

SAN BRUNO

Community Foundation

Audit Committee

John P. McGlothlin, *Chair* • Patricia Bohm, *Member*
Leslie Hatamiya, *Executive Director*

AGENDA

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Audit Committee

August 31, 2015
4:30 p.m.

Meeting Location:

San Bruno City Hall, 567 El Camino Real, Conference 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. Approval of Minutes:** August 26, 2015, Special Committee Meeting
- 4. Conduct of Business**
 - a. Select Accounting Firm to Provide Audit and Tax Preparation Services to Recommend to the Board of Directors for Approval
- 5. 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.
- 6. Adjourn**

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Audit Committee

August 26, 2015

12:30 p.m.

Meeting Location:

San Bruno City Hall, 567 El Camino Real, Conference Room #115, San Bruno

1. **Call to Order:** Committee Chair McGlothlin called the meeting to order at 12:45 p.m.
2. **Roll Call:** Committee Members McGlothlin and Bohm, present.
3. **Approval of Minutes:** August 17, 2015, Special Committee Meeting: Committee Member Bohm moved to approve the minutes of the August 17, 2015, Special Committee Meeting, seconded by Chair McGlothlin, approved unanimously.

4. Conduct of Business

- a. Interview Accounting Firms Being Considered to Provide Audit and Tax Preparation Services to the San Bruno Community Foundation

The Committee interviewed four finalist accounting firms to provide audit and tax preparation services to the Foundation.

5. Public Comment: None.

6. Adjourn: Chair McGlothlin adjourned the meeting at 4:52 p.m.

Respectfully submitted for approval at the Special Audit Committee Meeting of August 31, 2015, by Audit Committee Chair John McGlothlin.

John McGlothlin, Audit Committee Chair

SAN BRUNO

Community Foundation

Memorandum

DATE: August 27, 2015

TO: Audit Committee, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Selection of Accounting Firm to Provide Audit and Tax Preparation Services to Recommend for Approval to the San Bruno Community Foundation Board of Directors

On June 30, I began distributing to various Bay Area certified public accounting (CPA) firms with nonprofit practices the Request for Proposal for Audit and Tax Preparation Services (RFP) that the Audit Committee prepared at its June 23 meeting and presented to the full Board on June 29. By the July 31 deadline, SBCF had received proposals from 11 CPA firms; one additional proposal arrived on August 1.

I provided electronic copies of the proposals to the Committee and requested that Committee Members review the proposals by August 17. On August 17, the Committee met and discussed the proposals at length, selecting four finalists for further consideration, including interviews with the Committee and reference checks.

At its August 26 meeting, the Committee interviewed representatives from the four finalist firms. Committee members are in the process of conducting reference checks via telephone calls for each of the finalists.

On August 31, the Committee will meet to report on reference check calls, discuss the finalists, and ultimately select one CPA firm to recommend to the Board of Directors for approval at its September 2, 2015, special meeting.