

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

**May 15, 2008
2:30 p.m.**

MINUTES

Committee Members Present:

Sandra Parker, Chair
Cliff Altfeld
Mark Stegeman
Loretta Peto

Committee Members Absent:

Lea Marquez Peterson

Participants:

Bonnie Betts, Director, TUSD Finance Department
Linda Todd, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – 2:35 p.m.

ACTION ITEMS

1. Approval of April 24, 2008 Minutes

Cliff Altfeld moved approval. Mark Stegeman seconded. Passed by voice vote.

REQUESTS FOR INFORMATION

2. AC-RFI 23 – Status of E-Rate Bidding

Sandra Parker explained that there has been no response from staff to date.

Information Only.
No Action Required.

3. RFI Tracking

Sandra Parker commented RFI #23 is the only outstanding request.

Information Only.
No Action Required.

STUDY/ACTION

4. Governing Board Audit Committee Charter BAI 5-13-08

Information given by Mark Stegeman concerning minor changes to the charter suggested by Joel Ireland, Governing Board Member, during the May 13, Governing Board Meeting.

Persons commenting, asking questions, or providing information were Loretta Peto, Sandra Parker, Mark Stegeman, and Cliff Altfeld.

Cliff Altfeld moved approval with changes. Mark Stegeman seconded. Approved by Consensus.

5. Review of Management Audit/Audit Committee Actions

- Internal Auditor Recommendation
- Specific Recommendations of Interest to Committee
- Board Interest in Follow-up by Audit Committee

Committee members discussed the MGT recommendations that members of the Audit Committee have an interest in and would be willing to help implement. (3-10, 1-5, 2-3, 2-8, 3-11, 3-12, 3-15, 3-17, 3-19 and 6-12) A list was sent to President Rodriguez.

Persons commenting or asking questions were Loretta Peto, Sandra Parker, Mark Stegeman, and Cliff Altfeld.

Information Only
No Action Required.

6. Capital Asset Management Report

- Possible Recommendations and Report to Board
- Update to TUSD Asset Management Policy
- Continued Discussions – Sandy Parker

Information shared by Sandra Parker. Persons commenting or asking questions were Loretta Peto, Sandra Parker, Mark Stegeman, and Cliff Altfeld.

Information Only
No Action Required.

STUDY/ACTION ITEMS

7. Discussion on Adjusting Entries – Clarification of RFI-21 Answers

Answers to RFI -21 were in the last meeting packet. Discussion will be delayed until the June 27 meeting.

Information Only.
No Action Required

8. Review of Financial Reports to Governing Board (FY 2008 Budget Status and Update)
- Definitions/explanations of the new format

Information Only.
No Action Required.

The committee agreed that they will request copies of the Gifts and Donations item from Board meetings at the end of the fiscal year or on an as needed basis. (refers to RFI-15)

Persons commenting or asking questions were Loretta Peto, Sandra Parker, Bonnie Betz, Mark Stegeman, and Cliff Altfeld.

9. Current Status of TUSD External Audit 2007-2008
Follow up on Compensated Absences Issue
Status of TUSD External Audit 2008-2009 Engagement letter

Information Only.
No Action Required.

Discussion regarding having control questionnaires being forwarded to the committee upon receipt by Finance.

Persons commenting or asking questions were Loretta Peto, Sandra Parker, Bonnie Betz, Mark Stegeman, and Cliff Altfeld.

MEETING ADJOURNED 4:30 p.m.

Cliff Altfeld moved adjournment. Loretta Peto seconded. Approved by consensus.

Approved this 26th day of June, 2008.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Sandra L. Parker
Audit Committee Chair