

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

**March 26, 2009
2:30 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Mary Matiella
Robert O'Toole
Sandy Parker

Committee Members Absent:

Loretta Peto, Co-Chair

Others Present:

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

ITEM

ACTION

MEETING CALLED TO ORDER – 2:35 p.m.

ACTION ITEMS

1. Approval of February 19, 2009 Minutes

2. RFI Tracking
 - Sandy Parker

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

No Action Required, discussion only.

Discussion of submitting and procedures for two new RFI's.

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

3. Hiring Internal Auditor Proposal

- Loretta Peto

No Action Required,
discussion only.

Update was not presented due to the absence of Loretta Peto. Item was on the March 10, 2009, Governing Board meeting as an agenda item. Mark Stegeman reported that the Governing Board postponed consideration until a later date.

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

4. Changes to Complaint Procedure

- Cliff Altfeld

Discussion of procedure for receiving anonymous letters. Changes made to some of the wording on complaint procedure.

Robert O'Toole moved for further discussion and authorization for Cliff Altfeld to work with Mark Stegeman. Sandy Parker seconded. Motion for Approved 4-0.

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

5. Status of External Audit

District Audit report for 2007-2008 School Year was released. Discussion of a special committee meeting before the Regular Governing Board meeting. Date suggested was April 7, 2009, from 2:30 p.m. to 4:30 p.m. Heinfeld, Meech & Co. will be invited to attend meeting.

No Action Required,
discussion only.

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

6. Discussion of ERP Systems

Bonnie Betz discussed the three reference reviews. Employee groups are being asked for input. Invited committee members to participate.

No Action Required,
discussion only.

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

7. Equipment Tracking Policy Modification

No Action Required,
discussion only.

Discussion of policy and procedures for equipment tracking. Discussion of JTED's capital purchases, policy and procedures.

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

8. Manage Audit Financial Recommendations

No Action Required,
discussion only.

Discussion of an outside audit company. Sandy Parker is sending a request to start tracking.

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

9. Semi-annual Report to Governing Board

No Action Required,
discussion only.

Cliff Altfeld will present Semi-Annual Audit Committee Report to the Governing Board at the April 14, 2009 meeting. Copy of report will be sent to committee members.

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

10. USFR Compliance Questionnaire

No Action Required,
discussion only.

Bonnie Betz explained the USFR Compliance Questionnaire.

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

11. Effect of Funding Cuts

Bonnie Betz discussed the funding cuts.

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

12. Update of Cash Management at High Schools

No Action Required,
discussion only.

Bonnie Betz reported that Finance staff went to four high schools to check for compliance per agreement that was signed by Business Finance Managers at each high school.

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

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

No Action Required,
discussion only.

Robert O'Toole will submit a request to Cliff Altfeld for a Budget Report Expenditure.

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

MEETING ADJOURNED 4:21 p.m.

Sandy Parker moved adjournment. Robert O'Toole seconded. Approved 4-0.

Approved this 26th day of March, 2009.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair

mg
3-26-09 Audit Committee/Minutes