

**AUDIT
COMMITTEE**

**17 May 2021
6:00pm
Google Hangout**

ATTENDANCE

NAME	PROXY	PRESENT
Simran Dhillon		Y
Andrew Batycki		Y
Julia Catherine Viloso		Y
Reagan Nicole Morris		N
Ghalia Aamer		Y
Maria Julia Nicole De Grano		Y
Nolan Orvold		N
Courtney Graham		N/A
Thomas Banks		N/A

MINUTES (AC 2021-02)

2021-02/1

INTRODUCTION

2021-02/1a

Call to Order

Meeting called to order at 6:06pm.

2021-02/1b

Approval of Agenda

2021-02/1c

Approval of Minutes

DHILLON/VILLOSO MOVED to approve the minutes of AC 2021-02-M and AC 2021-00-M.

CARRIED

2021-02/1d

Chair's Business

2021-02/2

QUESTION/DISCUSSION PERIOD

2021-02/3

COMMITTEE BUSINESS

2021-02/3a

Audits Tasking

DHILLON: Identified that the [Audit 2021-22 Game Plan](#) outlines audit assignments and includes an email template for requesting financial statements.

VILLOSO: Inquired as to who auditors email to request financial statements.

DHILLON: Responded that she will update the Plan to include SRA contact information, also found in the Audit Duties and Timelines spreadsheet. Directed the Committee to cc herself and Courtney Graham, Governance Support Specialist, in all communications with SRA.

BATYCKI: Inquired as to whether the Committee needs to audit the Engineering Student Society given that they are audited externally.

CLERK: Determined to review SU legislation and respond in the WhatsApp.

DHILLON: Clarified that the Committee will approve the executive and managerial credit card audits May 31. Clarified that the timeline for approving the missing SRA audits is: requiring the submission of SRA financial reports June 2 with one week flexibility, requiring receipts June 8 with one week flexibility, and approving the audits June 14 to June 28.

VILLOSO: Inquired as to whether emails requesting audit materials should be sent to the SRA or the financial manager of an SRA.

DHILLON: Responded that requests for audit materials should be sent to both the SRA and its financial leadership.

BATYCKI: Proposed the Committee have the BSA re-do their failed audit. Inquired as to whether the BSA received their funds.

DHILLON: Responded in the affirmative. Determined to follow-up with Monterio/Dixon on the issue. Directed that the BSA not be contacted for audit materials until the Committee decides how to best proceed.

2021-02/4

INFORMATION ITEMS

2021-02/4a

[Audit 2021-22 Game Plan](#)

2021-02/4b

[Audit Duties & Timelines](#)

2021-02/5

ADJOURNMENT

DHILLON: Adjourned the meeting at 6:45pm.