

**City of Sanibel**

2023 Audit Committee Timeline – Selection of City Auditor – **DRAFT FOR APPROVAL**

Prepared by the Finance Department

April 5, 2023

Monday	March 21, 2023	9:00 a.m.	Audit Committee resolution presented to City Council at regular Council meeting Councilmember appointment as Chair of Audit Committee (BIG Arts)
Tuesday	March 28, 2023	N/A	Audit committee applications released to public
Monday	April 3, 2023	5:00 p.m.	Citizen Audit Committee applications due to City Clerk
Tuesday	April 4, 2023 through April 11, 2023	N/A	Council interviews with citizen applicants as desired
Wednesday	April 12, 2023	9:00 a.m.	Audit Committee citizen appointments by City Council at regular Council meeting (BIG Arts) Auditor selection timeline approved
Tuesday	April 18, 2023	10:00 a.m.	Committee member orientation (Legislative Conference Room)
<b>Monday</b>	<b>May 1, 2023</b>	<b>2:00 p.m.</b>	<b>Committee Meeting – review of Request for Proposals (BIG Arts)</b>
Tuesday	May 2, 2023	9:00 a.m.	Release audit RFP
Friday	May 19, 2023	5:00 p.m.	Deadline for receipt of RFP to Finance Department
<b>Thursday</b>	<b>June 8, 2023</b>	<b>2:00 p.m.</b>	<b>Committee Meeting – review and rank audit vendor submissions (BIG Arts) – <i>located still being confirmed</i></b>
<b>Thursday</b>	<b>June 22, 2023</b>	<b>2:00 p.m.</b>	<b>Committee Meeting – audit vendor presentations to committee and selection of firm (BIG Arts)</b>
Tuesday	July 18, 2023	9:00 a.m.	Award audit agreement by City Council at regular Council Meeting (BIG Arts)
Wednesday	July 19, 2023	N/A	Audit committee sunsets

**\*BOLD type indicates public committee meetings**