to whether the financial statements are fairly presented, in all material respects, in conformity with U.S. Generally Accepted Accounting Principles (GAAP), as revised, and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:
  - a) Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
  - b) If required, Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Uniform Guidance (which encompasses the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*).
- The audit shall be conducted in accordance with U.S. generally accepted accounting principles; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the rules of the Auditor General, and will include tests of the District's accounting records, a determination of major program(s) in accordance with the Super Circular Guide, and other procedures considered necessary to enable auditors to express such an opinion and to render the required reports.
- The audit shall include at a minimum, a financial and compliance examination, the purpose of which is to determine whether:
  - a) The financial statements present fairly the financial position of the District and the results of its financial operations in accordance with generally accepted accounting principles;
  - b) The District's internal accounting and other control systems to provide reasonable assurance that it is managing financial assistance programs and is in compliance with applicable laws, rules, and regulations; and
  - c) If required, the District has complied with applicable laws, rules, and regulations that may have a material effect on its financial statements and on each major assistance program.
- We understand that we are to prepare the audit report (including the financial statements and notes to the Financial Statements) at the completion of the audit.
- We will provide the District with an electronic copy of the financial audit at the time agreed upon with Mauldin & Jenkins and the District. We will present the results of our audit to the District Board if requested.
- We will be available to the District throughout the term of the contract to provide technical assistance including, but not limited to, the performance of special studies and the preparation of reports as may be required and authorized in writing by the District. Fees for any such special requests shall be subject to negotiation based on cost information provided by the proposer and limits established within the agreement.

- As noted in the RFP, the audit documentation for this engagement is the property of Mauldin & Jenkins, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, auditors may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. General Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

**Extent of the Use of EDP Software in the Engagement:** All members of the audit staff have had significant training in computer aided auditing techniques. Mauldin & Jenkins uses a very detailed and structured approach in using computer aided auditing techniques, which has been extremely successful for us in our past engagements.

At the start of the engagement during our planning phase, we will assess the computer systems used by the District, and plan the specific computer aided auditing techniques to be used. This will decrease time spent in the initial file setup, trial balance setup, and data integrity testing. This approach will allow for more effective audits resulting in a fast sort, filter and analysis of multiple transactions in a population, and provide for drilling down on those items that have the highest risk.

When applicable, we will use CaseWare's IDEA software. IDEA is the world's most comprehensive and intuitive data analysis tool available. It gives us deeper insights into what is transpiring within the government to identify risks that may have gone undetected. It helps us spend less time looking for evidence and more time improving controls and processes. IDEA data analysis software helps us:

- Conduct more efficient and effective audits, while improving audit quality
- Increase value of audit findings with complete, 100% data coverage
- Identify risk and control issues before they impact the entity
- Improve productivity by automating procedures and eliminating manual tasks



Examples of uses of IDEA at the District are as follows:

- 1) Summarizing disbursements for a period by dollar range and compare to policy guidelines for complying with certain attributes (approvals and signature requirements, etc.);
- 2) Searching check register listings for unrecorded items or checks written during the fiscal year;
- 3) Converting bank or investment activity statements to Excel to provide for a quick listing of deposits for an entire period/year;
- 4) Converting vendor file information to Excel and comparing employee files with addresses for any similar or unusual items related to vendor files;
- 5) Analyzing general ledger detail transactions and journal entries for effective and efficient testing of all activity for the fiscal year as compared to the prior year;
- 6) Summarizing of large volumes of transactions to determine agreement to the general ledger;
- 7) Sampling for testing of internal controls.

The trial balance downloaded will then be used to agree to the ultimate draft of the District financial statements ensuring that all adjustments and balances are brought forward into the financial statements and providing a clean audit trail for review and support of the District's financial statements.

**Approach to be Taken in Determining Laws and Regulations Subject to Audit Test Work:** Standards for testing and reporting on compliance with laws and regulations are established by Auditing Standards AU-C Section 935, *Compliance Audits*. We will use this guidance to perform tests to determine the District's compliance with certain provisions of laws and regulations (Florida Statutes, etc.), contracts, grant agreements, and debt agreements, where noncompliance could have a *direct and material effect* on the financial statements.

Our approach to be taken to determine the laws and regulations that will be subject to audit test work will include procedures designed to identify requirements found in legal or legislative data, administrative regulations, and documents associated with grant and contract arrangements. The following procedures and policies will be applied depending on the nature and materiality of the laws and regulations:

- During the planning phase, the type of audit to be performed, as it relates to compliance matters, will be communicated to all personnel assigned to the engagement.
- Obtain a list of all federal award programs from which the client received and expended funds and identify, using the prescribed risk-based approach, the major programs required to be audited. If a program-specific audit is required, identify the award program to be audited.
- Identify applicable state and local statutory and regulatory requirements and contractual requirements.
- Plan and document the audit procedures to be performed relative to material state and local statutory and regulatory requirements and contractual requirements.
- Perform and document federal, state, and local statutory, regulatory and contractual compliance audit procedures as deemed to be applicable and appropriate during the planning stage of the engagement.
- Make specific inquiries of management concerning the following matters:
  - The District's compliance with laws and regulations.
  - The District's policies relative to the prevention of statutory, regulatory and contractual violations.
  - The use of directives issued by the District and periodic representations obtained by the District from officials and other management personnel at appropriate levels of authority concerning compliance with laws and regulations.
  - Specific testing for issues that are unique to Florida governments.
  - Testing as to whether or not the District complied with Section 218.415, Florida Statutes, regarding the investment of public funds.
  - Testing as to the District's compliance with Section 166.241, Florida Statutes, regarding adoption and reporting of annual budget, such as the minimum information required to be included in the budget, when the budget must be posted on the District's website after adoption, requirements on posting budget amendments.
  - Testing of debt covenant compliance requirements.
  - Testing of the financial condition assessment procedures pursuant to Sections 10.554(1)(i)7.c. and 10.556(7), Rules of the Auditor General of the State of Florida, and determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes and Chapter 2012-38, Laws of Florida.



**Implementation of New GASB Pronouncements:** The Governmental Accounting Standards Board (GASB) has issued over 50 pronouncements in the past fifteen (15) years, and continues to research various projects of interest to governmental units.

Considering the number of recently issued or pending GASB pronouncements, we believe proactive training on the parts of auditors and auditees to be of great importance. As in the past with our governmental clients (via free cpe and general discussions), our priority is to communicate all significant information to our clients and offer special training sessions relative to these subjects as needed.

**Approach to be Taken to Gain and Document an Understanding of the District's Operations:** Auditing standards generally accepted in the United States of America require the auditor to document our understandings of the internal control structure elements. The form and extent of documentation is flexible. Generally, the more complex an entity's internal control structure and the more extensive the procedures performed to obtain the understanding, the more extensive our documentation should be. In addition to memos, we plan to use specifically designed forms and questionnaires to document our understanding of the internal control structure. Recent changes in auditing standards, known as the risk assessment standards, denote that the auditor is not required to test internal control so as to rely on them to reduce other test work, but do not allow for only inquiry procedures related to internal control. We are required, and will perform, other procedures, such as walkthroughs and observation, related to controls over significant financial statement and audit assertions.

Auditing standards have established requirements for auditors related to consideration of internal control as part of an audit. They also provide guidance about how the entity's use of information technology (IT) affects the auditor's consideration of internal control in planning the audit. These same standards also requires an understanding of five interrelated components of internal control defined and described in more detail in COSO's *Internal control—Integrated Framework*. The five components are as follows: (1) Control environment, (2) Risk assessment, (3) Information and communication, (4) Monitoring, and (5) Control activities. The internal control structure and its policies and procedures are an important source of information about the types and risks of potential material misstatements that could occur in the financial statements and violations of statutory, regulatory and contractual requirements. This information is essential for effective audit planning and in designing effective and efficient audit tests.

In our understanding of the District's internal control structure, we will obtain knowledge about: (1) How internal control structure policies, procedures and records are designed, as well as how these are integrated into the computer systems of the District; (2) Whether internal control structure policies, procedures and records have been placed in operation, i.e., whether the District is using them; (3) Whether internal control structure policies, procedures and records are designed effectively, i.e., whether they are likely to prevent or detect material misstatements or compliance violations on a timely basis; and, (4) Whether internal control structure policies, procedures and records are operating effectively.

We will gain our understanding of the District's internal control structure through the performance of inquiry of the District officials, observation and re-performance of procedures being performed by the District personnel, inspection of the District documentation, and review of relevant written policy and procedure manuals.

Additionally, we will perform an evaluation of the District's IT general controls and their effect on audit risk and on the extent of our required audit testing. Effective IT controls can reduce audit risk and therefore potentially reduce testing, while ineffective controls can result in increased audit risk and additional testing. An evaluation of the District's security management at all levels of control will also be reviewed.

## Identification of Anticipated Potential Audit Problems



### Future GASB Pronouncements

GASB has issued over 40 pronouncements in the past fifteen (15) years, and continues to research various projects of interest to governmental units. Subjects of note include:

- Re-examination of the financial reporting model;
  - Conceptual framework; and
  - Economic condition reporting.
- Capital leases or operating leases;
  - Asset retirement obligations;
  - Fiduciary responsibilities;



Additionally, GASB has already issued new pronouncements that will be effective during the term of this proposed engagement period on the subjects of:

- Other post-employment benefits (OPEB);
- Special types of non-qualified pension plans;
- Tax abatement disclosures;
- External investment pools;
- Irrevocable split-interest agreements; and,
- Blending requirements for certain business-type activities.

Considering the number of recently issued or pending GASB pronouncements, we believe proactive training on the parts of auditors and auditees to be of great importance. As in the past with our governmental clients (via free cpe and general discussions), our priority is to communicate all significant information to our clients and offer special training sessions relative to these subjects.

## Other Potential Problems



In addressing any issue, communication and timely resolution are critical. Mauldin & Jenkins prides itself in developing professional relationships and rapport with clients which facilitate open and honest communication. Mauldin & Jenkins' stance would be based on reporting meaningful information to the financial statement users, but understanding that the financial statements are the Districts' representations. To do less would compromise our independent status.

We use the following approach to seek a mutually agreeable resolution of accounting & reporting issues.

- Step 1** Define and understand the issue through discussion with the District's management and verified audit information.
- Step 2** Make an initial assessment of the impact of alternative accounting treatments.
- Step 3** If the impact has significant potential, gather research which may include the following: obtain the District's research and rationale for their position; gather additional details; draw on common practices within other similar entities.
- Step 4** Discuss with District staff the Firm's preferred position and rationale.
- Step 5** Resolve the issue.

INDEPENDENT AUDITOR'S REPORT

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Board of Trustees  
SAMPLE DISTRICT  
Bradenton, Florida

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and major fund (the General Fund) of SAMPLE DISTRICT (the "District"), as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



## SAMPLE REPORTS

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and major fund (the General Fund), of the District, as of September 30, 2017, and the respective changes in financial position and budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### *Other Matters*

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages X through XX be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The other financial information as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements of the District. The other financial information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other financial information is fairly stated in all material respects in relation to the basic financial statements as a whole.

## SAMPLE REPORTS

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March X, 20XX, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Bradenton, Florida  
March X, 20XX

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

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Board of Trustees  
SAMPLE DISTRICT  
Bradenton, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of SAMPLE DISTRICT (the "District"), as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated March X, 20XX.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## SAMPLE REPORTS

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Bradenton, Florida  
March X, 20XX



**INDEPENDENT AUDITOR'S MANAGEMENT LETTER**

---

Board of Trustees  
SAMPLE DISTRICT  
Bradenton, Florida

**Report on the Financial Statements**

We have audited the financial statements of the SAMPLE DISTRICT (the "District") as of and for the fiscal year ended September 30, 2017, and have issued our report thereon dated March X, 20XX.

**Auditor's Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

**Other Reports and Schedule**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which are dated March X, 20XX, should be considered in conjunction with this management letter.

**Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. No audit findings were noted in the District's September 30, 2016, audit report.

**Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The District is a political subdivision of Manatee County, Florida, and was created in 1969, by special legislative act HR 2595 in accordance with Florida Law Chapter 69-1287. The District has no component units.

## SAMPLE REPORTS

### **Financial Condition**

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require that we apply appropriate procedures and report the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

### **Annual Financial Report**

Section 10.554(1)(i)5.b. and 10.556(7), Rules of the Auditor General, require that we apply appropriate procedures and report the results of our determination as to whether the annual financial report for the District for the fiscal year ended September 30, 2017, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2017. In connection with our audit, we determined that these two reports were in agreement.

### **Other Matters**

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the Board of Commissioners and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Bradenton, Florida  
March X, 20XX

SAMPLE DISTRICT      **SAMPLE REPORTS**  
CURRENT YEAR FINDINGS AND RECOMMENDATIONS

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**Findings**

None noted

**Recommendations**

None noted

[www.mjcpa.com](http://www.mjcpa.com)

**MAULDIN & JENKINS, LLC**

**1401 Manatee Avenue West, Suite 1200  
Bradenton, Florida 34205**

**(941) 747-4483 (Phone)**

**(941) 747-6035 (Fax)**







**PROPOSALS (RFP) TO PROVIDE  
FINANCIAL AUDITING SERVICES TO:**

## **Stoneybrook at Venice Community Development District**

**Cost Proposal**

**PREPARED BY: MAULDIN & JENKINS, LLC**  
**Phone: 941-747-4483 | Fax: 941-747-6035**

Alison N. Wester, CPA, Partner  
1401 Manatee Avenue West, Suite 1200  
Bradenton, Florida 34205  
awester@mjcpa.com  
Direct: 941-714-7963

March 27, 2018 | 11 AM

[www.mjcpa.com](http://www.mjcpa.com)

**ELECTRONIC COPY**

**MAULDIN  
& JENKINS**

March 23, 2018

Auditor Selection Committee  
 Stoneybrook of Venice Community Development District  
 2990 Northeast 12<sup>th</sup> Terrace, Suite 1  
 Oakland Park, Florida 33334

Ladies and Gentlemen:

Mauldin & Jenkins, LLC is pleased to submit its proposal, including this cost portion of the proposal, to provide annual financial auditing services for Stoneybrook of Venice Community Development District (the “District”). It is our understanding that the District plans to establish a contract for such audit services for three fiscal years ending September 30, 2018 through September 30, 2022, at the sole discretion of the District.

Below please find details of our all-inclusive maximum fees for the financial audit services for the years requested. The details are provided by year and include all out of pocket expenses for Firm personnel and travel. As requested by the District, we propose an all-inclusive maximum fee of \$7,000 for the financial and compliance audit services for the fiscal year ending September 30, 2018. A table of audit fees for the fiscal year 2018 – 2022, is below.

Fiscal Year	Fee
2018	\$ 7,000
2019	7,250
2020	7,500
2021	7,750
2022	8,000

As a partner of Mauldin & Jenkins, Alison Wester is authorized to bind and make representations for the Firm. She will be the ultimate party responsible for the quality of the report and working papers.

### Additional Items Related to our Audit Fees

**Note (1) – Unlimited Correspondence:** It is Mauldin & Jenkins’ policy to not charge for simple discussions and conversations that occur between the governmental entity and Mauldin & Jenkins that are only simple discussions (i.e., a phone call to ask certain questions that do not require additional research).

**Note (2) – Free Periodic/Quarterly Continuing Education:** As noted in our technical proposal, we provide free quarterly continuing education classes to our clients. This could amount to approximately \$1,500 of annual savings for the District’s estimated finance department per person.

**Note (3) – Additional Services:** If it should become necessary for the District to request Mauldin & Jenkins to provide any additional services outside of the scope of the annual audit, then such additional work shall be performed only if set forth in an addendum to the contract between the District and Mauldin & Jenkins.

**Note (4) – No Hidden Fees or Costs:** The pricing schedules contain all pricing information relative to performance of the audit as required by the District. Our estimated number of hours and the associated fee estimate indicated are based on our professional judgment and experience with similar governmental entities. So long as there are no significant changes in the operations or the number of major programs of the District (as noted in note 5 below) and or the scope of services requested or significant problems requiring additional time, **our quoted fees will not change.**

**Note (5) – Single Audit (Federal and/or State Grant Programs):** At this time, it is our understanding no Single Audit is currently required, and no major programs currently exist nor expected going into the immediate future. Therefore, and due to the uniqueness and variety of federal and state grant programs, should a Single Audit ever be determined to be required, we will address such a need at that time, and no provision is made as of today.

Thank you very much for considering our Firm and allowing us to present our proposal.

Sincerely,  
Mauldin & Jenkins, LLC



Allison Wester, CPA  
Partner  
Direct: 941-714-7963  
awester@mjcpa.com

APPENDIX A

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

AUDITED FINANCIAL STATEMENTS

Fee shall include all services, including but not limited to Out-of Pocket expenses, meals and lodging, transportation, printing and binding, telephone, fax, copies.

Fiscal Year 2018	<u>7,000</u>
Fiscal Year 2019	<u>7,250</u>
Fiscal Year 2020	<u>7,500</u>
Fiscal Year 2021	<u>7,750</u>
Fiscal Year 2022	<u>8,000</u>
<b>TOTAL ALL YEARS</b>	<u>37,500</u>

18 | 1888





**Ron Turner**  
Supervisor of Elections  
Sarasota County, Florida

April 19, 2018

James P. Ward, District Manager  
J P Ward & Associates, LLC  
2041 NE 6 Terrace  
Fort Lauderdale, Florida 33305

Subject: Qualified Registered Electors for Stoneybrook at Venice CDD

Dear Jim:

Listed below is the total number of qualified registered electors for the Stoneybrook at Venice Community Development District as of April 15, 2018.

Precinct: 315      Voters: 1457

Sincerely,

A handwritten signature in blue ink, appearing to read "Ron Turner", with a long, sweeping underline.

Ron Turner  
Supervisor of Elections  
Sarasota County, Florida

RT/alp

**BOARD OF SUPERVISOR'S**

**STONEYBROOK AT VENICE  
COMMUNITY DEVELOPMENT DISTRICT**

**FINANCIAL STATEMENTS  
February 28, 2018**

James P. Ward  
District Manager  
2900 NE 12th Terrace, Suite 1  
Oakland Park, Florida 33334

Phone: 954-658-4900  
E-mail:  
[JimWard@jpwardassociates.com](mailto:JimWard@jpwardassociates.com)



**Stoneybrook At Venice Community Development District**

Balance Sheet - All Funds and Account Groups  
as of February 28, 2018

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Fund	Capital Projects Fund	General Long Term Debt	General Fixed Assets	
	Operations	Series 2017	Series 2017			
<b>Assets</b>						
<b>Cash and Investments</b>						
General Fund - Invested Cash	\$ 131,911	\$ -	\$ -	\$ -	\$ -	\$ 131,911
Debt Service Fund						
Revenue Account	-	375,768	-	-	-	375,768
Reserve Account	-	111,564	-	-	-	111,564
Cost of Issuance	-	-	-	-	-	-
Interest Account	-	72	-	-	-	72
Prepayment Account	-	246	-	-	-	246
<b>Due from Other Funds</b>						
General Fund	-	12,121	-	-	-	12,121
Debt Service Fund						
<b>Market Valuation Adjustments</b>	-	-	-	-	-	-
<b>Accrued Interest Receivable</b>	-	-	-	-	-	-
<b>Accounts Receivable</b>	-	-	-	-	-	-
<b>Prepaid Expenses</b>	-	-	-	-	-	-
<b>Amount Available in Debt Service Funds</b>	-	-	-	-	-	-
<b>Amount to be Provided by Debt Service Funds</b>	-	-	-	5,505,000	-	5,505,000
<b>General Fixed Assets</b>	-	-	-	-	10,646,712	10,646,712
<b>Total Assets</b>	<u>\$ 131,911</u>	<u>\$ 499,770</u>	<u>\$ -</u>	<u>\$ 5,505,000</u>	<u>\$ 10,646,712</u>	<u>\$ 16,783,393</u>

## Stoneybrook At Venice Community Development District

### Balance Sheet - All Funds and Account Groups as of February 28, 2018

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Fund	Capital Projects Fund	General Long Term Debt	General Fixed Assets	
	Operations	Series 2017	Series 2017			
<b>Liabilities</b>						
<b>Accounts Payable &amp; Payroll Liabilities</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contracts Payable</b>	-	-	-	-	-	-
<b>Due to Other Funds</b>						
General Fund	-	-	-	-	-	-
Debt Service Fund	12,121	-	-	-	-	12,121
<b>Bonds Payable - Series 2017</b>	-	-	-	5,505,000	-	5,505,000
<b>Total Liabilities</b>	<b>\$ 12,121</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,505,000</b>	<b>\$ -</b>	<b>\$ 5,517,121</b>
<b>Fund Equity and Other Credits</b>						
<b>Investment in General Fixed Assets</b>	-	-	-	-	10,646,712	10,646,712
<b>Fund Balance</b>						
<b>Restricted</b>						
Beginning: October 1, 2017 (Unaudited)	-	219,291	10,706	-	-	229,997
Results from Current Operations	-	280,479	(10,706)	-	-	269,774
<b>Unassigned</b>						
Beginning: October 1, 2017 (Unaudited)	87,887	-	-	-	-	87,887
Results from Current Operations	31,904	-	-	-	-	31,904
<b>Total Fund Equity and Other Credits</b>	<b>119,790</b>	<b>499,770</b>	<b>0</b>	<b>-</b>	<b>10,646,712</b>	<b>11,266,272</b>
<b>Total Liabilities, Fund Equity and Other Credits</b>	<b>\$ 131,911</b>	<b>\$ 499,770</b>	<b>\$ 0</b>	<b>\$ 5,505,000</b>	<b>\$ 10,646,712</b>	<b>\$ 16,783,393</b>

**Stoneybrook at Venice Community Development District**

**General Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending February 28, 2018**

	October	November	December	January	February	Year to Date	Annual Budget	% of Budget
<b>Revenue and Other Sources</b>								
<b>Miscellaneous Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest</b>								
Interest - General Checking	3	3	6	4	4	19	75	26%
<b>Special Assessment Revenue</b>								
Special Assessments - On-Roll	-	13,672	47,502	2,506	2,193	65,872	70,026	94%
Special Assessments - Other	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 3</b>	<b>\$ 13,674</b>	<b>\$ 47,508</b>	<b>\$ 2,510</b>	<b>\$ 2,197</b>	<b>\$ 65,892</b>	<b>\$ 70,101</b>	<b>94%</b>
<b>Expenditures and Other Uses</b>								
<b>Legislative</b>								
Board of Supervisor's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Board of Supervisor's - FICA	-	-	-	-	-	-	-	N/A
<b>Executive</b>								
Executive Salaries	1,308	1,308	1,962	1,308	1,308	7,192	17,000	42%
Executive Salaries - FICA	100	100	150	100	100	550	1,301	42%
Executive Salaries - Insurance	-	685	342	342	342	1,711	3,200	53%
<b>Financial and Administrative</b>								
Audit Services	-	-	-	-	1,100	1,100	4,600	24%
Accounting Services	-	315	256	34	1,254	1,859	5,500	34%
Assessment Roll Preparation	-	-	-	-	-	-	10,000	0%
Arbitrage Rebate Services	-	500	-	-	-	500	500	100%
<b>Other Contractual Services</b>								
Recording and Transcription	-	-	-	-	-	-	400	0%
Legal Advertising	1,440	-	-	-	-	1,440	1,200	120%
Trustee Services	-	-	-	-	-	-	2,795	0%
Dissemination Agent Services	10,000	-	-	-	-	10,000	5,000	200%
Property Appraiser Fees	-	-	-	-	-	-	-	N/A
Bank Services	27	27	28	27	26	134	400	34%
<b>Travel and Per Diem</b>	-	-	-	-	-	-	-	N/A

**Stoneybrook at Venice Community Development District**

**General Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending February 28, 2018**

	October	November	December	January	February	Year to Date	Annual Budget	% of Budget
<b>Communications &amp; Freight Services</b>								
Telephone	-	-	-	-	-	-	-	N/A
Postage, Freight & Messenger	-	10	-	-	8	18	100	18%
<b>Rentals &amp; Leases</b>								
Miscellaneous Equipment Leasing	-	-	-	-	-	-	-	N/A
Computer Services	559	559	559	559	559	2,793	7,600	37%
<b>Insurance</b>	6,505	-	-	-	-	6,505	6,700	97%
<b>Printing &amp; Binding</b>	-	-	-	-	11	11	400	3%
<b>Office Supplies</b>	-	-	-	-	-	-	30	0%
<b>Subscription &amp; Memberships</b>	175	-	-	-	-	175	175	100%
<b>Legal Services</b>								
Legal - General Counsel	-	461	(461)	-	-	-	2,500	0%
<b>Other General Government Services</b>								
Engineering Services - General Fund	-	-	-	-	-	-	-	N/A
Contingencies	-	-	-	-	-	-	700	0%
Capital Outlay	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ 20,113</b>	<b>\$ 3,963</b>	<b>\$ 2,836</b>	<b>\$ 2,369</b>	<b>\$ 4,707</b>	<b>\$ 33,988</b>	<b>\$ 70,101</b>	<b>48%</b>
Net Increase/ (Decrease) of Fund Balance	(20,110)	9,711	44,672	141	(2,510)	31,904	N/A	
Fund Balance - Beginning	87,887	67,776	77,487	122,159	122,300	87,887	88,392	
Fund Balance - Ending	<u>\$ 67,776</u>	<u>\$ 77,487</u>	<u>\$ 122,159</u>	<u>\$ 122,300</u>	<u>\$ 119,790</u>	<u>\$ 119,790</u>	<u>\$ 88,392</u>	

**Stoneybrook at Venice Community Development District**

**Debt Service Fund - Series 2017**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending February 28, 2018**

	October	November	December	January	February	Year to Date	Budget	% of Budget
<b>Revenue and Other Sources</b>								
Fund Balance - Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	N/A
<b>Interest Income</b>								
Revenue Account	5	5	7	18	60	94	-	N/A
Reserve Account	18	19	18	19	19	94	500	N/A
Prepayment Account	0	0	0	0	-	0	-	N/A
Other	13	13	0	0	0	27	-	N/A
<b>Special Assessment Revenue</b>								
Special Assessments - On-Roll	-	68,957	254,347	13,780	12,121	349,205	361,676	N/A
Special Assessments - Off-Roll	-	-	-	-	-	-	-	N/A
Special Assessments - Prepayment	-	-	-	-	-	-	-	N/A
<b>Inter-Fund Group Transfers In</b>	-	10,249	-	-	-	10,249	-	N/A
<b>Debt Proceeds</b>	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 36</b>	<b>\$ 79,243</b>	<b>\$ 254,372</b>	<b>\$ 13,818</b>	<b>\$ 12,200</b>	<b>\$ 359,668</b>	<b>\$ 377,176</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>								
<b>Debt Service</b>								
Principal - Mandatory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,000	N/A
Principal - Early Redemptions	-	-	-	-	-	-	15,000	N/A
Interest Expense	-	79,189	-	-	-	79,189	167,176	N/A
<b>Operating Transfers Out</b>	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 79,189</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 79,189</b>	<b>\$ 377,176</b>	<b>N/A</b>
Net Increase/ (Decrease) of Fund Balance	36	54	254,372	13,818	12,200	280,479	N/A	
Fund Balance - Beginning	219,291	219,327	219,381	473,753	487,571	219,291	522,491	
Fund Balance - Ending	<u>\$ 219,327</u>	<u>\$ 219,381</u>	<u>\$ 473,753</u>	<u>\$ 487,571</u>	<u>\$ 499,770</u>	<u>\$ 499,770</u>	<u>\$ 522,491</u>	

**Stoneybrook at Venice Community Development District**

**Capital Projects Fund - Series 2017**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending February 28, 2018**

	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Revenue and Other Sources</b>								
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Interest Income								
Deferred Cost Account	2	2	-	-	-	4	-	N/A
Debt Proceeds	-	-	-	-	-	-	-	N/A
Inter-Fund Group Transfers In	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4</b>	<b>\$ -</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>								
<b>Professional Services</b>								
District Manager Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Accounting Services	-	-	-	-	-	-	-	N/A
<b>Other Contractual Services</b>								
Trustee Services	-	-	-	-	-	-	-	N/A
Underwriting Fees	-	-	-	-	-	-	-	N/A
Rating Fees	-	-	-	-	-	-	-	N/A
Printing & Binding	-	-	-	-	-	-	-	N/A
<b>Legal Services</b>								
Legal - General Counsel	-	461	-	-	-	461	-	N/A
Inter-Fund Group Transfers Out	-	10,249	-	-	-	10,249	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 10,709</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,709</b>	<b>\$ -</b>	<b>N/A</b>
Net Increase/ (Decrease) of Fund Balance	2	(10,707)	-	-	-	(10,706)	-	
Fund Balance - Beginning	10,706	10,707	-	-	-	10,706	-	
Fund Balance - Ending	<u>\$ 10,707</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	