



# Town of Melbourne Beach

**TOWN COMMISSION WORKSHOP  
WEDNESDAY, APRIL 4, 2018, 6:00 p.m.  
TOWN HALL MASNY ROOM – 507 OCEAN AVENUE**

## **MINUTES**

---

Mayor Jim Simmons  
Commissioner Tom Davis  
Commissioner Wyatt Hoover  
Commissioner Sherri Quarrie  
Commissioner Steve Walters

Town Manager Robert Daniels  
Town Clerk Nancy Wilson

---

## **PUBLIC NOTICE**

**The Town Commission conducted a Town Commission Workshop  
at 6:00 p.m. on Wednesday, April 4, 2018 in the  
Town Hall Masny Room  
located at 507 Ocean Avenue to address the items below.**

**I. Call to Order – Led by Mayor Simmons**

Mayor Simmons called the meeting to order at 6:00 p.m.

**II. Roll Call**

Town Clerk Wilson led the roll call.

Commissioners Present:

Mayor Jim Simmons  
Commissioner Wyatt Hoover  
Commissioner Steve Walters

Staff Present:

Town Manager Bob Daniels  
Town Clerk Nancy Wilson

Commissioners Absent:

Vice Mayor Tom Davis  
Commissioner Sherri Quarrie

**III. Pledge of Allegiance and Moment of Silence**

Led by Mayor Simmons

**IV. Presentation**

FY17 Audited Financial Statements

Zach Chalifour from James Moore summarized the Auditors' Reports saying that our report was clean and that there are no issues of concern regarding financial condition. The Town is also in compliance with the Independent Accountants' Examination Report. There was one significant deficiency related to journal entry approvals and their recommendation, given the Town's limited staff, is for the Finance Manager to provide journal entries to the Town Manager and Town Clerk to review on a monthly basis. There were 9 prior year comments, 8 were corrected and one was partially corrected having to do with capital asset inventory. To remedy this situation the finance department will coordinate with other department heads to ensure that all assets on the Asset Inventory List are still in service.

For the year ending on September 30, 2017, the Town's general fund balance was \$1,903,993.

**V. Public Comments**

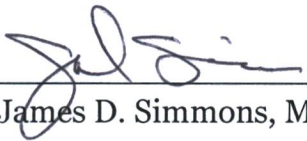
There was no audience present.

**VI. Adjournment**

**Commissioner Walters made a motion to adjourn; Commissioner Hoover seconded. Motion carried 3-0.**

Meeting adjourned at 6:25 p.m.

ATTEST:

  
James D. Simmons, Mayor

  
Nancy Wilson, Town Clerk