

SAN BRUNO

Community Foundation

Audit Committee

John P. McGlothlin, *Chair* • Patricia Bohm, *Member*

Leslie Hatamiya, *Executive Director*

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Audit Committee

June 23, 2015

4:30 p.m.

Meeting Location:

San Bruno Senior Center Library, 1555 Crystal Springs Road, San Bruno

1. **Call to Order:** Committee Member McGlothlin called the meeting to order at 4:43 p.m.
2. **Roll Call:** Committee Members McGlothlin and Bohm, present.
3. **Conduct of Business:**

- a. Elect Audit Committee Chair

Committee Member Bohm moved to elect Committee Member McGlothlin as Audit Committee Chair, seconded by Committee Member McGlothlin, approved unanimously.

- b. Review and Approve Request for Proposal for Audit Services and Provide Direction to Executive Director on Next Steps in the Auditor Selection Process

The Committee reviewed, discussed, and edited the draft Request for Proposal for Audit and Tax Preparation Services and related Professional Services Agreement Template for Audit and Tax Preparation Services (as provided in Exhibits A and B, respectively), to be distributed to the SBCF Board of Directors at its June 29, 2015, meeting, along with a list of potential certified public accounting firms specializing in nonprofit audit and tax preparation work that the Committee has assembled. The Committee also agreed upon the following schedule for next steps in the auditor selection process:

- June 29: Audit Committee reports process and timeline to the Board and shares RFP with the Board
- Starting June 30: Executive Director sends the RFP to CPA firms that provide nonprofit audit and related services
- July 31: Deadline for receiving responses to the RFP
- August 10-16: Audit Committee reviews the responses
- August 17: Audit Committee meets to select a small number of finalists for consideration

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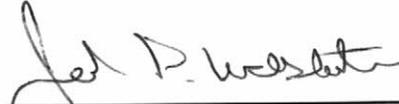
Leslie Hatamiya, *Executive Director*

- August 18-30: Audit Committee interviews finalists, requests additional information as needed, and checks references
- August 31: Audit Committee meets to select top finalist to recommend to the Board
- September: Board approves selection of a CPA firm for audit and related services (may need to schedule special meeting in early September)

4. Public Comment: None.

5. Adjourn: Committee Member Bohm moved to adjourn the meeting at 5:49 p.m., seconded by Chair McGlothlin, approved unanimously.

Respectfully submitted for approval at the Special Audit Committee Meeting of August 17, 2015, by Audit Committee Chair John McGlothlin.



John McGlothlin, Audit Committee Chair