

**Town of Moraga
Audit and Finance Committee**

ACTION MINUTES

Tuesday, September 18, 2012
5:30 – 7:30 p.m.

**Hacienda de las Flores
Garden Conference Room
2100 Donald Drive, Moraga California**

1. CALL TO ORDER

Robert Kennedy, Town Treasurer, called the meeting to order at 5:35 pm.

2. ROLL CALL

Committee members present: Robert Kennedy, Phil Arth, Michael Metcalf, Karen Mendonca. Absent: Bradley Ward

Staff members present: Jill Keimach and Stephanie Hom

3. PUBLIC COMMENTS

This part of the agenda is to receive public comments on matters that are not on this agenda. Comments received will not be acted upon at this meeting and may be referred to a subcommittee for response. Comments should not exceed three minutes.

No public comment.

4. APPROVAL OF MINUTES – May 22, 2012

ACTION: It was M/S (Mendonca/Arth) to approve the May 22, 2012 Audit and Finance Committee meeting minutes. Vote 4-0 (Absent - Ward).

5. REVIEW OF FISCAL YEAR 2011-12 YEAR-END UNAUDITED REVENUE AND EXPENDITURE REPORT

ACTION: It was M/S (Mendonca/Arth) to approve for forwarding to the Town Council the FY 2011-12 Year-End Unaudited Revenue and Expenditure Report with the amendment of adding a footnote to Attachment A-Revenues stating the available fund balance within Fund 100-One-Time Developer Fee that accounts for the Palos Colorados monies. Vote 4-0 (Absent - Ward).

Discussion included the action taken to separate Lighting Special District funds into a new fund (Fund 140) distinct from Lighting Assessment District funds (Fund 500) for mandated reporting to the State Controller's Office.

6. REVIEW OF ACCOUNTING ISSUES MEMORANDUM FROM MAZE & ASSOCIATES RELATED TO INDEPENDENT AUDIT FOR YEAR ENDED JUNE 30, 2012

ACTION: No action was taken.

The committee provided staff feedback related to the Accounting Issues Memorandum including:

#2) Positive Pay – Staff will complete analysis of whether there is sufficient benefit to the Town given the added cost. If there is no added benefit, the Town should not use the Positive Pay service.

#3) Outstanding Checks – The AFC advised staff that the Town may need to follow prescribed processes under California Escheat and Unclaimed Property Laws.

#8) Dissemination Agent – The AFC advised staff to determine if there may be an advantage to have the trustee of the 2010 Certificates of Participation designated as the Dissemination Agent or another entity.

(Karen Mendonca absent from meeting from 6:55 p.m.)

7. ORAL REPORT OF SPRINGBROOK SYSTEM UPGRADE TO VERSION 7.NET (No written report.)

ACTION: No action was taken.

8. DISCUSS ACCOUNTING STRUCTURE FOR REPORTING OF POTENTIAL MEASURE K REVENUES TO CITIZENS OVERSIGHT COMMITTEE (No written report.)

ACTION: No action was taken.

Discussion included establishing a new fund within the General Fund group, similar to the fund set up for the Palos Colorados monies, to separately account for potential Measure K revenues.

9. ADJOURN

It was M/S (Arth/Metcalf) that the meeting adjourn at 7:23 p.m. Vote 3-0.