

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

**April 26, 2013  
2:00 p.m.**

**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:

No action required.

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**

No Action Required,  
discussion only.

### 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

No Action Required,  
discussion only.

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

No Action Required,  
discussion only.

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

No Action Required,  
discussion only.

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.

6. Report on the Recommendation for District to Hire Internal Audit Staff and Semi-Annual Report to the Governing Board April 9, 2013 Governing Board Meeting No Action Required, discussion only.

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 No Action Required, discussion only.
- 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 No Action Required, discussion only.

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 24<sup>th</sup> day of May, 2013.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_  
Robert O'Toole  
Audit Committee Co-Chair

mcg  
04-26-13 Audit Committee/Minutes