



## Association of Local Government Auditors

April 23, 2015

Charles Anderson, CPA  
Commission Auditor  
Office of the Commission Auditor – Miami-Dade County  
111 NW First Street, Suite 1030  
Miami, FL 33128

Dear Mr. Anderson,

We reviewed the internal quality control system of your audit organization and conducted tests in order to determine whether your internal quality control system operated to provide reasonable assurance of compliance with *Government Auditing Standards* issued by the Comptroller General of the United States. Our procedures included:

- Reviewing the audit organization's written policies and procedures.
- Reviewing internal monitoring procedures.
- Reviewing a sample of audit engagements and working papers.
- Reviewing documents related to independence, training, and development of auditing staff.
- Interviewing auditing staff and management to assess their understanding of, and compliance with, relevant quality control policies and procedures.

Due to variances in individual performance and judgment, compliance does not imply adherence to standards in every case, but does imply adherence in most situations.

Based on the results of our review, it is our opinion that the Office of the Commission Auditor internal quality control system was suitably designed and operating effectively to provide reasonable assurance of compliance with *Government Auditing Standards* for audits and attestation engagements during October 1, 2011, through September 30, 2014.

We have prepared a separate letter offering a suggestion to further strengthen your internal quality control system.

  
Mark Petterson, CPA  
Northern Arizona  
University

  
Oscar Claudio, CPA  
City of Cape Coral

  
Natalya Penton, CPA  
Health Care District of  
Palm Beach County



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April 23, 2015

Charles Anderson, CPA  
Commission Auditor  
Office of the Commission Auditor – Miami-Dade County  
111 NW First Street, Suite 1030  
Miami, FL 33128

Dear Mr. Anderson,

We have completed a peer review of the Office of the Commission Auditor for the period October 1, 2011, through September 30, 2014, and issued our report thereon dated April 23, 2015. We are issuing this companion letter to offer an observations stemming from our peer review.

We would like to mention some of the areas in which we believe your office excels:

- The Policies and Procedures Manual is well-written and comprehensive.
- The audit documentation is excellent and provides strong support for your audit results.
- Members of the audit staff are well-qualified and receive excellent continuing education opportunities.
- Your quality assurance process ensures audits are properly documented.

We offer the following observation to enhance your organization's demonstrated adherence to *Government Auditing Standards*:

Standard 3.34 requires that before an auditor agrees to provide a nonaudit service to an audited entity, the auditor should determine whether providing such a service would create a threat to independence, either by itself or in aggregate with other nonaudit services provided, with respect to any GAGAS audit it performs. We understand that the Office of the Commission Auditor is statutorily barred from providing nonaudit services to audited entities. However, in order to enable the documentation for each audit service to stand on its own, OCA should document its independence in the documentation for each nonaudit service.

We extend our thanks to you, your staff and the other county officials we met for the hospitality and cooperation extended to us during our review.

Sincerely,

Mark Petterson, CPA  
Northern Arizona  
University

Oscar Claudio, CPA  
City of Cape Coral

Natalya Penton, CPA  
Health Care District of  
Palm Beach County



OFFICE OF THE COMMISSION AUDITOR  
MIAMI-DADE BOARD OF COUNTY COMMISSIONERS

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Chairman  
District 2

April 27, 2015

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Hon. Audrey M. Edmonson  
District 3

**RE: PEER REVIEW AND MANAGEMENT LETTER RESPONSE**

Hon. Sally A. Heyman  
District 4

Thank you so kindly for participating in the Association of Local Government Auditors (ALGA) Peer Review of the Miami-Dade County Office of the Commission Auditor. We greatly appreciate your time and the expertise that you brought to this endeavor.

Hon. Bruno A. Barreiro  
District 5

Hon. Rebeca Sosa  
District 6

We are pleased that your review found the Office of the Commission Auditor to be in full compliance with *Government Auditing Standards* (GAS). As the third peer review that this audit organization has undergone, your input throughout the review has proven to be an invaluable, quality enhancing asset for our staff. Your recognition of our staff as highly trained and extensively well qualified is appreciated.

Hon. Xavier L. Suarez  
District 7

Hon. Daniella Levine Cava  
District 8

Hon. Dennis C. Moss  
District 9

We concur with and will implement your recommendation in the management letter. We appreciate your examples on ways to further strengthen our internal quality control system. As mentioned in your management letter, the department undergoes an extensive quality control self-assessment process to ensure adherence to standards.

Hon. Sen. Javier D. Souto  
District 10

Hon. Juan C. Zapata  
District 11

Hon. Jose "Pepé" Diaz  
District 12

Our entire staff found the peer review to be a valuable and constructive process. We greatly appreciate the professionalism that you displayed and the insights that you shared with us from your experiences.

Charles Anderson, CPA  
Commission Auditor

Thank you again for participating in our peer review.

A handwritten signature in cursive script that reads "Charles Anderson".

Charles Anderson, CPA  
Commission Auditor

**Office of the Commission Auditor**  
**Miami-Dade County Board of County Commissioners**  
**Action Plan for Peer Review Recommendations**  
**April 27, 2015**

**Observation and Recommendation:** Standard 3.34 requires that before an auditor agrees to provide a nonaudit service to an audited entity, the auditor should determine whether providing such a service would create a threat to independence, either by itself or in aggregate with other nonaudit services provided, with respect to any GAGAS audit it performs. We understand that the Office of the Commission Auditor is statutorily barred from providing nonaudit services to audited entities. However, in order to enable the documentation for each audit service to stand on its own, OCA should document its independence in the documentation for each nonaudit service.

**Office of the Commission Auditor response:** We concur with and will implement your recommendation in the management letter.

**Comment:** OCA does not provide nonaudit services to the audited entity as defined and discussed in GAS 3.33 – 3.58. All of OCA’s services, audit and nonaudit services, are statutorily provided for the BCC and on behalf of the BCC.

**Action plan:** In order to enable the documentation for each audit service to stand on its own, OCA will document its independence in the documentation for each nonaudit service engagement that is published on OCA’s website and addressed to the BCC.

**Action Taken:** We are in the process of designing a new *Certificate of Independence for Nonaudit Services* which will become a part of every nonaudit service engagement working papers that is published on OCA’s website and addressed to the BCC. This document will serve to ensure that all threats to independence assessment considerations required by the *GAGAS Conceptual Framework for Independence* related to nonaudit services have been duly effected and documented in the nonaudit services working papers. This action will coincide with a planned update to our *Policy and Procedures Manual - September 30, 2014*.