2022 **CITYNET ELECTION**

**THE 9TH CONGRESS**

1

**BRIEFER FOR THE CITYNET**

**AUDITOR CANDIDATE**

CITYNET OFFICE BEARERS 2023-2026





**BRIEFER FOR THE CITYNET AUDITOR CANDIDATE**

**CITYNET OFFICE BEARERS 2023-2026**

1. **Eligibility and Procedures for Election of the CityNet Auditor**
	1. With no outstanding membership dues payable to the Network at the time of the Call for Nomination.
	2. A City with proper accounting and auditing systems, applying the double-accounting system by international standards.
	3. Being able to nominate and dispatch eligible Designated Auditor/(s), who fulfil the eligibility criteria and is qualified to carry out the tasks stipulated in the Responsibilities of Service of the Auditor of CityNet.
2. **Background of the CityNet Auditor**
	1. CityNet is required to undergo an annual audit of its accounts according to the CityNet charter.
	2. The fiscal year of CityNet commences on the first day of January and ends on the thirty-first day of December of each year.
	3. The CityNet Auditor is not an individual but a full member of CityNet. The Network Auditor should designate an official (hereinafter referred to as Designated Auditor) to conduct the annual audit of CityNet accounts at the CityNet Secretariat in Seoul, Republic of Korea once every year during its second quarter, subject to confirmation with the CityNet Secretariat.
	4. CityNet Secretariat shall bear select costs of the Designated Auditor for the visit to CityNet Secretariat. This includes the direct economy airfare from home country to the host city of Secretariat, transportation fares from airport and to airport, local transfers, accommodation, and partial daily subsistence allowance for a maximum of four working days. Other costs to be incurred by the visit will be paid by the Network Auditor.
3. **Responsibilities of the CityNet Auditor**
	1. Audit of the CityNet Annual Accounts during the duration of four (4) years.
	2. Nominate at least two (2) potential Designated Auditors by the end of the year of the General Council after being elected. Submit their names and curriculum vitae (CVs) to the CityNet Secretariat. They should each satisfy the Eligibility Criteria for Designated Auditors. The Secretariat will review their eligibility and subsequently confirm the acceptance of the nominees to the applicant.
	3. Send one of the Designated Auditors approved by the CityNet Secretariat to the Secretariat in Seoul once every year for a period of four (4) working days to carry out the in-person audit. CityNet will cover the expenses of the designated auditor for the audit.
	4. Comply with all formalities and approval procedures in the home country to facilitate travel of the Designated Auditor to the CityNet Secretariat in Seoul.
4. **Nomination of the Designated Auditor**

The Network Auditor shall nominate for appointment as the Designated Auditor any official who meets the following eligibility:

* 1. Good understanding of the English Language.
	2. Possess a tertiary education in Accounting or Auditing.
	3. Possess more than five years’ experience in auditing accounts.
	4. Able to provide advice on financial strategies; and
	5. Has a good attitude to the task of auditing CityNet annual account.
1. **Responsibilities of the Designated Auditor**
	1. Compile and submit an Audit Report containing observations and recommendations, which shall be submitted to the Executive Committee for review.
	2. Study and investigate the financial records, statements and documents sent in advance by the Secretariat prior to visiting the Secretariat.
	3. Review the accounts of CityNet.
	4. Carry out an audit and prepare an Audit Report of the preceding fiscal year of CityNet.
	5. Submit the Audit Report to the Executive Committee.
	6. Report the result of the audit to his/her mayor and other designated auditor on conclusion of the Audit.
	7. Transfer his/her knowledge gained to his/her successor, where applicable.

**CITYNET AUDITOR NOMINATION FORM
CITYNET OFFICE BEARERS 2023-2026**

To the Election Committee:

I wish to nominate (COMPLETE NAME OF CITY/ORGANIZATION) for the Position of CityNet Auditor for the term 2023-2026

I attach herewith the supporting documents for your consideration:

Supporting Document A: Any kind of financial statements/reports of the city, such as Balance Sheet and Profit and Loss, Budget Table, Statement of revenues and expenditures, which can be publicly disclosed and help understand the proper account/audit system of the city.

Supporting Document B: High resolution of official photos of mayor and city logo.

**Date : \_\_\_\_\_\_\_ /\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_**

*Month* / *Date*  / *Year*

**Name of City/Organization:** \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_

**Signature and/ or Stamp:**

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**Full Name:** \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_

**Title (Head of City/Organization):** \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_

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| **CONTACT DETAILS** |
| **Name of Contact Person** | \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_ |
| **Title/ Position** | \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_ |
| **Telephone Number** | \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_ |
| **Email/s** | \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_ |