



# Town of Moraga

## VOLUNTEER APPLICATION 2018

Date Received

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applying For: **Audit and Finance Committee**

When submitting please include:  Application  Questionnaire  Resume  Letter of Interest

Please answer the questions below, if extra space is needed to fully complete answers,  
please attach a separate piece of paper.

Please email completed application packets to [mmcinturf@moraga.ca.us](mailto:mmcinturf@moraga.ca.us)

1. Why are you interested in serving the Town of Moraga on a Commission, Committee or Board?

2. What other positions do you currently hold or you have held in the past? What is the time commitment you can devote to this position on a monthly basis?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Town of Moraga

## VOLUNTEER CONTACT INFORMATION

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Position Applying For: Audit and Finance Committee

### Audit & Finance Committee

The Audit & Finance Committee consists of five members and includes two Town Council members and three members of the public, one of whom serves as Town treasurer.

#### Duties:

- Attend meetings as an appointed member.
- Oversee and advise the Town Council and management on the selection of independent auditors.
- Review accounting principles and procedures used in the maintaining the financial records of the Town.
- Review the Annual Proposed Budget and the Mid-Year Budget Report and provide input to staff prior to completion of these documents for presentation to the Town Council.
- Review the draft Town Comprehensive Annual Financial Report (CAFR) or other annual financial statements.
- Review cash flow projections, long term financial plans with management, review financial management procedures including investment strategies and cash handling procedures.

**Term of Office:** 2 year term

**Meetings:** Held **four to six times per year** at the Town Council Chambers and Community Meeting Room, 335 Rheem Boulevard, Moraga

More information can be found on the Town of Moraga website:

<http://www.moraga.ca.us/committees/afc/about>



4. Are you familiar with other Town of Moraga documents such as the Municipal Code, Town Budget, and Comprehensive Annual Financial Report? What is your impression of the Town's fiscal condition and financial policies?

5. Have you read the Audit and Finance (AFC) Charter? Please describe your understanding of the role of the Audit and Finance Committee.