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**Agenda Item
Regular Meeting of the
Board of Supervisors
Tuesday, May 12, 2026**

Item Number: 3.3

MEETING DATE: 05/12/2026

DEPARTMENT: AUDITOR/CONTROLLER

AGENDA ITEM PREPARER: Joe Paul Gonzalez

DEPT HEAD/DIRECTOR: Joe Paul Gonzalez

SUBJECT:

Receive monthly Auditor-Controller informational report to the Audit Committee on upcoming year end deadlines and future training.

AGENDA SECTION:

AUDIT COMMITTEE

BACKGROUND/SUMMARY:

Pursuant to County of San Benito Resolution 25-102, the Auditor-Controller shall provide monthly informational reports to the Audit Committee.

On March 3, 2026, the Auditor's Office newsletter was disseminated to county departments which included the FY25/26 year-end schedule.

- May 15, 2026 is the purchasing deadline. Departments are to prepare and anticipate operational needs and make final purchases needed for the remaining month and a half of the fiscal year, including capital asset equipment budgeted in FY25/26.
- For calcard transactions, the deadline to ensure proper recognition of expenditures for FY25/26 is June 22, 2026.

On April 22, 2026, the Auditor's Office staff held a Fiscal Q&A with county departmental fiscal staff. Departments came together and asked questions related to accounts payable, purchase order, and vendors.

On March 15, 2026, the Auditor's Office will hold the second Fiscal Q&A with county departments where they can come together to ask questions they have about the FY25/26 year-end schedule and any item listed on the schedule that they are required to complete.

On May 28, 2026, the Auditor's Office staff will conduct a countywide training on revenue collections and miscellaneous billing processes.

FISCAL IMPACT:

Informational report. No fiscal impact.

STAFF RECOMMENDATION:

Receive monthly Auditor-Controller informational report to the Audit Committee on upcoming year end deadlines and future training.

ATTACHMENTS:

[Agenda Fact Sheet - Monthly Audit Report](#)
[MAY 2026 Audit Committee presentation](#)