

Audit Committee Application

Introduction

The THPRD Board of Directors is seeking an individual interested in being considered for appointment to the district's Audit Committee. This appointment is for a term of two years, ending June 30, 2020. Audit committee members are typically subject matter experts in municipal finance or audit. All district committee members are required to pass a background check prior to appointment on a district committee.

Mission Statement

The mission of the Tualatin Hills Park & Recreation District is to provide high-quality park and recreation facilities, programs, services, and natural areas that meet the needs of the diverse communities it serves.

Purpose of Audit Committee

The THPRD Board of Directors desires to discharge its fiduciary oversight responsibilities in the most practical and effective way possible. The Audit Committee provides assistance in ensuring management adherence to a sound internal control system, objective assessment of management's practices, and objective assessment of the district's financial reporting practices.

Composition of the Committee

The Audit Committee is comprised of three members drawn from the Board (1), the district's Budget Committee (1), and the general public (1). The district's Chief Financial Officer serves as staff to the committee.

Meetings

The Audit Committee meets at least two times per year to discuss (1) the pre-audit meeting with the independent auditor, and (2) the results of the audit. Other meetings may be scheduled as the committee deems necessary to carry out the designated responsibilities of the committee. All committee meetings are subject to state and local open meetings laws and regulations.

Responsibilities of the Audit Committee

The primary responsibilities of the Audit Committee consist of:

- **Selection of the independent auditors:** Periodically, based on contract commitment, the committee will work with staff to establish selection criteria and contract specifications, along with participation in the interview process. Committee members and staff shall then present a recommendation to the board for final approval of the selection of the independent auditor.
- **Review of the annual audit plan:** During the pre-audit meeting, the committee shall review and discuss the audit plan with the independent auditor. The committee must be assured that the audit will meet the needs of the board, all necessary risk assessment and established financial standards associated with the Comprehensive Annual Financial Report (CAFR). The committee must understand and agree with the planned scope of engagement and the basis for professional judgement to be applied during the auditing process.
- **Monitoring progress and compliance:** The committee may periodically discuss any issues arising during the audit process, and also monitor the overall progression. Any significant issue requiring immediate attention shall be discussed with staff for corrective action.
- **Audit exit conference:** A final meeting will be conducted with the committee, independent auditors and staff to discuss the audit and any findings. Staff shall prepare any necessary responses to the independent auditor's management letter. The committee will review said response.
- **Presentation of the audit report:** A designated member of the committee, the independent auditor and staff will present the audit report and CAFR to the board at a regularly scheduled board meeting.
- **Post audit follow-up:** As a post audit activity, the committee will meet with staff to review progress of resolving any findings or recommendations reported in the audit. If deemed necessary, the committee will report that satisfactory resolution of said findings to the board.

Application Process

If you are interested in being considered by the THPRD Board of Directors for appointment, please complete and submit the following application. **Applications must be received by 5 pm on Friday, May 25, 2018.**

Applications can be submitted by email, mail* or hand-delivered to:

Attn: Jessica Collins, Executive Assistant
Tualatin Hills Park & Recreation District
15707 SW Walker Road, Beaverton, OR 97006
jcollins@thprd.org

Audit Committee Application

First/Last Name: _____ Today's Date (mm/dd/yy): _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____

Please answer the following questions.

1. Please explain your interest in serving on the THPRD Audit Committee.

2. What is THPRD's most notable asset to you as a user?

3. Have you served on other (including THPRD) boards or volunteer committees? If so, please list your involvement.

4. Please describe any work experience or areas of expertise that you feel would benefit the Audit Committee.

5. Do you live within the boundaries of the Tualatin Hills Park & Recreation District? Yes No

6. If you are not selected for the committee, would you be interested in other volunteer opportunities with THPRD? Yes No

Demographic Survey (optional)

In order to best serve the region's communities as broadly as possible, the Tualatin Hills Park & Recreation District hopes to understand who our programs currently serve. Any information you provide is helpful.

Occupation: _____

What best describes your ethnicity?

- | | | |
|--|--|--|
| <input type="radio"/> American Indian/Alaskan Native | <input type="radio"/> Asian | <input type="radio"/> Black/African American |
| <input type="radio"/> Latino/Hispanic | <input type="radio"/> Middle Eastern/North African | <input type="radio"/> Native Hawaiian/other Pacific Islander |
| <input type="radio"/> Slavic | <input type="radio"/> White | <input type="radio"/> Other: _____ |

What language is most spoken at home?

- | | | | |
|---------------------------------|---------------------------------|----------------------------------|------------------------------------|
| <input type="radio"/> Cantonese | <input type="radio"/> English | <input type="radio"/> French | <input type="radio"/> German |
| <input type="radio"/> Korean | <input type="radio"/> Mandarin | <input type="radio"/> Russian | <input type="radio"/> Somali |
| <input type="radio"/> Spanish | <input type="radio"/> Ukrainian | <input type="radio"/> Vietnamese | <input type="radio"/> Other: _____ |

What is your age?

- | | | | |
|---------------------------------|---------------------------------|---------------------------------|-------------------------------|
| <input type="radio"/> 18-29 yrs | <input type="radio"/> 30-45 yrs | <input type="radio"/> 46-65 yrs | <input type="radio"/> 66+ yrs |
|---------------------------------|---------------------------------|---------------------------------|-------------------------------|



TUALATIN HILLS PARK & RECREATION DISTRICT

Volunteer Criminal Background Check Consent

The Tualatin Hills Park & Recreation District is conducting a criminal background check program for all volunteers within the Park District (checks are conducted once you are accepted as a volunteer and may be conducted at any time during your volunteer work). We are not anticipating any problems but we are committed to maintaining a quality and safe environment for all patrons. All applications are processed through Criminal Information Services, Inc. Please supply ALL requested information. All applications and results will remain confidential.

Please PRINT or type all information.

FULL NAME _____

OTHER NAMES USED (nicknames, maiden name, etc.) _____

BIRTH DATE / / SSN - - _____

DRIVERS LICENSE # _____ STATE _____

Have you ever been convicted of a crime? Yes No If yes, please explain _____

List ALL states lived in since age 18 and approximate dates of each residency:

Consent Agreement and Volunteer Insurance Waiver

Photography and Videography Waiver

Staff or volunteers may photograph or video volunteers and use the images for volunteer appreciation and outreach purposes. Images are the property of THPRD. By signing this form you acknowledge and agree to such use.

Volunteer Insurance Waiver

As a volunteer, you are NOT covered by the Park District's Workers Compensation program. You are, therefore, urged to have your own health insurance in the event you are injured while performing your volunteer duties.

You ARE covered by the Park District's General Liability Fund. This will protect you in the event of property damage or accidental injury to the public as a result of your performance of volunteer duties assigned by Tualatin Hills Park & Recreation District.

Volunteers are not authorized to drive Park District or personal vehicles as part of his/her duties, but may on occasion be authorized to operate off-road equipment. If you operate off-road equipment, you must have a valid Oregon Driver's License. You will be covered for property damage or bodily injury to others resulting from an accident. You should have your own health insurance to cover yourself.

I have read and understand the foregoing information on volunteers and insurance. If I am injured, I understand I will not have a claim against the Park District for injury and damages. I also give my consent to THPRD to conduct a background check.

Applicant's Signature

Today's Date

Witness Signature (must be 18 years or older)

Today's Date