

TUCSON UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AUDIT COMMITTEE
AGENDA

TIME: September 25, 2015
2:00 p.m.

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

2:00 p.m. CALL TO ORDER

ACTION ITEM

2:00 p.m. 1. Election of Chair and Co-Chair

2:10 p.m. CALL TO THE AUDIENCE

INFORMATION ITEM

2:15 p.m. 2. Welcome New Committees Member to the Audit Committee
• Todd Anderson

ACTION ITEM

2:20 p.m. 3. August 28, 2015 Minutes

STUDY/ACTION ITEMS

2:25 p.m. 4. Comments by Superintendent, Dr. H. T. Sánchez

2:35 p.m. 5. Update on Internal Auditor Position
• Anna Maiden

2:50 p.m. 6. Calendar of Events for Finance – USFR, Questionnaire Comments, Annual Single Audit Reporting, etc.
• Karla Soto

3:05 p.m. 7. Engagement Schedule for External Auditor
• Karla Soto

3:20 p.m. 8. Discussion of Audit Committee Charter

3:35 p.m. 9. Committee Calendar Schedule for 2015-2016

3:45 p.m. 10. 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

3:35 p.m. 11. Meeting Date/Time

4:00 p.m. ADJOURNMENT

- One or more Committee members will/may participate by telephonic or video communications.
 - a) Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting, Director of Staff Services to the Governing Board at 225-6070. Requests should be made as early as possible to arrange the accommodation.
- All times are approximate and any agenda item may be taken up after the 2:00 p.m. meeting time.

Future Meeting Dates – Tentative pending approval of Calendar Schedule

October 23, 2015

November 20, 2015

December 18, 2015