

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

**February 17, 2011
2:30 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair – arrived at 3:35 p.m.
Jeffrey Abbott
Robert O'Toole, Co-Chair

Committee Members Absent:

None

Others Present:

Kera Badalamenti, Heinfeld, Meech & Co.
Sara Specht, Heinfeld, Meech & Co.
Adrienne Sanchez, Interim Chief Financial Officer
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – Robert O'Toole 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 January 27, 2011 Minutes

Cliff Altfeld moved approval. Robert O'Toole seconded. Approved 2-0, Jeffrey Abbott abstained.

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 Jeffrey Abbott and Robert O'Toole.

3. Recruitment of Audit Committee Members and Interim Strategic Planning

No Action Required, discussion only.

The committee discussed ways of recruiting Audit Committee members. Once the committee is complete with members, the committee would start strategic planning.

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

4. Upcoming Audit Issues and Scheduling

No Action Required, discussion only.

Kera Badalamenti from Heinfeld, Meech & Co. explained and answered questions on the upcoming Audit issues and the schedules.

Adrienne Sanchez informed the committee that an audit was completed for Title I. Adrienne is going to invite the Title I Coordinator to attend the next Audit Committee meeting to go over the Title I Audit.

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

5. Review of USFR Questionnaire

No Action Required, discussion only.

- Single Audit Findings

The committee members had questions on the Single Audit Findings. Kera Badalamenti answered each question in length.

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

6. Annual Financial Report – Adrienne Sanchez

No Action Required, discussion only.

- Q & A

Kera Badalamenti answered each of the committee members' questions in detail.

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

7. Monthly Budget Update and ERP Status and Milestones

No Action Required, discussion only.

ERP Status: John Gay, Chief Information Officer, submitted an ERP Status Update Report to the committee.

Budget Update: Adrienne Sanchez reported on the budget.

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

8. Questions Regarding School Finance Summary Manual
Adrienne Sanchez suggested to the committee that they e-mail to her any questions regarding the School Finance Summary Manual.

No Action Required,
discussion only.

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

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

No Action Required,
discussion only.

Agenda items for April 28, 2011 meeting: List the ongoing items and add RFI53 – Schedule of Findings and Questioned Costs – Section III and Title I Audit.

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

10. Possible Rescheduling Meeting Time and Dates to End of
Agenda

No Action Required,
discussion only.

Robert O'Toole requested that the next scheduled Audit Committee meeting be moved to another date and time due to a meeting conflict for Adrienne Sanchez.

The Committee agreed that the next Audit Committee meeting will be on Thursday, March 24, 2011 from 10:00 a.m. to 12:00 p.m.

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

MEETING ADJOURNED 4:55 p.m.

Approved this 28th day of April, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair

mcb
02-17-11 Audit Committee/Minutes