

S P A C E F L O R I D A



**AUDIT AND ACCOUNTABILITY COMMITTEE MEETING
Agenda**

**Wednesday, August 23, 2023
10:00 a.m. EDT**

**By Teleconference
Call-in Number: 855-758-1310
Guest Code: 627 763 6389#
Passcode: 567768**

Agenda Items	
Call to Order	Belinda Keiser
Agenda <ul style="list-style-type: none">• Public Comment• Minutes April 17, 2023• Interim Financials March 31, 2023• Financial Audit Solicitation Results	Belinda Keiser Belinda Keiser Denise Swanson Denise Swanson
Closing Remarks	Belinda Keiser



Draft Minutes of a Regular Meeting of the Space Florida Audit & Accountability Committee

A Regular meeting of the Space Florida Audit & Accountability Committee was held by Teleconference on April 17, 2023. The meeting was called to order at 3:02 p.m. EDT.

COMMITTEE MEMBERS PRESENT:

Belinda Keiser (Chair)
Anthony Barbar
Jason Clement

SPACE FLORIDA STAFF PRESENT:

Frank DiBello
Howard Haug
Denise Swanson
Beth Courtney
Desiree Mayfield
Terrie Ireland
Ivy Zheng

SPECIAL GUEST:

Yvonne Clayborne, Partner with Carr Riggs & Ingram

Denise Swanson welcomed committee members and stated that the meeting is being conducted in accordance with the Sunshine and Public Record laws of Florida.

A quorum being present, Belinda Keiser, Chair, called the meeting to order.

There were no public comments.

Ms. Swanson requested review and approval of the minutes of January 11, 2023, Audit and Accountability Committee Meeting Minutes.

Jason Clement made a motion to approve the minutes of January 11, 2023, Audit and Accountability Committee which was seconded by Anthony Barbar and passed unanimously

Ms. Swanson reviewed the fiscal year end September 30, 2022, audit planning process and reminded the committee that this meeting is a key component of Space Florida's overall control system. Ms. Swanson introduced Yvonne Clayborne, Partner, with Carr Riggs and Ingram as the Auditor for Space Florida. Ms. Clayborne provided an overview and schedule of the audit planning process for the fiscal year end September 30, 2022, and, invited committee members to contact her directly for any questions or items the committee members may like to address without managements presence.

Ms. Swanson presented the 1st Quarter Interim Financial Statements for the period ended December 31, 2022.

Anthony Barbar made a motion to approve the issuance of the quarterly interim financial statements for the period ended December 31, 2022, which was seconded by Jason Clement and passed unanimously.

Ms. Swanson reviewed the process and tentative schedule for the Financial Audit Solicitation for the Fiscal Year end September 30, 2023.

Howard Haug reviewed the Enterprise Risk Management (ERM) Assessment completed by staff and management that will be presented to the full Board at the April 2023 meeting. The committee had discussion and provided advice and counsel related to the ERM.

CLOSING REMARKS & ADJOURNMENT

The meeting adjourned at 3:24 p.m. (EDT)

DRAFT

SPACE FLORIDA



Total Compiled Statement of Revenues and Expenses
Period Ending March 31, 2023
Unaudited
In 000's

	Total Budget	Q1 Actual	Q2 Actual	Forecast	Total Actual and Forecast	Budget Remaining
Operating Revenues						
State Appropriated Revenue - OPS	\$ 11,500	\$ 2,875	\$ 2,875	\$ 5,750	\$ 11,500	\$ -
Other Revenue	\$ 3,877	\$ 980	\$ 954	\$ 1,714	\$ 3,647	\$ 230
Total Operating Revenues	\$ 15,377	\$ 3,855	\$ 3,829	\$ 7,464	\$ 15,147	\$ 230
Operating Expenses						
Salaries & Other Related Costs	\$ 8,963	\$ 1,609	\$ 1,329	\$ 2,916	\$ 5,854	\$ 3,109
Contract & Subcontract Services	\$ 806	\$ 235	\$ 93	\$ 450	\$ 778	\$ 28
Utilities & Maintenance	\$ 3,780	\$ 945	\$ 911	\$ 2,125	\$ 3,981	\$ (201)
Travel & Entertainment	\$ 221	\$ 24	\$ 77	\$ 178	\$ 279	\$ (58)
Business Recruitment & Investment	\$ 260	\$ 26	\$ 57	\$ 155	\$ 238	\$ 22
General & Administrative	\$ 1,347	\$ 569	\$ 384	\$ 1,075	\$ 2,028	\$ (681)
Total Operating Expenses (Excluding Depreciation)	\$ 15,377	\$ 3,407	\$ 2,851	\$ 6,899	\$ 13,158	\$ 2,219
Change in Net Assets Due to Operations	\$ -	\$ 448	\$ 977	\$ 565	\$ 1,990	\$ (1,990)

**Request for Proposals
For
Financial and Compliance Audits
RFP-SF-01-0-2023
Combined Scores and Rank**

Selection Criteria	Score Range	Carr, Riggs & Ingram CPAs and Advisors				James Moore & Co., P.L.				Mauldin & Jenkins, LLC			
		1	2	3	4	1	2	3	4	1	2	3	4
Firm's technical qualifications	10	10	10	10	8	8	10	10	10	7	10	10	8
Firm's roll in similar audits	20	20	20	20	18	18	20	20	20	14	20	20	18
Qualifications of staff to be assigned	30	30	28	30	30	30	30	30	30	30	30	30	15
Understanding of work to be performed	30	30	30	30	30	30	30	30	30	30	28	30	30
Compensation	10	10	10	10	10	10	8	8	9	10	6	6	8
Total	100	100	98	100	96	96	98	98	99	91	94	96	79
Cumulative Score		394				391				360			
Rank		1				2				3			