



CITY OF CUPERTINO

AGENDA

AUDIT COMMITTEE

This will be a teleconference meeting without a physical location.

Monday, February 22, 2021

4:00 PM

Special Meeting

TELECONFERENCE / PUBLIC PARTICIPATION INFORMATION TO HELP STOP THE SPREAD OF COVID-19

In accordance with Governor Newsom's Executive Order No-29-20, this will be a teleconference meeting without a physical location to help stop the spread of COVID-19.

Members of the public wishing comment on an item on the agenda may do so in the following ways:

- 1) E-mail comments by 3:00 p.m. on Monday, February 22 to the Audit Committee at AuditCommittee@cupertino.org. These e-mail comments will be received by the Audit Committee members before the meeting and posted to the City's website after the meeting.
- 2) E-mail comments during the times for public comment during the meeting to the Audit Committee at AuditCommittee@cupertino.org. The staff liaison will read the emails into the record, and display any attachments on the screen, for up to 3 minutes (subject to the Chair's discretion to shorten time for public comments). Members of the public that wish to share a document must email AuditCommittee@cupertino.org prior to speaking.

3) Teleconferencing Instructions

Members of the public may observe the teleconference meeting or provide oral public comments as follows:

Oral public comments will be accepted during the teleconference meeting. Comments may be made during "oral communications" for matters not on the agenda, and during the public comment period for each agenda item. To address the Audit Committee, click on the link below to register in advance and access the meeting:

Online

Register in advance for this webinar:

https://cityofcupertino.zoom.us/webinar/register/WN_xmTKPwOKQXqm3HIxW-vGRA

Phone

Dial: (669) 900 6833 and enter Webinar ID: 928 7839 8891 (Type *9 to raise hand to speak).

Unregistered participants will be called on by the last four digits of their phone number.

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia)

69.174.57.160 (Canada)

Meeting ID: 928 7839 8891

SIP: 94306353463@zoomcrc.com

After registering, you will receive a confirmation email containing information about joining the webinar.

Please read the following instructions carefully:

1. You can directly download the teleconference software or connect to the meeting in your internet browser. If you are using your browser, make sure you are using a current and up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.
2. You will be asked to enter an email address and a name, followed by an email with instructions on how to connect to the meeting. Your email address will not be disclosed to the public. If you wish to make an oral public comment but do not wish to provide your name, you may enter "Cupertino Resident" or similar designation.
3. When the Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.
4. When called, please limit your remarks to the time allotted and the specific agenda topic.

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this teleconference meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request, in

advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

NOTICE AND CALL FOR A SPECIAL MEETING OF THE AUDIT COMMITTEE

NOTICE IS HEREBY GIVEN that a special meeting of the Audit Committee is hereby called for Monday, February 22, 2021, commencing at 4:00 p.m. In accordance with Governor Newsom's Executive Order No-29-20, this will be a teleconference meeting without a physical location. Said special meeting shall be for the purpose of conducting business on the subject matters listed below under the heading, "Special Meeting."

ROLL CALL

CEREMONIAL MATTERS AND PRESENTATIONS

1. Subject: Oath of Office for newly-appointed Committee members: training on Commissioner Handbook approved by City Council on January 19, 2021
Recommended Action: 1.) Conduct Oath of Office for newly-appointed commission members; and 2.) conduct training on Commissioner Handbook
[Commissioner Handbook](#)

APPROVAL OF MINUTES

2. Subject: Approve Minutes of Special Meeting on January 27, 2021.
Recommended Action: Approve Minutes of Special Meeting on January 27, 2021.
[Draft Minutes](#)

NEW BUSINESS

3. Subject: Budget Format Review
4. Subject: Review of FY 2019-20 CAFR and Supplemental Reports - Lai and Geerdes
Recommended Action: Review of FY 2019-20 CAFR and Supplemental Reports
[A - FY 2019-20 CAFR Draft](#)
[B - GAGAS Draft](#)
[C - SAS 114 Draft](#)
[D - Cupertino GANN AUP Draft](#)
[E - Investment AUP Draft](#)
[F - TDA Draft](#)
5. Subject: Internal Audit Report (Enterprise Risk Assessment) - Moss Adams
Recommended Action: Review Internal Audit Report (Enterprise Risk Assessment) and provide input.

[Internal Audit Report \(Enterprise Risk Assessment\)](#)6. Subject: Embezzlement Debrief**ORAL COMMUNICATIONS**

This portion of the meeting is reserved for persons wishing to address the Committee on any matter within the jurisdiction of the Committee and not on the agenda. Speakers are limited to three (3) minutes. In most cases, State law will prohibit the Commission from making any decisions with respect to a matter not on the agenda.

OLD BUSINESS**POSTPONEMENTS****STAFF AND COMMITTEE REPORTS****FUTURE AGENDA SETTING****ADJOURNMENT**

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Any writings or documents provided to a majority of the members after publication of the agenda will be made available for public inspection. Please contact the City Clerk's Office in City Hall located at 10300 Torre Avenue during normal business hours.

IMPORTANT NOTICE: *Please be advised that pursuant to Cupertino Municipal Code 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agendized item. These written communications are accessible to the public through the City's website and kept in packet archives. You are hereby admonished not to include any personal or private information in written communications to the City that you do not wish to make public; doing so shall constitute a waiver of any privacy rights you may have on the information provided to the City.*

Members of the public are entitled to address the members concerning any item that is described in the notice or agenda for this meeting, before or during consideration of that item. If you wish to address the members on any other item not on the agenda, you may do so during the public comment.