

## **Minutes of Audit Committee Meeting of April 4, 2019**

**One Twin Pines Lane  
City Hall, Suite 360  
CALL TO ORDER 3:03 P.M.**

### **ROLL CALL**

COMMITTEE MEMBERS PRESENT: Violet, Lieberman, Mates

STAFF PRESENT: Finance Director Fil, Acting Deputy Finance Director Chu, and Management Analyst Voelker

OTHERS PRESENT: Amy Meyer, Principal, Maze & Associates (Invited) and Patrick Callan, Supervisor, Maze & Associates (Invited)

### **ORAL COMMUNICATION/PUBLIC COMMENTS**

There were no public comments.

### **CONSENT CALENDAR**

**ACTION:** By unanimous voice vote, with Committee Member Lieberman abstaining, the October 11<sup>th</sup> meeting minutes were noted and filed.

### **OTHER BUSINESS**

#### **Fiscal Year 2019 Audit Plan**

Principal Amy Meyer presented Maze & Associates' interim work and shared with the Committee the plan for the coming audit, including the planned scope of the audit, audit timing, risk assessment, and fraud considerations. She listed the particular items of review for the City, Belmont-San Carlos Fire Department and Net Six audits. Discussion ensued regarding controls and audit scans to protect information moving to the Cloud. The Committee requested that Information Technology Director Jones give a high-level presentation at a future Audit Committee meeting regarding this topic.

Director Fil reviewed a few items of interest, noting that this will likely be the last year the City will manage Net Six's audit, as those duties are being transferred over to San Mateo as part of the fire department merger. In addition, Director Fil explained that there is a Gann limit issue for which the City is engaging Maze & Associates to help with the calculation to get overpayment of taxes under the cap. Discussion ensued.

Principal Meyer noted no exceptions in their audit tests. She stated that she will be sending out a required letter to the Audit Committee regarding fraud within the next month or so.

No action was taken, as this was an informational item only.

**Annual Audit Committee Reorganization**

Moved by Committee Member Lieberman, seconded by Chair Violet, there was a motion to appoint Committee Member Hurt as the Vice-Chair. By unanimous voice vote, Committee Member Hurt was appointed as Vice-Chair of the Audit Committee.

**COMMITTEE UPDATES AND STAFF ITEMS**

**Meeting Calendar**

The Committee discussed and concurred that the next scheduled meeting to review the FY 2020 Budget would be June 6<sup>th</sup> at 3:00 pm.

**ADJOURNMENT 3:49 p.m.**

**Thomas Fil  
Finance Director**