



Approved at the January 11, 2018 Audit Meeting

Early Learning Coalition of Broward County
 Audit Committee Meeting Minutes – Meet the External Auditors
 November 28, 2017 – 3:00pm
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Nicholas Kaniaris, Chair; Richard Campillo

Members Absent:

Staff in Attendance: Christine Klima, CAO; Irene Ramos, EA

Others in Attendance: Chris Lehman, SB & Company External Auditor; Tiana? SB & Company External Auditor

Item	Action/Discussion	Follow-up
	<p>This meeting is an informal meeting scheduled to meet and greet External Auditors from SB & Company.</p> <p>Senior Managers of SB & Company Chris Lehman and Tiana; introduced themselves and what the company does. SB has been engaged to do the Financial Mandated and Single audit for ELC of Broward.</p> <p>The meeting provided opportunity to discuss various areas of auditing, reporting and</p>	

	<p>suggested controls to be used as well as suggested best practices that can be used along the way.</p> <p>The Auditors expressed that the ELC Staff has done a really good job of preparing for the Audit and looks forward to continued communications with Christine Klima, CAO to ensure a smooth process.</p>	
Adjourn	The meeting adjourned at 4:00 pm.	

These minutes contain the action items of the Audit Committee meeting of the Early Learning Coalition of Broward. They do not include all 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 prior to approval at the next meeting.