

Office of Superintendent of Schools
Board Meeting of June 23, 1999

June 9, 1999

Management and Accountability
Carol Cortes, Deputy Superintendent

SUBJECT: ENGAGEMENT LETTER AND AUDIT PLAN BY KPMG LLP

STRATEGIC PLANNING GOAL: VIII - PROFESSIONAL STAFF AND PRACTICES

As part of the yearly audit by the external auditors, an Engagement Letter and the Audit Plan are developed by KPMG LLP that establish the parameters by which the audit of the 1998-99 fiscal year is to be conducted.

The Engagement Letter sets forth the professional standards and contractual provisions that the external auditors must follow.

The Audit Plan indicates the areas to be emphasized in their audit process for this year, which include finance/financial trends, purchasing/procurement, revenues, information technology, grants compliance, and insurance management.

The School Board Audit Committee reviewed the drafts of the Engagement Letter and the Audit Plan at its May 11, 1999 meeting and has made some recommendations that are already incorporated in these documents. The School Board Audit Committee recommended that they be submitted to the School Board.

Copies of these documents will be distributed to Board Members, the Superintendent of Schools and appropriate district staff and will be placed on file in the Office of the Recording Secretary to the School Board and in the Citizen Information Center.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, receive and file the Engagement Letter and the Audit Plan for the external audit of the fiscal year ending June 30, 1999 by KPMG LLP.