

## TIGARD-TUALATIN SCHOOL DISTRICT

**Invitation/Application for:**

### **FINANCIAL OVERSIGHT COMMITTEE**

The Tigard-Tualatin School District currently has one vacancy on the District's Financial Oversight Committee for a community-at-large member.

#### **OVERVIEW OF THE FINANCIAL OVERSIGHT COMMITTEE**

The Tigard-Tualatin School District Financial Oversight Committee consist of two members of the Board and three community-at-large members appointed by the Board. The Financial Oversight Committee conducts an annual review of the District's internal control system and hears recommendations or findings from the District's auditors. The review and recommendations developed by the Committee are made in an advisory capacity. The Committee is intended to aid the Board of Directors in accomplishing its financial oversight responsibilities and the Committee does not relieve the Board of Directors from this responsibility. Previous community members appointed to the Financial Oversight Committee have included those with accounting, finance and actuarial backgrounds. TTSD strives to place equity not only at the forefront of the education of all students, but also within District processes and decisions including the diversification of workgroups and committees such as the Financial Oversight Committee, in order to broaden representation and voice.

The Financial Oversight Committee meets at least twice yearly and reports to the full Board at a regularly scheduled Board meeting.

The intent is at least some of the Committee members should have business and financial knowledge as the duties and responsibilities include:

- Enhance communication among the District's independent auditors, management, staff, and Board of Directors;
- Advise the Board about integrity of the District's financial accounting process and systems of internal controls regarding finance, accounting, and use of assets;
- Advise the Board about integrity of the District's financial accounting process and systems of internal controls regarding finance, accounting, and use of assets;
- Review the findings provided by the external auditor regarding the District's financial records; and
- Perform other responsibilities as requested by the full School Board.

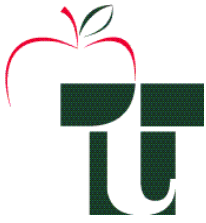
Other responsibilities include annual review of the investment policy and procedures, annual review of the insurance program and assistance with selection of consultants such as the bond financial advisor and underwriter and the insurance agent. A sub-committee has also assisted with financial condition reports.

#### **APPLICATION FORM**

Individuals at least 18 years of age who reside within the geographic boundary of the Tigard-Tualatin School District are eligible to apply for appointment to the Financial Oversight Committee by completing the attached application form and returning it by May 7th to:

Tigard-Tualatin School District  
Superintendent's Office  
6960 SW Sandburg Street  
Tigard, Oregon 97223

Or emailing the completed application by May 21<sup>st</sup> to:  
[TTSDBusinessOffice@ttsd.k12.or.us](mailto:TTSDBusinessOffice@ttsd.k12.or.us) & [lburton@ttsd.k12.or.us](mailto:lburton@ttsd.k12.or.us)



**TIGARD-TUALATIN SCHOOL DISTRICT**  
**FINANCIAL OVERSIGHT COMMITTEE**  
**APPLICATION FORM**

*Please submit the completed application form to:*  
Tigard-Tualatin School District  
Business Office  
6960 SW Sandburg Street  
Tigard, Oregon 97223

**Name** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home Telephone # (\_\_\_\_\_) \_\_\_\_\_ Email** \_\_\_\_\_

**Name of Employer** \_\_\_\_\_

**Work Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Work Telephone # (\_\_\_\_\_) \_\_\_\_\_ Email** \_\_\_\_\_

In the space provided, please provide a brief statement describing why you would like to be considered for appointment to the Financial Oversight Committee.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe how you view the role of equity in financial decision making to assure equitable student outcomes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your skills, training and experience in business, finance, accounting, auditing, insurance, mortgage or related fields, and any additional qualifications, experience, or expertise that qualifies you for membership on this committee.

(You may attach an additional page, if needed.)

\_\_\_\_\_  
\_\_\_\_\_

**MEMBERSHIP CATEGORY**

District. Board Policy requires that some members of the Bond Oversight Committee have business or financial knowledge. Please indicate the Committee designation(s) for which you believe you qualify. Check all that apply.

**Business and Finance Qualifications:**

Experience in business or finance.

Please Specify: \_\_\_\_\_

Experience in accounting or auditing.

Please Specify: \_\_\_\_\_

Experience in insurance or risk management.

Please Specify: \_\_\_\_\_

Experience in mortgage and lending or investment advising.

Please Specify: \_\_\_\_\_

**MEMBERSHIP RESTRICTIONS**

The Board policy specifies that community-at-large members shall be independent and free from any relationship that would interfere with the exercise of his or her independent judgement as a member of the Financial Oversight Committee. To maintain the independence and objectivity of the committee, this could prevent certain members of the community from being eligible for membership on the Financial Oversight Committee.

*Check your response to each of the following questions.*

1. Are you an employee of the Tigard-Tualatin School District? (Note: Employees of the District are prohibited from being members of the committee.) YES NO

2. Are you a vendor, contractor or consultant to the Tigard-Tualatin School District? (Note: Vendors, contractors and consultants to the District are prohibited from being members of the committee.) YES NO

3. Are you able to complete at least one term (three years) as a member of the committee, and refrain from becoming an employee, vendor, contractor, or consultant of the District? YES NO

**Certification of Applicant**

I certify that the answers and statements in this document are true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**