

**AUDIT
COMMITTEE**

Wednesday, November 18, 2015

7.00pm

SUB 6-06

AGENDA (AC 2015-07)

- | | |
|-------------------|---|
| 2015-07/1 | <u>INTRODUCTION</u> |
| 2015-07/1a | Call to Order |
| 2015-07/1b | Approval of Agenda |
| 2015-07/1c | Approval of Minutes |
| 2015-07/1d | Chair's Business |
| 2015-07/2 | <u>QUESTION/DISCUSSION PERIOD</u> |
| 2015-07/3 | <u>COMMITTEE BUSINESS</u> |
| 2015-07/3a | FAMF Fund Review Check-In. |
| 2015-07/3b | Standing Order Review.

Please see AC 15-07.01 |
| 2015-07/4 | <u>INFORMATION ITEMS</u> |
| 2015-07/5 | <u>ADJOURNMENT</u> |
| 2015-07/5a | Next Meeting: December 2, 2015 @ 7.00pm in SUB 6-06. |

AUDIT COMMITTEE

 (Last Approved - DATE)

1) MANDATE

- 1) The Audit Committee:
 - a) Shall review the proposed uses and make a decision regarding disbursement of funds for DFUs within four weeks of the complete submission of the documents required in Bylaw 6000 2. (1) subject to the following:
 - i. The committee shall review the disbursement of a dedicated fee unit when:
 - a. The Students' Council representative on that dedicated fee's board is present,
 - b. All conditions set out in Bylaw 6000(2) have been met;
 - ii. Should a submission be found incomplete, Audit Committee will inform the DFU in question of any outstanding information that needs to be reported within two weeks of initially reviewing the submission.
 - b) Shall monitor the use of all Faculty Association Membership Fees and Faculty Membership Fees, and approve disbursement of Faculty Association Membership Fees within four weeks of complete submission of all documents required by Bylaw 8200 7.;
 - i. Should a submission be found incomplete, Audit Committee will inform the Faculty Association in question of any outstanding information that needs to be reported within two weeks of initially reviewing the submission.
 - c) Shall annually select the Students' Union auditor and oversee the Students' Union's external audit;
 - d) Shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
 - e) Shall review all alterations made to the Students' Union's budget for the purpose of verifying compliance with Students' Union legislation;
 - f) Shall, each month, review, for appropriateness and compliance with the Students' Union's budget, the transactions of the Students' Union organizational units;
 - g) Shall review all expenditures made on Students' Union credit cards;
 - h) Shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;
 - i) Shall monitor the Finance Committee's allocation of the Campus Recreation Enhancement Fund, the Golden bear and Panda Legacy Fund, and the Refugee Student Fund;
 - j) Has the authority to require to appear before it, in a reasonable period of time, any Students' Union employee(s) and/or members(s) of the Executive Committee.

2) MEETINGS

- 1) Quorum of the Audit Committee shall be four voting members.
- 2) Once at the beginning of the year to
 - a) Elect a Chair;

- b) Approve Standing Orders
- 3) To make decisions regarding:
 - a) The removal and/or replacement of a Chair;
 - b) Changes to Standing Orders
- 4) Whenever called for by any member with seventy-two hours notice or agreement by all members of the committee as a whole.
- 5) For the first meeting of the Committee in May, September and January, set out a meeting schedule for the following months.
- 6) As per meeting schedule described in 2(4).

3) MEMBERSHIP

- 1) Should a vacancy on the Audit Committee occur, then the Committee shall recommend the nomination of additional member(s) to Students' Council at its next meeting.
- 2) Should the Chair of the Audit Committee leave the voting membership of the Committee, the position of Chair shall be considered vacant and a new chair shall be elected at the next meeting.

4) CHAIR'S RESPONSIBILITIES & DUTIES

- 1) Shall ensure that there is an agenda for each meeting that will include, at minimum:
 - a) Call to Order
 - b) Items of Business
 - c) Adjournment
 - d) Confirmation of Next Meeting
- 2) Shall, after each meeting of the committee, submit to Students' Council a report to appear on the main agenda including:
 - a) Any decisions made by the standing committee acting under authority delegated to it by Students' Council
 - b) Any recommendations made by the standing committee to Students' Council
 - c) Any standing orders adopted by the committee
- 3) If the meeting occurs after the Council agenda submission deadline, the Chair shall submit the report of the Committee as soon as possible so that they appear on the late additions agenda of Students' Council;
- 4) Shall ensure that all communication and decisions involving a dedicated fee unit and the Committee will be forwarded to the Students' Council representative of the dedicated fee unit's board.
- 5) Shall receive monthly summaries of the Students' Union organizational units, and select those that should be reviewed by the Committee. Prior notice must be provided to committee members, and the review is subject to consent of the committee.
- 6) Shall request to be added to the Finance Committee mailing list and to receive all minutes and agendas from Finance Committee;
- 7) Shall provide a monthly oral report to the Committee on the activities of Finance Committee.
- 8) Shall work with the Speaker and Administrative Assistant to ensure the logistical needs of Audit Committee are met.

5) MEMBER RESPONSIBILITIES & DUTIES

- 1) Members are required to attend all meetings of the Audit Committee.

- 2) Shall be considered present should a proxy be appointed and attends as per Bylaw 100, Section 15-5.
- 3) Should the Chair of the Audit Committee be absent from a meeting of the Committee, the Committee shall elect an interim chair from within its permanent voting membership for the duration of the meeting.

6) PROXIES / GEUSTS

- 1) To appoint a proxy to the Audit Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
 - a) stating the name and e-mail address of the eligible member of Students' Council who will serve as proxy,
 - b) indicating the duration of the appointment, and
 - c) that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

7) ADMINISTRATION

- 1) The Administrative Assistant of the Students' Council will:
 - a) Book meeting rooms for meetings of the Committee.
 - b) Book Minute Takers for each meeting of the Committee.
 - c) Structure Agenda's for each meeting based on the Orders of the Day submitted by members of the Committee and any referrals from Students' Council.
 - d) Notify the Committee of Meetings through the Agenda.
 - e) Distribute the Agenda and Minutes to members of the Committee.
 - f) Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting.

8) RECORDS

- 1) If a Minute Taker is not present at the meeting, the Chair will assign the task of recording minutes to a member of the Committee.
- 2) Members of the Committee may amend their comments in the minutes when the minutes are being approved by the Committee.

9) RULES OF ORDER

The Chair may institute Robert's Rules of Order if the meeting would benefit from the imposition of the Structure.

10) ORDERS OF THE DAY

- 1) Right of Submission by Committee Members
 - a) Any voting member of the Audit Committee may submit Orders of the Day to be considered by Audit Committee.
- 2) Order of Business
 - a) Introduction
 - i. Call to Order
 - ii. Approval of Agenda
 - iii. Approval of Minutes
 - iv. Chair's Business
 - b) Question/Discussion Period
 - c) Committee Business
 - d) Information Items
 - e) Adjournment
- 3) Order of Orders of the Day

- a) Orders of the Day shall appear on the Order Paper in the order submitted or as otherwise designated by the Chair.
- 4) **Deadline for Submission**
 - a) Members shall send all items for each meeting Agenda to the Students' Council Administrative Assistant at a designated time prior to the meeting agreed upon at the first meeting of the committee.
- 5) **Late Additions**
 - a) Late Additions may be added to the Order Paper, at the discretion of the Audit Committee at the meeting, if the items of business cannot be postponed to a future meeting of the Committee.
- 6) **Deadline for Publishing**
 - a) The agenda package will be published in the following manner:
 - i. Paper copies will be created and made available in the Students' Union Executive/Administrative Offices, and
 - ii. An electronic version will be placed on the Students' Union web page.
 - iii. The Agenda package will be published no later than 4.30p.m. on the business day prior to the Committee meeting.

11) STANDING ORDERS

- 1) The Standing Orders of the Audit Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
- 2) The Standing Orders of the Audit Committee do not expire, but shall be reintroduced at the Committee's first meeting.

12) CONFIDENTIALITY

- 1) All members shall ensure the security and confidentiality of financial documents, which come into their possession by virtue of their membership on the Audit Committee.

Wednesday October 21, 2015

7:00 pm

SUB 0-55

ATTENDANCE

NAME	PROXY	PRESENT
Robyn Paches (Chair)		Y
Donald Ademaj		Y
Thomas Patrick		Y
Ahona Mostafiz		Y
Sam Cheng		Y
Leri Koornhof		Y
Hannah Schlamp		N
John Stetler (KPMG)		Y
Vanessa Paulencu (KPMG)		Y
Kelsey Phillips (KPMG)		Y

MINUTES (AC 2015-06)

2015-06/1 INTRODUCTION

2015-06/1a **Call to Order**

Meeting called to order at 19:07.

2015-06/1b **Approval of Agenda**

CHENG/PATRICK move to approve the agenda.

4/0/0
CARRIED

2015-05/1c

Approval of Minutes

PATRICK amended “found problems” to “had questions” in the sentence “He found problems on the budget line of...” on p. 3.

PATRICK/CHENG move to approve the minutes as amended.

5/0/0
CARRIED

2015-05/1d

Chair’s Business

Presentation: KPMG Audit Findings Presentation

STETLER, PAULENCU and PHILLIPS presented their audit findings of SU. They are satisfied with SU’s financial results.

PAULENCU presented the highlights of their findings report. There is no change of plan for their audit this year. They focused on certain risks in the financial statement audit and did not find an error or mistakes. STETLER added that they did some cash count and inventory count, and random check on certain places. They did not only rely on the information provided by the management but also from the bank. They also checked with U of A about SU’s loan for SUB renovation.

They will talk to the management and talk to the Audit committee to get the financial result is approved. They did not identify any significant deficiency of internal control. They assessed the process and provide recommendations.

PHILLIPS provided other observation regarding the audit. The first matter is reconciliation of the investment. There is a slice difference. She suggested implementing a high level check to avoid it in the future. The second matter is journal entry. Currently there are 5 staff. She suggested having a high level review, a specific individual has good knowledge of SU to approve the entry. Third, she discovered that there is a lack of understanding of appropriate accounting treatment for the loan SU obtained from the university as they have a different year end. Therefore there is a gap in recording the interest of the loan. Last is the tax matter. SU owns some small businesses generating money and it is not clear if these businesses are tax-exempt. They recommended the management team to verify their not-for-profit status to prepare for the future inquiry.

PACHES asked about the high level review. STETLER answered that it is better to have a separate individual to work alone and check the journal entry. PHILLIPS added that it is not necessary to hire an extra person to do the review but if do it internal it is better to have a segregated staff within the organization.

ADEMAJ asked about the tax-exempt issue. STETLER answered that the status of SU is special. There is a clear definition of not-for-profit organization, but SU is more than that which also runs business benefiting students. Therefore he recommended SU to have a clear explanation for its role.

CHENG followed up the question as STETLER mentioned that they had recommended looking into the tax-exempt issue last year. STETLER explained that last year the SU management was busy with the tax issue of the SUB renovation, so he recommended dealing with this issue now and there is no clear answer to it.

PACHES/ADEMAJ move to bring the Audit Findings to the next Students' Council meeting for approval.

6/0/0
CARRIED

2015-05/2

QUESTION/DISCUSSION PERIOD

2015-05/3

COMMITTEE BUSINESS

2015-05/3a

Financial Report Findings & Reports

PACHES reported on his BSA review. He requested lines for both of the years and received all the receipt for all respective lines including the kickoff events of both years. He checked all of them and the expenses reports.

PACHES/KOORNHOF move to approve BSA's Faculty Associations' Membership Fund of the previous year and the year before based on PACHES' finding.

6/0/0
CARRIED

MOSTAFIZ reported on the LSA. She noted one event estimated

budget of \$20,000 but the revenue was \$35,000 which is a significant amount compare to the others. She will request for clarification.

ADEMAJ reported on APSA. He is waiting for the line to be sent to him.

PATRICK reported on ESS. He misunderstood the line but the issue was solved. He also report on ASA's 2014/2015 comparison budget. ASA has already paid for external auditor each year and so their lines were already reviewed. Everything is in order. He also requested a line from FAUnA's Spring and Summer budget and is waiting reply from Discover Governance.

PATRICK/PACHES move to approve ESS's 2015/2016 Spring and Summer budget and ASA's 2014/2015 comparison budget for Faculty Associations' Membership Fund.

6/0/0
CARRIED

CHENG will work on MSA and NUA. And KOORNHOF will work on AUFSJ. They will finish the review by next meeting.

2015-05/3b

Standing Orders

PACHES will put the new standing orders to Google Drive for the committee to review, comment and edit.

2015-05/3c

Review of the Expenses of SU Credit Card

At the beginning of the month PACHES will bring the previous month's credit card statement for the committee to review.

2015-05/4

INFORMATION ITEMS

2015-05/5

ADJOURNMENT

2015-04/5a

Next Meeting: November 4, 2015 @ 7:00pm in SUB 0-55

Meeting adjourned at 20:19.

SUMMARY OF MOTIONS

MOTION	VOTES
CHENG/PATRICK move to approve the agenda.	4/0/0 - CARRIED
PATRICK/CHENG move to approve the minutes as amended.	4/0/0 - CARRIED
PACHES/ADEMAJ move to bring the Audit Findings to the next Students' Council meeting for approval.	6/0/0 - CARRIED
PACHES/KOORNHOF move to approve BSA's Faculty Associations' Membership Fund of the previous year and the year before based on PACHES' finding.	6/0/0 - CARRIED
PATRICK/PACHES move to approve ESS's 2015/2016 Spring and Summer budget and ASA's 2014/2015 comparison budget for Faculty Associations' Membership Fund.	6/0/0 - CARRIED