

Local Government Advisory Committee on Financial Reporting

Minutes of Wednesday, September 25, 2024

The Local Government Advisory Committee on Financial Reporting (Committee) officially approved the following meeting minutes at the subsequent public Committee meeting held on Friday, December 19, 2025.

I. Call to Order/Roll Call

Chair Sisk called the meeting to order at 11:01 a.m. and conducted a roll call of those in attendance as displayed below:

Committee Members present via Teleconference:

Andrew C. Sisk (Chair), Andrea Miller, Dennis W. Kauffman, Elena S. Adair, Paula Hansen, Tracy Drager, and Nolda Short.

State Controller's Office (SCO) Staff present:

Sandeep Singh, Jia Liu, Jason Narayan, Henry Mathews, Gene Hughes, Thanh Tran, and Zakia Tipton.

Members of the Public Present:

None

II. Review of Minutes from May 7, 2024

A. Discussion

Chair Sisk asked the Committee members if they had any comments concerning the meeting minutes from May 7, 2024, prior to them being considered for approval. Committee members had no comments.

B. Motion and Vote to Approve Minutes from May 07, 2024

Chair Sisk requested that a Committee member make a motion to approve the meeting minutes from May 07, 2024. Mr. Kauffman made a motion to approve the meeting minutes. Ms. Adair seconded the motion.

The motion passed 6-0 on a roll call vote.

III. Review Proposed Publication Plan for the *Special Districts Uniform Accounting and Reporting Procedures* (SPD) Manual – 2025 Edition

A. Committee Discussion

Mr. Hughes provided a high-level overview of the proposed publication plan for the SPD Manual – 2025 Edition, which was provided to the Committee prior to the meeting. The overview included a tentative target publication goal of June 2025.

Note: Ms. Hansen joined the meeting at 11:04 a.m., while Mr. Hughes was providing a high-level overview of the proposed publication plan for the SPD manual – 2025 Edition.

Mr. Singh asked the Committee if they had any questions concerning the proposed publication plan. Mr. Kauffman was appreciative of the fact that the proposed publication plan included the identification of examples that could either be eliminated or updated.

Ms. Miller inquired as to whether SCO intends to provide the Committee with a timeline as to when the updates to the SPD Manual will be completed. Mr. Singh stated that due to staffing shortages and with Ms. Liu (unit supervisor) leaving SCO, the Local Government Policy Unit (LGPU) is operating at fifty percent capacity and that it was difficult to commit to a timeline regarding the updating of the 2025 Edition of the SPD manual. He further stated that once some of the vacancies are filled, SCO intends to have another meeting with the Committee in early 2025 to provide an update on the timeline.

Ms. Drager inquired as to whether SCO incorporated the recommendation of providing the Committee with a redline version of the SPD manual for their review (suggestion made in June 2022). Mr. Singh confirmed that this recommendation has been put into place and that SCO will provide the Committee with a redline version of the SPD manual for their review. Ms. Drager stated that the redline version of the manual was helpful in the review process.

Ms. Adair stated that in the last Committee meeting (May 2024) there was some discussion on “record retention” references being removed from the *Accounting Standards and Procedures for Counties* (ASP) Manual. She inquired as to whether SCO intends to provide references in the SPD Manual to the Secretary of State website where “record retention” policies can be found.

Mr. Singh stated that SCO has been working with Chair Sisk about the incorporation of the “record retention” guidance back into the ASP Manual. He added that SCO’s executive team had recently met with the Secretary of State and it was decided in that meeting that the “record retention” guidance would be incorporated into the ASP manual.

Mr. Singh further stated that SCO plans to have meetings with the California State Association of County Auditors (SACA) to discuss this matter in more detail. The “record retention” references in the SPD Manual will be updated to reflect the changes in the ASP Manual.

B. Public Comment

There were no comments or questions from the public.

C. Motion and Vote to Approve SPD Publication Plan – 2025 Edition

Chair Sisk requested that a Committee Member make a motion to approve the SPD Publication Plan – 2025 Edition. Ms. Short made a motion to approve the SPD Publication Plan – 2025 Edition. Ms. Drager seconded the motion.

The motion passed 7-0 on a roll call vote.

IV. Other Discussion Items/New Business

Chair Sisk thanked Ms. Liu for all the work she has done for the Committee and SACA. He wished her well in her future endeavors.

Mr. Singh reiterated that LGPU is currently experiencing staffing shortages and that he intends to fill some of the vacancies by December 2024. He also stated that LGPU staff is in the process of preparing for the Controller's Annual Fall Conference. Mr. Singh added that SCO intends to have another Committee meeting in early 2025 to discuss the SPD Manual publication timeline and developments pertaining to "record retention" guidance being incorporated into the ASP Manual.

V. Plan for Next Meeting

Chair Sisk inquired as to when SCO plans to hold the next Committee Meeting. Mr. Singh stated that tentatively SCO plans to hold the next Committee meeting between February and March of 2025.

VI. Adjournment

Chair Sisk moved to adjourn the meeting at 11:15 a.m. The motion passed 7-0 on a roll call vote.