

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

**June 28, 2013
2:00 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
J. Thomas House
Charles M. Kill – arrived at 2:15 p.m.
Robert O’Toole, Co-Chair

Committee Members Absent:

Jimmy J. Lovelace

Others Present:

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 2:11 p.m.

CALL TO THE AUDIENCE

There were no requests to speak.

No action required.

ACTION ITEM

1. Approval of May 24, 2013 Minutes

Robert O’Toole moved approval. Tom House seconded.
Approved 3-0. Chuck Kill not present to vote.

STUDY/ACTION ITEMS

2. Introduction of New Governing Board Members

No Action Required, discussion only.

Cliff Altfeld commented to the committee this item was continuous.

3. Coordinate with Outside Auditors

No Action Required,
discussion only.

Jimmy Lovelace was not present to update the committee.

Robert O'Toole commented that at the previous meeting, Mr. Lovelace had covered everything that needed to be covered.

Other person commenting, asking questions, or providing information was Cliff Altfeld.

4. Election of Chair and Co-Chair

No Action Required,
discussion only.

Robert O'Toole asked that the item be deferred to the next scheduled meeting, when all committee members are present.

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

5. Recommendation to Hire an Internal Auditor – Requested by Tucson Unified School District Governing Board Audit Committee

No Action Required,
discussion only.

Tom House reported that he attended the June 25, 2013, Special Governing Board meeting and that the item would be postponed until the new Superintendent reviewed the recommendation.

Since the committee has discussed the item with two of the Board members, the committee requested to meet with the other three Board members to hear their opinions. An e-mail will be sent to invite them.

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

6. Update on ERP Process

No Action Required,
discussion only.

The committee discussed the PowerPoint presentation Yousef Awwad presented to the Governing Board members during the June 25, 2013 Special Board meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Tom House, Chuck Kill and Robert O'Toole.

7. Recent Monthly Financial Report to the Governing Board

No Action Required,
discussion only.

The committee discussed the State of Arizona School District Annual Expenditure Budget Districtwide Budget Report and PowerPoint presentation Yousef Awwad presented to the Governing Board members during the June 25, 2013 Special Board meeting.

Persons commenting, asking questions, or providing information were, Tom House, Chuck Kill, and Robert O'Toole.

8. 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)

No Action Required,
discussion only.

Bob O'Toole requested two items for the next committee meeting: 1) Election of Chair and Co-Chair, and 2) Student Attendance Reporting – Instructional Hours Report.

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

9. Audit Committee Calendar for 2013-2014 – Draft

No Action Required,
discussion only.

Cliff Altfeld suggested to the committee that they look over the dates and times and at the next meeting the committee would vote for approval.

10. Meeting Date/Time

No Action Required,
discussion only.

Cliff Altfeld commented that no meeting was scheduled for the month of July.

The next scheduled Audit Committee meeting is August 23, 2013.

MEETING ADJOURNED 3:02 p.m.

Approved this 23rd day of August, 2013.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair