

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

**June 24, 2016
2:00 p.m.**

MINUTES

Committee Members Present:

Charles Andrade, Chair
Lori K. M. Cox
Ricky Hernandez
Karla Soto, Chief Financial Officer
Victoria Soto
Rachel Wall

Committee Members Not Present:

Adelita S. Grijalva, Governing Board President

Others Present:

Anna Maiden, Chief Human Resources Officer
Mary Alice Wallace, Director of Staff Services to the Governing Board
Michele C. Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

CALL TO ORDER – 2:08 p.m.

CALL TO THE AUDIENCE

There were no persons wishing to speak.

No action required.

ACTION ITEM

1. May 24, 2016 Minutes

Ricky Hernandez
moved approval,
Rachel Wall seconded.
Approved unanimously
in a voice vote. 5-0

STUDY/ACTION ITEM

3. Update Status on Internal Auditor No action required.
- Anna Maiden
- (Addressed out of the order of business as presented on the agenda.)**

Ms. Anna Maiden met with the Committee to review the revised job description and to confirm agreement by the Committee on the proposed changes to the job description as discussed during the May 20, 2016 meeting. The Committee had no other changes for Ms. Maiden. The updated job description would be posted on the web and other previous locations and would remain open until filled. The District will continue to work with the consultant.

Other persons commenting/asking questions were Charles Andrade, Lori Cox and Karla Soto.

ACTION ITEM

2. Election of Chair and Co-Chair

Charles Andrade nominated Ricky Hernandez for Chair, seconded by Lori Cox. Ricky Hernandez accepted. Approved 5-0 in a voice vote.

Charles Andrade nominated Lori Cox for Co-Chair, seconded by Ricky Hernandez. Lori Cox accepted. Approved 5-0 in a voice vote.

Karla Soto commented.

STUDY/ACTION ITEMS

4. Semi-Annual Report to the Governing Board at the June 28 Special Board Meeting No action required.
- Charles Andrade

The Committee had no further changes or additional information to the Semi-Annual Report. Charles Andrade will incorporate information from this meeting into the report and e-mail his final report to the Director of Staff Services by noon on Monday, June 29, 2016.

Other persons commenting were Ricky Hernandez, Karla Soto and Rachel Wall.

5. Proposed Agenda Items and/or Additional RFI's and Future Agenda Items No action required.

Internal Control Issues

- a. USFR Compliance – Questionnaire Comments
- b. Accounting Records
- c. Cash Handling
- d. Capital Assets Control
- e. Expenditures
- f. Procurement
- g. Payroll
- h. Monthly Financial Reports
- i. Student Attendance Reporting
- j. Student Accounts
- k. Auditor General Internal Controls
- l. After-the-Fact Purchase Orders
- m. Annual Single Audit Reporting Package (Each Year)
- n. Update on ERP Process
- o. Consolidation of Advertising
- p. Internal Auditor Status

Items that would be on the next scheduled meeting based on discussion of each item throughout the meeting were the recurring items for each meeting.

A new item for the August 26, 2016 meeting will be the "Draft" Committee Calendar Schedule for 2016-2017

6. Meeting Date/Time No action required.

Next meeting is on Friday, August 26, 2016.

ADJOURNMENT – 2:31 p.m.

Rachel Wall moved to adjourn, Victoria Soto seconded. Approved unanimously in a voice vote. 5-0

Approved this 26th day of August, 2016.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Ricky Hernandez
Audit Committee Chair