

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

**May 22, 2015  
2:00 p.m.**

**MINUTES**

**Committee Members Present:**

Jimmy J. Lovelace, Chair  
Adelita S. Grijalva, Governing Board President  
Ricky Hernandez  
Bill Tong

**Committee Members Not Present:**

Lori K. M. Cox  
Charles M. Kill – 2:05 p.m. and 2:12 p.m. attempt to connect for a Conference Call –  
went to voicemail.  
Karla Soto, Chief Financial Officer

**Others Present:**

Julie Tolleson, General Counsel  
Renee Weatherless, Director, 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**

**Call to Order** – 2:05 p.m.

**Call to the Audience**

There were no persons wishing to speak.

No action required.

**ACTION ITEM**

1. March 27, 2015 Minutes  
April 24, 2015

No Action taken.

No motion was made; items will carry to the next scheduled meeting.

## **INFORMATION ITEM**

### 2. Introduction of New Audit Committee Members

No action required;  
discussion only.

Those in attendance introduced themselves, stated their occupations and described how it related to the Audit Committee.

## **STUDY/ACTION ITEMS**

### 3. Legal Interpretations on Audit Committee functions post March 10, 2015 Charter changes – advice by District Legal Counsel

No action required;  
discussion only.

Item not addressed.

### 4. Status of USFR and A133 and Cash Flow Projections

No action required;  
discussion only.

Renee Weatherless answered the committees' questions and concerns. She added that the number of findings were fewer in comparison to past years.

Jimmy Lovelace requested that the committee would like to see a projection of subsequent funds as no cash flow projection was provided to the committee.

Persons commenting, asking questions, or providing information were Jimmy Lovelace, Ricky Hernandez, Adelita S. Grijalva and Bill Tong.

### 5. Schedule of Current Debt (Follow up from Committee questions at the January meeting)

No action required;  
discussion only.

Renee Weatherless deferred the item to the next scheduled meeting to provide a report.

Persons commenting, asking questions, or providing information were Jimmy Lovelace, Ricky Hernandez, Bill Tong and Adelita S. Grijalva.

### 6. Semi-Annual Report to the Governing Board June 9, 2015 Governing Board Meeting

No action required;  
discussion only.

Jimmy Lovelace stated that the item would be tabled to the next scheduled meeting.

Ricky Hernandez commented.

## 7. Update on Internal Auditor Position

Mary Alice Wallace explained to the committee the application and interview process.

The committee decided to review applications to be interviewed of qualified applicants on June 5, 2015 and identify those to be interviewed on June 10, 2015.

Persons commenting, asking questions, or providing information were Jimmy Lovelace, Ricky Hernandez, Adelita S. Grijalva and Bill Tong.

Ms. Grijalva indicated she would not participate in the reviews and interviews process in order to avoid the perception of a Conflict of Interest since the Governing Board will be voting to appoint the Internal Auditor.

Ricky Hernandez moved to conduct the interview process for the Internal Auditor position, Bill Tong seconded. Approved unanimously in a voice vote.

## 8. Proposed Agenda Items and/or Additional RFI's

### Internal Control Issues

- a. USFR Compliance – Questionnaire Comments
- b. Accounting Records
- c. Cash Handling
- d. Capital Assets Control
- e. Expenditures
- f. Procurement
- g. Payroll
- h. Monthly Financial Reports
- i. Student Attendance Reporting
- j. Student Accounts
- k. Auditor General Internal Controls
- l. After-the-Fact Purchase Orders
- m. Annual Single Audit Reporting Package (Each Year)
- n. Update on ERP Process
- o. Consolidation of Advertising
- p. Internal Auditor Status

Jimmy Lovelace stated most of the items would carry to the next scheduled meeting.

## 9. Meeting Date/Time

June 5, 2015, 2:00 p.m. review applications  
June 10, 2015, 3:00 p.m. interview qualified applicants

ADJOURNMENT

Adelita S. Grijalva  
moved approval, Bill  
Tong seconded.  
Approved unanimously  
in a voice vote.

Approved this 26<sup>th</sup> day of June, 2015.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_  
Jimmy Lovelace  
Audit Committee Chair