

## MEMORANDUM OF TRANSMITTAL

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**To:** Sherry Gutch, Business Development Division Manager

**From:** George J. McGowan, CPA  
Director, Office of Audit Services and Management Support

**Date:** July 13, 2020

**Subject:** Follow-up Review of Main Streets Program Assessment (Report No. 20-07)



Attached is a summary of the status of recommendations as determined from our follow-up review of our Main Streets Program Assessment (Report No. 19-12), issued May 31, 2019.

This review consisted of inquiries of City personnel and examinations of supporting documentation. It is substantially less in scope than an audit. The evidence obtained provided a reasonable basis for our conclusions; however, had an audit been performed, other matters may have come to our attention that would have been reported to you and our conclusions may have needed to be modified.

We are pleased to report that the eight recommendations contained in the original report are either implemented, partially implemented, or planned for implementation.

We would like to thank the management of the Business Development Division for their cooperation during this follow-up review.

GJM

### Attachment

**C:** The Honorable Buddy Dyer, Mayor  
Kevin Edmonds, Chief Administrative Officer  
Jody Litchford, Deputy City Attorney  
Francis J. "FJ" Flynn, Deputy Chief Administrative Officer  
Brooke Rimmer-Bonnett, Economic Development Director  
Pauline Eaton, Main Street Administrator

**Main Streets Program Reply and Implementation Summary**

#	Recommendations	Concur	Partially Concur	Do Not Concur	Original Management Action Plan	Original Target Date	Implementation Status	
							Current Status	Comments
1	All Districts should have a minimum of two signatures required for all check or cash disbursements. Electronic or stamped signatures should not be permitted. These processes should be included in the District's Financial Policy (see Observation MS.3).	✓			The City of Orlando Main Streets staff concurs with the recommendations and will be utilizing the information in the report to meet with each Main Street Board of Directors and Executive Directors. After presenting each district with their recommendations, OMS Administrator will follow up with a written report or updated information from each district relevant to their recommendations.	8/1/2019	Implemented	
2	The District financial reports should be provided to the Board on a regular basis, no less than monthly. This should also be included in the District's Financial Policy (see Observation MS.3).	✓			see above	8/1/2019	Implemented	
3	All Districts should have a Financial policy.	✓			see above	8/1/2019	Planned for Implementation	Most districts have implemented. Those who have not have included it in their Board agendas for upcoming Board meetings for adoption or have placed it in their work plans for committee review for this fiscal year.
4	Each District should develop and document a code of ethics and outline the expectations of its Board. Board Members should sign the document at least once per term to document their acceptance of the code of ethics. Additionally, Districts may consider expanding the code of ethics to apply to all members and individuals participating in events on the District's behalf.	✓			see above	8/1/2019	Partially Implemented	Most districts have implemented. Those who have not have included it in their Board agendas for upcoming Board meetings for adoption or have placed it in their work plans for committee review for this fiscal year.
5	Each District should develop and document a Conflicts of Interest policy and sections for whistleblower, and gift acceptance.	✓			see above	8/1/2019	Partially Implemented	Most districts have implemented. Those who have not have included it in their Board agendas for upcoming Board meetings for adoption or have placed it in their work plans for committee review for this fiscal year.

**Main Streets Program Reply and Implementation Summary**

#	Recommendations	Concur	Partially Concur	Do Not Concur	Original Management Action Plan	Original Target Date	Implementation Status	
							Current Status	Comments
6	Each District should develop and document a Diversity policy. Districts should also incorporate the process of performing a Board profile on an annual basis. The purpose of a Board profile is to identify the skills, areas of influence, and demographic make up of the Board to verify the District membership is properly represented (i.e. business and residential members, and area demographics). The results can be leveraged by the Board in recruiting and developing or executing District initiatives. Districts may choose to adopt sample policy language as applicable and appropriate to the individual organizations.	✓			see above	8/1/2019	Implemented	Most districts have submitted documentation of their policies. Those who have not have already voted to approve the concept and have committees working on language to be submitted by September, 2020.
7	The Districts should adopt a consistent chart of accounts.	✓			see above	8/1/2019	Implemented	We had only 1 district that asked to keep their current chart of accounts. College Park Main Street submitted their document and it was reviewed by staff. The current system was accepted, as it was near enough in content to be compatible with audit recommendations.
8	The Orlando Main Streets Program should consult with City Council to review the existing bylaws template and update the language for reference by existing and future Districts. The City may also consider updating the Memorandum of Agreement with Districts to address provisions not addressed in the existing bylaws.	✓			see above	8/1/2019	Implemented	Our practice does not include consultation with our City Council, we are advised by a City Attorney. Annual review of our Memorandum of Agreement is completed and changes are made prior to submitting the document to City Council the first meeting in October for approval. Changes have been made to our sample bylaws template, and we anticipate more changes this year due to Covid-19 situations.