

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

**March 25, 2010
2:30 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Deborah S. Corcoran
Robert O'Toole

Committee Members Absent:

Sandy Parker, Co-Chair

Others Present:

Bonnie Betz, Chief Finance Officer, Financial Services-arrived at 2:55 p.m.
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to order at 2:39 p.m.

CALL TO THE AUDIENCE
No one requested to speak.

No action required.

ACTION ITEMS

1. Approval of February 18, 2010 Minutes

Deborah S. Corcoran moved approval. Cliff Altfeld seconded. Approved 2-0, Robert O'Toole abstained

STUDY/ACTION ITEMS

2. RFI Tracking List
Cliff Altfeld commented the tracking list was up-to-date with RFI 47 opened.

No Action Required, discussion only.

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

3. RFI-47 – Procedures for Cash Receipts
Committee reviews samples of procedures from schools.
Bonnie Betz answered the committee's questions and concerns.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

4. USFR Compliance Questionnaire Comments
Appendix A

- Comments for Fiscal Year End June 30, 2009-Tax Credits with the IT Policies/Attendance

Bonnie Betz is going to e-mail to the committee the most recent USFR draft.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

5. Status of Audit Reports and USFR

Bonnie Betz updated the committee with the status of the Audit Reports and answered the committee's questions and concerns.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

6. Status of Self Insurance

Bonnie Betz reported there was a meeting to review the first proposal.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

7. Anonymous Complaint and Investigation Form

Form is posted to Audit Committee website; committee was concerned that a person would have trouble finding the form. Committee going to review location of form and decide if form should be relocated.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

8. Monthly Budget Update

Audit Committee reviewed monthly budget update that Bonnie Betz presents each month to the Governing Board during the regular board meeting.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

9. Proposed Agenda Items and/or Additional RFI's
Agenda items for April 22nd meeting: RFI-48 – District's Cash Handling Policy, Fraud and Risk Management Webinar, presentation by Deborah S. Corcoran.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

MEETING ADJOURNED 3:57 p.m.

Robert O'Toole moved approval.
Deborah S. Corcoran seconded.
Approved 3-0.

Approved this 22nd day of April, 2010.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____

Clifford Altfeld
Audit Committee Chair

mcg
03-25-10 Audit Committee/Minutes