

TUCSON UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD  
AUDIT COMMITTEE  
AGENDA FOR AUDIT MEETING\*

TIME: September 22, 2016  
2:00 p.m.

PLACE: Board Conference Room  
Morrow Education Center  
1010 E. Tenth Street  
Tucson, Arizona 85719

2:00 p.m. CALL MEETING TO ORDER

2:00 p.m. CALL TO THE AUDIENCE

ACTION ITEMS

2:05 p.m. 1. August 26, 2016 Minutes

STUDY/ACTION ITEMS

2:06 p.m. 2. Purchasing Quote Verification Process  
• Kevin Startt

2:15 p.m. 3. Semi-Annual Report to the Governing Board at the June 28 Special Board Meeting  
• Charles Andrade

2:20 p.m. 4. "Draft" Committee Calendar Schedule for 2016-2017 to include deliverables/due dates from External Audit

2:25 p.m. 5. Update Status on Internal Auditor  
• Anna Maiden  
• Dr. Bill Dean

ACTION ITEM

2:30 p.m. MOTION AND VOTE TO RECESS AUDIT COMMITTEE MEETING TO EXECUTIVE SESSION

2:35 p.m. 6. Schedule an executive meeting at this time to consider the following matters:

A. Personnel issues pursuant to A.R.S. §38-431.03 (A)(1); legal advice/instruction to attorney pursuant to A.R.S. §38-431.03 (A)(3) and (A)(4)

1) Internal Auditor Interview

RECESS AUDIT COMMITTEE MEETING

ACTION ITEM

3:45 p.m. MOTION AND VOTE TO ADJOURN EXECUTIVE MEETING AND RECONVENE OR ADJOURN AUDIT COMMITTEE MEETING

STUDY/ACTION ITEMS

3:45 p.m. 7. Discussion to present report regarding Internal Auditor Status to Board on September 27, 2016 Special Board meeting

3:55 p.m. 8. Proposed Agenda Items and/or Additional RFI's

Internal Control Issues

- a. USFR Compliance – Questionnaire Comments
- b. Accounting Records
- c. Cash Handling
- d. Capital Assets Control
- e. Expenditures
- f. Procurement
- g. Payroll
- h. Monthly Financial Reports
- i. Student Attendance Reporting
- j. Student Accounts
- k. Auditor General Internal Controls
- l. After-the-Fact Purchase Orders
- m. Annual Single Audit Reporting Package (Each Year)
- n. Update on ERP Process
- o. Consolidation of Advertising
- p. Internal Auditor Status

4:00 p.m. 9. Meeting Date/Time

4:00 p.m. 10. Future Agenda Item(s)

4:00 p.m. ADJOURNMENT

ADJOURNMENT

- One or more Audit Committee members will/may participate by telephonic or video communications.
- Names and details, including available support documents, may be obtained during regular business hours at the TUSD Governing Board Office.
- Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Translations/Interpretations Services at 225-4672. Requests should be made as early as possible to arrange the accommodation.
- Upon request, TUSD will provide a certified interpreter to interpret Audit Committee meetings whenever possible. Please contact Translations/Interpretations Services at 225-4672 at least 72 hours prior to the event. Every effort will be made to honor requests for interpretation services made with less than 72 hours' notice.
- Previa petición, TUSD proporcionará un intérprete certificado para interpretar la agenda de el comité de Audité o de proporcionar los servicios de interpretación en la reuniones de la Mesa Directiva cuando sea posible. Favor de contactar los Servicios de Traducción/Interpretación al teléfono 225-4672 cuando menos 72 horas antes del evento. Se hará todo lo posible para proporcionar los servicios de interpretación realizados con menos de 72 horas de anticipación.
- If authorized by a majority vote of the members of the Audit Committee, any matter on the open meeting agenda may be discussed in executive session for the purpose of obtaining legal advice thereon, pursuant to A.R.S. 38-431.03 (A)(3). The executive session will be held immediately after the vote and will not be open to the public.

Future Meeting Dates

October 28, 2016 – Tentative