



SPECIAL MEETING AGENDA

Date: 2/15/2024
Time: 5:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 834 2885 4939 and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

Commissioner Bramlett will be participating from:
79114 US Highway 40
Winter Park, CO 80482

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at Downtown Conference Room
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 834 2885 4939
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 834 2885 4939
Press *9 to raise hand to speak

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Special Session

A. Call To Order

B. Roll Call

C. Regular Business

- C1. Review the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023 and recommend receipt by City Council ([Staff Report #24-003-FAC](#))

D. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.gov/agendas and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 2/12/2024)



STAFF REPORT

Finance and Audit Commission

Meeting Date: 2/15/2024
Staff Report Number: 24-003-FAC

Regular Business: **Review the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023, and recommend receipt by City Council**

Recommendation

Staff recommends the Finance and Audit Commission review and recommend that the City Council receive, review, and file the Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2023.

Policy Issues

Annually, the City is required to prepare financial statements in accordance with generally accepted accounting principles with independent assurance that the information provided in the statements is reliable. Following the close of each fiscal year, the City's external auditors conduct an audit of the City's financial statements and issue an opinion on whether the information presented in the statements is reliable.

Background

The City is contracted with The Pun Group, LLP, an independent accounting firm, to audit the City's ACFR. The goal of a financial statement audit is to provide reasonable assurance from an independent source that the information presented in the statements is reliable.

The ACFR contains the audited financial statements, management's discussion and analysis, the independent auditor's report, citywide statistical information, along with numerous required disclosures, which summarize and present the financial information for the City of Menlo Park as well as the Successor Agency to the Former Redevelopment Agency.

In addition, last year's ACFR received the distinguished Certificate of Achievement for Excellence in Financial Reporting (COA) from the Government Finance Officers Association (GFOA). To receive this award, a government must publish an easily readable and efficiently organized ACFR that evidence a spirit of transparency and full disclosure. The goal of the COA program is not to assess the financial health of the City, but rather to ensure that users of the financial statements have the information they need to do so themselves. Staff intends to submit the ACFR to the GFOA and feels confident that the report will again meet these standards.

Analysis

After review of the City's financial statements, the Pun Group rendered an unmodified or clean opinion that the financial statements "present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."

A summary of key information regarding the City's financial activities is presented below. Please refer to the Management's Discussion and Analysis (MD&A) section in the ACFR for detailed discussion of the City's financial performance beginning on page 5.

Government-Wide

The government-wide financial statements provide a longer-term view of the City's activities as a whole and are presented in a manner similar to a private-sector business. These statements include:

Statement of Net Position – Presents information on all City assets and deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between them reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

Statement of Activities – Presents information reflecting any change in the government's net position including revenues and expense for the City as a whole.

The government-wide financial statements separate City activities into functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities).

- **Governmental activities** – All of the City's basic services, such as public safety, community development, parks and recreation, library and general government are considered to be governmental activities. These services are supported by general city revenues, such as taxes, and by specific program revenues, such as developer fees.
- **Business-type activities** – The City's water system and solid waste services are reported here. Unlike governmental services, these services are supported by charges paid by users based on the amount of the service they use.

As of June 30, 2023, the City's net position increased by \$31.5 million to \$563.1 million. The largest portion of the City's net position (\$384.7 million, or 68.3%) is net investment in capital assets, such as land, buildings, infrastructure, vehicles, and other capital assets, less any related outstanding debt used to acquire those assets. The restricted portion of the City's net position (\$122 million, or 21.7%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$56.4 million, or 10%, is unrestricted and may be used to meet the City's ongoing obligations.

General Fund

The General Fund is the largest and most active governmental fund, as it is the primary operating fund of the City. For the fiscal year ended June 30, 2023, General Fund revenues and other financing sources increased by \$12.1 million to \$77.8 million, while expenditures and other financing uses increased by \$6.4 million to \$76.1 million. Of particular note is the City's continued investment in capital infrastructure with a transfer of \$6.4 million to the Capital Improvement Fund for approved capital projects and funding for future projects. Overall, the General Fund saw an increase to the fund balance of \$1.7 million, which is categorized as follows:

Nonspendable	\$ 0.1 million
Restricted	\$ 0 million
Committed	\$27.3 million
Assigned	\$ 4.6 million
Unassigned	\$ 2.6 million

The City's General Fund Reserve Policy sets aside as part of the committed fund balance \$10.7 million for emergency contingencies, \$14.3 million to mitigate the effects of major economic uncertainties, and \$2.3 million for strategic pension fund opportunities.

Impact on City Resources

The independent auditing services are a covered expense within the City's fiscal year 2023-24 adopted budget.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Hyperlink – Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023: <https://menlopark.gov/ACFR>
- B. Measure A Transportation Fund report for the year ended June 30, 2023
- C. Measure W Transportation Fund report for the year ended June 30, 2023
- D. Belle Haven Child Development Center report for the year ended June 30, 2023

Report prepared by:
Adrian Patino, Management Analyst II

Report reviewed by:
Jared Hansen, Assistant Administrative Services Director

City of Menlo Park Measure A Fund

Menlo Park, California

Schedule of Receipts and Disbursements and Independent Accountants' Reports

For the Year Ended June 30, 2023





INDEPENDENT ACCOUNTANTS' REPORT

To the Honorable Mayor and Members of the City Council
of the City of Menlo Park
Menlo Park, California

We have examined management of the City of Menlo Park's (the "City") assertion, included in the accompanying Management's Report on Compliance with the *Agreement for Distribution of San Mateo County Measure A Funds for Local Transportation Purposes* (the "Agreement") between the City and the San Mateo County Transportation Authority (the "Authority") entered into on August 18, 1989, and amended on June 17, 2009, that the City complied with the requirements of the Agreement during the year ended June 30, 2023. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on management's assertion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the City complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the City complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, management's assertion that the City complied with the aforementioned requirements for the year ended June 30, 2023, is fairly stated, in all material respects.

This report is intended solely for the information and use of the members of the Authority, City Council, and management and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.



Walnut Creek, California
December 15, 2023

City of Menlo Park Measure A Fund
Schedule of Receipts and Disbursements
For the Year Ended June 30, 2023

Receipts:	
Sales and use taxes	\$ 1,249,738
Interest income	26,337
Total receipts	<u><u>\$ 1,276,075</u></u>
 Disbursements:	
Measure A funds	
Multi-modal management	\$ 624
Streets	338,308
Transportation demand management program	484,916
Total disbursements	<u><u>\$ 823,848</u></u>
 Other Financing Sources (Uses)	
Transfers out	\$ 90,000
Total other financing sources (uses)	<u><u>\$ 90,000</u></u>
Receipts over disbursements	<u><u>\$ 362,227</u></u>



December 15, 2023

San Mateo County Transportation Authority
120 San Carlos Avenue
San Carlos, California 94070

Management’s Report on Compliance with the *Agreement for Distribution of San Mateo County Measure A Funds for Local Transportation Purposes*

The City of Menlo Park (the “City”) is responsible for complying with the *Agreement for Distribution of San Mateo County Measure A Funds for Local Transportation Purposes* (the “Agreement”) between the City and the San Mateo County Transportation Authority entered into on August 18, 1989, and amended on June 17, 2009. The Agreement states that in return for receiving an annual allocation of a specified portion of the retail transaction and use tax approved by *Measure A – San Mateo County Transportation Expenditure Plan*, the City, in use of these funds, shall “refrain from substituting funds provided to it pursuant to this Agreement for property tax funds which are currently being used to fund existing local transportation programs and limit the use of said funds to the improvement of local transportation, including streets and road improvements.”

With respect to compliance with the Agreement, management attests to the following for the year ended June 30, 2023:

- Management is responsible for establishing and maintaining an effective internal control with respect to compliance with the Agreement.
- Management is responsible for complying with the Agreement.
- Management has evaluated the City’s compliance with requirements of the Agreement; and
- All Transactions, as summarized in the attached Schedule of Receipts and Disbursements for the fiscal year ended June 30, 2023, are in compliance with the Agreement.

DocuSigned by:
Justin Murphy
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Justin I. C. Murphy
City Manager

City of Menlo Park Measure W Fund

Menlo Park, California

Schedule of Receipts and Disbursements and Independent Accountants' Reports

For the Year Ended June 30, 2023



INDEPENDENT ACCOUNTANTS' REPORT

To the Honorable Mayor and Members of the City Council
of the City of Menlo Park
Menlo Park, California

We have examined management of the City of Menlo Park's (the "City") assertion, included in the accompanying Management's Report on Compliance with the *Agreement for Distribution of San Mateo County Measure W Funds for Local Transportation Purposes* (the "Agreement") between the City and the San Mateo County Transportation Authority (the "Authority") entered into on October 7, 2020, that the City complied with the requirements of the Agreement during the year ended June 30, 2023. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on management's assertion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the City complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the City complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, management's assertion that the City complied with the aforementioned requirements for the year ended June 30, 2023, is fairly stated, in all material respects.

This report is intended solely for the information and use of the members of the Authority, City Council, and management and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.



Walnut Creek, California
December 15, 2023

**City of Menlo Park Measure W Fund
Schedule of Receipts and Disbursements
For the Year Ended June 30, 2023**

Receipts:	
Sales and use taxes	\$ 543,751
Interest income	<u>28,196</u>
Total receipts	<u><u>\$ 571,947</u></u>
Disbursements:	
Measure W funds	
Streets	<u>\$ 608</u>
Total disbursements	<u><u>\$ 608</u></u>
Receipts over disbursements	<u><u>\$ 571,339</u></u>



December 15, 2023

San Mateo County Transportation Authority
120 San Carlos Avenue
San Carlos, California 94070

Management's Report on Compliance with the Agreement for Distribution of San Mateo County Measure W Funds for Local Transportation Purposes

The City of Menlo Park (the "City") is responsible for complying with the *Agreement for Distribution of San Mateo County Measure W Funds for Local Transportation Purposes* (Agreement) between the City and the San Mateo County Transportation Authority entered into on October 17, 2019. The Agreement states that in return for receiving an annual allocation of a specified portion of the retail transaction and use tax approved by *Measure W - San Mateo County Transportation Expenditure Plan*, the City, in use of these funds, shall "refrain from substituting funds provided to it pursuant to this Agreement for property tax funds which are currently being used to fund existing local transportation programs and limit the use of said funds to the improvement of local transportation, including streets and road improvements."

With respect to compliance with the Agreement, management attests to the following for the year ended June 30, 2023:

- Management is responsible for establishing and maintaining an effective internal control with respect to compliance with the Agreement.
- Management is responsible for complying with the Agreement.
- Management has evaluated the City's compliance with requirements of the Agreement; and
- All Transactions, as summarized in the attached Schedule of Receipts and Disbursements for the fiscal year ended June 30, 2023, are in compliance with the Agreement.

DocuSigned by:

Justin Murphy

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Justin I. C. Murphy
City Manager

**City of Menlo Park
Belle Haven Child Development
Center**

Menlo Park, California

**Independent Auditors' Reports and
Financial Statements**

For the Year Ended June 30, 2023



**City of Menlo Park, California
 Belle Haven Child Development Center
 For the Year Ended June 30, 2023**

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**City of Menlo Park, California
Belle Haven Child Development Center
For the Year Ended June 30, 2023**

General Information

Name of Agency

City of Menlo Park
Belle Haven Child Development Center
410 Ivy Drive
Menlo Park, California

Program Number

41-2184-00-2

Type of Agency

Public Agency of the City of Menlo Park

Director of Library and Community Services

Sean Reinhart

Interim Finance Director

Marvin Davis

City Manager

Justin Murphy

Period Covered

The Fiscal Year Ended June 30, 2023

Days of Operation

244

Hours of Operation

7:30AM to 4:45PM

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INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and the Members of the City Council
Belle Haven Child Development Center
Menlo Park, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the City of Menlo Park, California (the “City”) Belle Haven Child Development Center (the “Child Development Center”), which comprise the balance sheet as of June 30, 2023 and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Child Development Center as of June 30, 2023, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (“GAAS”) and the standard applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors’ Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and the Child Development Center and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Child Development Center and do not purport to, and do not, present fairly the financial position of the City of Menlo Park, California, as of June 30, 2023, the changes in its financial position, or where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Child Development Center's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Child Development Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Management has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose forming an opinion on the financial statements of the Child Development Center. The Supplementary Information, as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the Child Development Center's financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 13, 2023, on our consideration of the Child Development Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Child Development Center's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Child Development Center's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "The PwC Group, LLP". The signature is written in a cursive, flowing style.

Santa Ana, California
December 13, 2023

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FINANCIAL STATEMENTS

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City of Menlo Park
Belle Haven Child Development Center
Balance Sheet
June 30, 2023

ASSETS:

Cash and investments	\$ 428,777
Federal support receivable - food service	10,912
Total assets	<u>\$ 439,689</u>

LIABILITIES AND FUND BALANCE

LIABILITIES:

Accounts payable	\$ 16,448
Due to state	49,928
Salaries and benefits payable	58,357
Due to the City of Menlo Park	174,273
Total liabilities	<u>299,006</u>

FUND BALANCE:

Restricted	140,683
Total fund balance	<u>140,683</u>
Total liabilities and fund balance	<u>\$ 439,689</u>

City of Menlo Park
Belle Haven Child Development Center
Statement of Revenues, Expenditures, and Change in Fund Balance
For the Year Ended June 30, 2023

REVENUES:

Federal support - food services	\$	51,116
State support - child development		1,598,572
Parent fees - non certified		44,833
Other revenue - CRRSA		173,204
Other revenue - QRIS		14,328
Contribution from City		238,167
Reimbursement revenue		1,066
Total revenues		2,121,286

EXPENDITURES:

Current:

Salaries		
Certified teachers		478,651
Institutional aides		551,921
Employee benefits		469,832
Food services		84,987
Instructional materials and supplies		50,155
Utilites		21,760
Miscellaneous operating expense		164
Professional services		13,370
Total expenditures		1,670,840

NET CHANGE IN FUND BALANCE		450,446
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FUND BALANCE (DEFICIT):

Beginning of Year		(309,763)
End of Year		\$ 140,683

NOTES TO THE FINANCIAL STATEMENTS

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City of Menlo Park
Belle Haven Child Development Center
Notes to the Financial Statements
For the Year Ended June 30, 2023

Note 1 – Summary of Significant Accounting Policies

A. Reporting Entity

The accompanying financial statements of the City of Menlo Park (the “City”) Belle Haven Child Development Center (“Child Development Center”) include the financial activities of the City’s preschool age childcare center. The financial operations of Child Development Center are accounted for in the General Fund of the City.

The accompanying financial statements are not intended to present the financial position or results of operations of the City.

B. Measurement Focus Basis of Accounting

The financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (“U.S. GAAP”) and to meet the requirements of the California Department of Education (“CDE”).

The Child Development Center’s financial activities are reported using “current financial resources” measurement focus and the modified accrual basis of accounting where revenues are recognized in the accounting period in which they become measurable and available to pay liabilities of the current period. Revenues considered susceptible to accrual include charges for services, federal and state grants and interest. For these purposes, the Child Development Center considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures are recognized in the accounting period in which the liability is incurred.

The accompanying financial statements are not intended to and does not present the financial position or results of operations of the City.

C. Cash and Investments

The Child Development Center’s cash is pooled with the City’s internal investment pool, which is considered to be cash on hand, demand deposits, and short-term investments with original maturity of three months or less from the date of acquisition.

D. Fund Balance

The Program only has restricted fund balance as defined below:

Restricted – Restricted fund balances encompass the portion of net fund resources subject to externally enforceable legal restrictions. This includes externally imposed restrictions by creditors, grantors, laws or regulations of other governments, as well as restrictions imposed by law through constitutional provisions or enabling legislation.

E. Use of Estimates

The preparation of the financial statements is prepared in accordance with U.S. GAAP and it requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

City of Menlo Park
Belle Haven Child Development Center
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2023

Note 1 – Summary of Significant Accounting Policies (Continued)

F. Program Funding Terms & Conditions

In accordance with the applicable requirements from the Funding Terms & Conditions of the California State Preschool Program (Grant Program):

- Interest expense is only allowable as a reimbursable cost in certain circumstances when it has been preapproved by the administering state department or relates to the lease, purchase, acquisition, or repair or renovation of early learning and cash facilities owned or leased by the contractor. No interest expense was claimed to a child development contract for the year ended June 30, 2023.
- All expenses claimed for reimbursement under a related rent transaction must be supported by a fair market rental estimate from an independent appraiser, licensed by the California Office of Real Estate Appraisers. There were no related party rent expenses claimed for the year ended June 30, 2023.
- Bad debt expense is unallowable unless it relates to uncollectible family fees where documentation of adequate collection attempts exists. No bad debt expense was claimed to a child development contract for the year ended June 30, 2023.

Note 2 – Cash and Investments

Cash is deposited in the City’s internal investment pool, which is reported at the amortized cost. The Child Development Center does not own specifically identifiable securities in the City’s pool. Investments held in the City’s cash management pool are available on demand to the Child Development Center and are stated at fair value. Information regarding categorization of investments can be found in the City’s financial statements. Interest income is allocated based on average cash balances. Investment policies and associated risk factors applicable to the Child Development Center are those of the City and are included in the City’s basic financial statements. At June 30, 2023, the Child Development Center had \$428,777 in cash and investments in the City’s pool.

Note 3 – Child Development Contracts

The Child Development Center contracts with the California State Department of Education to conduct a child development program. Program reimbursement is the lesser of allowable costs incurred and a maximum funding amount, which is based on average daily enrollment and days of operation. For the year ended June 30, 2023, the Child Development Center earned \$1,933,047 of the maximum reimbursable amount of \$2,315,756.

The Child Development Center had the following grant receipts for the fiscal year ending June 30, 2023:

	Contract Number	Grant Award Amount	Grant Cash Received	Grant Expenditures	Amount Due To State
State Grants:					
Child Development	CSPP-2506	\$ 2,131,520	\$ 1,648,500	\$ 1,598,572	\$ (49,928)
Total state grants		<u>\$ 2,131,520</u>	<u>\$ 1,648,500</u>	<u>\$ 1,598,572</u>	<u>\$ (49,928)</u>

City of Menlo Park
Belle Haven Child Development Center
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2023

Note 4 – Food Service Contract

Under a separate contract, the California State Department of Education provided cost reimbursement support for food services. The following is an analysis of the support of the food service program and receivable of the year ended June 30, 2023.

Cash Received During the Year	Current Year Receivable	Prior Year Receivable	Total Revenue
\$ 49,318	\$ 10,912	\$ (9,114)	\$ 51,116

Note 5 – Schedule of State and Federal Awards

Grantor	Assistance Listing Number	Grantor's Number	Award Amount			Expenditures		
			Federal	State	Total	Federal	State	Total
U.S. Department of Agriculture								
Passed through California								
Department of Education								
Child Care Meals Program	10.558	N/A	\$ 51,116	\$ -	\$ 51,116	\$ 51,116	\$ -	\$ 51,116
U.S. Department of Health and Human Services								
Passed through California								
Department of Education								
Child Care and Development Block Grant	93.575	N/A	173,204	-	173,204	7,540	-	7,540
Total federal grants			<u>224,320</u>	<u>-</u>	<u>224,320</u>	<u>58,656</u>	<u>-</u>	<u>58,656</u>
California Department of Education								
Child Development Program-2023	N/A	CSPP-2506	-	1,598,572	1,598,572	-	1,598,572	1,598,572
Total state grants			-	1,598,572	1,598,572	-	1,598,572	1,598,572
Total			<u>\$ 224,320</u>	<u>\$ 1,598,572</u>	<u>\$ 1,822,892</u>	<u>\$ 58,656</u>	<u>\$ 1,598,572</u>	<u>\$ 1,657,228</u>

Note 6 – Schedule of Administrative Costs

Total administrative costs for administrative salaries and audit services were \$29,113 for the year ended June 30, 2023. These costs were funded by the General Fund and are not required to be paid back. As such, they are not recognized as expenses in the financial statements.

City of Menlo Park
Belle Haven Child Development Center
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2023

Note 7 – Contributed Space

The City provides the facility space at no cost to the Child Development Center.

Note 8 – Commitments and Contingencies

The Child Development Center participates in a number of Federal and State programs that are fully or partially funded by grants received from other governmental units. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to a noncompliance with grantor program regulations, the Child Development Center may be required to reimburse the grantor government. As of June 30, 2023, some amounts of grant expenditures have not been audited, but the Child Development Center believes that disallowed expenditures, if any, sequent audits will not have a material effect on the Child Development Center.

SUPPLEMENTARY INFORMATION

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City of Menlo Park
Belle Haven Child Development Center
Schedule of Expenditures by State Categories
For the Year Ended June 30, 2023

Expenditures	Reimbursable	Non-Reimbursable	Total
1000 Certified Salaries:			
Teacher's salaries	\$ 478,651	\$ -	\$ 478,651
2000 Classified Salaries:			
Salaries of instructional aides for direct teaching assistance	551,921	-	551,921
3000 Employee Benefits:			
Old age, survivors, disability and health insurance	469,832	-	469,832
4200 Books, Supplies, and Equipment Repayment:			
Instructional materials and supplies	34,965	15,190	50,155
4710 Food services	84,987	-	84,987
5500 Contracted Services and Other Operating Expenses:			
Utilities	21,760	-	21,760
5100 Audit and miscellaneous services	-	13,370	13,370
5800 Miscellaneous	164	-	164
Total Expenditures	\$ 1,642,280	\$ 28,560	\$ 1,670,840

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Contractor Name:

**California Department of Education
Audited Enrollment, Attendance and Fiscal
Report for California State Preschool Program**

Contract Number:

Fiscal Year Ended: June 30, 2023

Vendor Code:

Section 1 – Number of Counties Where Services are Provided

Number of counties where the agency provided services to certified children (Form 1):

Number of counties where the agency provided mental health consultation services to certified children (Form 2):

Number of counties where the agency provided services to non-certified children (Form 3):

Number of counties where the agency provided mental health consultation services to non-certified children (Form 4):

Total enrollment and attendance forms to attach:

Note: For each of the above categories, submit one form for each service county.

Section 2 – Days of Enrollment, Attendance and Operation

Enrollment and Attendance Form Summary	Column A Cumulative FY per CPARIS	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjusted Days per Audit
Total Certified Days of Enrollment				
Total Certified Days of Enrollment with Mental Health Consultation Services				
Days of Attendance (including MHCS)				N/A
Total Non-Certified Days of Enrollment				
Total Non-Certified Days of Enrollment with Mental Health Consultation Services				

Days of Operation	Column A Cumulative FY per CPARIS	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjusted Days per Audit
Days of Operation				N/A

Contractor Name:

Contract Number:

Section 3 – Revenue

Restricted Income	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Child Nutrition Programs			
County Maintenance of Effort (EC Section 8260)			
Other:			
Other:			
TOTAL RESTRICTED INCOME			

Transfer from Reserve	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Transfer from Preschool Reserve Account			

Other Income	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Waived Family Fees for Certified Children			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income: Fees for Non-Certified Children			
Unrestricted Income: Head Start			
Other:			
Other:			

Contractor Name:

Contract Number:

Section 4 - Reimbursable Expenses

Cost Category	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Direct Payments to Providers (FCCH only)			
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Start-up Expenses (service level exemption)			
Indirect Costs (include in Total Administrative Cost)			
TOTAL REIMBURSABLE EXPENSES			

Does the agency have an indirect cost rate approved by its cognizant agency (Select YES or NO)? Yes No

Approved Indirect Cost Rate:

Specific Items of Reimbursable Expenses	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Total Administrative Cost (included in Reimbursable Expenses)			
Total Staff Training Cost (included in Reimbursable Expenses)			

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 4.

Contractor Name:

Contract Number:

Section 5 - Supplemental Funding

Supplemental Revenue	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Enhancement Funding			
Other:			
Other:			
TOTAL SUPPLEMENTAL REVENUE			

Supplemental Expenses	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
6000 Equipment / Capital Outlay			
Depreciation or Use Allowance			
Indirect Costs			
Non-Reimbursable Supplemental Expenses			
TOTAL SUPPLEMENTAL EXPENSES			

Contractor Name:

Contract Number:

Section 6 - Summary

Description	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Total Certified Days of Enrollment (including MHCS)			
Days of Operation			
Days of Attendance (including MHCS)			
Total Certified Adjusted Days of Enrollment	N/A	N/A	
Total Non-Certified Adjusted Days of Enrollment	N/A	N/A	
Restricted Program Income			
Transfer from Preschool Reserve Account			
Interest Earned on Apportionment Payments			
Direct Payments to Providers			
Start-up Expenses (service level exemption)			
Total Reimbursable Expenses			
Total Administrative Cost			
Total Staff Training Cost			
Non-Reimbursable Cost (State Use Only)	N/A	N/A	

Contractor Name:

Contract Number:

Section 7 – Auditor’s Assurances

Independent auditor's assurances on agency's compliance with the contract funding terms and conditions and program requirements of the California Department of Education, Early Education Division:

Eligibility, enrollment and attendance records are being maintained as required (Select YES or NO): Yes No

Reimbursable expenses claimed in Section 4 are eligible for reimbursement, reasonable, necessary, and adequately supported (Select YES or NO): Yes No

Section 8 – Comments

Include any comments in the comment box. If necessary, attach additional sheets to explain adjustments.

Contractor Name:

Contract Number:

**California State Preschool Program – Form 2
Certified Children Receiving Mental Health Consultation Services
Days of Enrollment and Attendance**

Service County:

Enrollment Description	Column A Cumulative FY per CPARIS June Report	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Three Years Old Full-time-plus				2.2240	
Three Years Old Full-time				1.9000	
Three Years Old Part-time					
Four Years and Older Full-time-plus				1.2800	
Four Years and Older Full-time				1.1000	
Four Years and Older Part-time					
Exceptional Needs Full-time-plus				2.9320	
Exceptional Needs Full-time				2.5000	
Exceptional Needs Part-time					
Dual Language Learner Full-time-plus				1.5160	
Dual Language Learner Full-time				1.3000	
Dual Language Learner Part-time					

Contractor Name:

Contract Number:

Enrollment Description	Column A Cumulative FY per CPARIS June Report	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
At Risk of Abuse or Neglect Full-time-plus				1.3980	
At Risk of Abuse or Neglect Full-time				1.2000	
At Risk of Abuse or Neglect Part-time					
Severely Disabled Full-time-plus				2.9320	
Severely Disabled Full-time				2.5000	
Severely Disabled Part-time					
TOTAL CERTIFIED DAYS OF ENROLLMENT WITH MENTAL HEALTH CONSULTATION SERVICES				N/A	

Attendance	Column A Cumulative FY per CPARIS June Report	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
DAYS OF ATTENDANCE				N/A	N/A

Enter the sum of Total Certified Days of Enrollment with Mental Health Consultation Services from all Form 2s in the Total Certified Days of Enrollment with Mental Health line of AUD 8501, Section 2.

Enter the sum of Days of Attendance from all Form 1s and Form 2s in the Days of Attendance line of AUD 8501, Section 2.

Contractor Name:

Contract Number:

**California State Preschool Program – Form 4
Non-Certified Children Receiving Mental Health Consultation Services
Days of Enrollment**

Service County:

Enrollment Description	Column A Cumulative FY per CPARIS June Report	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Toddlers (18 up to 36 months) Full-time-plus				2.2240	
Toddlers (18 up to 36 months) Full-time				1.9000	
Toddlers (18 up to 36 months) Part-time					
Three Years Old Full-time-plus				2.2240	
Three Years Old Full-time				1.9000	
Three Years Old Part-time					
Four Years and Older Full-time-plus				1.2800	
Four Years and Older Full-time				1.1000	
Four Years and Older Part-time					
Exceptional Needs Full-time-plus				2.9320	
Exceptional Needs Full-time				2.5000	
Exceptional Needs Part-time					
Dual Language Learner Full-time-plus				1.5160	
Dual Language Learner Full-time				1.3000	
Dual Language Learner Part-time					

Contractor Name:

Contract Number:

Enrollment Description	Column A Cumulative FY per CPARIS June Report	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
At Risk of Abuse or Neglect Full-time-plus				1.3980	
At Risk of Abuse or Neglect Full-time				1.2000	
At Risk of Abuse or Neglect Part-time					
Severely Disabled Full-time-plus				2.9320	
Severely Disabled Full-time				2.5000	
Severely Disabled Part-time					
TOTAL NON-CERTIFIED DAYS OF ENROLLMENT WITH MENTAL HEALTH CONSULTATION SERVICES				N/A	

Enter the sum of Total Non-Certified Days of Enrollment with Mental Health Consultation Services from all Form 4s in the Total Non-Certified Days of Enrollment with Mental Health Consultation Services line of AUD 8501, Section 2.

City of Menlo Park
Belle Haven Child Development Center
Schedule of Claimed Administrative Costs
For the Year Ended June 30, 2023

		Center Based Program
		General Program CSPP-2506
2000 Salaries		\$ -
Services and other operating expenses		-
Total administrative expenditures		\$ -

City of Menlo Park
Belle Haven Child Development Center
Schedule of Claimed Expenditures for Renovations and Repairs
For the Year Ended June 30, 2023

Expenditures Under \$10,000 Unit Cost		Expenditures Over \$10,000 Unit Cost With CDSS Approval		Expenditures Over \$10,000 Unit Cost Without CDSS Approval	
Cost	Item	Cost	Item	Cost	Item
\$ -	No renovation and repair expenditures using contract funds	\$ -	No renovation and repair expenditures using contract funds	\$ -	No renovation and repair expenditures using contract funds

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED
YEAR ENDED JUNE 30, 2023

	Meals			Federal	
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement
July 2022					
Breakfast					
Free	251	-	251	2.2100	\$ 555
Reduced price	78	-	78	1.9100	149
Base price	190	-	190	0.4500	86
Total Breakfast reimbursed by State	329	-	329		
Lunch					
Free	252	-	252	4.0300	1016
Reduced price	78	-	78	3.6300	283
Base price	191	-	191	0.4700	90
Total Lunch reimbursed by State	330	-	330		
PM Snack					
Free	191	-	191	1.1800	225
Reduced price	59	-	59	0.6400	38
Base price	146	-	146	0.1900	28
					<u>\$ 2,469</u>
August 2022					
Breakfast					
Free	333	-	333	2.2100	\$ 736
Reduced price	103	-	103	1.9100	197
Base price	253	-	253	0.4500	114
Total Breakfast reimbursed by State	436	-	436		
Lunch					
Free	337	-	337	4.0300	1358
Reduced price	105	-	105	3.6300	381
Base price	255	-	255	0.4700	120
Total Lunch reimbursed by State	442	-	442		
PM Snack					
Free	235	-	235	1.1800	277
Reduced price	73	-	73	0.6400	47
Base price	179	-	179	0.1900	34
					<u>\$ 3,264</u>

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided (Continued)
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED
YEAR ENDED JUNE 30, 2023

	State		Cash In Lieu	Meal Reimbursement
	Statutory Rate	Meal Reimbursement		
July 2022				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	65		
Lunch				
Free	0.0000	-	0.3000	76
Reduced price	0.0000	-	0.3000	23
Base price	0.0000	-	0.3000	57
Total Lunch reimbursed by State	0.1975	65		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 130</u>		<u>\$ 156</u>
Claim Reimbursement Total				<u><u>\$ 2,755</u></u>
August 2022				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	86		
Lunch				
Free	0.0000	-	0.3000	101
Reduced price	0.0000	-	0.3000	32
Base price	0.0000	-	0.3000	77
Total Lunch reimbursed by State	0.1975	87		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 173</u>		<u>\$ 209</u>
Claim Reimbursement Total				<u><u>\$ 3,646</u></u>

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided (Continued)
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED
YEAR ENDED JUNE 30, 2023

	Meals			Federal	
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement
September 2022					
Breakfast					
Free	352	-	352	2.2100	\$ 778
Reduced price	109	-	109	1.9100	208
Base price	268	-	268	0.4500	121
Total Breakfast reimbursed by State	461	-	461		
Lunch					
Free	356	-	356	4.0300	1,435
Reduced price	111	-	111	3.6300	403
Base price	270	-	270	0.4700	127
Total Lunch reimbursed by State	467	-	467		
PM Snack					
Free	250	-	250	1.1800	295
Reduced price	78	-	78	0.6400	50
Base price	189	-	189	0.1900	36
					<u>3,452</u>
October 2022					
Breakfast					
Free	302	-	302	2.2100	\$ 667
Reduced price	185	-	185	1.9100	353
Base price	285	-	285	0.4500	128
Total Breakfast reimbursed by State	487	-	487		
Lunch					
Free	302	-	302	4.0300	1,217
Reduced price	185	-	185	3.6300	672
Base price	286	-	286	0.4700	134
Total Lunch reimbursed by State	487	-	487		
PM Snack					
Free	238	-	238	1.1800	281
Reduced price	145	-	145	0.6400	93
Base price	224	-	224	0.1900	43
					<u>\$ 3,588</u>

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided (Continued)
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED
YEAR ENDED JUNE 30, 2023

	State		Cash In Lieu	Meal Reimbursement
	Statutory Rate	Meal Reimbursement		
September 2022				
<hr/>				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	91		
Lunch				
Free	0.0000	-	0.3000	107
Reduced price	0.0000	-	0.3000	33
Base price	0.0000	-	0.3000	81
Total Lunch reimbursed by State	0.1975	92		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 183</u>		<u>\$ 221</u>
Claim Reimbursement Total				<u>\$ 3,856</u>
October 2022				
<hr/>				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	96		
Lunch				
Free	0.0000	-	0.3000	91
Reduced price	0.0000	-	0.3000	56
Base price	0.0000	-	0.3000	86
Total Lunch reimbursed by State	0.1975	96		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 192</u>		<u>\$ 232</u>
Claim Reimbursement Total				<u>\$ 4,013</u>

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided (Continued)
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED

	Meals			Federal	
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement
November 2022					
Breakfast					
Free	275	-	275	2.2100	\$ 608
Reduced price	168	-	168	1.9100	321
Base price	260	-	260	0.4500	117
Total Breakfast reimbursed by State	443	-	443		
Lunch					
Free	277	-	277	4.0300	1,116
Reduced price	169	-	169	3.6300	613
Base price	261	-	261	0.4700	123
Total Lunch reimbursed by State	446	-	446		
PM Snack					
Free	225	-	225	1.1800	266
Reduced price	137	-	137	0.6400	88
Base price	213	-	213	0.1900	40
					<u>\$ 3,292</u>
December 2022					
Breakfast					
Free	222	-	222	2.2100	\$ 491
Reduced price	136	-	136	1.9100	260
Base price	209	-	209	0.4500	94
Total Breakfast reimbursed by State	358	-	358		
Lunch					
Free	224	-	224	4.0300	903
Reduced price	137	-	137	3.6300	497
Base price	212	-	212	0.4700	100
Total Lunch reimbursed by State	361	-	361		
PM Snack					
Free	177	-	177	1.1800	209
Reduced price	108	-	108	0.6400	69
Base price	167	-	167	0.1900	32
					<u>\$ 2,654</u>

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided (Continued)
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED
YEAR ENDED JUNE 30, 2023

	State		Cash In Lieu	Meal Reimbursement
	Statutory Rate	Meal Reimbursement		
November 2022				
<hr/>				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	87		
Lunch				
Free	0.0000	-	0.3000	83
Reduced price	0.0000	-	0.3000	51
Base price	0.0000	-	0.3000	78
Total Lunch reimbursed by State	0.1975	88		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 176</u>		<u>\$ 212</u>
Claim Reimbursement Total				<u>\$ 3,679</u>
December 2022				
<hr/>				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	71		
Lunch				
Free	0.0000	-	0.3000	67
Reduced price	0.0000	-	0.3000	41
Base price	0.0000	-	0.3000	64
Total Lunch reimbursed by State	0.1975	71		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 142</u>		<u>\$ 172</u>
Claim Reimbursement Total				<u>\$ 2,968</u>

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided (Continued)
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED
YEAR ENDED JUNE 30, 2023

	Meals			Federal	
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement
January 2023					
Breakfast					
Free	295	-	295	2.2100	\$ 652
Reduced price	181	-	181	1.9100	346
Base price	279	-	279	0.4500	126
Total Breakfast reimbursed by State	476	-	476		
Lunch					
Free	299	-	299	4.0300	1,205
Reduced price	182	-	182	3.6300	661
Base price	282	-	282	0.4700	133
Total Lunch reimbursed by State	481	-	481		
PM Snack					
Free	223	-	223	1.1800	263
Reduced price	136	-	136	0.6400	87
Base price	211	-	211	0.1900	40
					<u>\$ 3,512</u>
February 2023					
Breakfast					
Free	320	-	320	2.2100	\$ 707
Reduced price	196	-	196	1.9100	374
Base price	303	-	303	0.4500	136
Total Breakfast reimbursed by State	516	-	516		
Lunch					
Free	323	-	323	4.0300	1,302
Reduced price	197	-	197	3.6300	715
Base price	305	-	305	0.4700	143
Total Lunch reimbursed by State	520	-	520		
PM Snack					
Free	254	-	254	1.1800	300
Reduced price	155	-	155	0.6400	99
Base price	241	-	241	0.1900	46
					<u>\$ 3,823</u>

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided (Continued)
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED
YEAR ENDED JUNE 30, 2023

	State		Cash In Lieu	Meal Reimbursement
	Statutory Rate	Meal Reimbursement		
January 2023				
<hr/>				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	94		
Lunch				
Free	0.0000	-	0.3000	90
Reduced price	0.0000	-	0.3000	55
Base price	0.0000	-	0.3000	85
Total Lunch reimbursed by State	0.1975	95		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 189</u>		<u>\$ 229</u>
Claim Reimbursement Total				<u>\$ 3,930</u>
February 2023				
<hr/>				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	102		
Lunch				
Free	0.0000	-	0.3000	97
Reduced price	0.0000	-	0.3000	59
Base price	0.0000	-	0.3000	92
Total Lunch reimbursed by State	0.1975	103		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 205</u>		<u>\$ 248</u>
Claim Reimbursement Total				<u>\$ 4,275</u>

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided (Continued)
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED
YEAR ENDED JUNE 30, 2023

	Meals			Federal	
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement
March 2023					
Breakfast					
Free	436	-	436	2.2100	\$ 964
Reduced price	244	-	244	1.9100	466
Base price	420	-	420	0.4500	189
Total Breakfast reimbursed by State	680	-	680		
Lunch					
Free	439	-	439	4.0300	1,769
Reduced price	246	-	246	3.6300	893
Base price	421	-	421	0.4700	198
Total Lunch reimbursed by State	685	-	685		
PM Snack					
Free	362	-	362	1.1800	427
Reduced price	203	-	203	0.6400	130
Base price	347	-	347	0.1900	66
					<u>\$ 5,102</u>
April 2023					
Breakfast					
Free	415	-	415	2.2100	\$ 917
Reduced price	232	-	232	1.9100	443
Base price	398	-	398	0.4500	179
Total Breakfast reimbursed by State	647	-	647		
Lunch					
Free	416	-	416	4.0300	1,676
Reduced price	233	-	233	3.6300	846
Base price	400	-	400	0.4700	188
Total Lunch reimbursed by State	649	-	649		
PM Snack					
Free	325	-	325	1.1800	384
Reduced price	182	-	182	0.6400	116
Base price	311	-	311	0.1900	59
					<u>\$ 4,809</u>

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided (Continued)
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED
YEAR ENDED JUNE 30, 2023

	State		Cash In Lieu	Meal Reimbursement
	Statutory Rate	Meal Reimbursement		
March 2023				
<hr/>				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	134		
Lunch				
Free	0.0000	-	0.3000	132
Reduced price	0.0000	-	0.3000	74
Base price	0.0000	-	0.3000	126
Total Lunch reimbursed by State	0.1975	135		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 270</u>		<u>\$ 332</u>
Claim Reimbursement Total				<u>\$ 5,703</u>
April 2023				
<hr/>				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	128		
Lunch				
Free	0.0000	-	0.3000	125
Reduced price	0.0000	-	0.3000	70
Base price	0.0000	-	0.3000	120
Total Lunch reimbursed by State	0.1975	128		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 256</u>		<u>\$ 315</u>
Claim Reimbursement Total				<u>\$ 5,379</u>

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided (Continued)
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED
YEAR ENDED JUNE 30, 2023

	Meals			Federal	
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement
May 2023					
Breakfast					
Free	469	-	469	2.2100	\$ 1,036
Reduced price	262	-	262	1.9100	500
Base price	450	-	450	0.4500	203
Total Breakfast reimbursed by State	731	-	731		
Lunch					
Free	471	-	471	4.0300	1,898
Reduced price	264	-	264	3.6300	958
Base price	451	-	451	0.4700	212
Total Lunch reimbursed by State	735	-	735		
PM Snack					
Free	371	-	371	1.1800	438
Reduced price	208	-	208	0.6400	133
Base price	357	-	357	0.1900	68
					<u>\$ 5,447</u>
June 2023					
Breakfast					
Free	370	-	370	2.2100	\$ 818
Reduced price	207	-	207	1.9100	395
Base price	356	-	356	0.4500	160
Total Breakfast reimbursed by State	577	-	577		
Lunch					
Free	373	-	373	4.0300	1,503
Reduced price	209	-	209	3.6300	759
Base price	357	-	357	0.4700	168
Total Lunch reimbursed by State	582	-	582		
PM Snack					
Free	294	-	294	1.1800	347
Reduced price	165	-	165	0.6400	106
Base price	283	-	283	0.1900	54
					<u>\$ 4,309</u>

City of Menlo Park
Belle Haven Child Development Center
Summary of Meals Provided (Continued)
For the Year Ended June 30, 2023

CITY OF MENLO PARK
GENERAL CHILD DEVELOPMENT PROGRAM

CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED
YEAR ENDED JUNE 30, 2023

	State		Cash In Lieu	Meal Reimbursement
	Statutory Rate	Meal Reimbursement		
May 2023				
<hr/>				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	144		
Lunch				
Free	0.0000	-	0.3000	141
Reduced price	0.0000	-	0.3000	79
Base price	0.0000	-	0.3000	135
Total Lunch reimbursed by State	0.1975	145		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 290</u>		<u>\$ 356</u>
Claim Reimbursement Total				<u>\$ 6,092</u>
June 2023				
<hr/>				
Breakfast				
Free	0.0000	\$ -	0.0000	\$ -
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
Total Breakfast reimbursed by State	0.1975	114		
Lunch				
Free	0.0000	-	0.3000	112
Reduced price	0.0000	-	0.3000	63
Base price	0.0000	-	0.3000	107
Total Lunch reimbursed by State	0.1975	115		
PM Snack				
Free	0.0000	-	0.0000	-
Reduced price	0.0000	-	0.0000	-
Base price	0.0000	-	0.0000	-
		<u>\$ 229</u>		<u>\$ 282</u>
Claim Reimbursement Total				<u>\$ 4,820</u>



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
(INCLUDING THOSE CONTAINED IN THE *CDE AUDIT GUIDE*) AND OTHER MATTERS
BASED ON AN AUDIT OF THE PROGRAM'S FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditors' Report

To the Honorable Mayor and the Members of the City Council
Belle Haven Child Development Center
City of Menlo Park, California

We have audited, in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and *California Department of Education Audit Guide* (the "*CDE Audit Guide*"), issued by the California Department of Education, the financial statements of the Belle Haven Child Development Center (the "Child Development Center"), which comprise the balance sheet as of June 30, 2023 and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 13, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the Child Development Center's financial statements, we considered the Child Development Center's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Child Development Center's internal control. Accordingly, we do not express an opinion on the effectiveness of the Child Development Center's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Child Development Center's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

To the Honorable Mayor and the Members of the City Council
Belle Haven Child Development Center
Menlo Park, California
Page 2

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Child Development Center's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Child Development Center's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and the *CDE Audit Guide* in considering the Child Development Center's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "The Per Group, LLP". The signature is written in a cursive, flowing style.

Santa Ana, California
December 13, 2023

**REPORT ON COMPLIANCE FOR THE FAMILY CHILD CARE PROGRAM
REQUIRED BY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES AUDIT GUIDE
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE**

Independent Auditors' Report

To the Honorable Mayor and the Members of the City Council
Belle Haven Child Development Center
City of Menlo Park, California

Report on Compliance for Belle Haven Child Development Center Required by California Department of Education

Opinion on Belle Haven Child Development Center

We have audited the City of Menlo Park, California's (the "City") compliance with the types of compliance requirements identified as subject to audit in the *California Department of Education Audit Guide* (the "*CDE Audit Guide*"), issued by the California Department of Education, that could have a direct and material effect on the City's Belle Haven Child Development Center (the "Child Development Center") for the year ended June 30, 2023.

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the Child Development Center for the year ended June 30, 2023.

Basis for Opinion Belle Haven Child Development Center

We conducted our audit of compliance in accordance with auditing standards accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the *CDE Audit Guide*, issued by the California Department of Education. Our responsibilities under those standards and the *CDE Audit Guide* are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of City and the Child Development Center and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the Child Development Center. Our audit does not provide a legal determination of the Child Development Center's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Child Development Center.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Child Development Center's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the *CDE Audit Guide* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Child Development Center's compliance with the requirements as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the *CDE Audit Guide*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Child Development Center's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Child Development Center's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *CDE Audit Guide*, but not for the purpose of expressing an opinion on the effectiveness of the Child Development Center's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the *CDE Audit Guide* and which are described in the accompanying Schedule of Findings and Questioned Costs as item 2023-001. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on the Child Development Center's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The Child Development Center's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a compliance requirement on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2023-001 to be a significant deficiency.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on the Child Development Center's response to the internal control over compliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The Child Development Center's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing on internal control over compliance and the results of that testing based on the requirements of the *CDE Audit Guide*. Accordingly, this report is not suitable for any other purpose.



Santa Ana, California
December 13, 2023

City of Menlo Park
Belle haven Child Development Center
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2023

Audit Findings and Questioned Costs

A. Current Year Findings and Questioned Costs

Finding 2023-001 Reporting – Internal Control and Compliance over Reporting

Criteria:

All contractors must submit reports “at intervals specified in the annual preschool contract” (*CCR, Title 5, Section 17821(a)*). Monthly reporting is required for “Contractors on conditional or provisional status” (*CCR, Title 5, Section 17821(d)*). All other contractors shall submit reports quarterly for the periods ending September 30, December 31, March 31, and June 30; reports are due by the 20th of the month following the end of the reporting period. Reports not submitted in the CPARIS by the dates specified shall be deemed delinquent and “apportionment(s) shall be withheld” (CT&C).

Condition:

For the California State Preschool Program Report, the City did not submit the reports within the required deadline:

Report	Quarter	Due Date	Filing Date
CSPP2506 Report	1st Quarter - July - Sept	10/20/2022	1/27/2023
CSPP2506 Report	2nd Quarter - Oct - Dec	1/20/2023	2/3/2023
CSPP2506 Report	3rd Quarter - Jan - Mar	4/20/2023	7/18/2023
CSPP2506 Report	4th Quarter - Apr - June	7/20/2023	7/25/2023

Cause:

The City did not have internal controls in place to ensure that financial and performance reports are filed timely.

Effect or Potential Effect:

Delay in filing the reports resulted in non-compliance with the compliance requirements.

Questioned Costs:

None.

Identification as a Repeat Finding, If Applicable:

Not applicable.

Recommendation:

We recommend that the City strengthen internal controls by implementing procedures to ensure the timely filing of financial and performance reports.

View of Responsible Officials:

The Child Development Center agrees with the auditors' finding. The City's Finance Department has implemented procedures to monitor the filing of performance reports.

City of Menlo Park
Belle haven Child Development Center
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2023

Section III – Federal Awards Findings and Questioned Costs (Continued)

B. Prior Year Findings and Questioned Costs

No prior year findings were noted.

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