

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

**November 16, 2012
2:00 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
J. Thomas House
Jimmy J. Lovelace
Robert O'Toole, Co-Chair

Committee Members Absent:

Charles M. Kill

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 2:04 p.m.

CALL TO THE AUDIENCE

The following are names of individuals who spoke and the subject of their comments:

No action required.

Lillian Fox – Membership on the Audit Committee.

ACTION ITEMS

1. Approval of October 26, 2012 Minutes

Jimmy Lovelace moved approval. Robert O'Toole seconded. Approved 4-0. Chuck Kill was not present at the meeting.

STUDY/ACTION ITEMS

2. Coordination with Outside Auditors – Jimmy Lovelace
 - CAFR, June 30, 2012
 - USFR Compliance June 30 for 2012

No Action Required,
discussion only.

Jimmy Lovelace had a discussion with Heinfeld, Meech & Co. and has left a message for Yousef Awwad. The CAFR is due in December. There is one item outstanding and the CAPR may be delayed in being completed.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, J. Thomas House, Jimmy Lovelace and Robert O'Toole.

3. Most Recent Special Procurement Audit

No Action Required,
discussion only.

Prior to the meeting Yousef Awwad provided the final report of the most recent special procurement audit. Period six is almost completed and a copy will be provided to the committee once Yousef meets with the Attorney General. Another Special Procurement Audit is the A133, also called the single audit.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, J. Thomas House, Jimmy Lovelace and Robert O'Toole.

4. Status of Business Process Review
5. Update on ERP Process
6. Status of District Cash Flow

No Action Required,
discussion only.

Due to no TUSD Employee representation at the meeting, items 4 - 6 will be discussed at the next scheduled meeting.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, J. Thomas House, Jimmy Lovelace 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)

No Action Required, discussion only.

No items were added.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, J. Thomas House, Jimmy Lovelace and Robert O'Toole.

8. Meeting Date/Time

No Action Required, discussion only.

The next scheduled Audit Committee meeting is December 21, 2012.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, J. Thomas House, Jimmy Lovelace and Robert O'Toole.

9. Future Agenda Item(s)

No Action Required, discussion only.

Cliff Altfeld read his list of items for the next scheduled meeting. Keep Coordination with Outside Auditors, Most Recent Special Procurement Audit, Status of Business Process Review, Status of District Cash Flow and the ongoing items

Robert O'Toole requested that the committee be provided with the budget expenditures if it's been provided during a Governing Board meeting.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, J. Thomas House, Jimmy Lovelace and Robert O'Toole.

MEETING ADJOURNED 3:08 p.m.

Approved this 25th day of January, 2013.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____

Clifford Altfeld
Audit Committee Chair

mcg
11-16-12 Audit Committee/Minutes