

SAN BRUNO

Community Foundation

Audit Committee

Raul Gomez, Chair • Jim Ruane, Member

Leslie Hatamiya, Executive Director

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Audit Committee

January 24, 2025

3:00 p.m.

Meeting Location:

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

1. **Call to Order:** Committee Chair Gomez called the meeting to order at 3:10 p.m.
2. **Roll Call:** Committee Members Gomez and Ruane, present.
3. **Public Comment:** None.
4. **Approval of Minutes:** October 21, 2024, Special Meeting: Committee Member Ruane moved to approve the minutes of the October 21, 2024, Special Meeting, seconded by Chair Gomez, passed unanimously.
5. **Conduct of Business**
 - a. Review Proposals Received in Response to Request for Proposal for Nonprofit Audit and Tax Preparation Services and Provide Direction to Staff on Next Steps in the Auditor Selection Process

With support from Executive Director Hatamiya, the Committee reviewed the five proposals that the Foundation received in response to its Request for Proposal for Nonprofit Audit and Tax Preparation Services. After discussion of the proposals, the Committee agreed to recommend to the Board of Directors the accounting firm of Novogradac & Company LLP to provide audit and tax preparation services for fiscal year 2024-2025, on the condition that Novogradac assign a new set of staff accountants to work on the Foundation's account. Chair Gomez agreed to call Novogradac's Lance Smith to confirm that the firm would rotate the staff members working on the SBCF account under Mr. Smith's direction. Assuming that Chair Gomez received confirmation from Mr. Smith, the Committee

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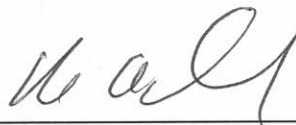
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directed Executive Director Hatamiya to proceed with its recommendation of Novogradac at the Board's March 5, 2025, meeting.

6. Committee Member Comments: None.

7. Adjourn: Committee Member Ruane moved to adjourn the meeting at 3:18 p.m., seconded by Chair Gomez, approved unanimously.

Respectfully submitted for approval at the Special Audit Committee Meeting of October 22, 2025, by
Audit Committee Chair Raul Gomez.



Raul Gomez, Audit Committee Chair