

TOWN OF LOXAHATCHEE GROVES
TOWN HALL COUNCIL CHAMBERS
FINANCE AUDIT AND ADVISORY COMMITTEE
FEBRUARY 27, 6:15 - 8:00 P.M.



Bruce Cunningham

Anita Kane
Janet Eick

Tracy Rafterwitz
Cassie Suchy

Administration

Town Manager, Francine L. Ramaglia
Town Clerk, Lakisha Q. Burch
Project Coordinator, Jeffrey Kurtz

Civility: Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That is why we say "Character Counts" in Town of Loxahatchee. Civility is practiced at all Town meetings.

Special Needs: In accordance with the provisions of the American with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall within three business days prior to any proceeding, contact the Town Clerk's Office, 155 F Road, Loxahatchee Groves, Florida, (561) 793-2418.

Quasi-Judicial Hearings: Some of the matters on the agenda may be "quasi-judicial" in nature. Town Council Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire (a preliminary examination of a witness or a juror by a judge or council) by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. Unsworn comment will be given its appropriate weight by the Town Council.

Appeal of Decision: If a person decides to appeal any decision made by the Town Council with respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

Consent Calendar: Those matters included under the Consent Calendar are typically self-explanatory, non-controversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any Town Council Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a Town Council Member, or by any member of the public desiring it to be heard, without a motion.

CALL TO ORDER

ROLL CALL

APPROVAL OF THE AGENDA

COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

REGULAR AGENDA

1. Swearing In Committee Members
2. Election of Officers (Chair and Vice Chair)
3. Fiscal Year 2023 1st Quarter Financial Reports: Balance Sheets, and Budget to Actual Revenue and Expenditures.
4. Introduction of the Town's New Auditors: Caballero, Fierman, Llerena, & Garcia LLP
5. Status of the 2021 Audit (presented by Chris Wallace from Munilytics, Inc.)
6. Financial Reports available on the Town's Accounting System (presentation from Chris Wallace from Munilytics, Inc.)

COMMENTS FROM COMMITTEE MEMBERS

ADJOURNMENT



155 F Road Loxahatchee Groves, FL 33470

Agenda Item # 1

TO: Town Council of Town of Loxahatchee Groves

FROM: Lakisha Burch, Town Clerk

DATE: February 27, 2023

SUBJECT: Swearing in of Committee Members

Background:

The following committee members need to be sworn in Janet Eick, Tracy Raflowitz, and Cassie Suchy.

Recommendation:

Town Clerk administers the Oath of Office.



155 F Road Loxahatchee Groves, FL 33470

Agenda Item # 2

TO: Town Council of Town of Loxahatchee Groves

FROM: Lakisha Burch, Town Clerk

DATE: February 27, 2023

SUBJECT: Election of Officers (Chair and Vice Chair)

Background:

Each year the appointed committee members select a Chair and Vice Chair of the Finance Audit and Advisory Committee.

Recommendation:

Committee members select a Chair and Vice Chair of the Finance Audit and Advisory Committee.



155 F Road Loxahatchee Groves, FL 33470

Agenda Item # 3

TO: Finance Advisory and Audit Committee of Town of Loxahatchee Groves

FROM: Francine Ramaglia, Town Manager

DATE: February 27, 2023

SUBJECT: Fiscal Year 2023 1st Quarter Financial Reports; Balance Sheets and Budget to Actual Revenue and Expenditures

Background:

Attached are the Fiscal Year 2023 1st Quarter Financial Reports including Balance Sheets and Budget to Actual Revenue and Expenditures for all funds.

Chris Wallace from Munilytics, Inc., who are currently acting as the Town's Finance Department will present the 2023 1st Quarter Report to the Committee.

Recommendation:

Receive and File.

Town of Loxahatchee

Balance Sheet

At December 31, 2022

12/31/2022 Decem

001 - General Fund

Assets

001-00-00-223-10900	Cost Recovery A/R Reclass	\$268,221
001-00-10-101-10000	BU Pooled Cash	\$6,918,354
001-00-10-101-10010	Cash in Bank	\$412,644
001-00-11-101-10150	Accts REC	\$2,311
001-00-11-116-10150	Accts REC-Franchise and Utility	\$101,219
001-00-13-131-13101	Due To/ Due From Transportation Fund	(\$97,073)
001-00-13-131-13103	Due to / Due from L.O.S.T Fund	(\$75,819)
001-00-13-131-13105	Due to/Due from WCD	(\$2,438,216)
001-00-13-131-13135	Due To/ Due From Capital Improvment Fund	(\$366,097)
001-00-13-131-13140	Due To/Due From Solid Waste Fund	(\$553,158)
001-00-13-133-11530	Due From Other Governmets	\$45,639
001-00-15-151-15100	Investment in FMIVT	\$139,423

Total Assets

\$4,357,446

Liabilities and Fund Balance

Liabilities

001-00-11-233-20230	Cost Recovery	\$121,903
001-00-11-233-20240	Tree Mitigation	(\$540)
001-00-20-202-20000	Accounts Payable	\$14,150
001-00-20-202-20050	Due to Other Governments	\$43,029
001-00-20-252-20020	FRS/Town Manger Investment Payable	\$36,519

Total Liabilities

\$215,061

Fund Balance

001-00-20-223-22300	Deferred Revenue-BTR	\$21,380
001-00-20-223-22305	Unavailable Grant Revenue	\$1,799,567
001-00-28-284-28400	Fund Balance	\$2,321,438

Total Fund Balance

\$4,142,385

Total Liabilities and Fund Balance

\$4,357,446

Town of Loxahatchee

Balance Sheet

At December 31, 2022

12/31/2022 Decem

101 - Transporation Fund

Assets

101-00-10-101-10000	BU Pooled Cash	\$954,985
101-00-10-101-10010	Cash In Bank	\$260,435
101-00-13-131-13001	Due To/Due From General Fund	\$97,073
101-00-13-131-13105	Due to/Due from WCD	(\$277,000)
101-00-13-131-13135	Due To/From C.I.P. Fund	(\$126,900)
101-00-13-133-11530	Due from Other Government	\$32,841

Total Assets		\$941,434
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Liabilities and Fund Balance

Fund Balance

101-00-28-281-27005	5cent-Fund Balance	\$255,015
101-00-28-281-27006	6cent-Fund Balance	\$255,548
101-00-28-284-28400	Fund Balance	\$430,871

Total Fund Balance		\$941,434
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Total Liabilities and Fund Balance		\$941,434
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Town of Loxahatchee

Balance Sheet

At December 31, 2022

		<u>12/31/2022 Decem</u>
103 - Local Option Sales Tax (L.O.S.T) Fund		
Assets		
103-00-10-101-10000	BU Pooled Cash	\$524,276
103-00-10-101-10010	Cash In Bank	\$76,095
103-00-13-131-13001	Due To/Due From General Fund	\$75,819
103-00-13-131-13135	Due To/From C.I.P. Fund	(\$266,200)
103-00-13-133-11530	Due from Other Government	\$20,572
103-00-15-151-15100	Investment in FMIVT	\$822,429
Total Assets		<u>\$1,252,990</u>
Liabilities and Fund Balance		
Fund Balance		
103-00-28-284-28400	Fund Balance	\$1,252,990
Total Fund Balance		<u>\$1,252,990</u>
Total Liabilities and Fund Balance		<u>\$1,252,990</u>

Town of Loxahatchee

Balance Sheet

At December 31, 2022

12/31/2022 Decem

105 - Water Control District

Assets

105-00-10-101-10000	BU Pooled Cash	(\$399,614)
105-00-10-101-10010	Cash In Bank	(\$21,133)
105-00-10-101-10011	Cash in Hand	\$300
105-00-11-101-10150	Accts REC	\$159,210
105-00-13-131-13001	Due To/From General Fund	\$2,438,216
105-00-13-131-13101	Due To/From Transportation	\$277,000
105-00-13-131-13135	Due To/From C.I.P. Fund	\$185,331
105-00-15-151-15110	Investment in SBA	\$343
105-00-15-151-15130	Investment in Bank United (Project)	\$68
105-00-15-151-15140	Investment in Bank United (NPF)	\$26

Total Assets		\$2,639,746
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Liabilities and Fund Balance

Liabilities

105-00-20-202-20000	Accounts Payable	\$111,676
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Total Liabilities		\$111,676
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Fund Balance

105-00-25-251-25100	Prior Period Adj. To Beginning Retained Earnings	\$38,240
105-00-28-281-28100	Fund Balance - Restricted (Debit Service)	\$103,927
105-00-28-281-28150	Fund Balance - Restricted (Roads)	\$367,516
105-00-28-284-28400	Fund Balance (Current Year)	\$1,780,451
105-00-28-284-28410	Fund Balance (Prior Year)	\$285,789

Total Fund Balance		\$2,575,923
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Total Liabilities and Fund Balance		\$2,687,599
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Town of Loxahatchee

Balance Sheet

At December 31, 2022

12/31/2022 Decem

305 - Capital Improvement Project (C.I.P) Fund

Assets

305-00-10-101-10000	BU Pooled Cash	(\$3,150,176)
305-00-10-101-10010	Cash In Bank	\$432,519
305-00-13-131-13001	Due To/ Due From General Fund	\$366,097
305-00-13-131-13101	Due To/From Transportation	\$126,900
305-00-13-131-13103	Due to / Due from L.O.S.T Fund	\$266,200
305-00-13-131-13105	Due to/Due from WCD	(\$185,331)

Total Assets		<u>(\$2,143,792)</u>
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Liabilities and Fund Balance

Liabilities

305-00-20-202-20000	Accounts Payable	\$92,768
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Total Liabilities		<u>\$92,768</u>
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Fund Balance

305-00-28-284-28400	Fund Balance	(\$2,236,559)
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Total Fund Balance		<u>(\$2,236,559)</u>
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Total Liabilities and Fund Balance		<u>(\$2,143,792)</u>
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Town of Loxahatchee

Balance Sheet

At December 31, 2022

		<u>12/31/2022 Decem</u>
405 - Solid Waste		
Assets		
405-00-10-101-10000	BU Pooled Cash	\$56,773
405-00-10-101-10010	Cash In Bank	\$22,680
405-00-13-131-13001	Due To/ Due From General Fund	\$553,158
Total Assets		<u>\$632,612</u>
Liabilities and Fund Balance		
Liabilities		
405-00-20-202-20000	Accounts Payable	\$99,917
Total Liabilities		<u>\$99,917</u>
Fund Balance		
405-00-28-284-28400	Fund Balance	\$532,695
Total Fund Balance		<u>\$532,695</u>
Total Liabilities and Fund Balance		<u><u>\$632,612</u></u>

Town of Loxahatchee Groves

Budget to Actual

October 1, 2022, through December 31, 2022

		YTD	October	November	December	Encumbrance	Budgeted	Balance	% Used
001 - General Fund									
REVENUES									
001-01-31-311-31000	Ad Valorem Taxes	\$944,731.36	\$0.00	\$348,107.22	\$596,624.14	\$0.00	\$1,264,990.00	\$320,258.64	74.68%
001-01-31-314-31410	Electric Utility Tax	\$102,268.16	\$37,582.81	\$33,169.36	\$31,515.99	\$0.00	\$365,000.00	\$262,731.84	28.02%
001-01-31-314-31480	Utility Service Tax- Propane	\$3,012.68	\$970.70	\$548.72	\$704.66	\$0.00	\$0.00	(\$3,012.68)	NA
001-01-31-315-31500	Communication Services	\$23,161.61	\$7,761.07	\$7,784.97	\$7,615.57	\$0.00	\$100,000.00	\$76,838.39	23.16%
001-01-31-316-31600	Local Business Tax	\$26,887.65	\$22,801.36	\$1,472.62	\$2,338.67	\$0.00	\$70,000.00	\$43,112.35	38.41%
001-01-32-323-32310	FPL Franchise Fee	\$96,225.45	\$33,635.79	\$33,927.96	\$28,661.70	\$0.00	\$280,000.00	\$183,774.55	34.37%
001-01-32-323-32330	PBC Water Utility Franchise	\$7,053.72	\$2,121.15	\$2,358.40	\$2,574.17	\$0.00	\$17,000.00	\$9,946.28	41.49%
001-01-32-323-32360	PBC Sewer Utility Franchise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.00%
001-01-32-323-32370	Solid Waste Franchise	\$51,166.08	\$15,552.19	\$16,221.00	\$19,392.89	\$0.00	\$175,000.00	\$123,833.92	29.24%
001-01-32-323-32390	Hauler's Franchise Fee	\$4,085.00	\$4,085.00	\$0.00	\$0.00	\$0.00	\$5,500.00	\$1,415.00	74.27%
001-01-32-329-32900	Building Permits	\$25,095.97	\$3,524.78	\$16,370.89	\$5,200.30	\$0.00	\$185,000.00	\$159,904.03	13.57%
001-01-32-329-32901	Other Permits	\$47,071.09	\$22,315.75	\$14,181.09	\$7,068.00	\$0.00	\$40,000.00	(\$7,071.09)	117.68%
001-01-32-341-34135	Administrative Charge Dependent District	\$172,500.00	\$172,500.00	\$0.00	\$0.00	\$0.00	\$172,500.00	\$0.00	100.00%
001-01-33-335-35120	Municipal Revenue Sharing	\$20,582.30	\$6,860.77	\$6,860.76	\$6,860.77	\$0.00	\$83,000.00	\$62,417.70	24.80%
001-01-33-335-35150	Alcoholic Beverage License Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$3,100.00	0.00%
001-01-33-335-35180	Half Cent Sales Tax	\$80,929.93	\$26,678.09	\$26,058.18	\$28,193.66	\$0.00	\$293,000.00	\$212,070.07	27.62%
001-01-34-341-34000	General Government Charges	\$5,722.33	\$924.12	\$299.78	\$4,162.24	\$0.00	\$7,000.00	\$1,277.67	81.75%
001-01-34-341-34190	Cost Recovery Fees	\$38,371.49	\$28,737.74	\$4,250.00	\$2,900.00	\$0.00	\$186,000.00	\$147,628.51	20.63%
001-01-35-351-35150	Court Fines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-01-35-354-35400	Code Enforcement Fines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
001-01-36-361-36110	Interest	\$1,147.15	\$284.61	\$399.36	\$463.18	\$0.00	\$1,000.00	(\$147.15)	114.72%
001-01-36-366-36991	Contributions & Donations - Private Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-01-36-369-36990	Other Miscellaneous Revenue	\$12,576.06	(\$10,858.39)	\$22,647.60	\$786.85	\$0.00	\$11,575.00	(\$1,001.06)	108.65%
001-14-36-361-36110	Interest for FMIVT	\$1,193.82	(\$145.58)	\$444.26	\$581.32	\$0.00	\$1,000.00	(\$193.82)	119.38%
Total Revenues		\$1,663,781.85	\$375,331.96	\$535,102.17	\$745,644.11	\$0.00	\$3,299,665.00	\$1,635,883.15	50.42%
EXPENSES									
001-10-51-511-54000	Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,300.00	\$6,300.00	0.00%
001-10-51-511-54100	Communication Services	\$5,782.46	\$0.00	\$3,000.00	\$2,782.46	(\$999.96)	\$15,000.00	\$9,217.54	38.55%
001-10-51-511-55400	Books, Publications, Subscriptions	\$3,310.99	\$1,587.99	\$1,623.00	\$100.00	\$0.00	\$4,200.00	\$889.01	78.83%
001-10-51-511-58200	Special Events/ Contrirbutions	\$2,324.35	\$114.00	\$0.00	\$275.00	\$0.00	\$25,000.00	\$22,675.65	9.30%
001-10-51-512-51200	Regular Salaries	\$11,250.00	\$3,750.00	\$3,750.00	\$3,750.00	\$0.00	\$45,000.00	\$33,750.00	25.00%
001-10-51-512-52100	FICA & Medicare Taxes	\$868.20	\$294.40	\$286.90	\$286.90	\$0.00	\$5,000.00	\$4,131.80	17.36%

Town of Loxahatchee Groves
Budget to Actual
October 1, 2022, through December 31, 2022

		YTD	October	November	December	Encumbrance	Budgeted	Balance	% Used
001-12-51-512-51200	Regular Salaries	\$111,176.68	\$19,327.56	\$39,013.37	\$52,835.75	\$0.00	\$450,000.00	\$338,823.32	24.71%
001-12-51-512-51400	Overtime	\$910.12	\$69.13	\$476.13	\$364.86	\$0.00	\$20,000.00	\$19,089.88	4.55%
001-12-51-512-52100	FICA & MedicareTaxes	\$8,165.95	\$1,443.71	\$2,737.22	\$3,985.02	\$0.00	\$35,000.00	\$26,834.05	23.33%
001-12-51-512-52200	Retirement FRS	\$18,498.04	\$4,200.90	\$5,922.64	(\$1,346.49)	\$0.00	\$75,000.00	\$56,501.96	24.66%
001-12-51-512-52300	Health and Life Insurance	\$3,346.51	\$2,415.20	\$859.43	\$71.88	\$0.00	\$47,000.00	\$43,653.49	7.12%
001-12-51-512-52400	Worker's Compensation	\$22,670.50	\$22,670.50	\$0.00	\$0.00	\$0.00	\$5,000.00	(\$17,670.50)	453.41%
001-12-51-512-53400	Other Services	\$1,225.96	\$1,225.96	\$0.00	\$0.00	\$0.00	\$3,300.00	\$2,074.04	37.15%
001-12-51-512-54000	Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.00%
001-12-51-512-54100	Communication Services	\$562.37	\$562.37	\$0.00	\$0.00	\$0.00	\$8,000.00	\$7,437.63	7.03%
001-12-51-512-54200	Postage and Freight	\$77.46	\$77.46	\$0.00	\$0.00	\$0.00	\$3,000.00	\$2,922.54	2.58%
001-12-51-512-54900	Other Operating Expenses (Misc.-Recording	\$1,309.69	\$672.41	\$191.09	\$446.19	\$0.00	\$8,000.00	\$6,690.31	16.37%
001-12-51-512-54930	Election Expense	\$483.68	\$0.00	\$175.00	\$308.68	\$0.00	\$20,000.00	\$19,516.32	2.42%
001-12-51-512-54960	Legal Advertising	\$4,720.52	\$4,328.09	\$392.43	\$0.00	\$0.00	\$4,000.00	(\$720.52)	118.01%
001-12-51-512-55100	Office Supplies	\$2,566.12	\$2,317.20	(\$95.98)	\$344.90	\$0.00	\$8,000.00	\$5,433.88	32.08%
001-12-51-512-55400	Books, Publications, Subscriptions	\$224.00	\$149.00	\$0.00	\$75.00	\$0.00	\$6,000.00	\$5,776.00	3.73%
001-12-51-512-55500	Education & Training	\$900.00	\$900.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$3,100.00	22.50%
001-14-51-513-53200	Accounting and Auditing	\$2,218.87	\$2,218.87	\$0.00	\$0.00	\$0.00	\$60,000.00	\$57,781.13	3.70%
001-14-51-513-54000	Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-14-51-513-54920	Computer Services	\$4,144.20	\$4,144.20	\$0.00	\$0.00	\$0.00	\$30,000.00	\$25,855.80	13.81%
001-14-51-513-55400	Books, Publications, Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-14-51-513-55500	Education & Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-14-51-514-53110	Professional Service- Payroll Fees	\$1,073.41	\$263.66	\$291.26	\$518.49	\$0.00	\$4,000.00	\$2,926.59	26.84%
001-16-51-514-53100	Professional Services	\$78,997.84	\$29,072.46	\$24,423.38	\$25,502.00	\$174,999.96	\$175,000.00	\$96,002.16	45.14%
001-16-51-514-53101	Litigation	\$31,138.53	\$17,743.85	\$13,394.68	\$0.00	\$0.00	\$50,000.00	\$18,861.47	62.28%
001-20-51-511-55200	Building Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600.00	\$2,600.00	0.00%
001-20-51-515-53100	Building & Zoning Professional Service	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$166,500.00	\$166,500.00	0.00%
001-20-51-515-53420	Comprehensive Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
001-20-51-515-53450	Planning & Zoning Contract	\$2,362.50	\$2,362.50	\$0.00	\$0.00	\$0.00	\$45,000.00	\$42,637.50	5.25%
001-20-51-515-53451	Planner On Call	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	0.00%
001-20-51-515-53490	Cost Recovery Expenditure	\$7,549.30	\$10,419.55	\$348.50	(\$3,218.75)	\$0.00	\$151,000.00	\$143,450.70	5.00%
001-20-51-515-54960	Legal Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-22-51-519-53150	Special Magistrate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-22-51-519-53400	Other Services - Code	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
001-22-51-519-53430	Code Compliance	\$35,844.00	\$13,166.50	\$14,457.00	\$8,220.50	\$0.00	\$156,000.00	\$120,156.00	22.98%
001-22-51-519-54100	Communication Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%

Town of Loxahatchee Groves

Budget to Actual

October 1, 2022, through December 31, 2022

		YTD	October	November	December	Encumbrance	Budgeted	Balance	% Used
001-26-52-521-53410	Law Enforcement (PBSO)	\$213,622.00	\$106,811.00	\$53,405.50	\$53,405.50	\$480,649.50	\$641,000.00	\$427,378.00	33.33%
001-32-51-519-53400	Other Services	\$5,007.14	\$1,160.00	\$2,338.76	\$1,383.38	\$11,405.00	\$6,000.00	\$992.86	83.45%
001-32-51-519-54100	Communication Services	\$2,044.78	\$540.29	\$778.54	\$364.98	\$0.00	\$25,000.00	\$22,955.22	8.18%
001-32-51-519-54300	Utilities	\$1,153.27	\$587.22	\$566.05	\$0.00	\$0.00	\$9,000.00	\$7,846.73	12.81%
001-32-51-519-54440	Rental and Leases - Equip, Storage, etc	\$2,543.93	\$1,029.00	\$986.00	\$893.93	(\$139.01)	\$13,000.00	\$10,456.07	19.57%
001-32-51-519-54500	Insurance	\$59,147.00	\$59,147.00	\$0.00	\$0.00	\$0.00	\$130,000.00	\$70,853.00	45.50%
001-32-51-519-54600	Repair and Maintenance - Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
001-32-51-519-54910	Computer Hardware and Software	\$8,853.19	\$3,049.94	\$2,744.87	\$923.50	\$22,083.91	\$25,000.00	\$16,146.81	35.41%
001-32-51-519-54920	Computer Services	\$1,350.00	\$1,350.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$23,650.00	5.40%
001-90-51-519-58700	Loxahatchee Groves - CERT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$2,400.00	0.00%
001-90-58-581-59104	Transfer to Roads and Drainage	\$264,000.00	\$264,000.00	\$0.00	\$0.00	\$0.00	\$264,000.00	\$0.00	100.00%
001-90-58-581-59305	Transfer to C.I.P Fund	\$247,000.00	\$247,000.00	\$0.00	\$0.00	\$0.00	\$247,000.00	\$0.00	100.00%
001-90-58-581-59405	Transfer to Solid Waste Fund	\$135,365.00	\$135,365.00	\$0.00	\$0.00	\$0.00	\$135,365.00	\$0.00	100.00%
Total Expenses		\$1,303,788.56	\$965,536.92	\$172,065.77	\$152,273.68	\$837,999.40	\$3,299,665.00	\$1,995,876.44	39.51%
Revenues Less Expenditures		\$359,993.29	(\$590,204.96)	\$363,036.40	\$593,370.43	(\$837,999.40)	\$0.00		
101 - Transporation Fund									
REVENUES									
101-01-31-312-34100	1st Local option Fuel Tax (6c)	\$66,682.83	\$22,720.98	\$21,069.73	\$22,892.12	\$0.00	\$277,000.00	\$210,317.17	24.07%
101-01-31-312-34200	2nd Local Option Fuel Tax(5c)	\$30,390.59	\$10,119.91	\$9,930.93	\$10,339.75	\$0.00	\$126,900.00	\$96,509.41	23.95%
Total Revenues		\$97,073.42	\$32,840.89	\$31,000.66	\$33,231.87	\$0.00	\$403,900.00	\$306,826.58	24.03%
EXPENSES									
101-40-58-581-59105	Transfer to Roads and Drainage	\$277,000.00	\$277,000.00	\$0.00	\$0.00	\$0.00	\$277,000.00	\$0.00	100.00%
101-40-58-581-59305	Transfer to C.I.P Fund	\$126,900.00	\$126,900.00	\$0.00	\$0.00	\$0.00	\$126,900.00	\$0.00	100.00%
Total Expenses		\$403,900.00	\$403,900.00	\$0.00	\$0.00	\$0.00	\$403,900.00	\$0.00	100.00%
Revenues Less Expenditures		(\$306,826.58)	(\$371,059.11)	\$31,000.66	\$33,231.87	\$0.00	\$0.00		
105 - Water Control District									
REVENUES									
105-01-32-325-32510	Other Assesments	\$2,557.60	\$2,557.60	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,557.60)	NA
105-01-32-325-32520	Road and Canal Maintenance Assessment	\$1,108,108.48	\$0.00	\$429,072.69	\$679,035.79	\$0.00	\$1,560,300.00	\$452,191.52	71.02%
105-01-32-325-32522	Discount Fees	(\$44,297.02)	\$0.00	(\$17,607.64)	(\$26,689.38)	\$0.00	(\$78,000.00)	(\$33,702.98)	56.79%

Town of Loxahatchee Groves

Budget to Actual

October 1, 2022, through December 31, 2022

		YTD	October	November	December	Encumbrance	Budgeted	Balance	% Used
105-01-32-325-32530	Excess Fees - Maintenance	\$8,367.89	\$0.00	\$8,367.89	\$0.00	\$0.00	\$0.00	(\$8,367.89)	NA
105-01-32-325-36990	Other Assessments - PBCSB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
105-01-33-337-33750	ARPA Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$250,000.00	0.00%
105-01-36-361-36115	Interest (Bank United P)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
105-01-36-364-36400	Sales - Equipment/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
105-01-36-369-36990	Miscellaneous Revenue	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	100.00%
105-01-38-381-38000	Transfer From General Fund	\$264,000.00	\$264,000.00	\$0.00	\$0.00	\$0.00	\$264,000.00	\$0.00	100.00%
105-01-38-381-38111	Contributions from Transportatioin Fund	\$277,000.00	\$277,000.00	\$0.00	\$0.00	\$0.00	\$277,000.00	\$0.00	100.00%
Total Revenues		\$1,635,736.95	\$563,557.60	\$419,832.94	\$652,346.41	\$0.00	\$2,300,800.00	\$665,063.05	71.09%

EXPENSES

105-50-53-538-51200	Regular Salaries	\$100,953.66	\$22,140.64	\$34,457.22	\$44,355.80	\$0.00	\$600,900.00	\$499,946.34	16.80%
105-50-53-538-51400	Overtime	\$6,452.68	\$2,235.05	\$3,557.23	\$660.40	\$0.00	\$20,000.00	\$13,547.32	32.26%
105-50-53-538-51500	Special Pay	\$1,191.92	\$209.00	\$674.92	\$308.00	\$0.00	\$5,000.00	\$3,808.08	23.84%
105-50-53-538-52100	FICA Taxes & Medicare	\$7,720.69	\$1,742.18	\$2,749.50	\$3,229.01	\$0.00	\$45,000.00	\$37,279.31	17.16%
105-50-53-538-52200	Retirement FRS	\$17,326.22	\$3,043.10	\$6,441.99	(\$1,333.24)	\$0.00	\$89,500.00	\$72,173.78	19.36%
105-50-53-538-52300	Health and Life Insurance	\$9,557.63	\$3,906.02	\$3,083.16	\$2,568.45	\$0.00	\$58,000.00	\$48,442.37	16.48%
105-50-53-538-52400	Worker's Compensation	\$22,670.50	\$22,670.50	\$0.00	\$0.00	\$0.00	\$7,000.00	(\$15,670.50)	323.86%
105-50-53-538-53102	Professional Service - Drug Test	\$374.00	\$374.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$1,826.00	17.00%
105-50-53-538-53105	Professional Service- Land Surveying	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00%
105-50-53-538-53200	Accounting and Auditing	\$12,218.88	\$2,218.88	\$0.00	\$10,000.00	\$0.00	\$30,000.00	\$17,781.12	40.73%
105-50-53-538-53400	Other Services -	\$10,497.36	\$1,627.30	\$3,287.50	\$5,582.56	\$1,237.42	\$65,000.00	\$54,502.64	16.15%
105-50-53-538-53480	Other Services - PBC Admin Fee	\$10,830.12	\$0.00	\$4,306.66	\$6,523.46	\$0.00	\$24,000.00	\$13,169.88	45.13%
105-50-53-538-54100	Communication Services	\$2,861.49	\$1,861.49	\$1,000.00	\$0.00	\$0.00	\$13,650.00	\$10,788.51	20.96%
105-50-53-538-54300	Utilities Services	\$1,391.96	\$813.93	\$428.03	\$150.00	\$600.00	\$20,000.00	\$18,608.04	6.96%
105-50-53-538-54440	Rental and Leases - Equip, Storage, etc	\$119,323.41	\$2,632.50	\$0.00	\$62,253.87	\$0.00	\$250,000.00	\$130,676.59	47.73%
105-50-53-538-54500	Insurance	\$62,095.10	\$62,095.10	\$0.00	\$0.00	\$0.00	\$80,000.00	\$17,904.90	77.62%
105-50-53-538-54680	Repair and Maintenance Svc -	\$26,027.82	\$7,436.07	\$7,776.00	\$8,409.05	\$4,936.00	\$100,000.00	\$73,972.18	26.03%
105-50-53-538-54901	Indirect Cost Allocations	\$172,500.00	\$172,500.00	\$0.00	\$0.00	\$0.00	\$172,500.00	\$0.00	100.00%
105-50-53-538-54910	Computer hardware & Software	\$8,503.37	\$154.99	\$1,615.00	\$6,733.38	(\$1,615.03)	\$5,250.00	(\$3,253.37)	161.97%
105-50-53-538-54980	Other Current Charges - Miscellaneous	\$282.08	\$230.18	\$0.00	\$51.90	\$0.00	\$2,100.00	\$1,817.92	13.43%
105-50-53-538-55100	Office Supplies	\$111.59	\$111.59	\$0.00	\$0.00	\$0.00	\$1,450.00	\$1,338.41	7.70%
105-50-53-538-55210	Fuel	\$5,679.51	\$153.20	\$1,465.63	\$4,060.68	\$0.00	\$45,000.00	\$39,320.49	12.62%
105-50-53-538-55220	Lubricants	\$121.86	\$121.86	\$0.00	\$0.00	\$0.00	\$4,000.00	\$3,878.14	3.05%
105-50-53-538-55400	Books, Publications, Subscriptions	\$15.13	\$15.13	\$0.00	\$0.00	\$0.00	\$2,100.00	\$2,084.87	0.72%

Town of Loxahatchee Groves

Budget to Actual

October 1, 2022, through December 31, 2022

		YTD	October	November	December	Encumbrance	Budgeted	Balance	% Used
105-50-53-538-55500	Training	\$835.00	\$835.00	\$0.00	\$0.00	\$0.00	\$2,100.00	\$1,265.00	39.76%
105-50-54-541-54670	Traffic Control Signs	\$1,842.80	\$0.00	\$0.00	\$1,842.80	\$0.00	\$25,000.00	\$23,157.20	7.37%
105-50-54-541-54680	Repair and Maintenance - Machinery	\$16,995.25	\$7,559.40	\$320.46	\$3,821.86	(\$3,320.38)	\$21,000.00	\$4,004.75	80.93%
105-50-54-541-55200	Operating Supplies	\$1,401.07	\$1,496.55	\$0.00	\$48.92	\$0.00	\$40,000.00	\$38,598.93	3.50%
105-50-54-541-55300	Road Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
105-50-54-541-55310	Road Maintence and Service	\$2,787.23	\$154.88	\$1,511.52	\$1,120.83	\$32,589.94	\$257,300.00	\$254,512.77	1.08%
105-50-54-541-55400	Books, Publications, Subscriptions	\$15.13	\$15.13	\$0.00	\$0.00	\$0.00	\$0.00	(\$15.13)	NA
105-50-54-541-55500	Education & Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,750.00	\$6,750.00	0
	Total Expenses	\$622,583.46	\$318,353.67	\$72,674.82	\$160,387.73	\$34,427.95	\$2,050,800.00	\$1,428,216.54	30.36%
Revenues Less Expenditures		\$1,013,153.49	\$245,203.93	\$347,158.12	\$491,958.68	(\$34,427.95)	\$250,000.00		

305 - Capital Improvement Project (C.I.P) Fund

REVENUES

305-01-33-337-33750	ARPA Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,538,000.00	\$1,538,000.00	0.00%
305-01-36-366-36991	Contributions & Donations - Private Sources	\$126,459.00	\$0.00	\$126,459.00	\$0.00	\$0.00	\$0.00	(\$126,459.00)	NA
305-01-38-381-38110	Contribution from General Fund	\$247,000.00	\$247,000.00	\$0.00	\$0.00	\$0.00	\$247,000.00	\$0.00	100.00%
305-01-38-381-38111	Contributions from Transportatioin Fund	\$126,900.00	\$126,900.00	\$0.00	\$0.00	\$0.00	\$126,900.00	\$0.00	100.00%
305-01-38-381-38112	Contributions From Surtax Fund	\$266,200.00	\$266,200.00	\$0.00	\$0.00	\$0.00	\$266,200.00	\$0.00	100.00%
	Total Revenues	\$766,559.00	\$640,100.00	\$126,459.00	\$0.00	\$0.00	\$2,178,100.00	\$1,411,541.00	35.19%

EXPENSES

305-60-54-541-56147	Town Road Paving Project	\$0.00	\$0.00	\$0.00	\$0.00	\$1,105,384.50	\$2,178,100.00	\$2,178,100.00	0.00%
305-60-54-541-56150	Culver - Replacement	\$91,413.18	\$0.00	\$90,813.18	\$600.00	\$257,085.52	\$0.00	(\$91,413.18)	NA
305-60-54-541-56151	Culvert Collecting Canal and C	\$92,767.50	\$0.00	\$0.00	\$92,767.50	\$0.00	\$0.00	(\$92,767.50)	NA
	Total Expenses	\$184,180.68	\$0.00	\$90,813.18	\$93,367.50	\$1,362,470.02	\$2,178,100.00	\$1,993,919.32	NA
Revenues Less Expenditures		\$582,378.32	\$640,100.00	\$35,645.82	(\$93,367.50)	(\$1,362,470.02)	\$0.00		

405 - Solid Waste

REVENUES

405-01-32-325-32520	Solid Waste Assessments	\$454,215.37	\$0.00	\$158,501.55	\$280,948.40	\$0.00	\$604,800.00	\$150,584.63	75.10%
405-01-32-325-32522	Discount Fees	(\$17,475.43)	\$0.00	(\$6,396.61)	(\$11,078.82)	\$0.00	(\$30,240.00)	(\$12,764.57)	57.79%

Town of Loxahatchee Groves
Budget to Actual
October 1, 2022, through December 31, 2022

		YTD	October	November	December	Encumbrance	Budgeted	Balance	% Used
405-01-34-343-34300	SWA Recycling Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,900.00	\$1,900.00	0.00%
405-01-36-361-36110	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
405-01-38-381-38110	Contribution from General Fund	\$135,365.00	\$135,365.00	\$0.00	\$0.00	\$0.00	\$135,365.00	\$0.00	100.00%
	Total Revenues	\$572,104.94	\$135,365.00	\$152,104.94	\$269,869.58	\$0.00	\$712,325.00	\$140,220.06	80.32%

EXPENSES

405-70-53-534-53409	Other Sanitation Service	\$2,496.73	\$0.00	\$488.25	\$1,979.48	\$0.00	\$15,000.00	\$12,503.27	16.64%
405-70-53-534-53440	Other Services - Solid Waste Contractor	\$137,826.69	\$3,433.15	\$55,572.80	\$78,820.74	\$593,721.15	\$689,700.00	\$551,873.31	19.98%
405-70-53-534-53480	PBC Admin Fee 1%	\$5,301.08	\$1,120.00	\$1,484.69	\$2,696.39	\$0.00	\$6,050.00	\$748.92	87.62%
405-70-53-534-54200	Postage and Freight	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$1,050.00	0.00%
405-70-53-534-54960	Other Services - Legal Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00	\$525.00	0.00%
	Total Expenses	\$145,624.50	\$4,553.15	\$57,545.74	\$83,496.61	\$593,721.15	\$712,325.00	\$566,700.50	20.44%

Revenues Less Expenditures	\$426,480.44	\$130,811.85	\$94,559.20	\$186,372.97	(\$593,721.15)	\$0.00
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155 F Road Loxahatchee Groves, FL 33470

Agenda Item # 4

TO: Finance Advisory and Audit Committee of Town of Loxahatchee Groves

FROM: Francine Ramaglia, Town Manager

DATE: February 27, 2023

SUBJECT: Introduction of the Town's New Auditors Caballero, Fierman, Llerena, & Garcia LLP

Background:

The Town has new auditors Caballero, Fierman, Llerena, & Garcia LLP. Andrew Fierman, the lead partner on the Town's audit team will be present to introduce the firm to the Committee and answer questions about the 2022 audit process.

Recommendation:

Welcome the firm to the Town.

PROPOSAL FOR ANNUAL AUDIT SERVICES FOR THE **TOWN OF LOXAHATCHEE GROVES**

RFP No. 2022-01 Annual Audit Services for the fiscal years ending September 30, 2022 through 2024.

August 16, 2022



Caballero Fierman Llerena & Garcia, LLP
2255 Glades Road
Suite 324A
Boca Raton, FL 33431

Andrew Fierman, CPA Partner
afierman@cflgcpa.com
T: (561) 988-2689 F: (305) 662-4266
FEI# 55-0912340 CPA License#: AD64536



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A

Introduction



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors

August 16, 2022

Town Clerk
Town of Loxahatchee Groves
155 F Road
Loxahatchee Groves, FL 33470

Re: **REQUEST FOR PROPOSAL for Annual Audit Services (RFP No. 2022-01)**

Caballero Fierman Llerena & Garcia LLP (CFLG) appreciates this opportunity to respond to your Request for Proposal for Annual Audit Services for the Town of Loxahatchee Groves (the "Town"). The firm consists of Certified Public Accountants and professionals dedicated to serving the public sector. CFLG has been providing professional CPA services throughout Florida for the past 50 years and are members of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. Caballero Fierman Llerena & Garcia LLP is also a member of the AICPA's Government Audit Quality Center and Employee Benefit Plan Audit Quality Center.

Our team, based out of our Boca Raton, Miramar, and Miami Offices offers the **following advantages:**

Experienced Personnel On-The-Job: Our management team's CPAs average:

- Over 25 years of professional practice in the governmental audit field;
- Over 15 years working together as a team

Certified Public Accountants: All assigned team members are licensed in the State of Florida.

Knowledgeable Team: Because our team members are devoted to the public sector, we are experts in the intricacies of governmental accounting and the unique issues affecting your Town.

Management Involvement: Unlike most firms, the professionals assigned to your engagement focus the majority of their time working exclusively with governmental organizations. Because of our experience, we will use your staff's time efficiently and serve as a valuable resource for your organization.

GFOA Certificate of Achievement: CFLG is proud to have assisted all of the Municipalities we have worked with and are currently working with, which have and are presently participating in the GFOA Certificate of Achievement for Excellence in Financial Reporting Program. CFLG has never had a client who applied for and did not receive this prestigious award. Additionally, many of the Engagement Team Members participate in the GFOA's Annual Report review program.

Timely Delivery of Services: We understand the importance of completing the audit and issuing the audited financial statements in a timely manner and will work closely with you and your staff to meet and exceed your expectations.

Based on our understanding of your expectations and the requirements set forth in your RFP, we will summarize the scope of our proposed services and our audit approach. We will demonstrate how our approach surpasses other firms and exceeds the Town's expectations. We will perform an annual examination of the basic financial statements of the Town for the Fiscal Years Ending September 30, 2022 through 2024. The objective of our audit will be to issue an auditors' opinion and conduct an audit of the Town's financial statements in accordance with Generally Accepted Auditing Standards (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Controller General of the United States. Our audit scope will encompass activities required to establish compliance with the Federal Single Audit Act, as amended; United States office of Management and Budget (OMB) 2 CFR 200, Uniform Guidance, other applicable Federal Laws; and the Florida Single Audit Act.

CFLG is committed to perform the work with all in-house audit management and team members. Subcontracting will not be utilized to service the audit of the Town. The firm will be involved throughout the entire year, by providing assistance in resolving issues and informing the Town of new evolving issues and related matters of importance.

This proposal is a firm and irrevocable offer and remains in effect for a period of one hundred eighty (180) days. Andrew Fierman, CPA, a partner in our firm's assurance services department is authorized to make representations for and to bind the firm. He can be reached at (786) 390-5831. His e-mail address is afierman@cflgcpa.com. Please do not hesitate to call or email if you have any questions about the information provided in this proposal. We thank you for considering our firm's qualifications and experience and look forward to serving you.

Very truly yours,

Andrew Fierman, CPA- Partner
Caballero Fierman Llerena & Garcia LLP
FEI# 55-0912340
CPA License#: AC39267



B.

Technical Proposal



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors



TOWN OF LOXAHATCHEE GROVES



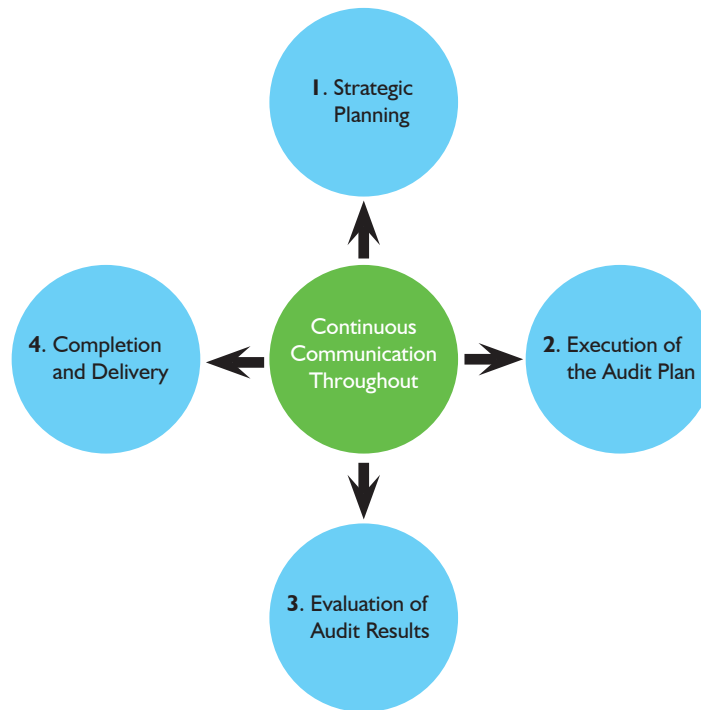
I. AUDIT APPROACH

Scope of Services

Based on our understanding of the expectations and requirements of the Town as set forth in the request for proposal, the following is a summary of the scope of our work. All work will be completed in the timeframe specified in the request for proposal.

CFLG Emphasis on Communication

With all the moving pieces and deliverables necessary to complete an audit, CFLG strives to maintain open communication with your organization's management team during all phases of the audit. We have broken out the different phases below and summarized the overlying approach CFLG takes to ensure a timely and effective audit.



The Firm will report the following information to the Town:

- The auditors' responsibility under generally accepted auditing standards and *Government Auditing Standards*
- Significant accounting policies
- Management's judgments and accounting estimates
- Significant audit adjustments
- Other information in documents containing audited financial statements
- Disagreements with the management
- Management consultation with other accountants
- Major issues discussed with management prior to retention
- Difficulties encountered in performing the audit.

TOWN OF LOXAHATCHEE GROVES

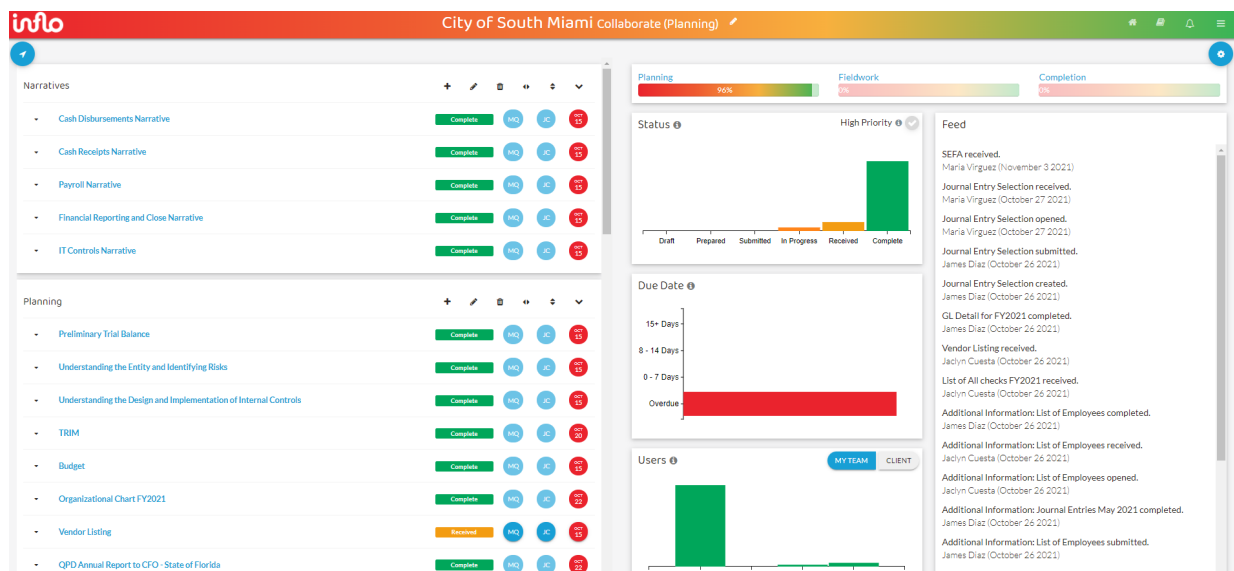


Should the audit team become aware of fraud, irregularities or illegal acts, they will make an immediate written report to the Town Manager and Town Council.

Our approach to the audit engagement integrates traditional auditing techniques with a total systems concept. We will consider the methods used by the Town to process accounting information when planning our audit, since they influence the design of the internal control.

Info Audit Requests - Real-time Client/ Auditor Repository -

CFLG utilizes a secure website allowing auditors and clients to actively communicate audit requests and submissions. The Info platform serves as a convenient and easy to navigate program that allows auditors to make multiple detailed requests, place dates requested by, and provides for a secure vehicle to receive client backup/support. From the Town's viewpoint, you will be able to see how many requests were made, by when are they needed, and whether the auditor has utilized the response provided. What is a great advantage of this program? It helps to eliminate waste such as multiple requests and gives all users a clear picture as to what is initially expected and when the requests were made. This tool is a great advancement in auditing, doing away with Excel driven lists and lost emails for support not processed by auditors.



TOWN OF LOXAHATCHEE GROVES



SafeSend File Security

In addition to the Inflo system utilized for audit requests detailed above, CFLG utilizes a direct secure file management system that allows email recipients to securely send auditors any size files. This added security allows the Town to provide files in another secure platform should the need arise where a request is made with the intent for an immediate response. SafeSend will allow immediate requests to be responded to in a secure manner ensuring the integrity of the data and with system safeguards for sensitive information.

[Send Files Securely to Me by Clicking Here](#)

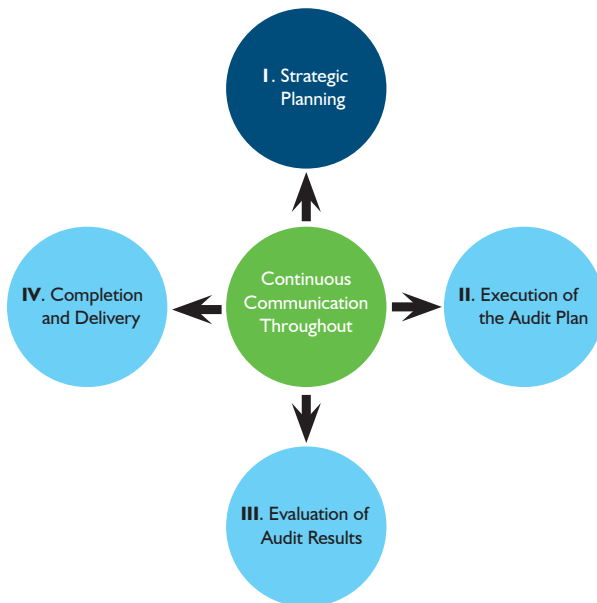


Send us Files

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PHASE I - STRATEGIC PLANNING



A thorough understanding of your organization and its operating environment is essential for the development of an audit plan 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, 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 within which the Town operates. This will include a review of applicable federal laws, the Town's ordinances, state statutes, County and Town requirements and resolutions, debt instruments, contracts, other agreements, and minutes of meetings of the Council and various committees.
- Review major sources of information such as budgets, organization charts, procedures manuals, financial systems, and management information systems.
- Determine the procedures necessary with regard to opening

balances and obtain reasonable assurance concerning the consistency of application of accounting principles between the year being audited and the preceding year.

- Review Disaster Recovery Policies and Procedures
- Review the working papers of the predecessor auditor.
- Obtain and document an understanding of the Town's internal control structure, including making an assessment of audit risk.

TOWN OF LOXAHATCHEE GROVES



- Consider the methods that the Town uses to process accounting information which influence the design of the internal control structure. This understanding includes knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation by the Town.
- Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives.
- Identify and resolve accounting, auditing, and reporting matters.
- Perform Network Vulnerability Assessment (Public IP Scanning)
- Perform web app scanning which tests your website for SQL injection, XSS, file disclosures, remote file inclusion, code injection, etc.

This phase will involve all members of the Engagement Team.

AUDIT MANAGEMENT PLAN

Our audit approach is to develop a specific audit action plan tailored to the individual needs of our client. Auditing Standards promulgated by the American Institute of Certified Public Accountants provide guidance for auditors in assessing the internal control structure for the purpose of the audit.

As auditors, we consider the internal control structure which consists of the following five elements:

The Control Environment

- The control environment includes the management philosophy, operating style, organizational structure, functions of various boards and committees, methods of assigning responsibility, personnel policies and procedures, and various other factors that reflect the Town's concern with control in the area of finances. We will read the various documents that impact this environment, and talk to employees to see how these ideologies are portrayed at various levels.

Risk Assessment

- After understanding the control environment, we will identify and assess the relevant risks to achieving the objectives of the financial system.

Control Activities

- The control procedures are integrated in the components of the control environment and accounting system. While gaining an understanding of those areas, we will assess the control procedures that the Town has in place. Consideration will also be given to the potential improvements to the efficiency and effectiveness of the procedures in place. Any suggestions for improvement will be communicated to the appropriate person(s).

Information And Communication

- We will document the formal and informal information flow relating to the processing and recording of financial transactions.

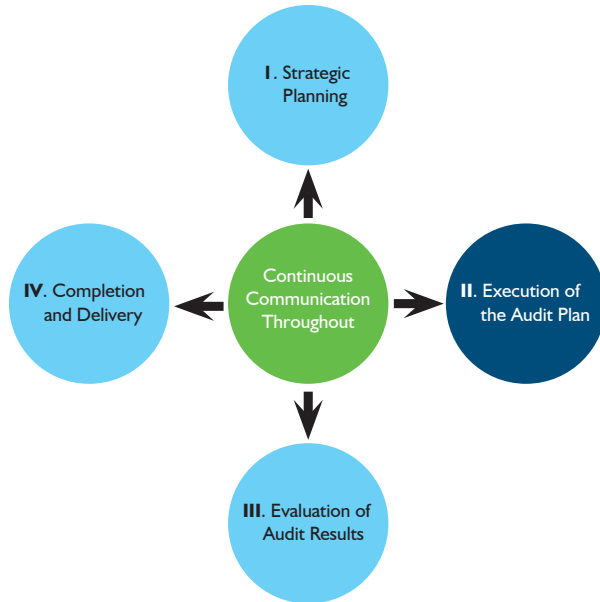
Monitoring

- In this final component we will review Town practices that are in place to monitor the performance of its internal control structure.

TOWN OF LOXAHATCHEE GROVES



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 matters 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:

- Analytical procedures are applied in this stage of the audit to assist in planning the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions.
- Perform substantive tests of account balances and transactions. Samples will be drawn of major transaction systems, including cash disbursements, cash receipts, purchases, and payroll.
- Perform tests of compliance with laws, regulations, contracts, and grants.
- Review test results and preliminary conclusions.

SAMPLING CONSIDERATIONS

Our professionals will utilize sampling methodologies designed to ensure effective audit procedures are applied in the most efficient manner.

• Sampling Techniques

We will utilize representative audit sampling procedures with respect to substantive tests of details and tests of controls and tests of compliance, where a sample of documentation is to be tested as the principal evidence of a control. During tests of controls, the tests will generally consist of a combination of corroborative inquiry and either observation, examination of documents or re-performance.

We will use attribute sampling to test documentary evidence as documentation will be the principal corroborative evidence of identified controls.

• Statistical and Non-Statistical Sampling

Substantive tests of details and tests of controls can be performed using either statistically or non-statistically based techniques. Statistical approaches will be based on our calculation of risk factors. If a non-statistical approach is deemed appropriate, we will design our procedures to obtain levels of assurance that we judge to be equivalent to those required when using statistically based techniques.

• Sample Sizes

For tests of controls, sample size will be based on the planned or supported assessed level of control risk and the number of planned or actual deviations expected.

For substantive testwork, sample size will be a function of population, materiality, and risk factors.

TOWN OF LOXAHATCHEE GROVES



ANALYTICAL PROCEDURES

Statement of Auditing Standards on Analytical Procedures provides guidance on the use and extent of analytical procedures in all audits.

Analytical procedures are required in the planning and overall review stages of the audit, and are used in the following areas:

- **Audit Planning**

Analytical procedures can provide great insight in planning an audit. These analyses can enhance our understanding of the Town's transactions and events that may have occurred during the year under audit. We compare the current balances to the prior year and to the current budget. Isolating significant differences can identify areas that may require additional attention during the field work. For example, such a review could identify a new revenue source for which we would need to obtain documentation supporting the Town for collecting such monies.

- **Substantive Tests**

Analytical procedures can be used as effective substantive tests in certain circumstances, for example, testing certain payroll related expenditures, such as payroll taxes, which are a specific percent of wages.

- **Overall Review**

Analytical procedures used at the conclusion of the audit are designed to assess the conclusions reached and evaluate the overall financial statement presentation.

- **Internal Controls**

The internal control segment is the foundation for the entire audit and involves an extensive understanding and evaluation of the Town and operating and management information systems and all related internal controls. The results of this evaluation will influence the nature, timing and extent of our substantive audit procedures. This approach ensures that we achieve maximum efficiency and provide valuable feedback to management regarding the effectiveness of controls being relied upon throughout the year.

A thorough understanding of the internal controls of an organization is critical in planning our audit procedures and providing useful comments and recommendations to the Town. We utilize a standardized control overview document which assists us in identifying key elements within internal control, such as the entity's risk assessment process, the control environment, information and communication systems, and general monitoring and control activities.

Our evaluation of internal control includes considering the individual components noted above and then considering the effectiveness of internal control as a whole. We will obtain our understanding of each of the elements through the following procedures:

- Meeting with the Town and personnel to discuss operations; and
- Reviewing internal assessment of internal control

The control overview document helps to ensure that all elements of internal control are considered.

TOWN OF LOXAHATCHEE GROVES



Subsequently, for significant internal control categories, we will obtain an understanding of the design of relevant policies and procedures, determine whether such procedures have been placed in operation and assess control risk. This review begins by holding interviews with data processing and accounting personnel and evaluating your internal system and accounting documentation. We will then prepare documentation of the major systems. To the extent it is available; we will also use internal control documentation currently available. This review is organized into major accounting cycles.

We have found through our experience that there are two primary methods to test controls.

- **Documented controls** – Tested by reviewing a sample of transactions for evidence that the control was being performed.
- **Undocumented controls** – Tested through inquiry and observation procedures with appropriate department personnel.

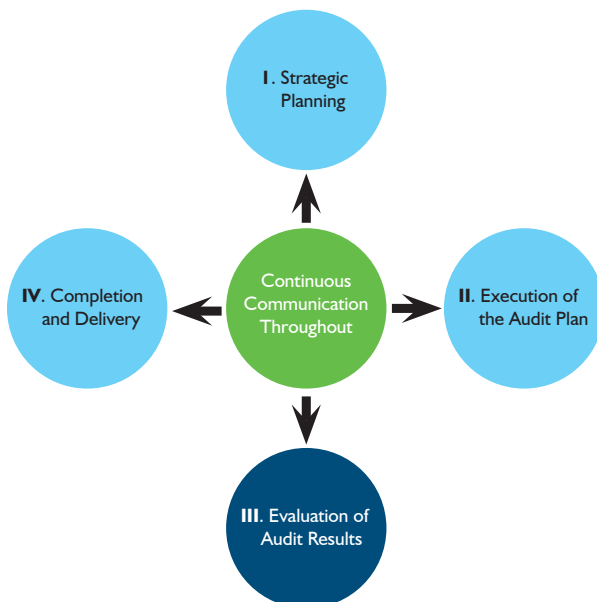
PHASE III – EVALUATION OF AUDIT RESULTS

This phase includes a review of all audit documentation by the senior manager and the partners to ensure that testing and documentation support the conclusions reached. This phase also includes preliminary discussions with management of the audit findings.

LAWS AND REGULATIONS

Statement on Auditing Standards from the American Institute of Certified Public Accountants, establishes standards for testing and reporting on compliance with laws and regulations. In all financial statement audits, the auditor must consider laws and regulations that have a direct and material effect on the financial statements. Further, the auditor designs audit procedures to provide reasonable assurance that the financial statements are free of material misstatements resulting from violations of these laws and regulations that have a direct and material impact on the financial statements. For governmental entities, this requirement is even more important given the variety of legal and contractual considerations typical of the government environment.

Identifying applicable laws and regulations is fundamental to fulfilling the responsibility of understanding their effects.



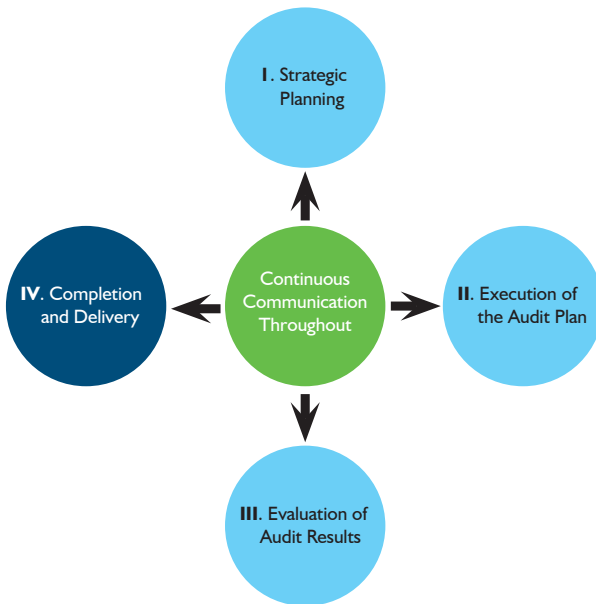
We will obtain this knowledge through the following sources:

- Discussion of compliance requirements with the Town officials, including legal counsel.
- Identification of compliance matters in statutes, financial ordinances, Town policies, contracts, grants and debt agreements.
- Review of Town meeting minutes.
- Inquiries of the program administrator of the governmental entities that provided grants about restrictions, limitations, terms and conditions under which such grants were provided including review of the Uniform Guidance Compliance Supplement and the Florida Single Audit Act.
- Our existing knowledge of federal and state laws.

TOWN OF LOXAHATCHEE GROVES



PHASE IV – COMPLETION AND DELIVERY



In this phase of the audit, we will complete the tasks related to the closing of year-end balances and financial reporting. This will include final testing in the areas of compliance, balance sheet accounts, revenue and expenditures, among others. All draft reports will be reviewed with management before issuance, and the partners will be available to meet with the Town Council to discuss our report and address any questions they may have.

AUDIT APPROACH AND REPORTING MATTERS

The Firm will perform an audit of the financial statements of the Town for the purpose of forming an opinion of the general-purpose financial statements taken as a whole and to determine whether operations were conducted in accordance with legal and regulatory requirements for the fiscal years ending September 30, 2022 through 2024.

The Firm will issue the following in accordance with Government Auditing Standards:

I. An independent auditors' report on the basic financial statements based on an audit performed in accordance with Government Auditing Standards issued by the Comptroller General of the United States

(including the in relation to opinion for the supplementary schedule of expenditures of federal awards and state financial assistance).

2. An independent auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of the financial statements performed in accordance with Government Auditing Standards issued by the Comptroller General of the United States.
3. A report on compliance for each major Federal program/State project and on internal control over compliance in accordance with 2 CFR, part 200, subpart F and Chapter 10.550, Rules of the Auditor General.
4. A schedule of findings and questioned costs for Federal programs and/or State projects.
5. If applicable, a summary schedule of prior audit findings for Federal programs and/or State projects.
6. An independent auditors' management letter as required by Section 218.39(4), Florida Statutes, and Section 10.554(i), Rules of the Auditor General which will include:
 - a. A statement as to whether or not findings and recommendations made in the preceding financial audit report have been followed, or not otherwise addressed, in the auditors' reports pursuant to Sections 10.557(3)(b), (c), (d), or (e), Rules of the Auditor General.
 - b. Recommendations to improve the Town's financial management.
 - c. 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.
 - d. The name and official title and legal authority for the primary government and each component unit as defined in publications cited in Rule 10.553, unless disclosed in the notes to the financial statements.
 - e. For any irregularities and illegal acts of which the auditor becomes aware they shall be required to make an immediate, written report to the designated Town Manager.

TOWN OF LOXAHATCHEE GROVES



7. An examination report conducted in accordance with AICPA Professional Standards, AT-C Sections 315, promulgated by the American Institute of Certified Public Accountants, regarding the compliance requirements referenced in Rule 10.556(10).

Required Standards:

The Firm's audit will be performed in accordance with the following requirements, as applicable:

- a. Auditing Standards generally accepted in the United States of America;
- b. The standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards (2011 Revision);
- c. The provisions of the Uniform Guidance
- d. The Florida Single Audit Act;
- e. The provisions of U.S. Office of Management and Budget (OMB) Super Circular.
- f. Audits of States, Local Governments, and Non-Profit Organizations, Audits of State and Local Governments (Revised) –AICPA.
- g. Section 11.45, Florida Statutes;
- h. State of Florida Department of Banking and Finance Regulations;
- i. Rules adopted by the State of Florida Auditor General for form and content of governmental unit audits;
- j. Any other applicable Federal, State and local laws or regulations.
- k. Any updates of, or amendments to, these described auditing standards will be incorporated in future audits performed by CFLG for auditing engagements for the Town in future fiscal years.

APPROACH TO BE TAKEN IN COMPLETING THE SINGLE AUDIT

Our objective in this area is to perform a single audit which meets the needs of the grantor agencies and the requirements of the Uniform Guidance and State Auditor General.

In order to achieve this objective, we follow the following techniques:

Planning and Supervision

- Inquiry of management and preliminary SEFA for identification of the grants subject to single audit
- Review of grant documents
- Review of the latest published Uniform Guidance Compliance Supplement
- Review of Federal legislation for the enacted laws and regulations
- Instruction to staff as to the requirements of the Single Audit
- Supervision of staff in the performance of the procedures
- Consideration of the effect of computer processing on the nature, timing and extent of auditing procedures

Risk Assessment

- Perform an assessment of engagement risk by considering the level of Federal financial assistance and the nature of the various programs; corresponding consideration of external environments, internal factors, irregularities, illegal acts, fraud and other noncompliance matters.
- The single audit is subject to the same risk assessment at the account balance or transaction level made in the financial audit of the entity. The single audit is designed to obtain assurance as to compliance with the grant agreements and the single audit requirements of Uniform Guidance, while the financial audit is designed to obtain assurance that the financial statements are free of material misstatement. Consequently, the single audit constitutes only a piece of the financial audit.

TOWN OF LOXAHATCHEE GROVES



Determination of Major Programs

- Determine if the Town is a low or high risk auditee
- Identify the larger Federal programs based on the dollar threshold identified in Uniform Guidance 520(b) and label them as Type A programs, with the remaining programs categorized as Type B.
- Perform and document risk assessment procedures on each Type A program to identify those that are low risk
- Perform and document risk assessment on Type B programs based on the dollar threshold determined by Uniform Guidance §200.518 unless all Type A programs were not determined to be low-risk programs.
- Audit, at a minimum, the following as major programs:
 - All Type A programs not identified as low risk.
 - All Type B programs identified as high-risk.
 - Such additional programs as may be necessary to comply with the percentage of coverage rule defined by Uniform Guidance. This may require the auditor to audit more programs as major programs than the number of Type A programs.

Schedule of Expenditure of Federal Awards and State Financial Assistance

- Perform procedures to determine the Schedule of Federal Awards and State Financial Assistance are presented fairly in all material respects in relation to the Town's financial statements taken as a whole
- Determine that the Town was able to reconcile the amounts presented in the schedule to amounts in the financial statements
- Assess the appropriateness and completeness of the Town's identification of Federal programs and state projects included in the schedule
- Determine that the Town has properly disclosed the basis of accounting and the significant accounting policies used in preparing the schedule

Materiality

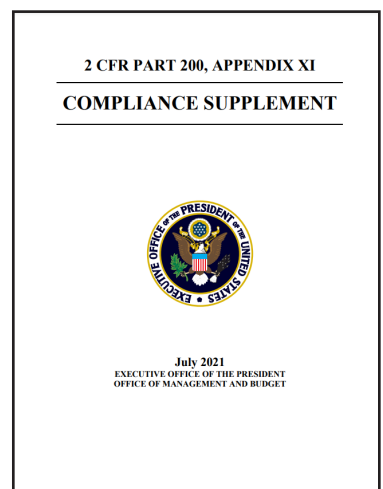
- Determine materiality based on the major programs and state projects identified.

Internal Control over Major Programs

- For each of the 6 types of compliance requirements (listed in the Compliance Supplement) which are applicable and material to each major program (out of the 12 possible compliance attributes governing the federal program(s)), document an understanding of the 5 components of internal control (Control Environment/Risk Assessment/Control Activities/Information and Communication/Monitoring) sufficient to plan the audit to support a low level of control risk
- Plan the testing of internal control
- Make a sample selection to test internal control following the sample selection techniques under Sample Sizes and Statistical Sampling
- Reach a conclusion as to the effectiveness of the internal control elements and all significant deficiencies or material weaknesses (if any).
- If no internal control function is found on any of the 6 types of compliance requirements, disclose as a significant deficiency or material weakness (if any).

Compliance Testing

- Identify all applicable and material compliance requirements for the major programs
- Perform auditing procedures to ensure that the compliance requirements are current



TOWN OF LOXAHATCHEE GROVES



- Make a sample selection following the sample selection techniques under Sample Sizes and Statistical Sampling
- Identify all findings and questioned costs related to noncompliance with the provisions of laws, regulations,
- Contracts, or grant agreements related to a major program

Reporting

- CFLG will provide a Data Collection Form that summarizes the audit findings. The Data Collection Form will be prepared from the audited schedule of expenditures of federal awards to the federal clearinghouse for management review and certification for submission.

STATISTICAL SAMPLES OFFERED TO BE PERFORMED IN THE AUDIT BASED ON FEDERAL GRANT FUNDS AWARDED TO THE TOWN

During the planning of the Single Audit engagement, we will identify the major programs to be audited pursuant to the Uniform Guidance. As required, the determination will be based on the dollar amount of federal expenditures and the associated program risk. Further, as appropriate, our audit will be planned to provide for a low level of assessed control risk.

- After we have identified the major programs, we will perform appropriate auditing procedures, including tests of controls, tests of compliance with laws and regulations, and substantive testwork. Sampling methodology determination, i.e., statistical, or non-statistical, random, systematic or judgmental selection method, etc., will be based on the auditor experience and judgment.

DESCRIPTION OF PROCEDURES TO BE USED TO ENSURE THE ACCURACY OF THE STATISTICAL AND/OR NON-STATISTICAL SAMPLES

To ensure that samples selected for attribute testing (tests of controls and compliance) and variable testing (tests of details/substantive testwork) are “accurate”, or valid, all samples will be reviewed and evaluated to ensure that items selected are,

- Representative of the population so that characteristics of the sample can be reasonably projected to the entire population
- Of adequate size based on internal controls, tolerable error, expected deviations, acceptable confidence levels, etc.
- From a complete population



TOWN OF LOXAHATCHEE GROVES



FIRM WORKLOAD AND CAPACITY TO SERVE THE TOWN IN AN EFFECTIVE AND TIMELY MANNER

See below a listing of the firm's current municipal clients. The Firm serves as the lead auditor on all of these clients.

GOVERNMENTAL ENTITY					
Municipalities	Partner	Budgeted Hrs	Fiscal Year-End	# of funds	Total Entity Revenue
City of Hialeah Gardens	Enrique Llerena	488	September 30	10	\$26,543,341
City of Hialeah	Enrique Llerena	1003	September 30	45	\$318,536,116
City of Miami Springs	Enrique Llerena	430	September 30	10	\$25,628,752
Town of Briny Breezes	Enrique Llerena	143.5	September 30	2	\$1,129,259
Town of Cutler Bay	Andrew Fierman	396	September 30	11	\$24,526,770
Village of El Portal	Andrew Fierman	306	September 30	10	\$4,057,083
Village of Biscayne Park	Enrique Llerena	238.75	September 30	8	\$4,083,243
Village of Miami Shores	Enrique Llerena	456	September 30	20	\$22,926,272
Indian Creek Village	Andrew Fierman	268	September 30	4	\$4,886,346
City of Miramar	Andrew Fierman	1170	September 30	25	\$232,425,445
City of North Miami Beach	Andrew Fierman	891	September 30	22	\$121,354,900
North Bay Village	Andrew Fierman	518	September 30	13	\$17,245,703
City of South Miami	Andrew Fierman	434	September 30	15	\$22,873,171
City of Doral	Andrew Fierman	438	September 30	13	\$81,884,946
Village of Pinecrest	Enrique Llerena	406	September 30	12	\$30,484,867
Special Purpose Governments					
Miami Dade Housing Finance Authority	Enrique Llerena	304	September 30	1	\$1,532,634
Broward Center for the Performing Arts	Andrew Fierman	390.50	September 30	1	\$33,868,564
Children's Services Council of Broward County	Andrew Fierman	259	September 30	1	\$90,924,224
Local Govt Retirement Plans					
Homestead Elected Officials	Enrique Llerena	87	December 31	1	\$744,041
Homestead Elected Officials & Senior Mgmt.	Enrique Llerena	91	December 31	1	\$968,101
Homestead General Employees Plan	Enrique Llerena	91.75	September 30	1	\$9,716,822
Homestead Police Pension Plan	Enrique Llerena	140	September 30	1	\$7,764,728
Miami Shores Village General Employees Plan	Enrique Llerena	131	September 30	1	\$1,088,893
Miami Shores Village Police Officers Plan	Enrique Llerena	132	September 30	1	\$2,516,417
City of Hialeah Employees' Retirement System	Enrique Llerena	140	September 30	1	\$55,860,207
City of Hialeah Elected Officials Pension Plan	Enrique Llerena	137	December 31	1	\$925,290
City of Hialeah Gardens Police Officers' Pension Trust Fund	Enrique Llerena	156	September 30	1	\$1,198,336
Riviera Beach Police Pension Plan	Enrique Llerena	167	September 30	1	\$4,560,173
City of Miami Springs General Employees' Retirement System	Enrique Llerena	151	September 30	1	\$1,857,779
City of Miami Springs Police and Firefighters' Retirement System	Enrique Llerena	152	September 30	1	\$2,825,620

Before proposing on new business we evaluate our current commitments to ensure we can deliver the caliber of service our firm is known for. We have the necessary resources to meet the requirements of our projected commitment to the Town.

TOWN OF LOXAHATCHEE GROVES



Appropriate Planning and Utilization of Staff

We understand the significance and necessity of proper planning as it relates to performance of a successful and timely audit. An important aspect of proper planning is our Engagement Partner's advance coordination and specific instruction with the Finance Department, allowing an efficient utilization of staff regarding both preparation of supporting schedules and reconciliations, in addition to essential document/record gathering.

Engagement Timeline

CFLG has a clear understanding of the reporting requirements outlined in the request for proposal. In this regard, CFLG has developed a schedule that takes into consideration the Town's reporting requirements and deadline to complete and submit by March 31 of each year.

In order to achieve these goals, we start early in the engagement and complete as much of the planning and internal control testing as possible. This allows us to focus on the financial transactions after the Town has closed its books. We integrate all of our procedures in order to ensure that we can deliver our reports in sufficient enough time to meet Town deadlines. Our Partner's are involved throughout the entire process to ensure that any matters that arise are dealt with quickly. This is an essential process followed by CFLG to prevent surprises that could stall the engagement.

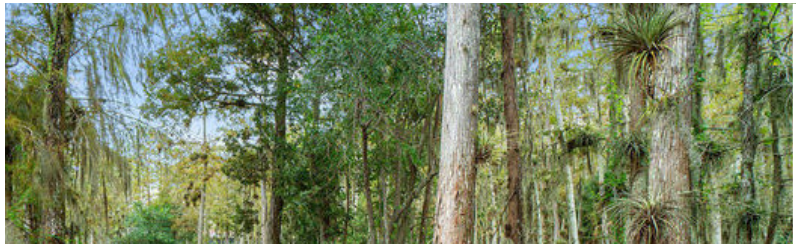
CFLG is also committed to providing staff that are knowledgeable in governmental and governmental pension plan activities. This significantly reduces the time spent by your staff explaining the basic elements of how governmental agencies work and operate. This is considered a key factor in our success in assisting our clients in meeting deadlines established by the State, County, or Town Council.

We have had great success in following this approach with other governmental agencies and we are confident that our prior experience in its application will lead to a successful delivery of the audit. A large part of this success will be tied to Town's ability to deliver the requested information timely. We understand that as in all large agencies, Town staff is busy dealing with day to day operations. We will make sure to provide requests for information with sufficient enough lead time to not be disruptive to Town staff. We will work with Town staff to encourage open communication in order to mitigate delays and/or misunderstandings. We do not anticipate that anything more than what has been presented in the Request for Proposal will be required of Town however if there is such a need, we will communicate that in writing to Town management.

We have the ability to begin work with minimal notice due to our resources, organization, planning, and extensive experience performing audits of multiplicities of similar size and scope.



TOWN OF LOXAHATCHEE GROVES



Work plan and Segmentation - Level of Staff And Budgeted Number of Hours

Town of Loxahatchee Groves					
	Partners	Senior Manager	Supervisor	Senior & Staff	Total
Strategic Planning	5	8	15	30	58
Execution of the Audit Plans	10	12	40	100	162
Evaluate Audit Results	8	7	10	15	40
Completion and Delivery	2	3	5	5	15
Total	25	30	70	150	275

PROCEDURES	Engagement Partner	Senior Manager/ Supervisor	Senior & Staff Auditors
OCTOBER-NOVEMBER			
Preliminary discussions – entrance meetings	T	T	
Obtain understanding of service objectives	T	T	T
Meet with predecessor auditor and review prior audit work papers	T	T	
Prepare audit planning memorandum		T	
Identify significant issues, review, evaluate and document internal controls	T	T	T
Assess risk		T	
Develop detailed Audit Plan by October 31		T	
Provide a detailed audit list of all schedules to be prepared by the Town by October 31.		T	T
Test internal controls		T	T
DECEMBER - JANUARY			
Substantive test of revenues, expenditures, procurement, payroll, etc.		T	T
Review minutes and other agreements		T	
Test compliance with laws, regulations, contracts, grants and the Town's policies		T	T
FEBURARY - MARCH			
Complete review for subsequent events and obtain management representations		T	
Prepare reports and provide draft ACFR to Town for review by February 15	T	T	
Final review of draft of all reports for subsequent events and obtain management representations	T	T	
Issue and deliver final report no later than March 15	T		
Attend meetings with Management, Town Council, as required	T	T	

This timeline is prepared based on the timeline with the goal of issuing all reports and submitting for the GFOA Award by March 31 of each year as set out in the RFP page 19. If the Town chooses to adjust any of the dates, we will adjust accordingly.



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors

Proposal for Annual Audit Services
Caballero Fierman Llerena & Garcia, LLP



TOWN OF LOXAHATCHEE GROVES



2. EXPERIENCE

This contact will be serviced by a team with members from each of our offices. Our firm has 29 total team members, 22 are based out of Miami, 5 in Miramar, and 2 in Boca Raton.

The following chart reflects our current organizational structure:

	Total Staff	Total CPA's	Public Sector Staff
Partners	7	7	3
Senior Managers, Managers, Supervisor, Seniors	11	3	3
Staff Accountants	8	1	5
Other and Administrative	3	0	2
Total	29	11	13

There are a total of five CPA's assigned to the Town's Engagement. Two Partners, one Senior Manager, one Supervisor, one Senior and Staff Accountants as required. All of our firm audit staff members are assigned to perform governmental audit engagements.

The firm is proposing as the principal auditor and is not part of any joint venture or consortium. We will not be using any subcontractors on the proposed engagement team.

Conflict of Interest

CFLG has reviewed the persons listed as Town officials, management and Town Council and performed internal inquiries of audit firm personnel noting no instances of conflicts of interest with regard to any other work performed by the firm for the Town.

Our firm provided audit preparedness services for the Town for the fiscal year ended September 30, 2020. This is the only previous work we have done for the Town and does not present a conflict of interest or impede our independence with respect to the audit for the fiscal year ending September 30, 2022.

Results of State and Federal Reviews

Caballero Fierman Llerena & Garcia LLP has never received an unacceptable review from a federal or state desk review of any of its workpapers.

Disciplinary Actions

Neither Caballero Fierman Llerena & Garcia LLP nor any of its partners have ever been involved in any disciplinary action by a regulatory agency or professional organization.

Firm's Financial Condition

CFLG is in a strong financial condition as evidenced by our years in business and track record with our current and past clients and obligations. CFLG has no bankruptcy, no pending litigation or impending merger or any other condition that would impede our ability to complete the project.

Identification of Anticipated Potential Audit Problems

We do not anticipate any potential audit problems at this time associated with the Town's audit. Due to our experience in this sector we will be able to work with management when potential audit problems arise requiring modification to the risk assessment and audit plan associated with the Town's audit.

LICENSE TO PRACTICE IN FLORIDA

CFLG is properly registered/licensed in the State of Florida as a professional limited liability partnership. All assigned key professional staff are properly registered/licensed to practice public accounting in the State of Florida. See licenses at section C of the disclosures and forms section.

Also, CFLG is a Palm Beach, Broward, and Miami-Dade County certified minority/small business enterprise.



TOWN OF LOXAHATCHEE GROVES



On page 13 we provided a listing of our current municipal contracts. The proposed engagement team serviced many of those contracts but any of our available team members are qualified to provide the services requested by your RFP. CFLG is committed to the public sector and it represents over 85 percent of our annual workload. From the execution of the audits to the development of external and internal trainings to ensure we are current and qualified to be your trusted advisor, this is what we do year-round.

GFOA Certificate of Achievement for Excellence in Financial Reporting Program

CFLG is proud to have assisted all the governmental clients who have participated in the GFOA Certificate of Achievement for Excellence in Financial Reporting Program qualify for this award. This certificate program is recognized as the highest award in governmental financial reporting. The Certificate of Achievement has been awarded on all of the financial statements our Partners have reported in the certificate program. In addition, the several team members participate in the GFOA's review program.

CFLG has performed Special Audits for a multitude of agencies and includes the audits of Community Redevelopment Agencies, Citizens Independent Transportation Trust,

Building Better Communities General Obligation Bonds, and The Children's Trust to name a few. CFLG routinely has clients on an annual basis requiring such additional services for reporting requirements and audit needs that each follow prescribed Audit Quality Standards and Practices administered by GASB and the AICPA.

CFLG also has extensive experience in auditing Town managed utilities including, but not limited to, electric, water and sewer, and storm water utility service.

ERP System Experience

CFLG has a multitude of clients that utilize varying ERP and financial management software. From Munis, Edmunds, New World, and Eden, we are experienced in utilizing several systems to navigate and extrapolate the data necessary to perform several audit procedures including, but not limited to, report generation, accounts payable searches and invoice retrieval, cash receipt audit functions, and general ledger review. Specifically, the Senior Manager assigned to the engagement has hands on experience from the live version (auditor access is restricted for viewing purposes only) with Eden software while serving in management of municipal finance.

GOVERNMENTAL ENTITY					
Municipalities	OPEB Trust	Utility Operations	CRA	TCT	Single Audit
City of Hialeah Gardens		X			
City of Hialeah		X		X	X
City of Miami Springs		X			X
Town of Briny Breezes					
Town of Cutler Bay		X		X	X
Village of El Portal					
Village of Miami Shores		X			
Indian Creek Village		X			
City of Miramar	X		X	X	
City of North Miami Beach	X	X	X	X	X
North Bay Village		X		X	X
City of South Miami			X		
City of Parkland					X
City of Doral		X			X

As noted above we service a diverse group of municipalities that include utility operations, CRAs, Single Audits including CDBG, and TCT.



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors

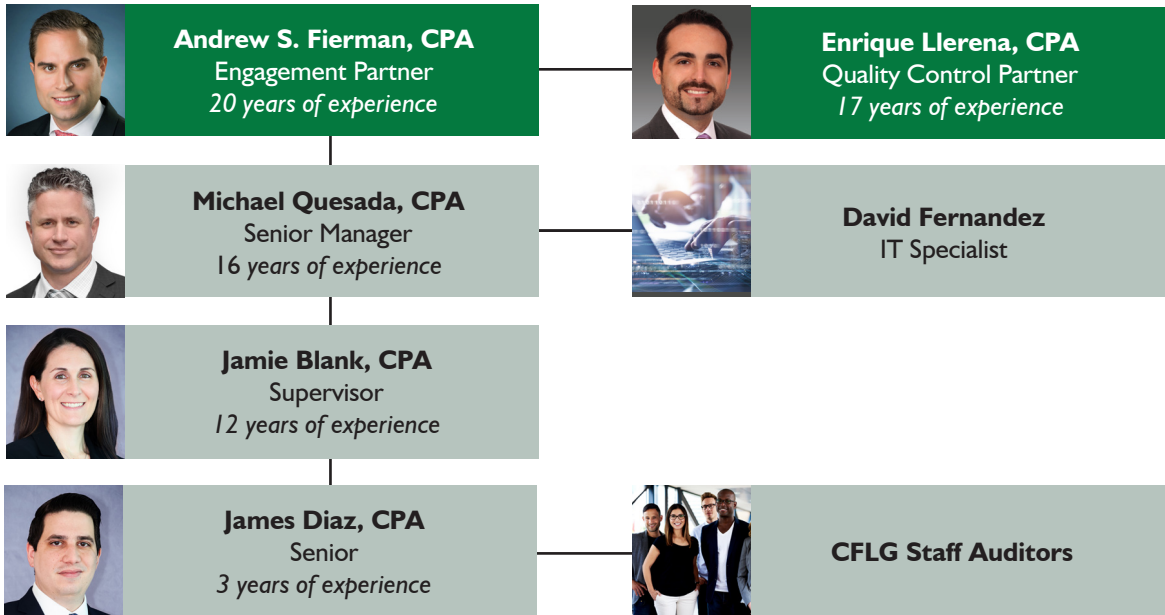
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Caballero Fierman Llerena & Garcia, LLP

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TOWN OF LOXAHATCHEE GROVES



QUALIFICATIONS OF KEY PERSONNEL ASSIGNED



Personnel Overview

Key personnel are all licensed Certified Public Accountants in the State of Florida and will be available to the extent proposed for the duration of the project. No key team member will be removed or replaced without prior written concurrence of the Town.

All CPA licenses including evidence that they are active and in good standing are presented in section C of the disclosures and forms section. In addition, all CPAs on the proposed engagement team have properly maintained the required CPE in governmental accounting as required by the Board of Accountancy.

All CPAs on the proposed engagement team have attended the Ethics for Governmental CPAs in Florida course.

All of our proposed team members are available for technical consultation to the Town.

Experience In Governmental Engagements

The engagement team that will serve the Town is composed of individuals who understand governmental entities and possess the technical skills and experience necessary to deliver quality audit services. Our team will include one Quality Control Partner, one Engagement Partner, one Senior Manager, one Supervisor, one Senior and Staff Auditors as needed.

These professionals have a wide variety of experience in providing auditing, accounting and advisory services to governmental entities. In addition to their experience and knowledge, the members of the engagement team have the functional and technical skills to ensure the performance and completion of a comprehensive engagement.

Our senior engagement team of CPAs **have over 50 years combined of professional practice, all in the government audit field and the performance of financial and managerial services for governmental entities.** Unlike other firms' personnel, these individuals spend almost all of their time working with governmental and public sector agencies.

TOWN OF LOXAHATCHEE GROVES



Management Team

The management team who will serve the Town is composed of individuals who:

- Are licensed CPAs;
- Possess a comprehensive understanding of governmental entities;
- Are highly experienced in working with a variety of public sector clients;
- Demonstrate the technical skills necessary to deliver quality financial and managerial services;
- Average over 15 years of professional practice in governmental and auditing and accounting.

Engagement Partner



Andrew Fierman, CPA will be the Engagement Partner and designated “KEY” engagement team member. Enrique was selected for his managerial, supervising and technical capabilities, more specifically for his experience in audits of governmental agencies. He has performed governmental audits for the past 20 years.

Andrew Fierman is a Partner in our firm’s audit department. He has 20 years of experience servicing a wide range of clientele in the accounting profession. Mr. Fierman has comprehensive knowledge in Financial Audits, Federal Single Audits, Florida Single Audits, Employee Benefit Plans, Agreed-Upon Procedures, Attestation Services, Operational & Performance Reviews, Internal Control Reviews and Consulting Services.

The Engagement Partner has direct responsibility for engagement policy, direction, supervision, security and communication with the Town's personnel. He will also ensure that the deliverables and all other reports are prepared in accordance with professional standards and firm policy.

He will be responsible for all phases of the engagement and will be:

- Coordinating all services with the Town;
- Directing the development of the overall engagement approach and plan;
- Supervising staff; planning the engagement;
- Preparing or modifying project plans, as needed;
- Evaluating internal control and assessing risk;
- Reviewing work product for compliance with the organization’s requirements and completeness;
- Communicating with the Town and the progress of the engagement; and
- Reviewing deliverables and all reports issued by the firm for accuracy and completeness;
- And that they are prepared in accordance with professional standards and firm policy;
- Leading meetings and discussions with key management personnel.
- Provide assistance with implementation of now GASB standards and provide guidance on maintaining the certificate of achievement for the ACFR.

TOWN OF LOXAHATCHEE GROVES



Quality Control Partner



Enrique Llerena, CPA will be the Quality Control Partner and a designated “KEY” engagement team member. Mr. Llerena has 17 years experience in the in the governmental accounting and auditing sector. As the Quality Control Partner, he is responsible for reviewing the form and content of the audit workpapers and the auditors’ report as well as the review of the Town’s financial statements in accordance with Firm and professional standards.

Andrew is a Partner in our firm’s audit department and brings 17 years of audit experience. He provides guidance on financial reporting, accounting, and auditing matters including Federal and Florida Single Audits, and consulting services for all types of entities including governmental entities.

These consulting services range from internal control reviews to audit preparedness services to annual comprehensive annual financial report (ACFR) guidance and preparation.

Andrew’s areas of expertise are Financial Audits, Federal Single Audits, Florida Single Audits, Employee Benefit Plan Audits, Agreed upon procedures, Internal Control Reviews and Consulting Services.

The Quality Control Partner will be responsible for the quality control, supervision and confidentiality of information of the engagement and will be available to members of the engagement team and management of the Town as a high-level technical resource. In addition, the Quality Control Partner will also complete the following:

- Performing an overriding review of all deliverables;
- Resolving technical accounting and reporting issues;
- Reviewing and approving reports, management letters, and other engagement products; and attending meetings and discussions with key management personnel.

Senior Manager



Michael Quesada, CPA will be the Senior Manager and a designated “KEY” engagement team member. Mr. Quesada was selected for his experience with governmental agencies.

Michael Quesada is a Senior Manager in our firm’s audit department. He has 16 years of experience servicing a wide range of clientele in the accounting profession and over 6 years of experience in the management of municipal finance.

Mr. Quesada has comprehensive knowledge in Financial Audits, Federal Single Audits, Florida Single Audits, Employee Benefit Plans, Attestation Services, Internal Reviews and Consulting Services. In addition, he has knowledge in financial operations including municipal budgeting, payroll processing, end of year closing, cost allocation development, capital outlay budgeting, and financial reporting challenges from the client’s point of view. The Senior Manager will work closely with the Engagement Partner.

Mr. Quesada is licensed by the State of Florida and will be on-site during the course of the engagement and actively involved in all aspects of the audit.



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LLERENA + GARCIA LLP
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Caballero Fierman Llerena & Garcia, LLP

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TOWN OF LOXAHATCHEE GROVES



He will be responsible for all phases of the engagement and he will be:

- Assisting in directing the development of the overall engagement approach and plan;
- Supervising staff; assisting in planning the engagement;
- Preparing or modifying project plans, as needed;
- Evaluating internal control and assessing risk;
- Reviewing work product for compliance with the Town's requirements and completeness;
- Communicating with the Town and the partners the progress of the engagement; and
- Reviewing deliverables and all reports issued by the firm for accuracy and completeness;
- And that they are prepared in accordance with professional standards and firm policy;

Supervisor



Jamie Blank, CPA will be the Supervisor assigned to this engagement. She has over 12 years of governmental audit experience and was selected for her extensive knowledge in governmental accounting and auditing. She will devote 100% of her time to the completion of the work.

Jamie Blank is a Supervisor in our firm with over 12 years of experience in accounting with auditing experience serving governmental entities. Her audit experience includes examining accounting records, reviews of internal controls, federal and state grants, compliance with policies, plans, procedures, and agreed upon procedures (AUP).

Ms. Blank is a licensed by the State of Florida and will be responsible for the overall performance of the work in the field and assisting in the actual performance of the engagement.

Senior



James Diaz, CPA will be the Senior assigned to this engagement. He has over 3 years of experience and was selected for his extensive knowledge in governmental accounting and auditing. He will devote 100% of his time to the completion of the work

James Diaz is a Senior in our firm with over 3 years of experience in accounting and auditing governmental entities.

Mr. Diaz is licensed by the State of Florida.

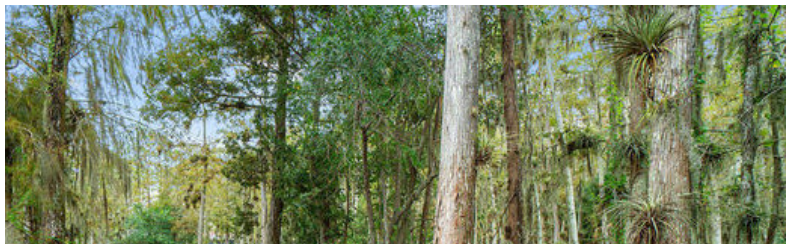


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Caballero Fierman Llerena & Garcia, LLP

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TOWN OF LOXAHATCHEE GROVES



Staff Accountants



Staff accountants will be utilized as required by the Engagement Partner and Supervisor.

They perform less complex audit procedures under the supervision of the Audit Supervisor and Senior.

The firm's team who will serve the Town is composed of individuals who understand governmental accounting and possess the technical skills and experience necessary to deliver quality services. Our audit team will include five Certified Public Accountants, with two partners, one senior manager, one supervisor, one senior and staff as needed.

Note: All CPA's assigned to the audit have properly maintained CPE in governmental accounting and auditing as required by the State Board of Accountancy and GAO. In addition, all assigned audit management personnel have experience in assisting clients in the implementation of GASB standards. **Such recent experience include implementation of GASBS 67, 68, 72, 74, 75, 84 and is currently assisting clients with implementation of GASBS 87 affecting leases.**





ANDREW S. FIERMAN, CPA

ENGAGEMENT PARTNER

Caballero Fierman Llerena & Garcia, LLP
2255 Glades Road, Suite 324A | Boca Raton, FL 33431
(561) 988-2689 | afierman@cflgcpa.com

As the proposed engagement partner, I understand the scope of work, commit to exceeding expectations, and commit to performing the work in the time period specified.



EDUCATION

Bachelor of Science in Accounting,
University of Florida

Master of Business Administration,
Florida International University

CONTINUING PROFESSIONAL EDUCATION

Total CPE hours for the last three years is 125, of which 86.5 meet the Yellow Book (GAS) requirements. CFLG affirms that Andrew has properly maintained CPE in governmental accounting as required by the Board of Accountancy.

GOVERNMENTAL AND NOT FOR PROFIT CLIENTS

City of North Miami
City of North Miami Beach
City of Aventura
City of Hialeah
City of Hialeah Gardens
City of Parkland
Village of El Portal
City of Lake Worth
Miami Shores Village
City of Miami Springs
City of Doral
City of Cutler Bay
City of Miramar
Indian Creek Village
The Children's Trust
Children's Services Council of
Broward County
Hispanic Unity of Florida
Harmony Development Center, Inc.
Broward Center of the Performing Arts
Greater Miami Youth Symphony of
Dade County, Inc.
Americans for Immigrant Justice, Inc.
Family Counseling Services of Greater Miami
The Miami Herald Charities
Rethink and Reuse
City of Hialeah Education Academy
Florida International University Foundation
FIU Athletics Finance Corp
Communities in Schools of Miami
Museum of Contemporary Art
FIU Research Foundation
Friends of WLRN
Human Services Coalition of
Dade County/Catalyst Miami
City of Homestead - including Homestead
Electric Utilities

PROFESSIONAL AND BUSINESS AFFILIATIONS

AICPA Governmental Audit Quality Center,
Designated Audit Partner
AICPA Employee Benefit Plan Audit Quality
Center, *Designated Audit Partner*
American Institute of Certified Public
Accountants (AICPA)
GFOA Special Review Committee
Florida Institute of Certified Public
Accountants (FICPA), *Former Chapter Chair*
Miami Dade League of Cities
- Budget Committee
Florida Government Finance Officers
Association (FGFOA)
Broward County League of Cities
Government Finance Officers Association
(GFOA)
South Florida Government Finance Officers
Association, *Associate Member* (FGFOA)
United Way of Miami Dade County,
Co-Chair Audit Committee
Communities in Schools of Miami, Inc.,
Past Chair
Cuban American Certified Public
Accountants Association, *Past President*



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors



ENRIQUE LLERENA, CPA

QUALITY CONTROL PARTNER

Caballero Fierman Llerena & Garcia, LLP
3350 SW 148th Avenue, Suite 110 | Miramar, FL 33027
(954) 874-1611 | ellerena@cflgcpa.com

As the proposed quality control partner, I understand the scope of work, commit to exceeding expectations, and commit to performing the work in the time period specified.

GOVERNMENTAL AND NOT FOR PROFIT CLIENTS

City of North Miami
City of North Miami Beach
Broward County
City of Florida City
City of Homestead - including Homestead
Electric Utilities
City of Hialeah
City of Hialeah Gardens
City of Palm Beach Gardens
City of Sunrise
Town of Cutler Bay
Indian Creek Village
Village of Key Biscayne
City of Plantation
City of Dania Beach
Children's Services Council of
Broward County
Town of Bay Harbor Islands
City of Hallandale Beach
City of West Palm Beach
Hispanic Unity of Florida, Inc.
Broward Center of Performing Arts
Harmony Development Center, Inc.
The Sundari Foundation, Inc.
The Lotus Endowment Fund, Inc.
Miami Bethany Community Services, Inc.
The Herald Charities, Inc.
City of Hialeah Education Academy, Inc.
Greater Miami Youth Symphony of
Miami-Dade County, Inc.
City of Homestead Police Officers'
Retirement Plan
City of Lauderhill General Employees
Retirement Plan
Miami-Dade Water & Sewer Department

PROFESSIONAL AND BUSINESS AFFILIATIONS

American Institute of Certified Public
Accountants (AICPA)
Florida Institute of Certified Public
Accountants (FICPA)
Government Finance Officers
Association (GFOA)
GFOA Special Review Committee,
Active Member
Miami-Dade, Broward and Palm Beach
Counties Leagues of Cities
South Florida Government Finance Officers
Association (SFGFOA), *Associate Member*
Florida Government Finance Officers
Association (FGFOA)
Cuban-American Certified Public
Accountants Association Inc., *Past Director*



EDUCATION

Master of Accounting,
Florida International University

Bachelor of Science, Accounting,
Florida International University

CONTINUING PROFESSIONAL EDUCATION

Total CPE hours for the last three
years is 126, of which 98 meet the
Yellow Book (GAS) requirements.
CFLG affirms that Enrique has
properly maintained CPE in gov-
ernmental accounting as required
by the Board of Accountancy.



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MICHAEL QUESADA, CPA

SENIOR MANAGER

Caballero Fierman Llerena & Garcia, LLP
3350 SW 148th Avenue, Suite 110 | Miramar, FL 33027
(954) 874-1604 | mquesada@cflgcpa.com



EDUCATION

Bachelor of Science,
Florida Atlantic University

CONTINUING PROFESSIONAL EDUCATION

Total CPE hours for the last three years is 124, of which 87.5 meet the Yellow Book (GAS) requirements. CFLG affirms that Michael has properly maintained CPE in governmental accounting as required by the Board of Accountancy.

As the proposed senior manager, I understand the scope of work, commit to exceeding expectations, and commit to performing the work in the time period specified.

GOVERNMENTAL AND NOT FOR PROFIT CLIENTS

City of Florida City
City of North Miami
City of North Miami Beach
City of Sunrise
City of South Miami and SMCRA
City of Lauderdale Lakes
Town of Surfside
Miami Shores Village
City of Miramar
City of Greenacres
Village of Pinecrest
ASPIRA of Florida, Inc.
Broward Center for the Performing Arts
Hispanic Unity of Florida
Broward County
City of Miami Springs
City of Doral
The Sundari Foundation
City of Parkland
Children's Services Council of Broward County
Florida International University Foundation
Henderson Behavioral Health
Museum of Contemporary Art
FIU Research Foundation
Friends of WLRN

PROFESSIONAL AND BUSINESS AFFILIATIONS

American Institute of Certified Public Accountants (AICPA)
Florida Institute of Certified Public Accountants (FICPA)
Government Finance Officers Association (GFOA)
Broward County Leagues of Cities
South Florida Government Finance Officers Association (SFGFOA), *Associate Member*
Florida Government Finance Officers Association (FGFOA)



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors



JAMIE BLANK, CPA

SUPERVISOR

Caballero Fierman Llerena & Garcia, LLP
3350 SW 148th Avenue, Suite 110 | Miramar, FL 33027
(954) 874-1611 | jblank@cflgcpa.com



EDUCATION

Bachelor of Science in Business
Administration,
University of Florida

Master of Accounting,
Florida Atlantic University

CONTINUING PROFESSIONAL EDUCATION

Total CPE hours for the last two
years are 120, which 98.5 meet the
Yellow Book (GAS) requirements

GOVERNMENTAL AND NOT FOR PROFIT CLIENTS

City of Aventura
City of Lighthouse Point
City of North Lauderdale
City of Wilton Manors
Town of Golden Beach
Village of Sea Ranch Lakes
City of Boca Raton
City of Coconut Creek
City of Deerfield Beach
City of Homestead
City of Hallandale
City of Palm Beach Gardens
Town of Surfside
Town of Southwest Ranches
Village of Key Biscayne
Bayfront Park Management Trust
Alzheimer's Family Center
CVE Master Management Company
CenClub Recreation Management
Downtown Fort Lauderdale Transporta-
tion Management Association
Feeding South Florida
Gold Coast Jazz Society
Hispanic Unity of Florida
Junior Achievement of South Florida
Place of Hope
Hope House Florida
Treasures for Hope
Villages of Hope

Slomin Family Center for Autism
Women in Distress of Broward County
Woodhouse
The Herald Charities
The Sundari Foundation
The Lotus Endowment Fund
Lotus Supporting Foundation
Florida Health Justice Project

PROFESSIONAL AND BUSINESS AFFILIATIONS

American Institute of Certified Public
Accountants (AICPA)
Florida Institute of Certified Public
Accountants (FICPA)



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors



JAMES DIAZ, CPA SENIOR

Caballero Fierman Llerena & Garcia, LLP
8950 SW 74th Court, Suite 1210 | Miami, FL 33156
(305) 495-9183 | jdiaz@cflgcpa.com



EDUCATION

Master of Accounting,
Florida International University

CONTINUING PROFESSIONAL EDUCATION

Total CPE hours for the last two
years are 89, which 89 meet the
Yellow Book (GAS) requirements

GOVERNMENTAL AND NOT FOR PROFIT CLIENTS

City of North Miami Beach
Miami Shores Village
City of South Miami
Village of Biscayne Park
City of Hialeah
City of Hialeah Gardens
Florida Health Justice Project, Inc.
The Herald Charities, Inc.

PROFESSIONAL AND BUSINESS AFFILIATIONS

American Institute of Certified Public
Accountants (AICPA)
Florida Institute of Certified Public
Accountants (FICPA)
Government Finance Officers
Association (GFOA)

TOWN OF LOXAHATCHEE GROVES



Quality Control System

CFLG continually monitors performance to ensure the highest quality of services. Under the supervision of our Audit Partners and Senior Manager, a supervisor with the assistance of a Senior auditor, is responsible for monitoring quality control of all appropriate engagements.

The review process begins with the Senior Manager. In engagements where a staff is assigned, the Senior and Supervisor are responsible for the initial review of the workpapers prepared by the staff.

Subsequent to this review, a partner is responsible for the comprehensive review of the engagement working papers. The partner is responsible for ensuring that the issues identified within the audit plan have been properly addressed. The partner will also review the financial statements to ensure that all material events and transaction have been properly reported and comply with GAAP requirements.

A second partner performs an overall review of the workpapers and financial statements to provide a “second set of eyes” and identify any areas that need strengthening prior to issuance.

Quality of the Staff Over the Term of the Engagement

We pledge to the Town that the team assembled in this proposal will be returned to the audit each year of the engagement. In the unlikely event that it does become necessary to replace any of the partners, managers, senior accountants or staff, we will first obtain the Town’s express prior permission to do so. We understand the Town’s right to accept or reject replacements. In addition to the engagement team members proposed herein, we also have other, well-qualified professionals who stand ready to serve your needs, if required. We can assure the highest professional qualifications of the assigned staff we will utilize for the Town’s engagement.

In addition to our governmental focus, it is CFLG’s policy that all professional employees exceed the minimum CPE credits required for governmental audits. We currently have an in-house continuing education program which provides approximately 120 credit hours of governmental and not-for-profit accounting and auditing every two years to all of our audit staff. In addition, our staff regularly attends conferences sponsored by the FICPA and the Florida

Government Finance Officers Association. Further, because we are growing and expanding, we have an ongoing recruitment program that seeks only those accountants with a proven record of academic success. When we recruit at the Senior, Supervisor and Manager levels, we select CPA’s with proven governmental auditing experience.

Firm Capacity

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

Electronic Workpapers

In keeping with our philosophy of providing services that you would expect from a large national firm, we use the latest paperless audit software and networking on our audit engagements. Electronic workpapers continue to improve productivity and efficiency in the audit process. These efficiencies are passed on to our clients through lower fees and time savings. The Town’s workpapers are scanned or imported directly into our audit programs saving the Town time and the cost of copying or printing such workpapers.

Year-Round Involvement

Our involvement with the Town does not end when our financial statements are issued. We remain involved with the Town through our monthly reviews of the minutes of the Town’s Council meetings and communications regarding new accounting standards that have been issued that may affect future audits. Our year-round involvement ensures a timely and efficient audit and helps us and the Town address any issues before the audit.

New Accounting Standards

Our audit fee is an all inclusive fee which includes assistance to the Town in the implementation of all new reporting standards, including assistance with preparing the financial statements.



TOWN OF LOXAHATCHEE GROVES



REFERENCES - SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

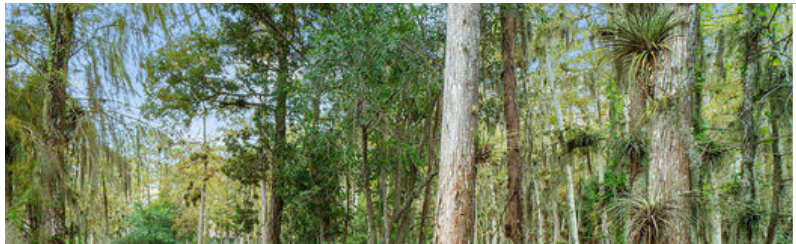
Below are the names, addresses, telephone numbers and e-mail addresses of five (5) Governmental references in which the firm currently serves as principal auditors.

Agency Name	City of North Miami Beach
Address	17011 NE 19th Avenue
City/State/Zip	North Miami Beach, FL 33162
Phone/Fax	(305) 957-3533
Contact Name/Title	Marcia Fennell, Chief Financial Officer
Email Address	marcia.fennell@citynmb.com
Scope of Work	Financial, Utility Fund, CRA, Single Audit, and Assistance with the Annual Report
Contract Term	September 30, 2016 to Present
Status	Completed and all timelines met

Agency Name	Miami Shores Village
Address	10050 NE Second Avenue
City/State/Zip	Miami Shores, FL 33138
Phone/Fax	(305) 762-4855
Contact Name/Title	Holly Hugdahl, Finance Director
Email Address	financedirector@msvfl.gov
Scope of Work	Financial Audit, Pensions, Single Audit, and Assistance with the Annual Report
Contract Term	September 30, 2019 to Present
Status	Completed and all timelines met

Agency Name	City of Miramar
Address	2300 Civic Center Place
City/State/Zip	Miramar, FL 33025-6577
Phone/Fax	(954) 602-3049
Contact Name/Title	Kevin Adderley, Director of Financial Services
Email Address	kadderley@miramarFL.gov
Scope of Work	Financial, Single Audit, and Assistance with the Annual Report
Contract Term	September 30, 2017 to Present
Status	Completed and all timelines met

TOWN OF LOXAHATCHEE GROVES



Agency Name	City of Hialeah
Address	501 Palm Avenue
City/State/Zip	Hialeah, FL 33010
Phone/Fax	(305) 883-5847
Contact Name/Title	Jorge Blanco, Finance Director
Email Address	jlb22971@hialeahfl.gov
Scope of Work	Financial Audit, Single Audit, Pensions, and Assistance with the Annual Report
Contract Term	September 30, 2017 to Present
Status	Completed and all timelines met

Agency Name	City of South Miami
Address	6130 Sunset Drive
City/State/Zip	South Miami, FL 33143
Phone/Fax	(305) 663-6343
Contact Name/Title	Alfredo Riverol, Chief Financial Officer
Email Address	ariverol@southmiamifl.gov
Scope of Work	Financial, Single Audit, Pension, CRA, and Assistance with the Annual Report
Contract Term	September 30, 2019 to Present
Status	Completed and all timelines met

Note: The Town may speak with or send correspondence to any of the agencies listed during the evaluation phase. If additional references are needed, they can be provided upon request. See client reference letters at section E of the Disclosures and Forms section.

For total budgets of each reference see page 13 of the proposal.



TOWN OF LOXAHATCHEE GROVES



3. OPERATIONAL INFORMATION

BUSINESS STRUCTURE AND CONSIDERATIONS

Caballero Fierman Llerena & Garcia LLP (CFLG) is a local Certified Public Accounting firm founded in April 1972 with professionals that work together on a continual basis with the main focus of serving the public sector. We are not part of a group of firms or agencies. CFLG is a professional limited liability partnership which provides comprehensive financial and compliance auditing, attestation and accounting, tax and other management consulting services. CFLG's partners have served the South Florida area for over 40 years. **The firm currently has offices in Palm Beach, Broward, and Miami-Dade Counties.**

Our industry areas of specialization include:

- Governmental Organizations
- Local Government Retirement Plans
- Community Redevelopment Agencies
- Not-for-Profit Organizations

CFLG's philosophy is to provide our clients with the same high level of service and resources they would expect from a large national firm, but with the personal attention of a small local firm. All of our audit clients have direct access to our partners and we have committed to have our partners involved throughout all phases of the audit. In other words, our partners are in the field during the audit and all the decision making is on site.

Our professional staff is prepared and fully qualified to help you determine your realistic present and future goals, and assist you in reaching them. We combine invaluable experience gained at some of the most highly regarded international accounting firms, with the kind of personal service these firms can seldom provide.

Every member of our professional staff at the firm is here because they combine outstanding accounting qualifications with proven communication skills and depth of character. Our governmental audit partners and staff are actively involved with recognized standard-setting organizations at the national level (GFOA), state level (FGFOA) and the local

level (SFGFOA and League of Cities). The firm is also a member of the AICPA Governmental Audit Quality Center, which holds our firm to a higher standard of quality. The staffing levels of our firm are described on the next page.

INDEPENDENCE

Caballero Fierman Llerena & Garcia LLP affirms that the firm and its personnel are independent of the Town as defined by generally accepted auditing standards and the U.S. Accountability Office's Government Auditing Standards (2018). We will give written notice to the Town of any professional relationships entered into during the period of this engagement.

Our office hours are 8:30 am to 5:30 pm. Andrew Fierman will be the main contact for this contract and can be reached on his cell phone at (786) 390-5831. Our firm website is www.cflgcpa.com. Our Palm Beach County office is located at 2255 Glades Road, Suite 324A, Boca Raton, FL 33431.

CFLG has never had any professional relationships involving the Town or any related entities. CFLG will provide the Town with written notice of any professional relationships entered with the Town or any of its related entities over the term of the contract.

PROOF OF INSURANCE

See section B in Disclosures and forms.

Litigation

CFLG has never had any litigation or proceeding whereby, a court or any administrative agency has ruled against the firm or any of the professional staff in any manner related to its professional activities.

Report of Peer Review/Quality Control

Caballero Fierman Llerena & Garcia LLP's most recent peer review report is provided at section D of the Disclosures and forms section of the proposal. The review included reviews of specific governmental engagements.

4

Cost Proposal And Fee Schedule



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors

EXHIBIT C
COST PROPOSAL AND FEE SCHEDULE

Provide a total all-inclusive maximum price for the provision of the Scope of Services to the Town for each year of the initial contract period shown below. Additionally, the firm may wish to also include the all-inclusive maximum price for each year in the first two-year renewal period.

	Financial Statement Audit / CAFR	Single Audit (if required or requested)
September 30, 2022,	\$ <u>\$37,200</u>	\$ <u>\$6,000</u>
September 30, 2023,	\$ <u>\$39,000</u>	\$ <u>\$6,500</u>
September 30, 2024,	\$ <u>\$41,000</u>	\$ <u>\$7,000</u>
September 30, 2025,	\$ <u>\$42,700</u>	\$ <u>\$7,500</u>
(Renewal year)		
September 30, 2026,	\$ <u>\$44,900</u>	\$ <u>\$8,000</u>
(Renewal year)		

The above amounts include salary costs, fringe benefits, overhead, operating margin and profit, and all direct (such as but not limited to out-of-pocket, meals/lodging, transportation, etc.) and indirect expenses. The above amounts also include any reproduction costs as well as providing reports in an ADA compliant digital format

Components of Fee Structure

Position	<u>Financial Audit/CAFR</u>		<u>Single Audit</u>	
	Proposed # of Hours	% Time on Engagement	Proposed # of Hours	% Time on Engagement
Partner	25	9%	8	10%
Manager	30	11%	10	13%
Supervisor Staff	140	50%	37	49%
Staff	80	29%	20	26%
Other (Specify nature, basis & amount)	0	0%	0	0%

Additional Services (If required)

Position	Hourly Rates
Partner	\$350
Manager	\$220
Supervisor Staff	\$180
Staff	\$100
Other	\$50

The hourly rates above shall apply to all services provided under the initial three-year term of the contract.

Additional Services (If required, renewal years)

Position	Hourly Rates
Partner	\$350
Manager	\$220
Supervisor Staff	\$180
Staff	\$100
Other	\$50

The hourly rates above shall apply to all services provided under the renewal years term of the contract.

5

Disclosures and Forms



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors



a

RFP REQUIRED DISCLOSURES AND FORMS

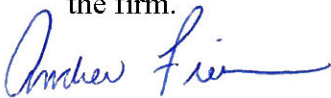
EXHIBIT A (revised 8/9/2022)
SUBMITTING FIRM CHECKLIST

1. RFP Package must be put together in the order set forth in this checklist:
 - ☒ Copy of this Checklist (Exhibit A)
 - ☒ Proposal Submittal Form and Acknowledgment (Exhibit B)
 - ☒ Cost Proposal and Fee Schedule (Exhibit C)
 - ☒ References (Exhibit D)
 - ☒ Conflict of Interest Statement (Exhibit E)
 - ☒ Drug Free Workplace form (Exhibit F)
 - ☒ Scrutinized Companies Certification (Exhibit G)
 - ☒ E-Verify Form (Exhibit H)
 - ☒ Samples of relevant communications, presentations, public reporting documents, dashboards, brochures, and audit reports done for similarly sized municipal clients
 - ☒ Proof of Licenses
 - ☒ Acknowledgement of Addenda (Exhibit I)
2. Any supplemental materials must appear after those listed above and be tabbed "Additional RFP Information" ✓
3. This Exhibit "A" must be included in RFP ✓

EXHIBIT B
PROPOSAL SUBMITTAL FORM AND ACKNOWLEDGMENT

1. SUBMITTING FIRM/INDIVIDUAL NAME: Caballero Fierman Llerena & Garcia, LLP
2. PRIMARY OFFICE ADDRESS: 2255 Glades Road, Suite 324A Boca Raton, FL 33431
3. TELEPHONE NUMBER: (561) 988-2689
4. EMAIL: afierman@cflgcpa.com
5. CONTACT PERSON: Andrew Fierman, CPA - Partner
6. FEDERAL ID# OR SSN: 55-0912340
7. By submitting a proposal, the firm warrants, represents, certifies, and declares that:
 - A. The firm acknowledges receipt and review of Addenda Nos.: 1.
 - B. The information contained in the proposal is true and the proposal is made in good faith, without collusion or fraud and is fair and competitive in all respects.
 - C. The firm understands and agrees to all elements, terms, conditions, and certifications of the RFP, unless otherwise agreed to by the Town, and that the RFP shall become part of any contract entered into between the Town and the firm.
 - D. By signing and submitting the Proposal, firm certifies that it and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors, or executives thereof are not presently debarred, proposed for debarment, or declared ineligible to bid or participate in any federal, state, or local government agency projects.
 - E. Pursuant to section 287.133, Florida Statutes, a person, or affiliate who has been placed on the convicted firm list maintained by the State of Florida may not submit proposals to the Town for 36 months following the date of being placed on the convicted firm list. The firm certifies that submittal of its proposal does not violate this statute.
 - F. The firm recognizes and agrees that the Town will not be responsible or liable in any way for any losses that the firm may suffer from the disclosure or submittal of its proposal to third parties.
 - G. The firm has carefully and to its full satisfaction examined the RFP and all addenda, if any.
 - H. The firm has made a full examination of the Town and its relevant information and is familiar with the conditions that may impact its performance.

- I. Upon notice of an intent to award the contract, the firm will provide all documents required to commence work under the RFP and proposed contract, including but not limited to, certificates of insurance.
- J. The firm agrees that in case of its failure to execute a contract and provide all required documents within ten (10) days of receipt of the contract for execution (or other timeframe agreed to by the Town), the offer to contract may be withdrawn.
- K. The firm has not divulged or discussed its proposal with any other firm.
- L. The proposal is made based on independent determination of the firm without collusion with other firms in an effort to restrict competition.
- M. The firm has not made any attempt to induce any potential firm from submitting or declining to submit a proposal in response to this RFP.
- N. The firm is financially solvent and sufficiently experienced and competent to provide all goods and/or services required in this RFP.
- O. That the firm shall indemnify, defend, and hold harmless the Town, its officers, employees, and agents from any and all claims, damages, causes of action or liability related to or arising from this RFP.
- P. The proposal constitutes an offer to the Town which shall remain open, irrevocable, and unchanged for ninety (90) days after proposal opening.
- Q. The individual signing on behalf of the firm certifies that he or she is authorized to sign for the firm.



AUTHORIZED SIGNATURE

Partner

TITLE

Andrew Fierman
PRINT NAME

August 16, 2022
DATE

EXHIBIT D

PROPOSER REFERENCES

Please submit a minimum of five references in detail; give client references who have been clients (of the Proposer) for at least one year (preferably municipal governments or other governmental agencies of similar size in Florida where your company has provided same and similar services).

The Town may contact some of the Proposer's current and former clients, both supplied by the Proposer and independently identified, to request that they validate the qualifications of the Proposer and the accuracy of the claims made by the Proposer in its Proposal, and that they assess the Proposal's ability to perform the types, level, and quality of services that the Town desires. All references contacted will be asked to rate those aspects of the Proposal's performance on a scale from 0 – 5: zero (0) being poor and (5) being excellent.

Excellent: Frequently exceeds client reference's specifications/requirements
Good: Meets client reference's specification/requirements
Poor: Frequently does not meet client reference's specifications / requirements

The information for each reference provided should contain at least the following:

Name

Location

Population

Total Budget

Note: See pages 29 and 30 of the proposal for references

Contact Person Name & Title

Contact Phone Number

Contact E-Mail

Contact Fax

Total Years Served by Firm

List of Services Provided Including Dates & Description & Timelines Met/Not Met

EXHIBIT E
CONFLICT OF INTEREST STATEMENT

This Request for Proposal is subject to the conflict-of-interest provisions of the policies and Code of Ordinances of the Town of Loxahatchee Groves, the Palm Beach County Code of Ethics, and the Florida Statutes. The firm shall disclose to the Town any possible conflicts of interests. The firm's duty to disclose is of a continuing nature and any conflict of interest shall be immediately brought to the attention of the Town.

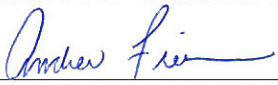
CHECK ALL THAT APPLY.

- ☒ To the best of our knowledge, the undersigned business has no potential conflict of interest for this RFP due to any other clients, contracts, or property interests.
- ☒ To the best of our knowledge, the undersigned business has no potential conflict of interest for this RFP as set forth in the policies and Code of Ordinances of the Town of Loxahatchee Groves, as amended from time to time.
- ☒ To the best of our knowledge, the undersigned business has no potential conflict of interest for this RFP as set forth in the Palm Beach County Code of Ethics, as amended from time to time.
- ☒ To the best of our knowledge, the undersigned business has no potential conflict of interest for this RFP as set forth in Chapter 112, Part III, Florida Statutes, as amended from time to time.

IF ANY OF THE ABOVE STATEMENTS WERE NOT CHECKED, the undersigned business, by attachment to this form, shall submit information which may be a potential conflict of interest due to any of the above listed reasons or otherwise.

THE UNDERSIGNED UNDERSTANDS AND AGREES THAT THE FAILURE TO CHECK THE APPROPRIATE BLOCKS ABOVE OR TO ATTACH THE DOCUMENTATION OF ANY POSSIBLE CONFLICTS OF INTEREST MAY RESULT IN DISQUALIFICATION OF YOUR PROPOSAL OR IN THE IMMEDIATE CANCELLATION OF YOUR AGREEMENT, IF ONE IS ENTERED INTO.

Caballero Fierman Llerena & Garcia, LLP
COMPANY OR INDIVIDUAL NAME


AUTHORIZED SIGNATURE

Andrew Fierman
NAME (PRINT OR TYPE)

Partner
TITLE, IF A COMPANY

EXHIBIT F
CONFIRMATION OF DRUG-FREE WORKPLACE

In accordance with Section 287.087, Florida Statutes, whenever two or more bids (includes proposals) are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement on behalf of Caballero Fierman Llerena & Garcia, LLP,
I certify that Caballero Fierman Llerena & Garcia, LLP complies fully with the above requirements.



Authorized Representative's Signature

August 16, 2022

Date

Andrew Fierman

Name:

Partner

Position:

RFPEXHIBIT G
SCRUTINIZED COMPANIES CERTIFICATION

By execution below, I, Andrew Fierman, on behalf of Caballero Fierman Llerena & Garcia, LLP (hereinafter, the "Firm"), hereby swear or affirm to the following certifications:

The following certifications apply to all procurements:

1. The Firm has reviewed section 215.4725, Florida Statutes, section 215.473, Florida Statutes and section 287.135, Florida Statutes, and understands the same.
2. The Firm is not on the Scrutinized Companies that Boycott Israel List nor is the Firm engaged in a boycott of Israel.
3. If awarded a contract, the Firm agrees to require these certifications for applicable subcontracts entered into for the performance of work/services under this procurement.
4. If awarded a contract, the Firm agrees that the certifications in this section shall be effective and relied upon by the Town for the entire term of the contract, including any and all renewals.

If the contract awarded hereunder is for one million dollars or more, the following additional certifications apply:

1. The Firm is not on the Scrutinized Companies with Activities in Sudan List.
2. The Firm is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.
3. The Firm is not engaged in business operations in Cuba or Syria.
5. If awarded a contract, the Firm agrees to require these certifications for applicable subcontracts entered into for the performance of work/services under this procurement.
6. If awarded a contract, the Firm agrees that the certifications in this section shall be effective and relied upon by the Town for the entire term of the contract, including any and all renewals.

FIRM:

By: Andrew Fierman Date: August 15, 2022

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

The foregoing instrument was sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 15 day of August, 2022, by Andrew Fierman, who is the Partner of Caballero Fierman Llerena & Garcia LLP, who is personally known to me or who has produced as identification.

NOTARY PUBLIC

Printed Name of Notary Gabriela P. Luciani

My Commission expires: 08/12/2025

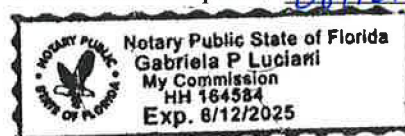


EXHIBIT H
STATE OF FLORIDA E-VERIFY

Contract No: RFP No. 2022-01
Financial Project No(s): RFP No. 2022-01
Project Description: Annual Audit Services

Firm acknowledges and agrees to the following:

Firm: Caballero Fierman Llerena & Garcia, LLP

1. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Firm during the term of the contract; and
2. Shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

Company/Firm: Caballero Fierman Llerena & Garcia, LLP

Authorized Signature: 

Title: Partner Date: August 16, 2022

EXHIBIT I
TOWN OF LOXAHATCHEE GROVES
ADDENDA ACKNOWLEDGEMENT FORM
Submit with PROPOSAL
RFP NO. 2022-01

FIRM acknowledges receipt of the following addenda (as applicable):

Addendum No. 1	<u>ASF</u>	Initial	Date: <u>August 9, 2022</u>
Addendum No. 2		Initial	Date: _____
Addendum No. 3		Initial	Date: _____
Addendum No. 4		Initial	Date: _____
Addendum No. 5		Initial	Date: _____

Caballero Fierman Llerena & Garcia, LLP
(Name of Bidder or Firm)

Andrew Fierman
(Company Representative)

August 16, 2022
(Date)

b

INSURANCE





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER iSure Insurance Brokers, Inc. 10631 N. Kendall Drive Suite 210 Miami FL 33176		CONTACT NAME: Yeni Linares PHONE (A/C, No, Ext): (305) 223-2533 FAX (A/C, No): (305) 220-0765 E-MAIL ADDRESS: Yeni@iSureBrokers.com	
INSURED Caballero, Fierman, Llerena & Garcia, LLP 8950 SW 74th Court, Ste 1210 Miami FL 33156		INSURER(S) AFFORDING COVERAGE INSURER A: Blackboard Insurance Company INSURER B: Travelers Indemnity of America (TIA) INSURER C: Travelers Casualty & Surety Company of America INSURER D: INSURER E: INSURER F:	
		NAIC # 25666 31194	

COVERAGES**CERTIFICATE NUMBER:** CL2112305388**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			RISKMAG00001HIBP-25783-03	09/30/2021	09/30/2022	EACH OCCURRENCE \$ 2,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 2,000,000				
						GENERAL AGGREGATE \$ 4,000,000	
						PRODUCTS - COMP/OP AGG \$ 4,000,000	
							\$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			RISKMAG00001HIBP-25783-03	09/30/2021	09/30/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
			BODILY INJURY (Per person) \$				
			BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
						\$	
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☒ N	N / A	UB-8J849698-22-42-G	01/01/2022	01/01/2023	PER STATUTE ☐ OTH-ER ☐
			E.L. EACH ACCIDENT \$ 1,000,000				
			E.L. DISEASE - EA EMPLOYEE \$ 1,000,000				
			E.L. DISEASE - POLICY LIMIT \$ 1,000,000				
C	Professional Liability			106805268	09/30/2021	09/30/2022	Each Claim \$3,000,000
			All claims \$4,000,000				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CPA

CERTIFICATE HOLDER**CANCELLATION**

For Proof of Insurance Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

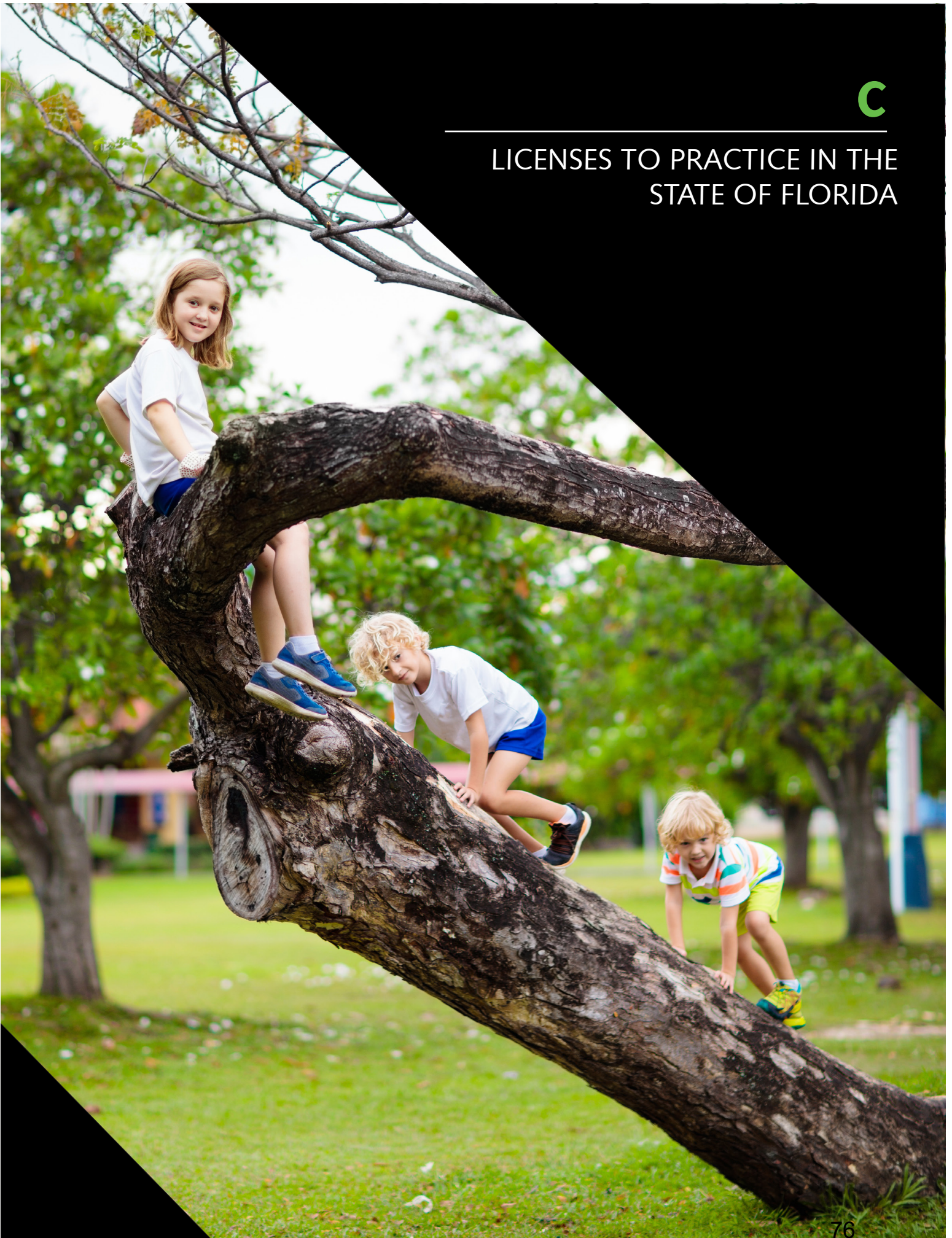
AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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LICENSES TO PRACTICE IN THE STATE OF FLORIDA





Ron DeSantis, Governor

Julie I. Brown, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY

THE ACCOUNTANCY PARTNERSHIP HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 473, FLORIDA STATUTES

CABALLERO FIERMAN LLERENA & GARCIA, LLP

8950 SW 74TH COURT
SUITE 1210
MIAMI FL 33156

LICENSE NUMBER: AD64536

EXPIRATION DATE: DECEMBER 31, 2023

Always verify licenses online at MyFloridaLicense.com

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THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS &
PROFESSIONAL REGULATION



Department of Business
& Professional Regulation

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[T Delinquent Invoice & Activity Search](#)

LICENSEE DETAILS

3:35:47 PM 1/14/2022

Licensee Information

Name:	CABALLERO FIERMAN LLERENA & GARCIA, LLP (Primary Name)
Main Address:	8950 SW 74TH COURT SUITE 1210 MIAMI Florida 33156
County:	DADE

License Information

License Type:	FIRM
Rank:	CPA Firms
License Number:	AD64536
Status:	Current
Licensure Date:	02/03/2006
Expires:	12/31/2023

Special Qualifications

Qualification Effective

Partnership	04/09/2013
--------------------	-------------------

Alternate Names

--

[View Related License Information](#)

[View License Complaint](#)

2601 Blair Stone Road, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee.

However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County

Serving you.

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****

2255 GLADES RD Ste 324A
BOCA RATON, FL 33431

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
54-1211 ACCOUNTANCY FIRM	CABALLERO FIERMAN LLERENA AND GARCIA LLP	AD64536	B21.582303 - 08/11/21	\$33.00	B40176771

This document is valid only when receipted by the Tax Collector's Office.

STATE OF FLORIDA
PALM BEACH COUNTY
2021/2022 LOCAL BUSINESS TAX RECEIPT

LBTR Number: 2019121111
EXPIRES: SEPTEMBER 30, 2022



19
6-5083

CABALLERO FIERMAN LLERENA AND GARCIA LLP
CABALLERO FIERMAN LLERENA AND GARCIA LLP
8950 SW 74TH CT STE 1210
MIAMI FL 33156-3170



This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

VALID OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022

DBA: CABALLERO FIERMAN LLERENA & GARCIA
Business Name: LLP

Receipt #: 317-1216
Business Type: C P A (C P A)

Owner Name: CABALLERO FIERMAN LLERENA & GARCIA LI
Business Location: 3350 SW 148 AVE STE 110
MIRAMAR
Business Phone: 1-954-874-1608

Business Opened: 05/01/2004
State/County/Cert/Reg: AC0030376
Exemption Code:

Rooms **Seats** **Employees** **Machines** **Professionals**
2

For Vending Business Only						
Number of Machines:				Vending Type:		
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	0.00	0.00	0.00	0.00	33.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

**THIS BECOMES A TAX RECEIPT
WHEN VALIDATED**

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

CABALLERO FIERMAN LLERENA & GARCIA
8950 SW 74 CT STE 1210
MIAMI, FL 33156

Receipt # 1CP-20-00012448
Paid 08/03/2021 33.00
08/02/2021 Effective Date

2021 - 2022

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT



Ron DeSantis, Governor

Julie I. Brown, Secretary



STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY

THE CERTIFIED PUBLIC ACCOUNTANT HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 473, FLORIDA STATUTES

FIERMAN, ANDREW S

8950 SW 74TH COURT

SUITE 1210

MIAMI

FL 33156

LICENSE NUMBER: AC39267

EXPIRATION DATE: DECEMBER 31, 2023

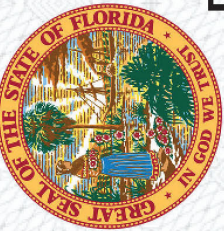
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Ron DeSantis, Governor



Halsey Beshears, Secretary



STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY

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LLERENA, ENRIQUE

8950 SW 74TH COURT

SUITE 1210

MIAMI

FL 33156

LICENSE NUMBER: AC42193

EXPIRATION DATE: DECEMBER 31, 2022

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Ron DeSantis, Governor

Julie I. Brown, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY

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QUESADA, MICHAEL

3350 SW 148TH AVENUE

SUITE 110

MIRAMAR

FL 33027

LICENSE NUMBER: AC48079

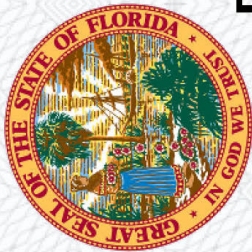
EXPIRATION DATE: DECEMBER 31, 2023

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Ron DeSantis, Governor

Julie I. Brown, Secretary



STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY

THE CERTIFIED PUBLIC ACCOUNTANT HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 473, FLORIDA STATUTES

BLANK, JAMIE LYNN

1222 SKYLARK DRIVE
WESTON FL 33327

LICENSE NUMBER: AC46078

EXPIRATION DATE: DECEMBER 31, 2023

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Ron DeSantis, Governor

Julie I. Brown, Secretary



STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY

THE CERTIFIED PUBLIC ACCOUNTANT HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 473, FLORIDA STATUTES

DIAZ, JAMES GABRIEL

9705 SW 128 STREET
MIAMI FL 33176

LICENSE NUMBER: AC57542

EXPIRATION DATE: DECEMBER 31, 2022

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PEER REVIEW REPORT



INFANTE & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS CONSULTANTS

Members of:

- American Institute of CPAs
 - Center for Audit Quality
 - Employee Benefit Plan Audit Quality Center
 - Government Audit Quality Center
 - Private Companies Practice Section
 - Tax Division
- Florida Institute of CPAs

Harrison Executive Centre
1930 Harrison Street
Suite 308
Hollywood, FL 33020
Telephone (954) 922-8866
Fax (954) 922-8884
www.infantecocpa.com

Report on the Firm's System of Quality Control

October 29, 2021

To the Partners of
Caballero Fierman Llerena & Garcia, LLP
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Caballero Fierman Llerena & Garcia, LLP (the firm) in effect for the year ended January 31, 2021. 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 (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

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. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

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.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Caballero Fierman Llerena & Garcia, LLP in effect for the year ended January 31, 2021, 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*. Caballero Fierman Llerena & Garcia, LLP has received a peer review rating of *pass*.



Infante & Company

CLIENT REFERENCE LETTERS

Carlos Hernandez
Mayor

Paul B. Hernandez
Council President

Oscar De la Rosa
Council Vice-President



Council Members
Katharine Cue-Fuente
Jacqueline Garcia-Roves
Monica Perez
Jesus Tundidor
Carl Zogby

City of Hialeah

August 14, 2020

To Whom It May Concern:

Caballero Fierman Llerena & Garcia, LLP (CFLG) have performed the City's annual financial, pension, and Federal and State single audits for the past thirteen years.

They are under currently under contract for the fiscal years ended September 30, 2017 to September 30, 2021. Enrique Llerena and the firm provide excellent technical guidance to the City, and they continue to serve as a professional resource when implementing complex or new accounting standards as well as the ever changing compliance and reporting requirements.

I am particularly impressed with Enrique's and other firm members accessibility at all times during the year to discuss any accounting issues as they arise. I am also delighted with CFLG's integrity, high quality of service, and dedication to completing our audits in a timely fashion.

I would highly recommend Caballero Fierman Llerena & Garcia, LLP to other municipalities for audit services.

Should you have any questions, please feel free to contact me at the City.

Sincerely,

Christopher Chiocca, CPA
Finance Director
(305) 883-5856



CITY OF MIRAMAR

An Equal Opportunity Employer

Mayor

Wayne M. Messam

Vice Mayor

Maxwell B. Chambers

City Commission

Winston F. Barnes

Yvette Colbourne

Alexandra P. Davis

City Manager

Vernon E. Hargray

**"We're at the
Center of Everything"**

Office of the City Manager
2300 Civic Center Place
Miramar, FL 33025

Phone (954) 602-3115

August 10, 2020

Re: Caballero Fierman Llerena+ Garcia. LLP

To whom it may concern:

The firm of Caballero Fierman Llerena + Garcia, LLP, translates as a professional firm of high standards, and I am pleased to provide this letter of recommendation to attest to their outstanding services to the City of Miramar.

The City has engaged the firm's services on matters under their expertise, rendered with timely and accurate follow through on their researching, investigations, findings, recommendations, and reports, as well as meetings with the Elected body and Senior Executive as well as other staff as needed.

Their very capable team has navigated the City through daunting and sensitive areas, and we have been pleased with the results of their recommendations implemented by the City for corrective actions. They are results-oriented and their staff courteous, cooperative and efficient, capably led by Partner, Andrew Fierman.

It is therefore without hesitation that I fully recommend them for any endeavors being pursued and attest my signature to the foregoing facts on the services received and performance of duties from Caballero Fierman Llerena & Garcia, LLP.

Should you have any questions or require additional information, please do not hesitate to contact me via email at sagooding-liburd@miramarfl.gov or by telephone (954) 602-3116.

Respectfully,

DocuSigned by:

Susan Gooding-Liburd

417E9585FD18425...

Susan A. Gooding-Liburd
Chief Financial Officer
Office of the City Manager



City of North Miami Beach, Florida

TO: Audit Committee
FROM: Janette Smith, Chief Financial Officer
DATE: August 12, 2020

RE: Letter of Recommendation

The City of North Miami Beach has engaged Caballero Fierman Llerena + Garcia LLP (CFL+G) for fiscal years ending September 30, 2016 to 2020 for the conduct of the annual independent audit of the City's financial statements as required by F.S. 218.39(1) and of the City's Schedule of Expenditures of Financial Awards and State Financial Assistance (SEFA) as required by Title 2 U.S. Code of Federal Regulations, Part 200 and F.S. 215.97, The Florida Single Audit Act.

The transition process from the previous audit firm to CFL+G was seamless, requiring only the City's authorization letter for access to the prior audit firm's workpapers. The audit partner, Andrew Fierman has been very responsive to requests for information both during the audit engagement and outside of the audit scope when consulted on general accounting matters. The CFL+G's staff is courteous, respectful and professional. Audit engagements are conducted in a manner that avoids as much disruption to department operations as is possible.

The City's engagement letter allows for two extensions of one year terms and we fully intend on taking advantage of those extensions.

I highly recommend the audit firm of Caballero Fierman Llerena + Garcia LLP for municipal audit services.

Should you have questions or require additional information I can be contacted at:

305-948-2930 or
janette.smith@citynmb.com



April 19, 2021

To Whom It May Concern:

Caballero Fierman Llerena & Garcia, LLP (CFLG) have performed the City's annual financial, pension, and Federal and State single audits for the past two years.

They are currently under contract for the fiscal years ended September 30, 2021 to September 30, 2024. Enrique Llerena and the firm provide excellent technical guidance to the City, and they continue to serve as a professional resource when implementing complex or new accounting standards as well as the ever-changing compliance and reporting requirements.

I am particularly impressed with Enrique's and other firm members accessibility at all times during the year to discuss any accounting issues as they arise. I am also delighted with CFLG's integrity, high quality of service, and dedication to completing our audits in a timely fashion.

I would highly recommend Caballero Fierman Llerena & Garcia, LLP to other municipalities for audit services.

Should you have any questions, please feel free to contact me at 305-663-6343.

Sincerely,

Alfredo Riverol, CPA, CGFM, CRFAC, CGMA
Chief Financial Officer
City of South Miami

CITY OF MIAMI SPRINGS



City Manager's Office
201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5010
Fax: (305) 805-5040

August 12, 2020

To Whom It May Concern:

We highly recommend the audit firm of Caballero, Fierman, Llerena & Garcia LLP.

This firm has performed the city's annual financial audits as well as Single Audits for at least ten years and have always exhibited a high level of professionalism and expertise. All audits have been completed on a timely basis, and within budget.

The firm has also provided excellent and accurate advise on any complex issues.

Please feel free to contact me if you have any further questions.

Sincerely,

William Alonso, CPA, CGFO
City Manager/Finance Director



Finance Department

Robert Daddario
Finance Director

August 14, 2020

To Whom It May Concern:

It is with great pleasure that I offer this recommendation of the audit services provided by Andrew Fierman and his firm, Caballero, Fierman, Llerena & Garcia LLP.

Caballero, Fierman, Llerena & Garcia (the "firm") have been the Town's auditors since 2007, having secured these services by competitive bid over the years. Andrew, and other firm principals with whom we have dealt, as well as the firm's staff, have always exhibited a high level of professionalism and they always deal with us in a patient, friendly and respectful manner. While the Town of Cutler Bay is a relatively small municipality, the firm's principals and their staff treat us with importance and always make themselves available to the Town Council and Town Staff as needed. This is greatly appreciated by everyone here at the Town.

What I appreciate most about the firm is their practical way of addressing complex, technical issues and recommending possible solutions. I have the utmost confidence in seeking their advice on governmental accounting and reporting issues. Given their extensive background and experience in such matters, they are well qualified to offer advice on these matters.

Should you have any further questions, please feel free to call me at the Town.

Sincerely,

Robert Daddario

Robert Daddario, CPA
Finance Director



10720 Caribbean Boulevard, Suite 105 • Cutler Bay, FL 33189 • 305-234-4262 • www.cutlerbay-fl.gov





Conclusion



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors

TOWN OF LOXAHATCHEE GROVES



CONCLUSION:

CABALLERO FIERMAN LLERENA & GARCIA, LLP IS THE “RIGHT” CHOICE FOR THE TOWN

WE PLEDGE WE WILL:

- Provide a qualified and experienced audit team possessing knowledge of the operation and administration of the Town compliance and legal requirements, and accounting and reporting for operations pursuant to auditing standards and legal requirements
- Demonstrate our commitment to quality client service through:
 - Ease of accessibility
 - Prompt response to questions, comments, or requests
 - Insight and suggestions regarding internal controls, management, and operation, as proper, for both financial and compliance considerations

Assigning personnel from Senior Auditor to Partner that are licensed Certified Public Accountants.

- Coordinate with the Town’s personnel, to ensure minimum disruption and maximum contribution of the Town staff
- Develop and maintain open lines of communication with the Town to help expedite the audit process and avoid awkward end-of-engagement “surprises”
- The partners and staff of Caballero Fierman Llerena & Garcia, LLP are committed to providing the Town with our resources and specialized expertise. We are local with all decision making at the local level. We have the technical expertise and experience without the high cost. We vow to work closely with the Town’s staff to accomplish not only those minimum requirements set forth in your Request for Proposal, but also to exceed those expectations.



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors

Proposal for Annual Audit Services
Caballero Fierman Llerena & Garcia, LLP

page 61



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors

September 14, 2022

To Honorable Mayor, Town Council and Town Manager
Town of Loxahatchee Groves, Florida
155 F Road
Loxahatchee Groves, Florida 33470

Re: Engagement letter with Caballero Fierman Llerena & Garcia, LLP ("We", "our" or "us")

We are pleased to confirm our understanding of the services we are to provide for the Town of Loxahatchee Groves, Florida (the Town) for the fiscal years ending September 30, 2022 through 2024 (with the Town's option to renew for two (2) additional one (1) year periods).

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, including the disclosures, which collectively comprise the basic financial statements, of the Town as of and for the fiscal years ending September 30, 2022 through 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's 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. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding 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 will 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. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules
- 3) Schedule of Employer Contributions – Florida Retirement System Pension Plan
- 4) Schedule of the Proportionate Share of the Net Pension Liability – Florida Retirement System Pension Plan
- 5) Schedule of Employer Contributions – Florida Retirement System Health Insurance Subsidy Plan
- 6) Schedule of the Proportionate Share of the Net Pension Liability – Florida Retirement System Health Insurance Subsidy Plan

We have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements.

- 1) Schedule of Expenditures of Federal Awards and State Financial Assistance (if applicable in any year)

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory Section
- 2) Statistical Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and Chapter 10.550, Rules of the Auditor General.

Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance and Chapter 10.550, Rules of the Auditor General, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance and Chapter 10.550, Rules of the Auditor General, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk or material misstatement as part of our audit planning:

- Management override of controls

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the Town and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and Chapter 10.550, Rules of the Auditor General, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state project. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and Chapter 10.550, Rules of the Auditor General.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and Chapter 10.550, Rules of the Auditor General.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and Chapter 10.550, Rules of the Auditor General, require that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal awards and state projects applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and the State Projects Compliance Supplement (collectively, "Compliance Supplements") for the types of

compliance requirements that could have a direct and material effect on each of the Town's major programs. For federal programs and state projects that are included in the Compliance Supplements, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplements identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and Chapter 10.550, Rules of the Auditor General.

Other Services

We will also assist in preparing the financial statements and related notes of the Town in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Employment Eligibility

Effective January 1, 2021, Section 448.095, Florida Statutes, requires all contractors entering into a contract with the Town to register with the E-Verify system operated by the United States Department of Homeland Security to verify the employment eligibility of all of its newly hired employees. Accountant/auditor meets the definition of "Contractor" as defined in Section 448.095, Florida Statutes. Accountant/auditor verifies that it has registered with and uses the E-Verify system.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards and state financial assistance, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal and state statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards and state financial assistance, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and Chapter 10.550, Rules of the Auditor General; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards and state financial assistance; federal award programs and state projects; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance and Chapter 10.550, Rules of the Auditor General, it is management's responsibility to evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal awards and state projects; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan (if any).

You are responsible for identifying all federal awards and state projects received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards and state financial assistance (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance and Chapter 10.550, Rules of the Auditor General. You agree to include our report on the schedule of expenditures of federal awards and state financial assistance in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards and state financial assistance. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards and state financial assistance in accordance with the Uniform Guidance and Chapter 10.550, Rules of the Auditor General; (2) you believe the schedule of expenditures of federal awards and state financial assistance, including its form and content, is stated fairly in accordance with the Uniform Guidance and Chapter 10.550, Rules of the Auditor General; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and state financial assistance.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Our Working Papers

The audit documentation for this engagement is the property of Caballero Fierman Llerena & Garcia, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulating authority or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Caballero Fierman Llerena & Garcia, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulating authority. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. We do not keep any of your original records, so we will return those to you upon the completion of the engagement. When records are returned to you, it is your responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies. By signing this engagement letter, you acknowledge and agree that upon the expiration of the five-year period, we are free to destroy these records.

We are required to undergo a “peer review” every three years. During the course of a peer review, selected working papers and financial reports, on a sample basis, will be inspected by an outside party on a confidential basis. Therefore, the work we performed for you for this engagement may be selected. Your signing this letter represents your acknowledgement and permission to allow such access should this engagement be selected for review.

Email and Other Electronic Communications

In connection with this engagement, we may communicate with you or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that e-mails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

In the interest of facilitating our services to you, we may send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, we employ measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to our use of these electronic devices and applications during this engagement.

To the extent you provide us, for any aspect of this engagement, with access to electronic data via a local or online database from which we will download your data or other information, you agree that the data and information is accurate as of the date and time you authorize it to be downloaded.

Independence

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to the Town throughout the performance of our services. Any discussions that you have with our personnel regarding employment could pose a threat to our independence. Therefore, we request that you inform our engagement partner prior to any such discussions so that we can implement appropriate safeguards to maintain our independence. If at any time, we believe that our independence has been or will be compromised, we may be required to modify, or recall and modify, our audit report to reflect our lack of independence. In the event additional work is required to satisfy independence requirements, such work will be billed at our standard hourly rates.

We acknowledge your right to terminate our services at any time, and you acknowledge our right to resign at any time (including instances where in our judgment, our independence has been impaired or we can no longer rely on the integrity of management, or if you do not provide us with any information we request in a timely manner, refuse to cooperate with our reasonable requests or misrepresent any facts), subject in either case to our right to payment for all direct or indirect charges incurred through the date of termination or resignation or thereafter as circumstances and this letter may require. Notice of 120 days will be given. Our resignation and/or your termination of this engagement will release us from any obligation to complete our audit procedures and will constitute completion of our engagement.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Andrew Fierman, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them.

Our fee for these services will be \$37,200, \$39,000, and \$41,000 for the fiscal years ending September 30, 2022, 2023 and 2024, respectively (not including a Federal Single Audit or Florida Single Audit, see below if required). Our fees for the option years 2025 and 2026 will be \$42,700 and \$44,900, respectively. Our invoices for this fee will be rendered each month as work progresses and are payable on presentation. In accordance with our Firm policies, work may be suspended if your account is 30 days or more overdue and may not be resumed until your account is paid in full. Failure to pay any of the monthly invoices in full within thirty (30) days will result in the imposition of a finance charge of one and one-half percent (1-1/2 %) per month on the unpaid balance until paid in full.

If the Town is required to undergo a single audit in accordance with the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance and the Florida Single Audit Act in any year, the additional fees for the Federal or Florida single audit will be \$6,000, \$6,500, and \$7,000 for the fiscal years ending September 30, 2022, 2023 and 2024, respectively. Our additional fees for the Federal or Florida single audit for the option years 2025 and 2026 will be \$7,500 and \$8,000, respectively. The additional fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

If the Town is a recipient of and expends \$750,000 or more during the fiscal year ending September 30, 2022, on the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) – Treasury Assistance Listing 21.027 and meets the criteria to follow the Alternative Compliance Examination Engagement guidance an addendum to this engagement letter will be provided and there will be no additional fee for the alternative examination engagement.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our audit is intended for the benefit of the Town. The audit will not be planned or conducted in contemplation of reliance by any third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

If you intend to publish or otherwise reproduce the financial statements together with our report (or otherwise make reference to our Firm) in a document that contains other information, you agree to provide us with a draft of the document to read and comment on before it is printed and distributed.

Furthermore, you agree that the terms of this engagement do not encompass an undertaking by us (1) to consent, by means of separate letter or otherwise, to the inclusion of our auditors' report on the financial statements referred to above in a filing with a Federal or state regulatory agency or otherwise reissue our report for purposes of a securities offering or other financing transaction, or (2) to acknowledge reliance on our report by others.

With regard to the electronic dissemination of the audited financial statements, including financial statements published electronically on a website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document. Further, you hereby authorize Caballero Fierman Llerena & Garcia, LLP to electronically submit to your employees or to others as you may request or as may be necessary to perform our engagement, any financial statements, workpapers, and other information related to our services under this agreement. By your signature below, you acknowledge and agree to indemnify, defend, release, hold Caballero Fierman Llerena & Garcia, LLP and our personnel harmless from any damages, claims, liabilities, losses, and costs (including fees and costs of counsel and any expert each of our own choosing through all trial and appellate levels) whatsoever that might be caused by the electronic transmission or submission of this data.

As a result of the services we provide to you pursuant to this letter, and/or as a result of our prior or future services to the Town, we and/or our personnel may be required or requested to provide testimony, information or documents (pursuant to a subpoena, court order, or other legal process) to you or a third-party in connection with a legal, arbitration or administrative proceeding (including a grand jury investigation) in which we are not a party. If this occurs, our efforts in complying with such requests or demands will be deemed part of this engagement and we shall be entitled to compensation for our time (at our then current hourly rates) and reimbursement for all of our out-of-pocket expenditures (including legal fees and costs of counsel of our own choosing through all trial and appellate levels) in complying with such request or demand. This is not intended, however, to relieve us of our duty to observe the confidentiality requirements of our profession.

You acknowledge that we must have sufficient time to conduct our engagement. We will require your assistance to provide us with information on a timely basis in order to complete our engagement in an efficient and timely manner. Should we not receive such information and assistance from you with sufficient time to complete our engagement procedures, then you acknowledge that we can give no assurances that our engagement will be completed prior to the date it may be required.

In no event will either you or our firm be liable to the other for any special, indirect, incidental, or consequential damages in connection with or otherwise arising out of this engagement and engagement letter, even if advised of the possibility of such damages. In no event shall either you or our firm be liable for exemplary or punitive damages arising out of or related to this engagement and engagement letter.

You agree that you will not, directly or indirectly, agree to assign or transfer any claim against us or our personnel arising out of this engagement to anyone.

You may request that we perform additional permissible services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue under the same terms and conditions as those covered by this engagement letter.

Reporting

We will issue a written report upon completion of our audit of the Town's financial statements. Our report will be addressed to the Town Council of the Town. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Any electronic signature transmitted through DocuSign or manual signature on this engagement letter transmitted by facsimile or by electronic mail may be considered an original signature. Counterpart signatures are acceptable. By acknowledging acceptance of the terms of this engagement, each of the person(s) who has executed this engagement letter, below, represents and warrants that each such person has the authority from the Town to employ us on the terms and conditions set forth herein.

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

This engagement letter is renewable at the option of the Town.

Very truly yours,

Andrew Fierman, CPA
Partner
Caballero Fierman Llerena & Garcia, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Town.

By: _____

Title: _____

Date: _____



155 F Road Loxahatchee Groves, FL 33470

Agenda Item # 5

TO: Finance Advisory and Audit Committee of Town of Loxahatchee Groves
FROM: Francine Ramaglia, Town Manager
DATE: February 27, 2023
SUBJECT: Status of the 2021 Audit

Background:

Chris Wallace from Munilytics, Inc., will provide and update on the status of the 2021 audit being done by the Town's former auditors.

Recommendation:

Receive and File.



155 F Road Loxahatchee Groves, FL 33470

Agenda Item # 6

TO: Finance Advisory and Audit Committee of Town of Loxahatchee Groves
FROM: Francine Ramaglia, Town Manager
DATE: February 27, 2023
SUBJECT: Financial Reports available on the Town's Accounting System

Background:

Committee Members have access to the Town's Accounting System for review purposes. Chris Wallace from Munilytics, Inc., will go over a summary of the relevant reports readily accessible to Committee Members on the system

Recommendation:

Receive and File.