



# San Francisco Department of Public Health

Grant Colfax, MD  
Director of Health

City and County of San Francisco  
London N. Breed  
Mayor

August 10, 2023

To:

Penny Eardley  
Executive Director  
peardley@sfphf.org

Jehnifer Mikalacki  
Chief Financial Officer  
jmikalacki@sfphf.org

San Francisco Public Health Foundation

**Subject: Citywide Fiscal and Compliance Monitoring of Current Contracts/Grants for San Francisco Public Health Foundation for FY22-23**

**List of Contracts Reviewed:**

<b>Department / Program</b>	<b>Contract Name / Description</b>
Department of Public Health	SA-Adult: PRSPR (Promoting Recovery & Services for the Prevention of Recidivism)
Department of Public Health	SA-Adult: STARR (Supporting Treatment and Reducing Recidivism)
Department of Public Health	CHEP-Health Education: Sugary Drink Distributor Tax
Department of Public Health	CHEP-Health Education: Tobacco Free Project Administration
Department of Public Health	CHEP-Health Education: Community Health Engagement
Department of Public Health	CHEP-Health Education: COVID 19 Community Outreach Services
Department of Public Health	CHEP-Health Education: FACE SF - Bayview Child Health

Dear Penny Eardley:

This letter conveys the results of the Citywide Fiscal and Compliance Monitoring for FY 22-23.

The fiscal monitoring included the review of the following documents:

1. Agency-wide budget and cost allocation plan
2. Board minutes
3. Recent 990 form
4. Recent DE 9, DE 9C, and 941 reports
5. Most recent audited financial statements
6. Fiscal policies and procedures
7. Financial reports, balance sheets, and profit loss statements
8. Supporting documentation for invoices

We are pleased to report that there were no findings identified in our fiscal and compliance monitoring.

Please extend our appreciation to your staff for their preparation in advance of the monitoring and assistance during the process. We thank you for your work in serving the San Francisco community.

Sincerely,

*Wasim Samara*

Wasim Samara, CMA – Department of Public Health