

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 26, 2015
12:30 p.m.

Meeting Location:

San Bruno City Hall, 567 El Camino Real, Conference Room #115, 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 17, 2015, Special Committee Meeting
- 4. Conduct of Business**
 - a. Interview Accounting Firms Being Considered to Provide Audit and Tax Preparation Services to the San Bruno Community Foundation
- 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 17, 2015

4:30 p.m.

Meeting Location:

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

1. **Call to Order:** Committee Chair McGlothlin called the meeting to order at 4:34 p.m.
2. **Roll Call:** Committee Members McGlothlin and Bohm, present.
3. **Approval of Minutes:** June 23, 2015, Special Committee Meeting: Committee Member Bohm moved to approve the minutes of the June 23, 2015, Special Committee Meeting, seconded by Chair McGlothlin, approved unanimously.
4. **Conduct of Business**
 - a. Review Proposals Received in Response to Request for Proposal for Audit and Tax Preparation Services and Select Finalists for Further Consideration

The Committee reviewed the 12 proposals that the Foundation received in response to its Request for Proposal for Audit and Tax Preparation Services. After considerable discussion of the proposals, the Committee selected four accounting firms to invite for in-person interviews with the Committee. The Committee directed Executive Director Hatamiya to poll Committee members for interview dates and set up the interviews. The Committee members agreed to make reference calls for the four finalists and directed the Executive Director to compile and circulate a list of references. The Committee also agreed to email the Executive Director suggested questions for interviews and reference calls.

5. **Public Comment:** None.
6. **Adjourn:** Chair McGlothlin adjourned the meeting at 5:38 p.m.

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Respectfully submitted for approval at the Special Audit Committee Meeting of August 26, 2015,
by Audit Committee Chair John McGlothlin.

John McGlothlin, Audit Committee Chair

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Memorandum

DATE: August 24, 2015

TO: Audit Committee, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Interviews of Accounting Firms Being Considered to Provide Audit and Tax Preparation Services to the San Bruno Community Foundation

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 will interview representatives from the four finalists. The interviews will begin at 1:00 p.m., and each interview will last no longer than 45 minutes. After the interviews are completed, the Committee will report on its progress in making reference check calls on the finalists and discuss next steps in its deliberations.