

# Humboldt County Audit Committee Application



**Instructions:** Individuals interested in serving on the Humboldt County Audit Committee must complete this application form. Please submit this completed form along with a resume to:

Mail: Clerk of the Board  
County of Humboldt  
Re: Humboldt County Audit Committee  
825 5<sup>th</sup> Street  
Eureka, CA 95501

Email: COB@co.humboldt.ca.us.

Attach more pages if necessary, but please be concise. Applications are subject to the California Public Records Act and disclosure requirements.

Name: William Cook

Address:

Phone:

Email: william.cook@humboldt.edu

Employer (if employed): Cal Poly Humboldt Sponsored Programs Fo

Are you applying for the Representative of a Special District or Schools?  or

Are you applying for the Representative as a Citizen Member? ☒

1. Why do you want to be a member on the Audit Committee?

I have extensive experience with financial statements, risk assessments, related fiscal matters. I would like to join the Humboldt County Audit Committee to help them become a low-risk auditee. This requires maintaining a history of "clean" audits with no findings. I know that the grant and contracting universe is complicated and when an organization is not a low-risk auditee it can only make it more difficult in the eyes of funders.

2. This appointment requires an understanding of generally accepted accounting principles and financial statements; the ability to assess the general application of such principles in connection with the accounting for estimates, accruals and reserves; knowledgeable of or have experience in preparing, auditing, analyzing or evaluating financial statements; and possess an understanding of internal controls and procedures for financial reporting. Describe how your experience and/or employment qualifies you to serve on the Audit Committee?

As the Compliance Officer at Cal Poly Humboldt Sponsored Programs Foundation I oversee the compliance with subrecipient monitoring. This follows 2 CFR 200, Uniform Grant Administration and requires reading financial statements and other information to make risk assessments prior to establishing subawards and partnering with outside organizations.

I've worked as a Staff Accountant at a local CPA firm and also a non-profit. I have prepared financial statements and informational returns for a non-profit and been on

3. Do you have a bachelor's degree in accounting or related field. Please specify.

Yes. I have a Bachelor of Science in Business Administration with an emphasis in Accounting from Cal Poly Humboldt. I graduated with honors, cum laude. I have experience with Generally Accepted Audit Principles (GAAP), Government Auditing Standards (GAS), and Generally Accepted Auditing Standards (GAAS).

4. Describe any previous Committee (or comparable) experience and how that would assist on this Committee.

I have experience working on several audit request for proposals committees (RFPs) that sought attestation services in a nationwide search. This required following both federal and state guidelines.

I have worked in the accounting field since 2008. In that time I've worked on audit teams providing attestation services to non-profit, private, and government agencies. Working with independent auditors requires one to be independent in both substance and appearance. Auditors have a difficult job when their scope of work is extensive. They

5. How would you work with other Committee members to arrive at decisions?

Working as a team requires a person to both speak up and also step back to let others participate to bring solutions to the table. Being on a committee with members of various backgrounds and expertise is a good opportunity to contribute and learn from others.

6. How much time would you have for this committee per month?

I work an 8-5 job, but can be available for a monthly meeting during these working hours, especially with advance notice. Quarterly meetings will be easy for me to attend.

7. Conflict of Interest:

A. Please disclose any campaign contributions you have made over the past 3 years to campaigns for the following: Board of Supervisors, Treasurer-Tax Collector, Auditor-Controller, or the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury (please note that campaign contributions do not prohibit a person from serving on the committee).

I'm pretty sure I haven't made any applicable campaign contributions in this time frame. I don't have an active membership in the local Democratic Party, but have possibly been a dues paying member withing this time frame. I have attended the Democrat of the Year award dinners for the past two years and I'm not sure if that counts as a donation.

B. Are you employed with, or employed by, any bond writers, bond counsel, security brokerages, or financial services firms with whom the county Treasurer-Tax Collector is doing business?

Yes ☐ No ☒

C. Do you understand and agree to abide by the Conflict of Interest provision in Section V of the Charter of the Humboldt County Audit Committee?

Yes ☒ No ☐

8. Please provide three references who can speak to your qualifications and ability to serve

a. Name: Kacie Flynn Title & Organization: Executive Dire

Relationship to you: Current boss Phone:  email: kacie.flynn@humboldt.edu

b. Name: Scott Hunt Title & Organization: CPA/ABV, Partner, Hunter, Hunter, and Hunt, LLP

Relationship to you: Former boss Phone:  email: scott@hh

c. Name: Connie Stewart

Title & Organization: Director of Initiatives, Cal Poly Humboldt

Relationship to you: Coworker

Phone: \_\_\_\_\_ email: [connie.stewart@humboldt.edu](mailto:connie.stewart@humboldt.edu)

I certify the information on this application to be accurate and complete to the best of my knowledge:

Signature  Digitally signed by William Cook  
Date: 2024.02.01 10:32:03 -08'00'

Date 2/1/2024