

Office of Superintendent of Schools
Board Meeting of May 17, 2000

May 2, 2000

Management and Accountability
Carol Cortes, Deputy Superintendent

SUBJECT: ENGAGEMENT LETTER AND AUDIT PLAN BY KPMG LLP

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 school system for the 1999-2000 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 includes finance/financial trends, purchasing/procurement, revenue, information technology, grant compliance and insurance management.

The School Board Audit Committee will review the drafts of the Engagement Letter and the Audit Plan at its May 9, 2000 meeting and will submit its recommendations to the School Board and the Superintendent of Schools by May 15, 2000.

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, 2000 by KPMG LLP.

CC:GB:wvd