

TUCSON UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AUDIT COMMITTEE
A G E N D A

TIME: October 25, 2013
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
• Robert O'Toole, Chair

2:00 p.m. CALL TO THE AUDIENCE

ACTION ITEM

2:05 p.m. 1. August 23, 2013 Minutes

STUDY/ACTION ITEMS

2:10 p.m. 2. RFI No. 61 – Sole Source Procurements – Kevin Startt

2:20 p.m. 3. RFI No. 62 – After-the-Fact Procurements – Kevin Startt

2:30 p.m. 4. RFI No. 63 – Instructions to District Staff regarding Purchasing Procedures – Kevin Startt

2:40 p.m. 5. RFI No. 64 – Authority for Approval of Change Orders in Construction Projects – Marcus Jones

2:50 p.m. 6. RFI No. 65 – Sick/Vacation Payout Procedures – Paula Stillwell

3:00 p.m. 7. Asset Inventory and Control
• Christina Cruz

3:10 p.m. 8. Update on the Efficiency Audit directed by the Governing Board – Schedule, Auditor Information, Etc.

3:20 p.m. 9. RFI – What is the Status of the RFP for Outside Auditors

3:25 p.m. 10. Recommendation to Hire an Internal Auditor – Requested by Tucson Unified School District Governing Board Audit Committee

3:30 p.m. 11. Update on ERP Process

3:35 p.m. 12. Recent Monthly Financial Report to the Governing Board – Fiscal Year-to-date Expenditure

3:40 p.m. 13. Semi-Annual Report to the Governing Board November 12, 2013 Governing Board Meeting

3:45 p.m. 14. 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 – Soon
- k. Auditor General Internal Controls
- l. After-the-Fact Purchase Orders
- m. Annual Single Audit Reporting Package (Each Year)

3:50 p.m. 15. Meeting Date/Time

3:55 p.m. 16. Future Agenda Item(s)

4:00 p.m. 17. Introduction of New Governing Board Members

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

November 22, 2013

*December 20, 2013 – 3rd Friday

*Due to Winter Break for TUSD, District Offices will be closed December 23, 2013 – January 3, 2014.

January 24, 2014