

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

**December 16, 2010
2:30 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Robert O'Toole, Co-Chair
Jeffrey Abbott

Committee Members Absent:

None.

Others Present:

John Gay, Chief Information Officer, Technology Services
Adrienne Sanchez, Assistant Director, Financial Services
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – Clifford Altfeld called the meeting to order at 2:36 p.m.

CALL TO THE AUDIENCE

No one requested to speak.

No action required.

ACTION ITEMS

1. Approval of November 18, 2010 Minutes

Robert O'Toole moved approval. Cliff Altfeld seconded.
Approved 3-0.

STUDY/ACTION ITEMS

2. RFI Tracking List

Governing Board secretary provided update RFI list to the committee, with no pending RFI's.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld and Robert O'Toole.

3. Recruitment of Audit Committee Members and Interim Strategic Planning

No Action Required, discussion only.

The committee members gave a brief report on the status of recruiting members.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

4. Upcoming Audit Issues and Scheduling

No Action Required, discussion only.

Adrienne Sanchez discussed the Annual Single Audit and the Comprehensive Annual Financial Report (CAPR) with the committee.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

5. Letter to Superintendent

No Action Required, discussion only.

- Cliff Altfeld

Cliff Altfeld went over with the committee the draft letter to the Superintendent and Governing Board President recommending the district to establish several measures of accountability for district property entrusted to administrators.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld and Robert O'Toole.

6. Annual Financial Report

No Action Required, discussion only.

Adrienne Sanchez discussed with committee in detail the Annual Financial Report that was presented to the Governing Board during the January 11, 2011, Regular Governing Board meeting.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

7. Monthly Budget Update and ERP Status

No Action Required,
discussion only.

ERP Status: John Gay provided the committee with an update and a handout that was given to the Board during the Regular Board meeting on January 11, 2011. He explained the reasons for pushing the Lawson project to a later date and the breakdown of monies approved by the Board to meet new deadline.

Budget Update: Was not discussed separately and was included in item # 6.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O'Toole, John Gay and Adrienne Sanchez.

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

No Action Required,
discussion only.

Agenda items for January 27th meeting: List the ongoing items and add Review of USFR Questionnaire

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

MEETING ADJOURNED 4:15 p.m.

Robert O'Toole moved approval. Jeff Abbott. seconded.
Approved 3-0.

Approved this 27th day of January, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair

mcg
12-16-10 Audit Committee/Minutes