



February 8, 2023

Salt Lake County Council
2001 S State Street, N2-100
Salt Lake City, UT 84190

RE: ZAP Tier II Advisory Board Request an Increase of Thresholds for Financial Documentation

Dear Salt Lake County Council:

The ZAP program is requesting an increase to the Tier II threshold for requirements of applicants to provide financial information. Applicants desiring and eligible for funding will be required to provide a certified review or audit of their financial statements (operating expenses) for the most recent completed period depending on funding requested.

After a thoughtful review and discussion of various scenarios, the Financial Work Committee (WC) and subsequently the full Tier II Advisory Board unanimously recommends the following thresholds be established, beginning with the FY23 grant cycle:

Current Policy	Recommended Update	Requirement
<\$15,000	<\$22,000	No certified financial documents required
\$15,000 - \$29,999.99	\$22,000 - \$42,999.99	Certified review required; operating expenses for the most recent completed fiscal year.
\$30,000 - \$59,999.99	\$42,999 - \$84,999.99	Certified audit required; operating expenses for the most recent completed fiscal year.
>\$60,000	>\$85,000	Certified audit required; operating expenses for the three fiscal years prior to the application date.

This year, both ZAP Advisory Boards have reemployed Work Committees. The Financial and the General Practices joint WCs are made up of current and past Advisory Board members from each Tier working together to study and make recommendations to update the application process per County Policy and State Statute. The recommendations included in this memo are based on performing Consumer Price Index (CPI) analysis and other important market factors on these thresholds which have not been updated since 2008.

Sincerely,
Samantha Mary Thermos
Program Director

Attachment: Draft Policy 1031 “County Option Funding for Zoological, Cultural and Botanical Organizations Known as The Zoo, Arts & Parks Program” with proposed changes

Cc: Robin Chalhoub, Community Service Department Director
Matt Castillo, Arts & Culture Division Director



Jenny Wilson
Salt Lake County Mayor

Erin Litvack
Deputy Mayor, Chief
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Robin B Chalhoub
Community Services Department
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Matthew Castillo
Arts & Culture Division Director

Samantha Mary Thermos
Zoo, Arts & Parks Program
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