



Town of Moraga

VOLUNTEER APPLICATION 2023

Date Received

Name: _____ Date: _____

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

When submitting please include: Application Questionnaire Resume

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 townclerk@moraga.ca.us.

NOTE: Interviews will be held on Wednesday, February 15, 2023 beginning at 6:00 pm. Please make yourself available on that date.

1. Why are you interested in serving the Town of Moraga on the Audit and Finance Committee?

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 Councilmembers 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 quarterly at 5:30 pm at the Town Council Chambers and Community Meeting Room, 335 Rheem Boulevard, Moraga.

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

<https://www.moraga.ca.us/303/Audit-Finance-Committee>



Town of Moraga

VOLUNTEER QUESTIONNAIRE

Please answer the following questions pertaining to the position you are applying for.

Audit and Finance Committee

1. What qualifications, attributes or experience do you possess that will make you a valuable member of the Audit and Finance Committee?
2. Have you read the Audit and Finance (AFC) Charter? Please describe your understanding of the role of the Audit and Finance Committee.
3. Would you be interested in serving as the Town Treasurer? Why?

4. Have you attended Town Council or Audit and Finance meetings within the past year and why?

5. 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?