

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

**December 16, 2011
2:00 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Charles M. Kill – (participated by telephone)
Jimmy J. Lovelace
Robert O'Toole, Co-Chair

Committee Members Absent:

Jeffrey Abbott

Others Present:

Adrienne Sanchez, Director, Finance
Mary Alice Wallace, Director of Staff Services to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to order at 2:29 p.m.

CALL TO THE AUDIENCE

No members of the public requested to speak.

No action required.

ACTION ITEMS

1. Approval of November 18, 2011 Minutes

Robert O'Toole moved approval.
Jimmy J. Lovelace seconded.
Approved 4-0.

STUDY/ACTION ITEMS

2. Election of Chair and Co-Chair

No Action Required, discussion only.

Item was postponed to the next scheduled meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, Jimmy J. Lovelace, and Robert O'Toole.

3. Update on the RFP on the Payroll and Timekeeping Software

No Action Required,
discussion only.

John Gay, Chief Information Officer, will update the committee at the next scheduled meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, Jimmy J. Lovelace, Robert O'Toole, and Adrienne Sanchez.

4. ERP Status and Milestones and Monthly Reports

No Action Required,
discussion only.

John Gay, Chief Information Officer, will update the committee at the next scheduled meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, Jimmy J. Lovelace, Robert O'Toole and, Adrienne Sanchez.

5. Monthly Budget Update

Adrienne Sanchez stated that a revision in the amount of \$312,605,526 was made in the District's State budget. Adrienne Sanchez discussed with the committee the breakdown of the revision in maintenance & operations, restricted capital and unrestricted capital.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, Jimmy J. Lovelace, Robert O'Toole and, Adrienne Sanchez.

6. Coordination of Committee Work and Outside Audits

No Action Required,
discussion only.

Jimmy Lovelace or Adrienne Sanchez will contact Heinfeld, Meech & Co. to attend the January 27th meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, Jimmy J. Lovelace, Robert O'Toole and Adrienne Sanchez.

7. Proposed Agenda Items and/or Additional RFI's
 - a. USFR Compliance – March
 - b. Accounting Records
 - c. Cash – April/May
 - d. Capital Assets
 - e. Expenditures
 - f. Procurement
 - g. Payroll
 - h. Financial Reports
 - i. Student Attendance Reporting
 - j. Students Accounts – Soon
 - k. Auditor General Internal Controls – March

No Action Required,
discussion only.

The committee assigned a meeting month to some of the items listed above and added Auditor General Internal Controls to the list.

Heinfeld, Meech & Co. will present on Coordination of Committee Work, Outside Audits and CAPR at the January 27th meeting.

Adrienne Sanchez will present a Study Session on School Finance for the Audit Committee members at the January 27th meeting provided there is ample time.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, Jimmy Lovelace, Robert O'Toole and Adrienne Sanchez.

MEETING ADJOURNED 3:38 p.m.

Robert O'Toole
moved approval.
Jimmy Lovelace
seconded.
Approved 4-0

Approved this 27th day of January, 2012.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair

mcb
12-16-11 Audit Committee/Minutes