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

March 25, 2010  
2:30 p.m.

MINUTES

Committee Members Present:  
Cliff Altfeld, Chair  
Deborah S. Corcoran  
Robert O’Toole

Committee Members Absent:  
Sandy Parker, Co-Chair

Others Present:  
Bonnie Betz, Chief Finance Officer, Financial Services-arrived at 2:55 p.m.  
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM  ACTION

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to order at 2:39 p.m.

CALL TO THE AUDIENCE  
No one requested to speak.

ACTION ITEMS  
1. Approval of February 18, 2010 Minutes  
Deborah S. Corcoran moved approval. Cliff Altfeld seconded. Approved 2-0, Robert O’Toole abstained

STUDY/ACTION ITEMS  
2. RFI Tracking List  
Cliff Altfeld commented the tracking list was up-to-date with RFI 47 opened.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran and Robert O’Toole.

No Action Required, discussion only.
3. RFI-47 – Procedures for Cash Receipts
Committee reviews samples of procedures from schools. Bonnie Betz answered the committee’s questions and concerns.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

No Action Required, discussion only.

4. USFR Compliance Questionnaire Comments
   Appendix A
   - Comments for Fiscal Year End June 30, 2009-Tax Credits with the IT Policies/Attendance
Bonnie Betz is going to e-mail to the committee the most recent USFR draft.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

No Action Required, discussion only.

5. Status of Audit Reports and USFR
Bonnie Betz updated the committee with the status of the Audit Reports and answered the committee’s questions and concerns.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

No Action Required, discussion only.

6. Status of Self Insurance
Bonnie Betz reported there was a meeting to review the first proposal.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

No Action Required, discussion only.

7. Anonymous Complaint and Investigation Form
Form is posted to Audit Committee website; committee was concerned that a person would have trouble finding the form. Committee going to review location of form and decide if form should be relocated.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

No Action Required, discussion only.
8. Monthly Budget Update
Audit Committee reviewed monthly budget update that Bonnie Betz presents each month to the Governing Board during the regular board meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

No Action Required, discussion only.

9. Proposed Agenda Items and/or Additional RFI’s
Agenda items for April 22nd meeting: RFI-48 – District’s Cash Handling Policy, Fraud and Risk Management Webinar, presentation by Deborah S. Corcoran.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

No Action Required, discussion only.

MEETING ADJOURNEDE 3:57 p.m.

Robert O'Toole moved approval. Deborah S. Corcoran seconded. Approved 3-0.

Approved this 22nd day of April, 2010.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By

Clifford Altfeld
Audit Committee Chair