

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

**April 23, 2009
2:30 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Mary Matiella
Robert O'Toole
Loretta Peto, Co-Chair

Committee Members Absent:

Sandy Parker

Others Present:

Bonnie Betz, Chief Finance Officer, TUSD Finance Department
Michele Gutierrez, Senior Staff Assistant I to the Governing Board
Dr. Mark Stegeman, TUSD Governing Board Member

ITEM

ACTION

MEETING CALLED TO ORDER – 2:37 p.m.

ACTION ITEMS

1. Approval of March 26, 2009 Minutes

Robert O'Toole moved approval. Mary Matiella seconded.
Approved 4-0.

STUDY/ACTION ITEMS

2. RFI Tracking – RFI 37 and RFI 38
 - Sandy Parker

An update was not given due to the absence of Sandy Parker.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Loretta Peto and Bonnie Betz.

3. TUSD Cash Receipts/Update of Cash Management at High Schools – RFI 37

No Action Required, discussion only.

Bonnie Betz reported that the Finance Department funded receipt books for all school sites as a tracking when deposits are made. Requirement of receipts books will be added to procedures for Business Finance/Office Managers.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Loretta Peto and Bonnie Betz.

4. TUSD Monthly Financial Status Report to Governing Board – RFI 38

No Action Required, discussion only.

Bonnie Betz answered the committee members' questions and concerns.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Loretta Peto and Bonnie Betz.

5. Semi-annual Report to Governing Board

- Cliff Altfeld

No Action Required, discussion only.

Cliff Altfeld presented to the Governing Board the committee's semi-annual report at the April 14th Board meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Loretta Peto and Bonnie Betz.

6. Changes to Complaint Procedures

- Cliff Altfeld

No Action Required, discussion only.

Complaint Procedures was a board agenda item for the April 14th Governing Board meeting. At the board meeting Mark Stegeman took the lead in explaining the procedures.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Loretta Peto and Bonnie Betz.

7. Status of External Audit and Procedures and Meetings for Review of Compliance Questionnaire, Management Letter and CAFR

No Action Required, discussion only.

Bonnie Betz will e-mail packet to Mary Alice Wallace to forward to committee members. The May 23rd meeting has been rescheduled to May 14th, for primarily discussion of the single audit report.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Loretta Peto and Bonnie Betz.

8. Effect of Funding Cuts

No Action Required, discussion only.

Bonnie Betz reported that the district was still looking at a \$48 million cut.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Loretta Peto and Bonnie Betz.

9. May, June, July and August meeting Schedule
May 23rd meeting changed to May 14th. June, July and August meeting schedule will remain the same.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Loretta Peto and Bonnie Betz.

10. Proposed Agenda Items and/or Additional RFI's
Item for May meeting single process of the audit.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, and Loretta Peto.

MEETING ADJOURNED 4:07 p.m.

Loretta Peto moved adjournment. Mary Matiella seconded. Approved 4-0.

Approved this 23rd day of July, 2009.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____

Clifford Altfeld
Audit Committee Chair