

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

**October 23, 2008
2:30 p.m.**

MINUTES

Committee Members Present:

Sandra Parker, Chair
Lea Marquez Peterson
Mark Stegeman

Committee Members Absent:

Cliff Altfeld, Co-Chair
Loretta Peto

Others Present:

Bonnie Betz, Director, TUSD Finance Department arrived at 3:02 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 September 25, 2008 Minutes

Lea Marquez Peterson moved approval. Mark Stegeman seconded. Approved by consensus.

REQUESTS FOR INFORMATION

2. AC-RFI 30 – Cash Account Irregularities

Bonnie Betz summarized the insurance claim on the \$30,000.00 and procedures at the school site.

Information Only
No Discussion.

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

3. RFI Tracking and Blue Ribbon Committee Report

An update was not given due to the absence of Loretta Peto.

Not Addressed.

STUDY/ACTION ITEMS

4. Proposal to Governing Board on Hiring of Internal Auditor Governing Board Discussion

- Sandy Parker

Sandy went over the results from the presentation that was made to the Governing Board members at the October Board meeting. Mark Stegeman will draft a new proposal for discussion at the November Audit Committee meeting.

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

No Action Required, discussion only.

5. Discussion of Cash Accounts Internal Controls – “What Can We Do to Assist the District Improving Cash Controls”: Discussion of RFI 30

- Bonnie Betz

Bonnie Betz went over the Financial Services District Cashier Booklet, the Site Cash Control Agreement and the future reprimands for school sites.

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

No Action Required, discussion only.

6. Discussion of External Auditor Request for Proposal (RFP)

Proposal was discussed and will be edited for November's meeting.

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

No Action Required, discussion only.

7 Discussion of External Auditor meeting with the chair (Committee's opinion of Fraud Potential and controls in place to mitigate fraud)

Sandy Parker will meet with External Auditor Chairperson Kera Badalamenti. The committee reviewed and made recommendations.

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

No Action Required, discussion only.

8. Election of next year's Audit Committee Chair

Postponed to November meeting.

Not Addressed.

9. Report on meeting with the Superintendent regarding communications

Not Addressed.

- Sandy Parker

Postponed to November meeting.

10. Determination of 2008-2009 Calendar

Not Addressed.

Postponed to November meeting.

MEETING ADJOURNED 4:39 p.m.

Lea Marquez Peterson moved adjournment. Mark Stegeman seconded. Approved by consensus.

Approved this 20th day of November, 2008.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____

Sandra L. Parker
Audit Committee Chair

mg
11-20-08 Audit Committee/Minutes