

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

**November 20, 2015
2:00 p.m.**

MINUTES

Committee Members Present:

Charlie Andrade, Chair
Adelita S. Grijalva, Governing Board President
Ricky Hernandez
Karla Soto, Chief Financial Officer

Committee Members Not Present:

Lori K. M. Cox

Others Present:

Renee Weatherless, Director, Financial Services
Julie Tolleson, General Counsel
Anna Maiden, Chief Human Resources Officer
Dr. H. T. Sánchez, Superintendent – arr @ 2:53 p.m. left @ 3:36 p.m.
Mary Alice Wallace, Director of Staff Services to the Governing Board
Michele C. Gutierrez, Senior Staff Assistant I to the Governing Board
Adam Whitney, Technical Support Specialist II, Technology Services
Media – KGUN Channel 9
AZ Daily Star

ITEM

ACTION

CALL TO ORDER – Charles Andrade called the meeting to order at 2:10 p.m.

CALL TO THE AUDIENCE

The following is the name of the individual who spoke and the subject of his comments:

No action required.

Mark Stegeman – Comments on the Audit Committee Charter.

ACTION ITEM

1. September 25, 2015 Minutes

Karla Soto moved approval, Ricky Hernandez seconded. Approved 4 – 0 in a voice vote. Lori Cox was not present at the meeting.

STUDY/ACTION ITEMS

2. Discussion of the Proposed Revision of the Audit Committee Charter
 - Julie Tolleson

Using a PowerPoint presentation, Julie Tolleson presented information concerning the charter and commented on best practices in the operation of the Audit Committee. She responded to comments and/or questions from committee members Charlie Andrade, Ricky Hernandez, Adelita Grijalva and Karla Soto. Areas of discussion included membership on the Committee - no more than seven voting members, Ex-Officio/non-voting positions – Chief Financial Officer and Governing Board representative, spouses of District employees in positions appointed by the Board not eligible for membership on the Committee, election of the Committee chair annually at the end of the fiscal year, procurement regulations, members recuse themselves for conflicts of interest, annual report the Board, and attendance at Committee meetings.

Ricky Hernandez moved to provide recommendations for changes regarding: maximum of seven voting members and Chief Financial Officer and Board Representative as Ex-Officio. Ms. Tolleson will provide a draft to Committee for review prior to the December 8th Governing Board meeting. Adelita Grijalva seconded. Approved 4 -0 in a voice vote.

3. Update on Internal Auditor Position
 - Anna Maiden

Anna Maiden provided a copy of the job description and a timeline on the status of the Internal Auditor Position since it was first posted in April. The Timeline consisted of the number of applicants and breakdown of the status of the applicant. She also named the different places where the job was posted such as Jobing.com, Indeed.com, @.com financial execute, etc.

No action required; discussion only.

Persons commenting were Ricky Hernandez, Adelita Grijalva and Charlie Andrade. Areas of discussion included targeting solicitation and using a recruiter. Dr. Sánchez commented information would be gathered on the cost to use a recruiter and would contact the committee.

4. Recent Monthly Financial Report to the Governing Board – Fiscal Year-to-date Expenditure No action required; discussion only.
- Renee Weatherless

Karla Soto, Dr. Sánchez and Renee Weatherless presented information and responded to the committee members' inquiries.

Renee Weatherless explained that the District is working with Tyler Technologies to add a program to the system where the budget is available to view on line for the public. She added that the updates she presents to the Governing Board and then to the Audit Committee are customized from the current system.

Clarification provided by Karla Soto and Renee Weatherless: Renee Weatherless has been working with a feature in the Visions module, called cellsense, to create the Budget Book. Once the cellsense setup is done and functional it will facilitate future reporting. Online access is the report being available on the TUSD website but it would not be an interactive reporting feature for the public to use.

Other persons commenting, asking questions, or providing information were Charlie Andrade, Adelita Grijalva and Ricky Hernandez.

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

New item for December 18th is a report from the external auditors Heinfeld, Meech & Co.

6. Meeting Date/Time No action required.

The next meeting will be on Friday, December 18, 2015.

7. Future Agenda Item(s) No action required.

Karla Soto will contact Heinfeld, Meech & Co. to attend the next scheduled Audit Committee meeting to go over the CAFR.

ADJOURNMENT – 3:41 p.m.

Ricky Hernandez moved approval, Adelita Grijalva seconded. Approved 4-0 in a voice vote.

Approved this 18th day of December, 2015.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Charles Andrade
Audit Committee Chair