

SAN BRUNO

Community Foundation

Audit Committee

Raul Gomez, *Chair* • Malissa Netane-Jones, *Member*
Leslie Hatamiya, *Executive Director*

AGENDA

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Audit Committee

February 19, 2020

4:00 p.m.

Meeting Location:

San Bruno City Hall, 567 El Camino Real, Room 101, San Bruno

In compliance with the Americans with Disabilities Act, individuals requiring reasonable accommodations or appropriate alternative formats for notices, agendas, and records for this meeting should notify us 48 hours prior to meeting. Please call the City Clerk's Office at 650-616-7058.

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment:** Individuals are allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, contact the President to request that the Board consider your comments earlier. It is the Board's policy to refer matters raised in this forum to staff for research and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendaized pursuant to State Law.
- 4. Approval of Minutes:** January 27, 2020, Special Committee Meeting
- 5. Conduct of Business**
 - a. Discuss Finalists Being Considered to Provide Nonprofit Audit and Tax Preparation Services to the San Bruno Community Foundation and Make Recommendation to the SBCF Board of Directors
- 6. Committee Member Comments**
- 7. Adjourn**

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Audit Committee

January 27, 2020

4:00 p.m.

Meeting Location:

San Bruno City Hall, 567 El Camino Real, Room 101, San Bruno

1. **Call to Order:** Committee Chair Gomez called the meeting to order at 4:03 p.m.
2. **Roll Call:** Committee Members Gomez and Netane-Jones, present.
3. **Public Comment:** None.
4. **Approval of Minutes:** October 18, 2019, Special Meeting: Chair Gomez moved to approve the minutes of the October 18, 2019, Special Meeting, seconded by Committee Member Netane-Jones, passed unanimously.
5. **Conduct of Business**
 - a. Review Proposals Received in Response to Request for Proposal for Nonprofit Audit and Tax Preparation Services and Provide Direction to Staff

With support from Executive Director Hatamiya and Accounting Consultant Frank Bittner, the latter participating by teleconference, the Committee reviewed the six proposals that the Foundation received in response to its Request for Proposal for Nonprofit Audit and Tax Preparation Services. After considerable discussion of the proposals, the Committee selected two accounting firms as finalists. The Committee members agreed to contact the finalists as needed with follow-up questions and to make reference calls for the finalists. The Committee directed the Executive Director to schedule an Audit Committee meeting for February 19, 2020, at 4:00 p.m.

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6. Committee Member Comments: None.

7. Adjourn: Committee Member Netane-Jones moved to adjourn the meeting at 4:58 p.m., seconded by Chair Gomez, approved unanimously.

Respectfully submitted for approval at the Special Audit Committee Meeting of February 19, 2020, by Audit Committee Chair Raul Gomez.

Raul Gomez, Audit Committee Chair

SAN BRUNO

Community Foundation

Memorandum

DATE: February 14, 2020

TO: Audit Committee, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Review of Finalist Accounting Firms Being Considered to Provide Nonprofit Audit and Tax Preparation Services to the San Bruno Community Foundation and Recommendation to the SBCF Board of Directors

On November 18, 2019, I began distributing to various Bay Area certified public accounting (CPA) firms with nonprofit practices the Request for Proposal for Nonprofit Audit and Tax Preparation Services (RFP) that the Audit Committee reviewed at its October 18, 2019, meeting and presented to the full Board on November 6, 2019. By the January 15, 2020, deadline, the Foundation had received proposals from six CPA firms.

I provided electronic copies of the proposals to the Committee and requested that Committee Members review the proposals by January 27. On January 27, the Committee met and discussed the proposals at length, selecting two finalists for further consideration, including follow-up phone calls and reference checks.

At its February 19 meeting, Committee members will report on the reference checks and communication with the finalists. The Committee will then deliberate and come to agreement on a CPA firm to recommend to the SBCF Board of Directors to conduct the Foundation's annual financial audit and prepare its state and federal tax returns for fiscal year 2019-2020.