MINUTES

Committee Members Present:
Cliff Altfeld, Chair
J. Thomas House
Charles M. Kill
Robert O'Toole, Co-Chair – arrived at 2:37 p.m.

Committee Members Absent:
Jimmy J. Lovelace

Others Present:
Eric Lybeck, Program Coordinator, Title I
Shelly Duran, Director, Title I
Yousef Awwad, Chief Financial Officer, Financial Services
Mary Alice Wallace, Director of Staff Services to the Governing Board
Michele C. Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM ACTION

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to order at 2:08 p.m.

CALL TO THE AUDIENCE
The following are the names of the individuals who spoke and the subject of their comments:

None.

ACTION ITEM
1. Approval of March 22, 2013 Minutes

Tom House moved approval. Chuck Kill seconded. Approved 3-0, Robert O'Toole not present to vote.
STUDY/ACTION ITEMS

2. Introduction of New Governing Board Members

Chuck Kill requested that Board members be invited to attend the next scheduled Audit Committee Meeting.

3. Title I Findings in the USFR, Exhibit A

Shelly Duran discussed with the committee the auditor’s findings for Title I funding. One of the findings was regarding summer school indicating the program was not detailed enough. After submitting a detailed plan to the Arizona Department of Education and the Attorney General, the District was notified requirements had been satisfied.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Tom House, Chuck Kill, Yousef Awwad and Eric Lybeck.

4. Update on ERP Process

Yousef Awwad reported that there hasn’t been any further work on the ERP Process because his staff has been working on the budget for School Year 2013-2014.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Tom House and Chuck Kill.

5. Recent Monthly Financial Report to the Governing Board

Yousef Awwad reported that after the employee groups assisted with the cuts, plus 11 schools closing, with one school reopening, and department cuts, the 17 million dollar deficit has been met along with 2 million dollars added in contingency.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Tom House, Chuck Kill, and Robert O’Toole.

Chuck Kill reported that the items were postponed to the May 7th Regular Board Meeting. (It was subsequently noted that the Recommendation for the Internal Auditor has been moved to the June 11, 2013 Board Meeting agenda.)

The committee along with Yousef Awwad discussed the functions of hiring an Internal Audit Staff and reporting responsibilities.

Chuck Kill suggested a meeting with two or three of the Board Members so they could discuss the role and responsibilities of an Internal Auditor.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Tom House and Robert O’Toole.

7. Proposed Agenda Items and/or Additional RFI’s
   a. USFR Compliance – Questionnaire Comments
   b. Accounting Records
   c. Cash Handling
   d. Capital Assets Control
   e. Expenditures
   f. Procurement
   g. Payroll
   h. Financial Reports
   i. Student Attendance Reporting
   j. Students Accounts – Soon
   k. Auditor General Internal Controls
   l. After-the-Fact Purchase Orders
   m. Annual Single Audit Reporting Package (Each Year)

At Cliff Altfeld’s request, Yousef Awwad provided an update on the Superintendent Search.

Mary Alice Wallace will send an email to invite Board Members to attend the next scheduled Audit Committee meeting.

Other persons commenting, asking questions, or providing information were Tom House, Chuck Kill and Yousef Awwad.

8. Meeting Date/Time

The next scheduled Audit Committee meeting is May 24, 2013.
MEETING ADJOURNED 3:29 p.m.

Robert O’Toole moved approval.
Tom House seconded.
Approved 4-0.

Approved this 24th day of May, 2013.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By

Robert O’Toole
Audit Committee Co-Chair

mcg
04-26-13 Audit Committee/Minutes