

## SPECIAL MEETING MINUTES



**Date:** 3/28/2024  
**Time:** 5:30 p.m.  
**Location:** Teleconference and  
City Hall Downtown Conference Room, 1st Floor  
701 Laurel St., Menlo Park, CA 94025

### A. Call To Order

Chair Wong called the meeting to order at 5:33 p.m.

### B. Roll Call

**Present:** Bramlett, Dey, Hill, Leroux, Normington, Wong  
**Absent:** Prohaska  
**Staff:** Administrative Services Director Brittany Mello, Assistant Administrative Services Director Jared Hansen, Interim Finance and Budget Manager Rani Singh, Senior Accountant Ying Chen, Management Analyst II Adrian Patino

### C. Regular Business

- C1. Review the audit reports for the fiscal year ended June 30, 2023 and the auditor's report on the calculations of the appropriations limit for fiscal year 2023-24 and recommend receipt by City Council (Staff Report #24-004-FAC)

Management Analyst II Adrian Patino made the presentation (Attachment).

The Commission received clarification on the calculation of the appropriations limit, the use of American Rescue Plan Act (ARPA) funds, implementation of new accounting standards and their impact on the City's financial statements and the content of the management representations letter.

**ACTION:** Motion and second (Bramlett/ Leroux), to recommend receipt of the audit reports for the fiscal year ended June 30, 2023 and the auditor's report on the calculations of the appropriations limit for fiscal year 2023-24 by City Council, passed 6-0 (Prohaska absent).

### D. Adjournment

Chair Wong adjourned the meeting at 5:51 p.m.

Management Analyst II Adrian Patino

Minutes approved at the April 18, 2024 Finance and Audit Commission meeting



# AUDIT REPORTS FOR THE FISCAL YEAR ENDED JUNE 30, 2023

Finance & Audit Commission, March 28, 2024

ANN BERGA RAVBY  
GYMNASIUM



## BACKGROUND



- Audit of financial statements already completed, presented with Annual Comprehensive Financial Report (ACFR)
  
- Non-federal agency that expends \$750,000 or more is required to have a single audit to test the Schedule of Federal Awards (SEFA)
  - Menlo Park had total federal expenditures of \$4.1 million
    - \$3.7 million in ARPA funds (Coronavirus State and Local Fiscal Recovery Funds “SLFRF”)
    - Remaining expenditures below \$750,000 threshold



## BACKGROUND



- The City was eligible to complete an “alternative compliance examination” in lieu of a single audit
  - Available to ARPA recipients who would otherwise not be required to perform a single audit
  - Streamlined process; formal SEFA not required
  
- Annual calculation of the appropriations limit required by California Constitution
  - Calculation performed by City staff and brought to City Council during budget adoption
  - Reviewed by auditors as part of financial audit



# AUDIT RESULTS



- Unmodified, clean opinion on the SLFRF examination
  - “the City complied, in all material respects, with the specified requirements” related to the SLFRF
  
- Report on internal control
  - No deficiencies, instances of noncompliance, or other matters identified
  
- Appropriations limit schedule
  - No exceptions were noted for the fiscal years ended June 30, 2023 and June 30, 2024



**THANK YOU**