MINUTES

Committee Members Present:
Cliff Altfeld, Chair
Loretta Peto, Co-Chair
Mary Matiella
Robert O'Toole
Sandy Parker

Committee Members Absent:
None.

Others Present:
Bonnie Betz, Director, TUSD Finance Department
Michele Gutierrez, Senior Staff Assistant I to the Governing Board
Michael G. Stelpstra, CPA, Manager, State of Arizona Office of the Auditor General
Meghan L. Gouker, Accountant, State of Arizona Office of the Auditor General
Sara Thomas, Accountant, State of Arizona Office of the Auditor General

ITEM

MEETING CALLED TO ORDER – 2:35 p.m.

ACTION ITEMS

1. Approval of January 22, 2009 Minutes

Sandy Parker moved approval. Loretta Peto seconded. Approved 3-0. Two newly appointed committee members Mary Matiella and Robert O'Toole did not vote.
STUDY/ACTION ITEMS

2. Welcome to Committee Members – Orientation
   Materials included
   - Copy of CAFR
   - Copy of Audit Committee Charter
   - Pamphlet on Internal Controls – Sandy Parker
   - School Finance Article – Cliff Altfeld
   - Open Meeting Law Brochure and TUSD Map
   
   Each committee member introduced themselves. Cliff Altfeld briefly described each item in the new committee member’s packet.

   Persons commenting, asking questions, or providing information were Cliff Altfeld, Loretta Peto, Mary Matiella, Robert O’Toole, Sandy Parker and Bonnie Betz.

   No Action Required, discussion only.

3. Study Session with State Auditor General Attorney
   - Topic for Audit Committee
   
   Three representatives from the State Auditor General Attorney’s Office presented to the committee Common School District Deficiencies.

   Persons commenting, asking questions, or providing information were Cliff Altfeld, Loretta Peto, Mary Matiella, Robert O’Toole, Sandy Parker and Bonnie Betz.

   No Action Required, discussion only.

4. RFI Tracking – RFI 35 and RFI 36
   
   RFI 35 – Latest Asset Management Reports
   Committee will request through an RFI a quarterly Asset Management Report.

   RFI 36 – Cash Control Procedures and Compliance
   Committee discussed information that was provided.

   Persons commenting, asking questions, or providing information were Cliff Altfeld, Loretta Peto, Mary Matiella, Robert O’Toole, Sandy Parker and Bonnie Betz.

   No Action Required, discussion only.
5. Hiring Internal Auditor Proposal  
- Loretta Peto

Loretta Peto moved to resubmit the Internal Auditor proposal to the Governing Board.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Loretta Peto, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.

Loretta Peto moved approval. Sandy Parker seconded. Motion to resubmit the Internal Auditor Proposal to the Governing Board. Approved 5-0.

6. Changes to Complaint Procedure  
- Cliff Altfeld

Members wanted more time to study item. Tabled for discussion for the March committee meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Loretta Peto, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.

No Action Required, discussion only.

7. Regarding RFP for External Auditor  
- Sandy Parker and Loretta Peto

Loretta Peto attended the committee reviews for RFP for External Auditor. Heinfeld, Meech & Co. was selected by committee and approved by the Governing Board at its February 10, 2009, Regular Board meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Loretta Peto, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.

No Action Required, discussion only.

8. Status of External Audit

Bonnie Betz informed committee that the Comprehensive Annual Financial Report (CAFR) is done.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Loretta Peto, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.

No Action Required, discussion only.
9. Equipment Tracking Policy Modification

Asset Management provided the committee through RFI 35 the change in Asset Management Tagging/Inventory Procedures and the Asset Management Retirement Report.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Loretta Peto, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.

No Action Required, discussion only.

10. Discussion of ERP Systems

Bonnie Betz has three providers scheduled to present to Finance Department. Audit Committee members were invited to attend to give their input.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Loretta Peto, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.

No Action Required, discussion only.

11. Proposed Agenda Items and/or Additional RFI’s

Discussion of future items such as monthly budget report and cash management at the high schools.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Loretta Peto, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.

No Action Required, discussion only.

MEETING ADJOURNED 5:13 p.m.

Loretta Peto moved adjournment. Robert O'Toole seconded. Approved 5-0.

Approved this ______26th_______ day of ______March, 2009.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By ________________________________
Clifford Altfeld
Audit Committee Chair