

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

**October 28, 2010
2:30 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Robert O'Toole

Committee Members Absent:

Jeffrey Abbott

Others Present:

John Carroll, Ed.D., Interim Superintendent, Superintendent's Office
Adrienne Sanchez, Assistant Director, Financial Services
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – Clifford Altfeld called the meeting to order at 2:48 p.m.

CALL TO THE AUDIENCE

No one requested to speak.

No action required.

ACTION ITEMS

1. Approval of September 16, 2010 Minutes

Robert O'Toole moved approval. Cliff Altfeld seconded.
Approved 2-0.

STUDY/ACTION ITEMS

2. RFI Tracking List

Governing Board secretary provided update RFI list to the committee, with no pending RFI's.

No Action Required, discussion only.

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

3. Election for Replacement of Audit Committee's Co-Chair
Cliff Altfeld nominated Robert O'Toole for Co-Chair. Robert O'Toole accepted.

Cliff Altfeld moved approved. Robert O'Toole seconded. Approved 2-0

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

4. Semi-annual Report to Governing Board

- Cliff Altfeld

Cliff Altfeld will present a report to the Governing Board at the November 9, 2010 Regular Governing Board Meeting.

No Action Required, discussion only.

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

5. Property Control

- Robert O'Toole

Robert O'Toole will create an RFI for a status update of property inventories for this year and the schedule for completion of any outstanding property inventories.

No Action Required, discussion only.

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

6. Audit Committee Self-Evaluation Responses

Cliff Altfeld will compile responses that he has gathered from the committee members.

No Action Required, discussion only.

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

7. Risk Identification Planning Questionnaire

Adrienne Sanchez is going to review questionnaire. She will present it to her staff and have them complete it.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

8. 2009-2010 Annual Audit Up Date and Preliminary List of Issues

Sara Specht from Heinfeld, Meech & Company briefly met with the committee to give them an update on the annual audit.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

9. Monthly Budget Update and ERP Status

ERP Status: John Carroll provided the committee with an update. Lawson program is two weeks behind schedule due to a hiccup in the system. Thousands of data need to be inputted before a test can be conducted.

No Action Required, discussion only.

Budget Update: Adrienne Sanchez reported that there was no change on the budget and was working on reports that were coming due in the next two weeks.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole, John Carroll and Adrienne Sanchez.

10. Recruitment of Audit Committee Members and Interim Strategic Planning

With two vacancies open the committee asked Dr. Carroll if he could assist in recruiting new members through his contacts. Dr. Carroll accepted.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

11. Proposed Agenda Items and/or Additional RFI's

Agenda items for November 18th meeting: Semi-annual Report to Governing Board, RFI-51 – Status of Property Inventories, Recruitment of Audit Committee Members and Interim Strategic Planning.

No Action Required, discussion only.

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

MEETING ADJOURNED 3:54 p.m.

Robert O'Toole moved approval. Cliff Altfeld seconded. Approved 2-0.

Approved this 18th day of November, 2010.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair