

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

**January 27, 2011  
2:30 p.m.**

**MINUTES**

**Committee Members Present:**

Cliff Altfeld, Chair  
Robert O'Toole, Co-Chair

**Committee Members Absent:**

Jeffrey Abbott

**Others Present:**

Adrienne Sanchez, Interim Chief Financial Officer  
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

**ITEM**

**ACTION**

**MEETING CALLED TO ORDER** – Clifford Altfeld called the meeting to order at 2:37 p.m.

**CALL TO THE AUDIENCE**

No one requested to speak.

No action required.

**ACTION ITEMS**

1. Approval of December 16, 2010 Minutes

Robert O'Toole moved approval. Cliff Altfeld seconded.  
Approved 2-0.

**STUDY/ACTION ITEMS**

2. RFI Tracking List  
Governing Board secretary provided update RFI list to the committee, with no pending RFI's.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld and Robert O'Toole.

3. Recruitment of Audit Committee Members and Interim Strategic Planning

Cliff Altfeld requested a meeting with the Superintendent to discuss recruiting new Audit Committee members.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld and Robert O'Toole.

4. Upcoming Audit Issues and Scheduling

Adrienne Sanchez updated the committee by saying that the deadline was met even though the Comprehensive Annual Financial Report (CAPR) was submitted in draft form. The Questionnaire and Single Audit reports are due in March. The reports are State mandated, not Federal mandated.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

5. Review of USFR Questionnaire

- Single Audit Findings

Item was not discussed and postponed to the February 17, 2011 meeting.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

6. Annual Financial Report – Adrienne Sanchez

- Q & A

Adrienne Sanchez discussed with the committee that the State is proposing to upgrade the State Level Attendance Systems. She also answered other questions that the committee had.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

7. Letter to Superintendent

- Cliff Altfeld

Cliff Altfeld informed the committee that he sent the letter to the Superintendent and the Governing Board President regarding tracking of inventory. He advised that he received a thank you letter in the mail from the Governing Board President saying they would look into it.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld and Robert O'Toole.

8. Monthly Budget Update and ERP Status  
ERP Status: No update was given.

No Action Required,  
discussion only.

Budget Update: The Committee was given a copy of the PowerPoint presentation that was presented during the Governing Board Retreat on January 25, 2011.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole, and Adrienne Sanchez.

9. Proposed Agenda Items and/or Additional RFI's

No Action Required,  
discussion only.

Agenda items for February 17, 2011 meeting: List the ongoing items and add CAFR Q & A with Heinfeld, Meech & Co. and Questions regarding School Finance Summary Manual.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

**MEETING ADJOURNED** 3:25 p.m.

Robert O'Toole moved approval. Cliff Altfeld seconded.  
Approved, 2-0.

Approved this 17<sup>th</sup> day of February, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_  
Clifford Altfeld  
Audit Committee Chair

mcg  
01-27-11 Audit Committee/Minutes