

TUCSON UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AUDIT COMMITTEE
A G E N D A

TIME: August 23, 2013
2:00 p.m.

PLACE: Board Conference Room
Morrow Education Center
1010 E. Tenth Street
Tucson, Arizona 85719

2:00 p.m. Call to Order
• Clifford Altfeld, Chair

2:00 p.m. CALL TO THE AUDIENCE

ACTION ITEMS

2:05 p.m. 1. June 28, 2013 Minutes

STUDY/ACTION ITEMS

2:10 p.m. 2. Election of Chair and Co-Chair

2:15 p.m. 3. Student Attendance Reporting – Instructional Hours Report
• Yousef Awwad

2:25 p.m. 4. Asset Inventory and Control
• Yousef Awwad

2:45 p.m. 5. After-the-Fact Purchase Orders
• Yousef Awwad

3:00 p.m. 6. RFI – What is the Status of the RFP for Outside Auditors

3:15 p.m. 7. Coordinate with Outside Auditors

3:20 p.m. 8. Recommendation to Hire an Internal Auditor – Requested by Tucson Unified School District Governing Board Audit Committee

3:30 p.m. 9. Update on ERP Process

3:40 p.m. 10. Recent Monthly Financial Report to the Governing Board

- 3:45 p.m. 11. Proposed Agenda Items and/or Additional RFI's
- Internal Control Issues
- a. USFR Compliance – Questionnaire Comments
 - b. Accounting Records
 - c. Cash Handling
 - d. Capital Assets Control
 - e. Expenditures
 - f. Procurement
 - g. Payroll
 - h. Monthly Financial Reports
 - i. Student Attendance Reporting
 - j. Student Accounts – Soon
 - k. Auditor General Internal Controls
 - l. After-the-Fact Purchase Orders
 - m. Annual Single Audit Reporting Package (Each Year)
- 3:50 p.m. 12. Approval of Audit Committee Calendar for 2013-2014
- 3:55 p.m. 13. Meeting Date/Time
- 4:00 p.m. 14. Future Agenda Item(s)
- 4:00 p.m. 15. Introduction of New Governing Board Members
- 4:00 p.m. ADJOURNMENT

- One or more Committee members will/may participate by telephonic or video communications.
 - a) Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting, Director of Staff Services to the Governing Board at 225-6070. Requests should be made as early as possible to arrange the accommodation.
- All times are approximate and any agenda item may be taken up after the 2:00 p.m. meeting time.

Future Meeting Dates
Pending Calendar Approval