

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

**March 27, 2008
2:30 p.m.**

MINUTES

Committee Members Present:

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

Participants:

Roger Pfeuffer, TUSD Superintendent
Bonnie Betts, Director, TUSD Finance Department
Kera Badalamenti, CPA, PC Heinfeld, Meech & Co
Corey Arvizu, CPA, PC Heinfeld, Meech & Co.
Sarah Spect, Heinfeld, Meech & Co.
Linda Todd, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – 2:35 p.m.

ACTION ITEMS

1. Approval of February 14, 2008 Minutes
2. Approval of February 28, 2008 Minutes

Loretta Peto moved
approval. Mark
Stegeman seconded.
Passed by voice vote.
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Quorum present: Sandra Parker, Loretta Peto, Lea Marquez-
Peterson, and Mark Stegeman.

ACTION

ITEM

REQUESTS FOR INFORMATION

3. No. AC-RFI 20 – Updated Organizational Chart for Finance, Human Resources, IT

Information Only.
No Action Required.

Discussion regarding the qualifications and experience of the employees in the Finance department.

Persons commenting or asking questions were Sandra Parker, Loretta Peto, Mark Stegeman, and Lea Marquez Peterson.

4. No. AC-RFI 21 – Adjusting Entries for Year End Reporting

Information Only.
No Action Required.

Information presented by Sandra Parker. Cliff Altfeld commented.

5. No. AC-RFI-22 – List of Lost Items in Asset Inventory

Information Only.
No Action Required.

Sandra Parker commented that this item was not complete.

Persons commenting or asking questions were Loretta Peto, Mark Stegeman, and Lea Marquez Peterson.

6. RFI Tracking

Information Only.
No Action Required.

Information provided by Sandra Parker. No discussion.

7. Discussion on the Finance Organizational Chart

No Action Required.

Discussion included with RFI #20.

Persons commenting or asking questions were Sandra Parker, Loretta Peto, Mark Stegeman, and Lea Marquez Peterson..

SUPERINTENDENT'S DISCUSSION

8. Discussion on the Audit Committee Charter

Discussion Only.
No Action Taken.

Roger Pfeuffer presented information. Discussion followed regarding the role of the Audit Committee as a district financial advisory committee and the procurement of the external auditor .

Persons commenting or asking questions were, Cliff Altfeld, Loretta Peto, Sandra Parker, Mark Stegeman, and Bonnie Betz.

9. Discussion with External Auditors, Kera Badalamenti, and Corey Arvizu

Studied Only.
No Action Taken.

- General Discussion regarding Audit Management
- Discussion regarding Audit Committee and Auditor Communications
- Management Letter Year Ended , June 20, 2007
- Compliance Questionnaire
- CAFR and Other Financial reports
- Other Pertinent Information

Persons commenting or asking questions regarding the audit, and bulleted items listed were Sandra Parker, Loretta Peto, Lea Marquez Peterson, Mark Stegeman, Cliff Altfeld, and Bonnie Betz.

10. Proposed Agenda items and/or Additional RFI's

Information Only.
No Action Required.

The following items were given to the committee for their information.

- March 11, 2008, TUSD Regular Board Meeting Board Agenda BAI #5, Presentation on FY 2008 Budget Status with New Format and Update on FY 2009 Budget Development,
- BAI#6(z) Ratification of Salary and Non-Salary Vouchers
- BAI #2. District Management Audit Final Report Presentation by MGT of America, Inc. from the March 25, 2008 Special Meeting. No Discussion.

MEETING ADJOURNED 5:01 p.m.

Lea Marquez
Peterson moved
adjournment. Loretta
Peto seconded
Approved by
consensus.

Approved this 24th day of April, 2008.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Sandra L. Parker
Audit Committee Chair

Lt
03-27-08 Audit Committee/Minutes