



Michael McQuary  
President

Richard Barrera  
Vice President

Kevin Beiser  
Trustee

John Lee Evans  
Trustee

Marne Foster  
Trustee

AUDIT AND FINANCE COMMITTEE  
Education Center Conference Room 2249  
January 27, 2016  
MINUTES

Members Present: McAllister, Harvey, Ambrosio, McQuary, Foster  
Staff Present: Cashmon, Macalos, D. Foster, Donovan, Fuller, Beaver  
Public Present: Sally Smith

1. Meeting called to order (McAllister)	McAllister called meeting to order at 4:02 p.m. with member Foster absent. Member Foster arrived at 4:15 p.m.
2. Public Comment	Sally Smith requested a review of the reporting structure for Internal Audit. Provided a copy of the Committee’s June 14, 2011, Letter of Recommendation to the Board regarding the Internal Audit Department.  <b>ACTION:</b> Add discussion of Internal Audit Department structure to next agenda.
3. Approval of Minutes (McAllister)	<b>MOTION:</b> Approve minutes for November 30, 2015, regular meetings; approved unanimously based on Dan McAllister’s representation of accurate minutes.
4. Internal Audit Quarterly Report (Cashmon)	Staff provided an update on Internal Audit and Hotline reports and the Internal Audit Work Plan for 7/1/15-6/30/16.  On ASB Audits all mistakes are reported no matter how small. JP Morgan provided 10 half-day training session for Principals, ASB Advisors, Finance Clerks, and Athletic Advisors. Internal Audit plans to phase out ASB Audits and focus on more “high risk” areas.  <b>ACTION:</b> Committee requests Internal Audit discuss with External Auditors the possibility of assisting with IT based audits.
5. Ongoing Audits Update (Macalos)	Staff provided a list of ongoing and completed audits conducted by outside agencies.
6. Use of District Facilities (Fuller)	Staff provided information on rental and permit process. Funds received for site rentals are held by the Rentals Office until the end of the school year to pay for cost recovery, staffing, and salaries. The balance is then deposited into the sites discretionary fund.
7. Roundtable	None

Adjournment	5:07 p.m.
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A regular meeting of the Audit and Finance Committee will be scheduled for March 24, 2016.

MAH