



**City of Belvedere
Finance Committee Meeting
Draft Minutes**

Wednesday, November 15, 2023 – 2:30 PM

City Council Chambers City Hall· 450 San Rafael Avenue, Belvedere CA· Phone 415.435.3838
City of Belvedere Internet Address: <https://www.cityofbelvedere.org>

COMMITTEE PRESENT: Bob McCaskill, David Walker, John Wilton, Patrick Feder, Will Lyon

COMMITTEE ABSENT: None

OTHERS PRESENT: Robert Zadnik - City Manager
Helga Cotter - Director of Administrative Services
Sally Wilkinson – Councilmember
Peter Mark –Vice Mayor
Auditor – Vikki Rodriguez, Partner Maze & Associates
Auditor – Whitney Crockett, Partner Maze & Associates

CALL TO ORDER OF REGULAR MEETING

The meeting was called to order at 2:30 p.m.

SCHEDULED ITEMS

1. Approve minutes of August 30, 2023 Finance Committee meeting.

MOTION: Approve the minutes of the August 30, 2023 Finance Committee meeting.

Approval was unanimous.
2. Review Finance Committee Charter. The Committee Members discussed the Finance Committee Charter and staff responded to questions. Staff agreed to send Committee Members the staff reports on budget items that are presented to the City Council.
3. Review draft Audited Financial Statements for Fiscal Year 2022/23 with representative from Maze & Associates:
 - Auditor review and required communications.
 - Discussion of audited financial statements.
 - Closed session with Auditors and non-staff members of Finance Committee

Helga Cotter introduced the auditors to the Committee Members. Vikki Rodriguez reviewed

the required communication letter and draft audit and responded to questions from the Committee Members. Staff left the room so that Ms. Rodriguez could conduct a management oversight discussion with the Committee.

MOTION: Recommend Council acceptance of the audited financial statements with minor typographical revisions.

Approval was unanimous.

4. Other New Business. There was no other new business.

ADJOURN

The meeting was adjourned at 3:50 p.m.

THE FOREGOING MINUTES were approved at a regular meeting of the Finance Committee on February 5, 2024, by the following vote:

AYES: Bob McCaskill, Patrick Feder, Will Lyon, David Walker, John Wilton

NOES:

ABSENT:

ABSTAIN:

APPROVED



Bob McCaskill, Chair

ATTEST



Helga Cotter, Director of Admin. Services