



SAN FRANCISCO  
HUMAN SERVICES AGENCY

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

Office of Early Care  
and Education

6/26/2023

Kate Hoepke  
Executive Director  
San Francisco Village  
3220 Fulton St  
San Francisco CA 94118

P.O. Box 7988  
San Francisco, CA  
94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)

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

**List of Contracts Reviewed:**

| Department / Program  | Contract Name / Description |
|-----------------------|-----------------------------|
| Human Services Agency | Village Model               |

Dear Kate Hoepke:

This letter conveys the results of the Citywide fiscal and compliance monitoring for FY22-23.



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

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 for two current year billing months

The compliance monitoring included the review of the following documents:

1. Board roster, bylaws, meeting minutes

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

Monitoring staff also reviewed governance practices (based on Section 3 of the Standard Monitoring Form: Board of Director Best Practices).



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While governance best practice results are not classified as “findings” for the purposes of this Monitoring Report Letter, they are important indicators of healthy nonprofit agencies. We are pleased to report that your agency is also in conformance with all governance best practices.

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,

Tara Alvarez, Lead Monitor

Cc: Melissa McGee, HSA Program Manager