MINUTES

Committee Members Present:
Sandra Parker, Chair
Lea Marquez Peterson
Mark Stegeman

Committee Members Absent:
Cliff Altfeld, Co-Chair
Loretta Peto

Others Present:
Bonnie Betz, Director, TUSD Finance Department arrived at 3:02 p.m.
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM ACTION

MEETING CALLED TO ORDER – 2:33 p.m.

ACTION ITEMS
1. Approval of September 25, 2008 Minutes
   Lea Marquez Peterson moved approval. Mark Stegeman seconded. Approved by consensus.

REQUESTS FOR INFORMATION
2. AC-RFI 30 – Cash Account Irregularities
   Bonnie Betz summarized the insurance claim on the $30,000.00 and procedures at the school site.

   Persons commenting, asking questions, or providing information were Sandra Parker, Lea Marquez Peterson and Mark Stegeman

   Information Only
   No Discussion.

3. RFI Tracking and Blue Ribbon Committee Report
   An update was not given due to the absence of Loretta Peto.

   Not Addressed.
STUDY/ACTION ITEMS

4. **Proposal to Governing Board on Hiring of Internal Auditor Governing Board Discussion**
   - Sandy Parker
   Sandy went over the results from the presentation that was made to the Governing Board members at the October Board meeting. Mark Stegeman will draft a new proposal for discussion at the November Audit Committee meeting.

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

   **No Action Required, discussion only.**

5. **Discussion of Cash Accounts Internal Controls – “What Can We Do to Assist the District Improving Cash Controls”: Discussion of RFI 30**
   - Bonnie Betz
   Bonnie Betz went over the Financial Services District Cashier Booklet, the Site Cash Control Agreement and the future reprimands for school sites.

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

   **No Action Required, discussion only.**

6. **Discussion of External Auditor Request for Proposal (RFP)**
   Proposal was discussed and will be edited for November’s meeting.

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

   **No Action Required, discussion only.**

7. **Discussion of External Auditor meeting with the chair (Committee’s opinion of Fraud Potential and controls in place to mitigate fraud)**
   Sandy Parker will meet with External Auditor Chairperson Kera Badalamenti. The committee reviewed and made recommendations.

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

   **No Action Required, discussion only.**

8. **Election of next year’s Audit Committee Chair**
   Postponed to November meeting.

   **Not Addressed.**
9. Report on meeting with the Superintendent regarding communications
   - Sandy Parker
   Postponed to November meeting.

10. Determination of 2008-2009 Calendar
    Postponed to November meeting.

MEETING ADJOURNED 4:39 p.m.

Approved this 20th day of November, 2008.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By 

Sandra L. Parker
Audit Committee Chair

mg 11-20-08 Audit Committee/Minutes