

The California-Nevada-Hawaii District of Kiwanis International
Treasurer-Financial Advisor Application

RECEIVED
MAR 18 2019

Applicant Dr. Michelle Augustine

(Please print all information)

Address POB 114 City Edison

State CA Zip 93220

Telephones:

(Cell) 661-319-4040 E-mail drfinance@gci.net

Kiwanis Club Tehachapi

The California-Nevada-Hawaii District of Kiwanis International Bylaws require a special method of election for the office of Treasurer, who is elected for a one-year term and is also the financial advisor to the District Board of Trustees for Kiwanis and Service Leadership Program finances.

Applications must be submitted to the Cal-Nev-Ha Kiwanis District Office,
attn.: District Secretary,
8360 Red Oak St., Suite 201,
Rancho Cucamonga, CA 91730

and received not later than April 30

1 Give a brief summary of why you are interested in this volunteer position.

I have always believed and put my money and effort into the community. I believe child should be given every opportunity to realize there potential. I have volunteered (CASA) to advocate for what was in the best interest of the child.

I believe my background as CFO and Financial advisor to large for-profit and non-profit organizations makes me uniquely qualified for this position.

2. Give a brief description of why you are qualified for this position. (See Policy 192.2 below)

I was CFO to Orange Counties Retirement System (\$11 Billion, 65,000+ retirees, 36,000+ employees). Received the GFOA Excellence in Reporting every year I was CFO. Also as Director of Finance for the City of Whitter received the GFOA Excellence in financial reporting.

Have always had external auditor responsibility.

3. Provide a summary of your education after high school.

Ph. D in Finance, Nova Southeastern University

MBA from Oklahoma City University

BA, Central Oklahoma University

4. What college degrees or awards, including community awards, have you received?

Suma Cum Lauda (GPA above 4.0 for Ph.D.) Dissertation awarded by the Financial Management Organization for the use of a Neural Network to accurately predict the future price of IBM stock, 1999.

5. Provide a summary of your business and/or professional licenses and experience.

I believe this question has been answered above.

6. The District's Financial Policies are in Sec. 20 1-2 71, located at our website (www.cnhkiwanis.org). Should any be added, deleted or changed?

Poll the Trustees for the top 5 or (top 10) risk management situations and develop a strategy for dealing with it.

7. How long have you been a member of Kiwanis? 1 Years. Summarize positions and/or committee memberships you have held:

a. Club: Treasurer

b. District:

c. International:

8. I can fulfill the duties and responsibilities of Treasurer-Financial Advisor.

Yes No

9. I can fulfill the time requirements for the office of Treasurer-Financial Advisor.

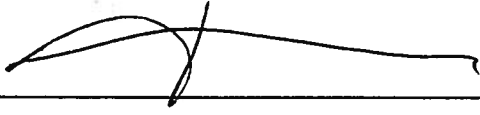
Yes No.

I acknowledge that these time requirements do not include club, foundation or other activities.

10. I acknowledge that any successful applicant will be bonded and subject to both criminal and civil background checks. Yes No.

Dated: _____ March 15th 2019 _____

Signature _____

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke, positioned above a horizontal line.

(See position description and policies)

**California-Nevada-Hawaii District of Kiwanis International
Treasurer-Financial Advisor Application**

Applicant Michael Freed (Please print all information)

Address 15552 Sorbonne St City Sylmar State CA Zip 91342

Telephones: (Cell) 818-800-1771 (Office) 310-672-5993 (fax only)

(Home) _____

E-mail freedabet@gmail.com Kiwanis Club La Canada (noon)

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1. Give a brief summary of why you are interested in this volunteer position.

I am interested in serving Kiwanis further and have been involved and interested in financial affairs since college.

2. Give a brief description of why you are qualified for this position. (See Policy 192.2 below)

I was the CFO for a corporation in Pasadena, CA for about 15 years. I have always done my own bookkeeping and tax return preparation. As part of my computer consulting business I created bookkeeping and accounting systems for small businesses which were not being well-served by commercially available software solutions. While I was in college I became a registered commodities representative with the CFTC and worked as a commodities broker at Bache & Co. in Beverly Hills. I have also prepared tax returns for trusts and my non-profit flying club.

3. Provide a summary of your education after high school.

BA in Economics at UCLA. Post-graduate study in music which contributed to the success of a 30 year career (parallel to my daytime business endeavors) as a professional musician.

4. What college degrees or awards, including community awards, have you received?

BA in Economics at UCLA. Various awards serving Civil Air Patrol. Serving La Canada Kiwanis as Club President this year. Various awards service the Pasadena Tournament of Roses since 1986.

5. Provide a summary of your business and/or professional licenses and experience.

15 years as CFO of a corporation in Pasadena, CA. 40 years as an entrepreneur and small business owner. Commodities broker, sailing instructor. 40 years as a real estate investor. 40 years as a financial investor (stocks, mutual funds, bonds). I am on the investment advisory committee for the La Canada Kiwanis Foundation.

**California-Nevada-Hawaii District of Kiwanis International
Treasurer-Financial Advisor Application (continued)**

6. The District's Financial Policies are in Sec. 201-271, located at our website (www.cnhkiwanis.org). Should any be added, deleted or changed?

I expect this already happens but 225.1 should instruct the District Secretary/Executive to take discounts on invoices when offered (not just paying invoices 'when due').

7. How long have you been a member of Kiwanis? 4 Years. Summarize positions and/or committee memberships you have held:

a. Club:

VP, Pres-Elect, President

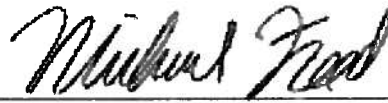
b. District:

c. International:

8. I can fulfill the duties and responsibilities of Treasurer-Financial Advisor. Yes No
9. I can fulfill the time requirements for the office of Treasurer-Financial Advisor. Yes No.
I acknowledge that these time requirements do not include club, foundation or other activities.
10. I acknowledge that any successful applicant will be bonded and subject to both criminal and civil background checks. Yes No.

Dated: 4/2/19

Signature



(See position description and policies)

California-Nevada-Hawaii District of Kiwanis International Treasurer-Financial Advisor Position Description & Policies

The District Bylaws provide that the Treasurer has the duties and responsibilities to:

- Be and carry out the duties and responsibilities of an officer, a member of the Board of Trustees and the Finance Committee, and a delegate-at-large at District conventions.
- Regularly review and advise the District Board of Trustees on the financial condition of the District and its sponsored organizations, and shall be the Financial Advisor as defined in District Policies.
- Make a report at the annual District convention.
- Perform such other duties and responsibilities as usually pertain to this office or as the Governor or the District Board of Trustees may assign.
- Give a bond for the faithful discharge of the duties of the office, in such amount and with such sureties as are required by the District Board of Trustees.

Estimate of Time Requirements to Serve as Treasurer and Financial Advisor:

The amount of time required serving as Treasurer and Financial Advisor will depend primarily on the background and ability of the applicant. *In addition to travel time*, applicants should estimate that the minimum amount of time would include:

- An average of one or two-days monthly in the District office reviewing income, expenses, supporting data and comparisons to budget for the District and sponsored organization finances.
- Additional time is needed for conventions, budget preparation and Board of Trustees, Finance, forward planning and audit committee meetings, and meetings with the auditor.
- Preparation of Treasurer reports to the Board and convention.
- Time is needed at home to approve District and sponsored organization vouchers and determine compliance with their budgets. Direct home access to some financial records may occur.
- For new Treasurers, additional district office days are needed for familiarization with the accounting system, books, records, financial data, etc.

The District Policies, Section 192 to 192.2 further define the duties, responsibilities and qualifications of the Treasurer and Financial Advisor:

192 Treasurer and Financial Advisor Position Description/Responsibilities (02/06)

The Treasurer shall be the Financial Advisor ("FA") for the District, and will advise the Board on all financial matters with particular emphasis on continuity of planning and execution of sound financial decisions.

192.1 The Treasurer and FA will work with the District staff and external auditor and have the following responsibilities:

- A. Shall report directly to the Board
- B. Be a member of the finance committee
- C. Provide the direct link between the Board and staff on financial matters
- D. Provide the direct link between the Board, the audit committee and the external auditors

**California-Nevada-Hawaii District of Kiwanis International
Treasurer-Financial Advisor Position Description & Policies (continued)**

- E. Develop understanding of and advise the Board on the significant operations conducted by the District, the financial environment, significant internal controls and financial reporting procedures
- F. Is willing to serve as a volunteer, without salary, and with an expense account as approved in the annual district budget
- G. Is willing to serve for a one-year term and may be re-elected for not more than three additional one-year terms. A Treasurer appointed to fill a term of less than one-year, may fulfill that term in addition to the four-year maximum

192.2

Qualifications

The Treasurer and FA should have the qualifications and experience necessary to effectively carryout the job requirements. The position shall be open to all Kiwanis members regardless of locale. Qualifications include:

- A. Possess business acumen sufficient to understand and advise regarding the operations and financial reporting of the District
- B. Have an appreciation of the importance of timely and accurate financial reporting
- C. Have the highest integrity and ability to communicate the importance of fair and accurate financial reporting, including accounting estimates
- D. Understand generally accepted accounting principles as applied to the District and non-for-profit organizations
- E. Understand internal controls and financial reporting procedures applicable to the District and non-for-profit organizations
- F. Have the experience with and/or understanding of the external audit function and board audit committees
- G. Be a member of a Kiwanis Club in the California-Nevada-Hawaii District

The following experience or the equivalent would be acceptable:

1. Certified Public Accountant
2. An individual currently or previously engaged in the field of public accounting
3. Service as chairman of the audit committee of a business or large not-for-profit organization
4. Service as chief financial officer, treasurer, controller and/or senior accountant of a business or large not-for-profit organization
5. An entrepreneur with good business acumen and experience dealing with external auditors in the conduct of his/her business

**California-Nevada-Hawaii District of Kiwanis International
Treasurer-Financial Advisor Application**

Applicant Pete Horton (Please print all information)

Address 1234 Australia Street City El Cajon State CA Zip 92020

Telephones: (Cell) 925-216-2926 (Office) 909-736-1704

(Home) 619-596-3363

E-mail pete@cnhkiwanis.org Kiwanis Club Spring Valley

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1. Give a brief summary of why you are interested in this volunteer position.

Given my history of both volunteer and staff positions, I believe I have a unique background to fulfill this position effectively.

2. Give a brief description of why you are qualified for this position. (See Policy 192.2 below)

I served as the District's Executive Director from 1995-2012 and during my tenure I developed the position of District Treasurer as it exists today. I am currently serving as the District's Finance Committee chairman and have served numerous Governors as their Finance chairman beginning with Bob Wikoff in 1989-1990. Prior to my employment as the District's Executive Director I owned a tax and accounting practice in La Mesa, CA. I am enrolled to practice before the Internal Revenue Service.

3. Provide a summary of your education after high school.

I attended the University of Bridgeport in Bridgeport, Connecticut. I have attended classes in management, human relations, contract negotiation and meeting planning for the past 24 years. I continue to attend classes in non-profit, corporate and individual taxation each year, averaging 30 hours of CPE annually.

4. What college degrees or awards, including community awards, have you received?

Kiwanis International Tablet of Honor
George F. Hixson Fellow
Distinguished District Secretary (1999-2000, 2002-2003 and 2011-2012)
William F. Dunlap Fellowship
Kiwanian of the Year

5. Provide a summary of your business and/or professional licenses and experience.

Financial principal in a NASD securities firm 1971-1976.
Enrolled to practice before the Internal Revenue Service since June 22, 1978.
Owned a tax/accounting firm from 1976-1995.
Executive Director of Kiwanis 1995-2012.
Secretary/Treasurer of the Kiwanis Cal-Nev-Ha Foundation 1995-present.

**California-Nevada-Hawaii District of Kiwanis International
Treasurer-Financial Advisor Application (continued)**

6. The District's Financial Policies are in Sec. 201-271, located at our website (www.cnhkiwanis.org). Should any be added, deleted or changed?

In 2018 I made recommendations to the District's Bylaws and Policy Committee for changes in sections 202, 207, 220, 222, 230 and 271. These changes were later adopted by the Board of Trustees in August 2018. The policy version on the website is out of date and does not reflect these changes.

7. How long have you been a member of Kiwanis? 47 Years. Summarize positions and/or committee memberships you have held:

a. Club:

Director, Treasurer, President-elect & President

b. District:

Lt. Governor 1985-1986, Chairman of the District Finance Committee, President of the Kiwanis Cal-Nev-Ha Foundation 1992-1994, Executive Director & District Secretary


c. International:

Chairman of the District Secretaries Committee (2 terms)

8. I can fulfill the duties and responsibilities of Treasurer-Financial Advisor. Yes No
9. I can fulfill the time requirements for the office of Treasurer-Financial Advisor. Yes No.
I acknowledge that these time requirements do not include club, foundation or other activities.
10. I acknowledge that any successful applicant will be bonded and subject to both criminal and civil background checks. Yes No.

Dated: 11/27/19

Signature


(See position description and policies)