



**Town of Atherton
FINANCE COMMITTEE
DRAFT MINUTES**

July 14, 2020

2:00 PM

**THIS MEETING IS BEING HELD VIRTUALLY
&
OPTIONAL CONSTRUCTION SITE TOUR OF
TOWN CENTER
91 ASHFIELD RD.**

This meeting is compliant with the Governors Executive Order N-25-20 issued on March 4, 2020, and Executive Order N-29-20 issued on March 17, 2020, allowing for deviation of teleconference rules required by the Brown Act. The purpose of this is to provide the safest environment for staff and the public while allowing for public participation. The meeting will be held by tele or video conferencing. The public may participate via: Zoom Meeting.

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Meeting ID: 996 6618 8166

Weblink: <https://ci-atherton-ca.zoom.us/j/99666188166>

PLEASE NOTE: *Times listed on the Agenda are approximate; items may be taken up out of order.*

1. ROLL CALL

Jeffrey Lee, Walter Sleeth, Ann Yvonne Walker, Devika Patil, Kate Scolnick, Rick DeGolia, Elizabeth Lewis

Present: Walker, Sleeth, Patil, Scolnick, DeGolia, Lewis

Absent: Lee

2. PUBLIC COMMENT

(REMOTE PUBLIC COMMENTS: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. The following email will be monitored during the meeting and public comments received will be read into the record. This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the

Agenda that is within the subject matter jurisdiction of the Committee. State law prohibits the Committee from acting on items not listed on the Agenda in most circumstances. Each speaker is limited to three minutes.)

REGULAR AGENDA

3. Review and Approve Draft Minutes of May 12, 2020 Finance Committee
Motion to approve minutes by Walker, seconded by Sleeth. All in Favor
4. Selection of Chair and/or Vice Chair of the Audit/Finance Committee for FY 2020/21
This item was selection of Chair and Vice Chair of the Finance Committee. Walker proposed to be the Chair and motion by Sleeth. For Vice Chair, Walker nominated member Sleeth. All in Favor
5. Discussion of the Fiscal Year 2019/20 Preliminary Audit & Scope SAS 114 communication– Grace Chang, Auditor, Maze & Associates
This item was a discussion presentation by Town independent audit engagement partner Grace Zhang of the Fiscal Year Audit & Scope SAS 114 communication. This was the audit planning communication of the auditor responsibilities, scope, timing, independence, and process of the audit. Discussion included fraud considerations, materiality, auditing standards and process communication of the interim audit process. The final field work audit is scheduled for the week of October 19.
6. Discuss and set Finance Meeting dates for Fiscal Year 2020/21
This item was a discussion to set the Finance meeting dates for fiscal year 2020/21. Meeting dates were presented as second Tuesday of every other month, starting with September 8, November 10, January 12, 2021, March 9, 2021, May 11, 2021 and July 13, 2021. With possibly joint budget study sessions in April and May. Discussion ensued and it was suggested to move the September 8 meeting due to Labor Day holiday to September 15. All in favor for the presented meeting dates and changes. It was communicated, any meeting dates outside these dates would be listed as Special Meetings of the Finance Committee.
7. Optional visit and tour of the Atherton Town Center Project Site-
Social Distance Protocol to be followed- **Convening of Finance meeting and those members wishing to attend site tour met at the construction site.**
8. Next Meeting Date, Future Agenda Items and Time- September 8, 2020
Meeting Adjourned to next meeting of September 15, 2020
9. Adjourn **Motion by Devika, seconded by Sleeth; All in Favor 2:47pm**

👉 Please contact the City Clerk's office at (650) 752-0500 with any questions

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Park Program Manager at (650) 752-0534. Notification of 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. (29 CRF 35.104 ADA Title II
Posted: