

**Tucson Unified School District No. 1
Governing Board Audit Committee Meeting
Board Room, Morrow Education Center
1010 East Tenth Street
Tucson, Arizona 85719**

**January 24, 2008
2:30 p.m.**

MINUTES

Committee Members Present:

Sandra Parker, Chair
Cliff Altfeld
Lea Marquez Peterson
Loretta Peto
Mark Stegeman

Participants:

Roger Pfeuffer, Superintendent
Corey Arvizu, C.P.A., Heinfeld Meech & Co.
Linda Todd, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – 2:36 p.m.

ACTION ITEMS

Approval of Minutes

- January 10, 2008

Approved by
Consensus.

REQUESTS FOR INFORMATION

- No. AC-RFI 13 - Current Financial Report
- No. AC-RFI 14 - Voucher Verification
- No. AC-RFI 15 - Board Financial Reports
- No. AC-RFI 16 - Asset Management Reports

No Action
Taken.

Information provided for review. No discussion.

ADDITIONAL REQUESTS FOR INFORMATION

No discussion, no additional requests.

No Action
Taken.

<u>FUTURE AGENDA ITEMS</u>	<u>Item</u>	<u>ACTION</u>
	<ul style="list-style-type: none"> Strategic Planning Charter Adoption 	Studied Only. No Action Taken.
	Persons commenting, asking questions and/or providing information were Loretta Peto, Lea Marquez Peterson, Sandra Parker, Mark Stegeman, and Cliff Altfeld.	

UNFINISHED BUSINESS

<ul style="list-style-type: none"> Review and Approval of Draft Committee Charter 	Studied Only. No Action Taken.
Continued work and reviewed completed portion of the charter. Other items discussed were the process of adding items to the agenda, committee membership, and internal controls.	
Persons commenting, asking questions and/or providing information were Sandra Parker, Loretta Peto, Mark Stegeman, and Cliff Altfeld.	

DISTRICT REPORTS AND PRESENTATIONS

<ul style="list-style-type: none"> Roger Pfeuffer, Superintendent 	Addressed out of sequence.
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UNFINISHED BUSINESS (Con't)

<ul style="list-style-type: none"> Report of External Auditor Time Schedule – Corey Arvizu, C.P.A., Heinfeld Meech & Co. 	Studied Only No Action Taken.
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Discussion regarding the External Auditor's Annual Calendar, Management Letter, and CAFR. It was agreed that the committee would like a comprehensive review, and inclusion of the audit review status at every quarterly meeting.

Persons commenting, asking questions and/or providing information were Cliff Altfeld, Loretta Peto, Sandra Parker, Mark Stegeman, and Lea Marquez Peterson.

<ul style="list-style-type: none"> Final Calendar for 2008 	Approved by Consensus.
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Proposed Audit Committee Meeting Dates were reviewed and finalized

Persons commenting, asking questions and/or providing information were Sandra Parker, Loretta Peto, Mark Stegeman, Lea Marquez Peterson, and Cliff Altfeld.

ITEM

ACTION

DISTRICT REPORTS AND PRESENTATIONS

Superintendent Roger Pfeuffer provided a full explanation regarding a retro-payment payroll error.

Studied Only.
No Action
Taken.

Persons commenting, asking questions and/or providing information were Sandra Parker, Loretta Peto, Mark Stegeman, Lea Marquez Peterson, and Cliff Altfeld.

(Addressed out of sequence with the agenda)

Superintendent Pfeuffer reviewed the ORACLE report regarding District's PeopleSoft accounting software. A full copy will be provided to the Committee for review.

Studied Only.
No Action
Taken.

Persons commenting, asking questions and/or providing information were, Mark Stegeman, Sandra Parker, Cliff Altfeld, Lea Marquez Peterson and Loretta Peto.

MEETING ADJOURNED by Consensus– 5:10 P.M.

Approved this 28th day of February, 2008.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Sandra L. Parker
Audit Committee Chair

Lt
01-24-08 Audit Committee/Minutes