

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

**December 18, 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:**

Corey Arvizu, CPA, Heinfeld, Meech & Co., P.C.  
Casey R. Good, CPA, Heinfeld, Meech & Co., P.C.  
Bill Dean, McPherson and Jacobson  
Renee LaChance, Director, HR Employment  
Renee Weatherless, Director, Financial Services  
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** – Charles Andrade called the meeting to order at 2:05 p.m.

**CALL TO THE AUDIENCE**

There were no persons wishing to speak.

No action required.

## **ACTION ITEM**

1. November 20, 2015 Minutes

Karla Soto moved approval, Adelita Grijalva seconded. Approved Unanimously in a voice vote.

## **INFORMATION ITEM**

2. Heinfeld, Meech & Co. – CAFR and Related Audit Issues

No action required, discussion only.

Corey Arvizu and Casey Good presented in detail to the committee the CAFR. Casey Good proceeded to go over some of the keys parts of the CAFR. Corey Arvizu went over the auditing process for the different audits that are conducted for TUSD. They answered the committee's questions and concerns.

Persons commenting were Charlie Andrade, Karla Soto, Ricky Hernandez and Adelita Grijalva.

## **STUDY/ACTION ITEMS**

3. Update on Internal Auditor Position
  - Renee LaChance

No action required, discussion only.

Renee LaChance introduced Bill Dean to the committee. Bill Dean gave a quick history of his experience in recruiting administrative positions. Mr. Dean distributed a handout and explained to the committee how he and his team will create a brochure, with the information provided by the District, to upload to Applitrack. It will automatically get sent to 8-19 job sites. The brochure will be ready by mid-January. He outlined the proposed timelines to include a credit and criminal background lists.

Persons commenting were Charlie Andrade and Adelita Grijalva.

4. Recent Monthly Financial Report to the Governing Board – Fiscal Year-to-date Expenditure
- Renee Weatherless

No action required, discussion only.

Renee Weatherless presented the most recent budget update to the committee. The same information was presented to the Governing Board members at the December 9, 2015, Regular Board meeting. Ms. Weatherless added that the detailed report was the everyday working budget with actual balances, encumbrances and pending invoices.

Charlie Andrade inquired regarding the kind of pending invoices. Ms. Weatherless answered with a purchase order or a position such as the Internal Auditor position. Karla Soto added that the District has a commitment fund and if HR hired an internal auditor, the funds would be made available immediately.

Persons commenting were Adelita Grijalva and Ricky Hernandez.

5. Draft Revisions of the Previously Proposed Revision of the Audit Committee Charter

No action required; discussion only.

The committee discussed the recommendations that Charlie Andrade and Ricky Hernandez submitted prior to the meeting. Some of the recommendations were:

- The Audit Committee shall be comprised of no more than seven and no fewer than three members of the public, appointed by the Governing Board, in addition to the ex-officio members described.
- The following shall serve as non-voting (ex-officio) members of the Committee: The District's Chief Financial Officer; and A designated member of the Governing Board, who shall be appointed annually.

Lori Cox's recommendations were tabled until she is in attendance at the next scheduled Audit Committee meeting.

The revised Audit Committee Charter will be submitted as an Action Item at the February 9, 2016 Regular Governing Board meeting.

Persons commenting were Charlie Andrade, Ricky Hernandez, Adelita Grijalva and Karla Soto

6. 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.

New item for January 22, 2016 will be departments which have Audit Findings will present a Corrective Action Plan such as Finance, Purchasing, Asset Management, Student Finance and Attendance Accounting.

Karla Soto and Renee Weatherless will coordinate with their area Directors to present their department's Corrective Action Plan from the Audit Findings.

7. Meeting Date/Time

Karla Soto stated that she would be attending a conference out town during the scheduled February 18<sup>th</sup> Audit Committee meeting.

Ricky Hernandez made the motion to change the meeting date to Monday, February 22, 2016.

The next meeting will be on Friday, January 22, 2016.

Ricky Hernandez moved approval, Adelita Grijalva seconded. Approved Unanimously in a voice vote.

ADJOURNMENT – 4:14 p.m.

Ricky Hernandez  
moved approval,  
Adelita Grijalva  
seconded. Approved  
Unanimously in a voice  
vote.

Approved this 22<sup>nd</sup> day of January, 2016.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_  
Charles Andrade  
Audit Committee Chair