



**Town of Atherton  
AUDIT COMMITTEE AGENDA  
FEBRUARY 2, 2011**

**2:00 PM**

**TOWN COUNCIL CHAMBERS**

94 Ashfield Road  
Atherton, California

**SPECIAL MEETING**

**PLEASE NOTE:** *Times listed on the Agenda are approximate; items may be taken up out of order.*

- 2:00 PM** 1. **ROLL CALL** Dobbie, Widmer, Hau, Massey, Lamb
- 2:05 PM** 2. **PUBLIC COMMENTS** (This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the Agenda that is within the subject matter jurisdiction of the Committee. State law prohibits the Committee from acting on items not listed on the Agenda in most circumstances. Each speaker is limited to three minutes.)
- 2:10 PM** 3. **APPROVE MINUTES OF OCTOBER 28, 2010, AUDIT COMMITTEE MEETING**
- 2:15 PM** 4. **REVIEW AND APPROVE DRAFT FY 2009-10 SINGLE AUDIT REPORT**
- 2:25 PM** 5. **RECEIVE STAFF VERBAL UPDATE ON THE PROGRESS OF THE OCTOBER 28, 2010, AUDIT COMMITTEE RECOMMENDATIONS IN RESPONSE TO THE FY 2009-10 AUDIT REPORT**
- 2:45 PM** 6. **DISCUSSION OF DRAFT PURCHASING POLICY ASSIGNMENT**
- 3:05 PM** 7. **DISCUSSION OF TOWN CREDIT CARD, INVENTORY, AND ACCOUNTS PAYABLE PROCESS AND POLICIES**
- 3:55 PM** 8. **SET NEXT MEETING DATE AND TIME**
- 4:00 PM** 9. **ADJOURN**

 Please contact the City Clerk's office at (650) 752-0500 with any questions

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Park Program Manager at (650) 752-0534. Notification of 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

(29 CRF 35.104 ADA Title II)

Posted: 012811