

## Audit Committee Meeting Agenda

March 4, 2025, at 3:30 PM

[Zoom Meeting](#)

**Meeting ID: 890 7255 1668    Passcode: 625886**

<https://us06web.zoom.us/j/89072551668?pwd=a5kWubjFC7m9RcERlxw0aQsG5pzGMn.1>

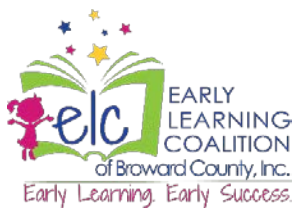
*Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussing and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict, and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.*

**PAGE**

<b>1.</b>	<b>Call to Order</b>		Renee Podolsky, Audit Chair
<b>2.</b>	<b>Roll Call</b>		Melody Martinez, Board Liaison
<b>3.</b>	<b>Consent Agenda</b> 1. Approve Aug 27, 2024, Committee meeting minutes.	<b>2</b>	Renee Podolsky, Audit Chair
<b>4.</b>	<b>Regular Business</b> 1. AUD252RB1 – Accept Draft FY24 Financial Statement Audit Report and DRAFT 2023 Form 990	<b>3</b>	Martha Parker, Partner Citrin Cooperman, Renee Podolsky, Audit Chair Christine Klima, CAO
<b>5.</b>	<b>Unfinished Business</b> <b>New Business</b> <b>Matters from the Board</b> <b>Matters from the CEO</b> <b>Matters from the Committee</b> <b>Matters from our Partners</b> <b>Public Comment</b>		
<b>6.</b>	<b>Next ELC Audit Meeting: <u>TBD</u></b>		
<b>7.</b>	<b>Adjourn</b>		

**Please Note:** Agenda is subject to revisions and additions at the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. **Members of the Public:** Please sign up at the entry desk for public comments to be made on any particular agenda items no later than five minutes after the Coalition meeting has been called to order.

*“As per [§286.0105, Fla. Stat.](#) Any person who decides to appeal any decision of the Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which the appeal is to be based.”*



**Early Learning Coalition of Broward County**  
**Audit Committee Meeting Minutes**  
**August 27, 2024, at 3:30 PM**  
Virtual Meeting

Members in Attendance	Chair, Renee Podolsky; Michael Asseff; Richard Campillo; Dawn Liberta; Monica King; Traci Schweitzer
Members Absent (Excused)	
Members Absent (Unexcused)	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DeVecchio, Executive Assistant & Special Projects Coordinator; Kasey Lafrance, Contracts Administration Manager; Megan DeGraaf, Purchasing & Procurement Specialist; Stephanie Landreville, Controller
Others in Attendance	Julie Klahr, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Renee Podolsky called the meeting to order at 3:32 PM. The roll was called, and a quorum was established.
<b>CONSENT AGENDA</b>  1. Approve May 3, 2024, Committee meeting minutes. 2. Approve July 29, 2024, Committee meeting minutes RFP	A <b>Motion</b> was made by Dawn Liberta and <b>Seconded</b> by Michael Asseff to approve the Consent Agenda. <b>Unanimously Approved. Motion Passes.</b>
<b>REGULAR BUSINESS</b>  1. AUD251RB1 – Review Evaluation Scores for RFP Applicants and make Vendor recommendation(s) for the award.	<p>The score sheets for each of the committee members for the Audit &amp; Tax Services RFP were shared and discussed. The three highest-ranked Vendors were as follows, from highest to lowest</p> <ol style="list-style-type: none"> <li>1. Citrin Cooperman</li> <li>2. Verdeja &amp; Alvarez</li> <li>3. MSL</li> </ol> <p>There was a discussion regarding the top three proposals, comparing what they offer.</p> <p>A <b>Motion</b> was made by Michael Asseff and <b>Seconded</b> by Dawn Liberta to recommend Citrin Cooperman to the Board as the Vendor for the services. The motion was <b>Unanimously Approved. Motion Passes.</b></p> <p>Richard Campillo asked staff if there were any concerns about the three, CAO Christine Klima replied that she has no concerns.</p>
<b>Unfinished Business</b>	None
<b>New Business</b>	None
<b>Matters from the Chair</b>	None
<b>Matters from the Committee</b>	None
<b>Public Comment</b>	None
<b>Next Meeting</b>	<b>October 10, 2024 @ 3:30 PM</b>
<b>Adjourn</b>	Renee Podolsky adjourned the meeting at 4:07 PM

*These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of the Committee’s discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken before approval at the next meeting.*

<b>ITEM/MEETING</b>	AUD252RB1 / Audit Committee
<b>DATE:</b>	March 4, 2024
<b>SUBJECT:</b>	Final Audit Report for Fiscal Year 2024 and 2023 Form 990
<b>FOR ACTION:</b>	Yes
<b>RECOMMENDED ACTIONS:</b>	<ol style="list-style-type: none"> <li>1. Accept Final Financial Audit Report for Fiscal Year 2024</li> <li>2. Accept 2023 IRS Form 990</li> </ol>
<b>FINANCIAL IMPACT:</b>	None
<b>ELC STAFF LEAD</b>	C. Klima

**Background Information:**

In accordance with the Early Learning Coalition’s fiscal policies and the DEL Grant Agreement, an audit of the Coalition’s financial operations is performed annually. For FY 2024, ELC’s external audit firm, Citrin Cooperman, began a virtual site visit in October 2024 and completed the Audit Report and Form 990 on February 27, 2025.

**Current Status:**

Citrin Cooperman will present their results at the meeting:

- The Audit Report contains no findings.
- IRS Form 990 was prepared by Citrin Cooperman’s tax team. It reflects financial data tested during the FY24 audit process and has been reviewed and reconciled by staff to the financials.

**Recommendation:**

Audit Committee recommend the Board make the following motions:

1. Accept Audit Report for Fiscal Year 2024
2. Accept Form 990 for 2024

**Supporting Documentation:**

- Final FY2024 Audit Report including Auditor’s Communication with Governance (separate link # 1)
- Final Form 990 2023 (separate link # 2)



Citrin Cooperman & Company, LLP  
Certified Public Accountants

6550 N Federal Hwy, 4th Floor  
Fort Lauderdale, FL 33308  
T : 954.771.0896 F 954.938.9353  
citrincooperman.com

(DATE)

To the Board of Directors  
Early Learning Coalition of Broward County, Inc.

We have audited the financial statements of Early Learning Coalition of Broward County, Inc. (the "Organization") for the year ended June 30, 2024, and have issued our reports thereon dated (DATE). Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and Chapter 10.650, *Rules of the Auditor General, Florida Single Audit Act*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you date October 11, 2024. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Organization are described in Note 2 to the financial statements. The Organization adopted the amendments in FASB Accounting Standards Update ("ASU") 2016-13, Financial Instruments - Credit Losses (Topic 326): *Measurements of Credit Losses on Financial Instruments* in 2023. The new accounting standard has been applied based on the transition guidance included in FASB ASU 2016-13, which did not have a material impact on the Organization's reported financial results or disclosures. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The Organization had no sensitive estimates.

There are no financial statement disclosures which are particularly sensitive because of their significance to financial statement users.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

"Citrin Cooperman" is the brand under which Citrin Cooperman & Company, LLP, a licensed independent CPA firm, and Citrin Cooperman Advisors LLC serve clients' business needs. The two firms operate as separate legal entities in an alternative practice structure. The entities of Citrin Cooperman & Company, LLP and Citrin Cooperman Advisors LLC are independent member firms of the Moore North America, Inc. (MNA) Association, which is itself a regional member of Moore Global Network Limited (MGNL). All the firms associated with MNA are independently owned and managed entities. Their membership in, or association with, MNA should not be construed as constituting or implying any partnership between them.



CITRINCOOPERMAN®

Early Learning Coalition of Broward County, Inc.

(DATE)

Page 2

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements, or the auditor's reports. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letters dated (DATE).

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

During our audit we became aware of several matters that are opportunities for strengthening *Information Technology* internal controls and operating efficiency. Please see *Attachment 1* to this letter.

### *Other Matters*

With respect to the supplemental information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplemental information to the underlying accounting records used to prepare the financial statements or to the financial statements

"Citrin Cooperman" is the brand under which Citrin Cooperman & Company, LLP, a licensed independent CPA firm, and Citrin Cooperman Advisors LLC serve clients' business needs. The two firms operate as separate legal entities in an alternative practice structure. The entities of Citrin Cooperman & Company, LLP and Citrin Cooperman Advisors LLC are independent member firms of the Moore North America, Inc. (MNA) Association, which is itself a regional member of Moore Global Network Limited (MGNI). All the firms associated with MNA are independently owned and managed entities. Their membership in, or association with, MNA should not be construed as constituting or implying any partnership between them.



CITRIN COOPERMAN®

Early Learning Coalition of Broward County, Inc.

(DATE)

Page 3

themselves.

Management has confirmed to us that the final version of the annual report will be provided to us as soon as available, and prior to its issuance. We will read it and consider whether material inconsistencies exist, on selected amounts or items, between the annual report and the Organization's audited financial statements. We are not responsible for omitted information or for the completeness of the information.

It has been our pleasure to serve as your independent auditors for this engagement. If we can be of additional service to you during the year, please call on us.

This information is intended solely for the use of the Board of Directors, and management of Early Learning Coalition of Broward County, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

---

CITRIN COOPERMAN & COMPANY, LLP

"Citrin Cooperman" is the brand under which Citrin Cooperman & Company, LLP, a licensed independent CPA firm, and Citrin Cooperman Advisors LLC serve clients' business needs. The two firms operate as separate legal entities in an alternative practice structure. The entities of Citrin Cooperman & Company, LLP and Citrin Cooperman Advisors LLC are independent member firms of the Moore North America, Inc. (MNA) Association, which is itself a regional member of Moore Global Network Limited (MGNI). All the firms associated with MNA are independently owned and managed entities. Their membership in, or association with, MNA should not be construed as constituting or implying any partnership between them.

## ATTACHMENT 1

### Information Technology Internal Control Observations and Recommendations

#### 01- User Access Review

The engagement team noted that while a review of users is performed to ensure that all users are active employees of ELC, a review of user entitlements in the network and Abila MIP application is not performed systematically or formally. As such, the reviews are not properly documented to illustrate the involvement of the requestor, reviewer, and timely resolution of revoking inappropriate access. While the access rights of users are reviewed informally, documentation of systemic, timely reviews adds more certainty that transferred employees access is properly updated, terminated employees access is disabled timely, and/or unauthorized access rights are being identified.

Recommendation: The engagement team recommends that management perform a formal and documented review of the network and Abila MIP user entitlements on a regular basis. The formal reviews should be performed by department heads who do not have administrator access based on system reports provided by system administrators and include the following:

- Review account listings to ensure generic/group IDs are appropriate (use of such is strongly discouraged and should be minimized to the extent possible)
- Review individual user access to systems to ensure access is restricted to appropriate functions based on current job responsibilities.
- Review access to powerful privileges, system resources and administrative access to ensure access is restricted to a very limited number of authorized personnel.

The access review should be documented by the department head and evidence retained. Any identified conflicts in access rights should be followed up and resolved in a timely manner.

*Management Response: Management agrees with the recommendation and standard operating procedures will be implemented as recommended.*

#### 02- Change in IT Systems Management Policies and Procedures

The engagement team noted that ELC does not have a documented IT systems change management policy. IT system management change policies help define the process that changes must follow, ensuring that all changes are performed following proper review, approvals, segregation of duties between developers and implementation teams, and testing. If an IT system management change policy does not make sense due to the size of the organization, then a procedure should be followed

where change details such as the requested change, approvals, and testing are tracked in written form and kept for auditing purposes.

Recommendation: The engagement team recommends that management compose formalized, written procedures related to program maintenance and change management to provide a guideline for the specific practices to be followed when modifying company systems. An effective change management policy should include the following:

- A description of those responsible for program maintenance
- A description of the process by which changes are requested (i.e., who can initiate, who must approve and authorize)
- A description of the process by which approved changes are tested
- A description of the formal evaluation and approval process of test results by management prior to implementing a change
- A description of implementation planning for configurations to applications

If an IT systems change management policy is not drafted then at a minimum management should consider implementing a change tracking mechanism in a written form (e.g. email) and include important attributes of a change such as the requestor, change requested, approvals, test plan, and implementation plan. These emails would serve as change tickets and should be kept for auditing purposes.

*Management Response: Management agrees with the recommendation and standard operating procedures have been implemented as recommended.*

**NOTE: THE MANAGEMENT RESPONSES ABOVE WERE PROVIDED BY CHRISTINE KLIMA, CAO, AND IS UNAUDITED.**