

MINUTES FOR AUDIT COMMITTEE MEETING (Friday, February 28, 2020)

Details regarding discussions are available via the audio recordings posted on the TUSD Audit Committee page on the TUSD website at <http://govboard.tusd1.org/Board-Committees/Audit-Committee>.

Members Present:

Darin Guthrie, Chair
Jimmy Lovelace, Vice-Chair
Ravi Grivois-Shah, MD [arrived @ 2:02 p.m.]
William Kelly, Ed.D.
Sarina Martinez [arrived @ 3:10 p.m.]
Rachel Wall
Bernie Wiegandt

Committee Member(s) Not Present:

Leila Counts, Governing Board Member

Others:

Robert S. Ross, Jr., General Counsel, Legal Services [arrived @ 2:40 p.m.]
Nancy Mueller, Sr. Budget Analyst, Finance
Vanessa Hernandez, Executive Assistant, Finance
Martha Smith, Internal Auditor
Justin Dayhoff, Allovue

Meeting called to order at 2:01 p.m.

1. PUBLIC NOTICE

Procedural: 1.01 Notice of Meeting and Procedures

2. OPENING OF MEETING – 2:01 p.m.

Procedural: 2.01 Call to Order – 2:01 p.m.

Roll Call – Audit Committee attendance was established via self-introductions.

Action: 2.02 Agenda Adjustments – 2:02 p.m.

Motion to move item 5.04 Standing Item: Charge to the Audit Committee by Regular TUSD Governing Board, before item 5.01 Update/Status Report from Internal Auditor.

Motion by Jimmy Lovelace, second by Rachel Wall.

Final Resolution: Motion Passed

Yes: Darin Guthrie, William Kelly, Jimmy Lovelace, Rachel Wall and Bernie Wiegandt.

3. CALL TO THE AUDIENCE – 2:03 p.m.

There were no persons wishing to speak.

4. ACTION ITEM(S) – Action, Minutes: 4.01 Minutes of Audit Committee Meeting – January 24, 2020 – 2:03 p.m.

Resolution: Motion to approve the January 24, 2020 Audit Committee meeting minutes as submitted.

Motion by William Kelly, second by Jimmy Lovelace.

Final Resolution: Motion Passed

Yes: Ravi Grivois-Shah, Darin Guthrie, William Kelly, Jimmy Lovelace, and Bernie Wiegandt.

Abstained: Rachel Wall

5. STUDY/ACTION(S) – Study/Action: 5.01 Update/Status Report from Internal Auditor – 3:01 p.m.

STUDIED ONLY

Martha Smith presented information to the Committee and responded to Committee member inquiries.

Persons commenting and/or asking questions were Jimmy Lovelace, Rachel Wall, Darin Guthrie, Ravi Grivois-Shah, Bernie Wiegandt, and William Kelly. Rob Ross commented and gave legal advice.

Study/Action: 5.02 Fund Balance with Cash Report – with reconciliation of cash to fund balance – 3:39 p.m.

STUDIED ONLY

Nancy Mueller provided information and responded to Committee member inquiries.

Persons commenting and/or asking questions were Ravi Grivois-Shah, Jimmy Lovelace, William Kelly, and Darin Guthrie. Rob Ross commented.

Study/Action: 5.03 FY20 Expenditure Update – January 2020 – 3:51 p.m.

STUDIED ONLY

Nancy Mueller provided information and responded to Committee member inquiries.

Persons commenting and/or asking questions were Ravi Grivois-Shah, Darin Guthrie, Jimmy Lovelace, Rachel Wall, Bernie Wiegandt, and William Kelly. Rob Ross commented.

Study/Action: 5.04 Standing Item: Charge to the Audit Committee by Regular TUSD Governing Board – 2:04 p.m.

STUDIED ONLY

Justin Dayhoff with Allovue presented information to the Committee and answered questions.

Persons commenting and/or asking questions were Jimmy Lovelace, William Kelly, Nancy Mueller, Bernie Wiegandt, Darin Guthrie, Rachel Wall, Martha Smith, and Ravi Grivois-Shah. Rob Ross commented.

Study/Action: 5.05 Standing Item: Complaints Received via Various Avenues – 4:02 p.m.

STUDIED ONLY

Persons commenting and/or asking questions were Jimmy Lovelace and Darin Guthrie. Rob Ross commented.

Study/Action: 5.06 Standing Item: Request for Information (RFI) Request by Audit Committee – 4:03 p.m.

STUDIED ONLY

Jimmy Lovelace and Darin Guthrie requested Finance updates for the next scheduled meeting.

Updates requested for future meeting:

- Single Audit Update
- USFR Questionnaire
- Cash projection through June 2020
- Student projection, budget versus actual.
- Semi Annual Report to Governing Board – Darin Guthrie
- Record retention (Internal Auditor and Finance files)
- Lunch report in newspaper, amount of funds in reduced and paid/not paid funds.

Persons commenting and/or asking questions were Jimmy Lovelace, Darin Guthrie, Rachel Wall, Ravi Grivois-Shah, William Kelly and Bernie Wiegandt.

Study/Action: 5.07 Meeting Date/Time – 4:05 p.m.

STUDIED ONLY

Darin Guthrie confirmed the next meeting date of Friday, March 27th, 2020.

Study/Action: 5.08 Future Items – 4:03 p.m. – ITEM NOT ADDRESSED

6. ADJOURN MEETING

Action: 6.01 Adjourn Audit Committee Meeting – 4:06 p.m.

Resolution: Motion to adjourn Audit Committee meeting.

Motion by Jimmy Lovelace, second by Rachel Wall.

Final Resolution: Motion Passed

Yes: Ravi Grivois-Shah, Darin Guthrie, William Kelly, Jimmy Lovelace, Sarina Martinez, and Bernie Wiegandt.

Approved this 24th day of April, 2020.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____

Darin Guthrie
Audit Committee Chair