

**MEETING MINUTES OF THE  
AUDIT COMMITTEE  
FORT WORTH INDEPENDENT SCHOOL DISTRICT**

The Audit Committee of the Fort Worth Independent School District held a meeting on April 12, 2011 with a quorum present. A copy of the notice of the meeting was posted in compliance with the Open Meetings Law.

**1. CALL TO ORDER**

Mr. Robbins called the meeting to order at 3:32 p.m. in room NE229B of the Administration Building with a quorum present. The meeting was attended by the following individuals.

**Audit Committee Members Present**

Norman Robbins, Chair  
Christene Moss, Co-Chair  
Dr. Ann Sutherland

**Other Board Members Present**

Dr. Carlos Vasquez

**Audit Committee Advisory Members**

Aljon Lovelace

**District Personnel Present**

Steve Shepherd, Chief Internal Auditor  
Hank Johnson, Chief Financial Officer  
Bertha Whatley, Chief Legal Counsel  
Elsie Schiro, Controller  
Linda Vaughn, Assistant Controller  
Holly Kephart, Audit Administrative Associate

Dr. Melody Johnson, Superintendent  
Dr. Sylvia, Reyna, Chief of Administration  
Robert Ray, Chief of Schools  
Jonathan Bey, Director of Purchasing  
Jannis Morgan, Sr. Internal Auditor

**Private Citizens**

Don Anderson

Anael Leubanos

**2. ACTION ITEMS**

**A. Approve Minutes of November 2, 2010 meeting**

The February 15, 2011 meeting minutes were approved.

**3. DISCUSSION ITEMS**

**A. External Audit**

The District released a Request for Qualifications (RFQ) entitled "Annual Financial Audit Services." The resulting contract for the audit services will be for the fiscal year ending June 30, 2011 with options to extend the agreement for up to four successive one year extensions through fiscal year June 30, 2015. Board Policy requires the Audit Committee to interview the prospective firms. Staff requested Audit Committee approval to not perform this step. All firms were evaluated according to the published RFQ evaluation criteria. An evaluation team then selected the top three firms, and interviews were held on March 29, 2011. The interviews resulted in Null-

Lairson as the top vendor followed by Weaver and Tidwell, and Deloitte ranking third. The Audit Committee approved the process and agreed to recommend Null-Lairson to the Board for approval at the next Board meeting on April 26, 2011.

**B. Campus Audits**

**a) Improvements in Money Handling**

Mr. Ray introduced his plan for all campuses that will ensure a higher level of compliance with the District's Internal Finance Fund regulations, as a result of the recent audit findings from campus audits. The plan includes training and increased campus monitoring. Mr. Shepherd and Ms. Schiro will address the Principals in May, and Ms. Schiro's team will begin presenting mandatory training for Principals and secretaries in June.

**b) Status and Timeline for Completion**

Mr. Shepherd presented the status of all campus audits scheduled to be performed for this year and stated that all scheduled campus audits will be completed by the end of the fiscal year.

**C. Trimble Tech Audit**

The Audit Committee approved an additional limited scope campus audit that was requested by management.

**D. Budget of Federal Funds**

Dr. Sutherland requested a summary report to show her all the Federal Grants that the District has, the amount of the grants and where the funds are being spent.

**E. Agenda Items, Date, and Time for Next Meeting**

The next BAC meeting is scheduled for **Tuesday, June 7, 2011 at 4:00 p.m.** in Room NE229 B.

**5. COMMENTS**

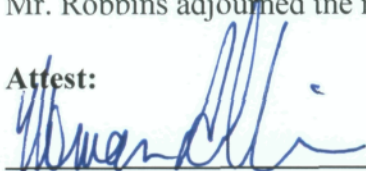
Dr. Sutherland recognized two of her constituents and thanked them for being present at the meeting.

Mr. Shepherd mentioned he would be preparing next year's audit plan and encouraged the committee to be thinking of some areas they would like to see included. Ms. Moss indicated she would like to see an audit done in the IT department. Dr. Sutherland commented that she would like to see one done in the IT department as well and also one on the ARRA.

**6. ADJOURN**

Mr. Robbins adjourned the meeting at 4:46 p.m. Minutes recorded by Holly Kephart.

Attest:



Norman Robbins, Chair  
Audit Committee



Date