

**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 20, 2013
2:00 p.m.**

MINUTES

Committee Members Present:

J. Thomas House, Co-Chair
Cliff Altfeld
Charles M. Kill
Jimmy J. Lovelace

Committee Members Absent:

Robert O'Toole, Chair

Others Present:

Yousef Awwad, Deputy Superintendent of Operations – arrived at 2:15 p.m. and left at 2:55 p.m.
Alexis Huicochea, Arizona Daily Star
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 – J. Thomas House called the meeting to order at 2:01 p.m.

CALL TO THE AUDIENCE

None.

No action required.

ACTION ITEM

1. Approval of November 22, 2013 Minutes

Cliff Altfeld moved approval. Chuck Kill seconded.
Approved 4-0.

STUDY/ACTION ITEMS

2. RFI No. 67 – Report to include Audit Committee Role in TUSD Efficiency Review

No Action Required, discussion only.

Yousef Awwad informed the committee that the district has asked the Efficiency Auditors to meet with the outside committees.

It was decided that Robert O'Toole and Tom House would meet with Efficiency Auditors as representatives of the Audit Committee.

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

3. RFI No. 68 – Consolidation of Advertising

No Action Required, discussion only.

Cliff Altfeld read Yousef Awwad's response to RFI No. 68. Mr. Awwad indicated that the suggestion is well taken and he will work with Purchasing to ensure that the District has consolidated contracts district-wide rather than having each site do their own.

4. RFI – Status of the RFP for Outside Auditors

No Action Required, discussion only.

Jimmy Lovelace reported to the committee that the process was conducted in accordance with Procurement Rules and the committee members signed a confidentiality agreement. He explained the process and indicated he was not in agreement with the process. The RFP was awarded by the Board at the December 10, 2013, Governing Board meeting. A copy of the Board Agenda Item was provided for each Audit Committee member to review.

Chuck Kill commented that the Audit Committee should have been able to review the results before Board approval.

Yousef Awwad explained to the committee that if the Audit Committee reviewed the results before Board approved, the documents would have become public documents. RFP's are kept confidential until they are awarded by the Governing Board.

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

5. Audit Committee Charter Review

No Action Required,
discussion only.

Tom House informed the committee that a self evaluation form was in their agenda packets and suggested that the self evaluation be part of the report that is given to the Governing Board semi-annually.

Mr. Awwad informed the Committee that authority given the committee in the charter regarding selection of external auditors was not legal. The Committee indicated it would like a legal opinion regarding the charter.

6. Recent Monthly Financial Report to the Governing Board – Fiscal Year-to-date Expenditure

No Action Required,
discussion only.

Yousef Awwad reported to the committee there were no recent financial reports.

- 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.

Tom House will submit to Mary Alice Wallace RFI No. 69 titled Audit Committee Role in Selection of Outside Auditors, with a request that Legal Counsel attend the next meeting to give a legal opinion on the charter.

Other titles that would be carried over from the previous meeting:
Audit Committee Charter Review, Discussion on Self Evaluation and the Audit Committee Role in TUSD.

8. Meeting Date/Time

The next scheduled meeting is on January 24, 2013.

MEETING ADJOURNED 2:58 p.m.

Jimmy Lovelace
moved to adjourn. Cliff
Altfeld seconded.
Approved 4-0.

Approved this 24th day of January, 2014.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Robert O'Toole
Audit Committee Chair