

MINUTES FOR AUDIT COMMITTEE MEETING (Friday, May 17, 2019)

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

Members Present:

Jimmy Lovelace, Chair
Darin Guthrie, Vice-Chair
Ravi Grivois-Shah
William J. Kelly, Ed.D. [left @ 4:26 p.m.]
Rachel Wall
Bernie Wiegandt

Committee Member(s) Not Present:

None.

Others Present:

Renee Weatherless, Executive Director, Finance
Renee Heusser, Director, Human Resources
Robert S. Ross, Jr., General Counsel, Legal Services
Michele C. Gutierrez, Senior Staff Assistant II to the Governing Board

Meeting called to order at 2:05 p.m.

1. PUBLIC NOTICE

Procedural: 1.01 Notice of Meeting and Procedures

2. OPENING OF MEETING – 2:05 p.m.

Procedural: 2.01 Call to Order

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

Action: 2.02 Approval of Agenda – No Action Taken.

3. CALL TO THE AUDIENCE

Call to the Audience: 3.01 Guidelines to Address the Audit Committee – 2:06 p.m.

There were no persons wishing to speak.

4. ACTION ITEM(S)

Action, Minutes: 4.01 Minutes of Audit Committee Meetings – 2:06 p.m.

Resolution: Motion to approve the following meeting minutes: April 26, 2019

Motion by Darin Guthrie, second by William Kelly.

Final Resolution: Motion Passed

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

Abstain: Rachel Wall

5. STUDY/ACTION(S)

Study/Action: 5.01 Update on Internal Auditor – 2:12 p.m.

Renee Heusser provided information and responded to Committee members' inquiries.

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

Rob Ross commented and provided legal advice.

Resolution: Motion to table 5.02 and 5.03 until later to address Finance Items.

Motion by Darin Guthrie, second by William Kelly.

Final Resolution: Motion Passed

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

5. STUDY/ACTION(S)

Study/Action: 5.01 Update on Internal Auditor – 2:12 p.m.

Study/Action: 5.02 Discussion of Internal Auditor Job – 4:14 p.m.

Items 5.01 and 5.02 were addressed as one.

Renee Heusser provided information and responded to Committee members' inquiries.

Persons commenting and/or asking questions were Jimmy Lovelace, Darin Guthrie, Rachel Wall and William Kelly.

Rob Ross commented.

Resolution: Motion to approve the modified job description.

Motion by Darin Guthrie, second by Ravi Grivois-Shah.

Final Resolution: Motion Passed

Yes: Ravi Grivois-Shah, Darin Guthrie, Jimmy Lovelace, Rachel Wall, and Bernie Wiegandt.

Not Present at Vote: William Kelly

Study/Action: 5.03 Charge to the Audit Committee

ITEM NOT ADDRESSED

Information: 5.04 FY18 Classroom Dollar Report – 2:49 p.m.

Information: 5.05 Fund Balance with Cash Report – with Forecasted Cash Balances through Fiscal Year End by Month – 2:49 p.m.

STUDIED ONLY

Items discussed together.

Renee Weatherless commented that the reports provided at the April 26, 2019, Audit Committee meeting contain the same information.

Darin Guthrie commented.

Information: 5.06 FY19 Expenditure Update – 2:51 p.m.

Study/Action: 5.07 Up-to-Date Budget to Actual by Function – System Version – 2:51 p.m.

STUDIED ONLY

Items discussed together.

Renee Weatherless provided information and responded to Committee members' inquiries.

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

Study/Action: 5.08 Recommendation for Audit Committee Vacancy – 4:00 p.m.

STUDIED ONLY

Rob Ross and Jimmy Lovelace provided information and responded to Committee members' inquiries.

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

Study/Action: 5.09 Standing Item: Complaints Received via Various Avenues

Rob Ross commented that no new complaints have been received.

Study/Action: 5.10 Standing Item: Request for Information (RFI) Request by Audit Committee – ITEM NOT ADDRESSED

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
- k. Auditor General Internal Controls
- l. After-the-Fact Purchase Orders
- m. Annual Single Audit Reporting Package (Each Year)
- n. Update on ERP Process
- o. Consolidation of Advertising
- p. Internal Auditor Status

6.01 FUTURE MEETING DATES/TIME AND AGENDA ITEMS – ITEM NOT ADDRESSED

7.01 ADJOURN MEETING

Action: 7.01 Adjourn Audit Committee Meeting – 5:05 p.m.

Resolution: Motion to adjourn Audit Committee meeting.

Motion by Darin Guthrie, second by Rachel Wall.

Final Resolution: Motion Passed

Yes: Ravi Grivois-Shah, Darin Guthrie, Jimmy Lovelace, Rachel Wall and Bernie Wiegandt.

Not Present at Vote: William Kelly

Approved this 28th _____ day of June 2019.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Jimmy Lovelace
Audit Committee Chair