

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

**September 25, 2008
2:30 p.m.**

MINUTES

Committee Members Present:

Sandra Parker, Chair
Cliff Altfeld, Co-Chair
Loretta Peto
Lea Marquez Peterson
Mark Stegeman arrived at 4:08 p.m.

Committee Members Absent:

None.

Others Present:

Bonnie Betz, Director, TUSD Finance Department arrived at 3:03 p.m.
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – 2:33 p.m.

ACTION ITEMS

1. Approval of June 26, 2008 Minutes
2. Approval of August 28, 2008 Minutes

Lea Marquez Peterson moved approval. Loretta Peto seconded. Approved by consensus.

REQUESTS FOR INFORMATION

2. AC-RFI 30 – Cash Account Irregularities
No information was available concerning this request.

Information Only
No Discussion.

Persons commenting, asking questions, or providing information were Sandra Parker, Lea Marquez Peterson and Loretta Peto

3. RFI Tracking and Blue Ribbon Committee Report
Sandy Parker reported only one RFI has been submitted since the start of the new school year.

Information Only.
No Action Required.

Loretta Peto reported it has not yet been determined if the Blue Ribbon committee will continue.

STUDY/ACTION ITEMS

4. Anonymous Complaints Procedure Draft

- Clifford Altfeld*

Motion to move anonymous complaint procedure with new changes and to be posted on TUSD home page website.

Cliff Altfeld moved approval. Lea Marquez Peterson seconded. Approved by consensus.

*Discussion concerning what address to use to receive complaints.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker and Lea Marquez Peterson.

5. Proposal to Governing Board on Hiring of Internal Auditor

- Loretta Peto and Sandy Parker

Sandra Parker reported some revisions have been added to the proposal for hiring of Internal Auditor.

Cliff Altfeld moved approval. Lea Marquez Peterson seconded. Approved by consensus.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, and Lea Marquez Peterson.

6. Presentation of Understanding Internal Controls

A PowerPoint presentation developed by Sandy Parker was presented to committee.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, and Lea Marquez Peterson.

7 Discussion of Cash Accounts Irregularities

- TUSD Finance

No updated information was available. Bonnie Betz will have a written report for October meeting.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, and Lea Marquez Peterson.

8. Status of External Audit

- Report from Auditors

The contract for Heinfeld, Meech and Co. is expiring and RFP will be discussed at October meeting. External Auditors should have preliminary findings in November. Tabled for discussion for next month.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, Lea Marquez Peterson, and Mark Stegeman.

9. Election of Next Year's Audit Committee Chair

Postponed to October meeting.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, Lea Marquez Peterson and Mark Stegeman.

10. Determination of 2008-2009 Calendar

Sandy Parker will e-mail committee with suggested 2008 – 2009 schedule.

Information Only.
No Action Required.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, Lea Marquez Peterson and Mark Stegeman.

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

Approval of Item #5 with corrections and additions was confirmed.

Information Only.
No Action Required.

MEETING ADJOURNED 4:36 p.m.

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

Approved this 23rd day of October, 2008.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Sandra L. Parker
Audit Committee Chair

mg
09-25-08 Audit Committee/Minutes