

**AUDIT
COMMITTEE**

September 23, 2016

5:30pm

SUB 6-06

AGENDA (AC-2016-07)

- 2016-07/1 INTRODUCTION**
- 2016-07/1a Call to Order**
- 2016-07/1b Approval of Agenda**
- 2016-07/1c Approval of Minutes**
- 2016-07/1d Chair's Business**
- 2016-07/1d Fall Meeting Schedule: Fridays at 5:30 pm, On-Council weeks**
- 2016-07/2 QUESTION/DISCUSSION PERIOD**
- 2016-07/3 COMMITTEE BUSINESS**
- 2016-07/3a VP Student Life to provide context behind Residence Associations being added to Audit Committee's responsibilities**
- 2016-07/3b Review Visa Statements**
- 2016-07/3c NSSA Audit Spring/Summer 2016**
- 2016-07/3d MSA Audit Spring/Summer 2016**
- 2016-07/3e ASA Audit Spring/Summer 2016**
- 2016-07/3f Review Week of Welcome Profit and Loss Statements**

Please see AC 16-07.01

2016-07/4 **INFORMATION ITEMS**

Upcoming SU audit presentation by KPMG on October 7

2016-06/5 **ADJOURNMENT**

2016-06/5a **Next Meeting:** October 7 at 5:30 pm or sooner if needed.

THE STUDENTS' UNION, THE UNIVERSITY OF ALBERTA											
714 Week of Welcome											
Profit and Loss Statement											
For the Two Months Ending June 30, 2016											
	Current				Variance Explanation	Year To Date			Year End		
	Actual	Budget	Variance	Actual		Budget	Variance	Actual	Budget	Variance	
REVENUE											
Registrations Revenue											
6029-000 Other Registrations	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$12,000	(\$12,000)	
Total Registration Sales	0	0	0		0	0	0	0	12,000	(12,000)	
	-	-	-		-	-	-	-	-	-	
Food Sales											
<i>Sales</i>											
	-	-	-		-	-	-	-	-	-	
<i>Cost of Goods Sold</i>											
	-	-	-		-	-	-	-	-	-	
	-	-	-		-	-	-	-	-	-	
	-	-	-		-	-	-	-	-	-	
Beverage Sales											
<i>Non- Alcoholic Beverages Sales</i>											
	-	-	-		-	-	-	-	-	-	
<i>Cost of Goods Sold</i>											
	-	-	-		-	-	-	-	-	-	
	-	-	-		-	-	-	-	-	-	
	-	-	-		-	-	-	-	-	-	
<i>Liquor</i>											
	-	-	-		-	-	-	-	-	-	
	-	-	-		-	-	-	-	-	-	
<i>Domestic Draught Beer</i>											
	-	-	-		-	-	-	-	-	-	
	-	-	-		-	-	-	-	-	-	
<i>Domestic Pack Beer</i>											
	-	-	-		-	-	-	-	-	-	
	-	-	-		-	-	-	-	-	-	
<i>Import Draught Beer</i>											
	-	-	-		-	-	-	-	-	-	
	-	-	-		-	-	-	-	-	-	
<i>Import Pack Beer</i>											
	-	-	-		-	-	-	-	-	-	
	-	-	-		-	-	-	-	-	-	
<i>Wine</i>											
	-	-	-		-	-	-	-	-	-	
	-	-	-		-	-	-	-	-	-	
<i>Coolers</i>											
6181-000 Regular Cooler Sales	0	0	0		0	0	0	0	16,000	(16,000)	
7126-000 COGS Alcohol-Coolers	0	0	0		0	0	0	0	(4,800)	4,800	
	-	-	-		-	-	-	-	-	-	
Gross Profit on Coolers	0	0	0		0	0	0	0	11,200	(11,200)	

THE STUDENTS' UNION, THE UNIVERSITY OF ALBERTA

714 Week of Welcome

Profit and Loss Statement

For the Two Months Ending June 30, 2016

	Current			Variance Explanation	Year To Date			Year End		
	Actual	Budget	Variance		Actual	Budget	Variance	Actual	Budget	Variance
8225-200 Supplies-Food & Beverage	0	0	0		0	0	0	0	3,500	(3,500)
Total Food and Beverage Supplies	0	0	0		0	0	0	0	3,500	(3,500)
<i>Other Supplies</i>										
8225-400 Supplies-Other	0	0	0		0	0	0	0	2,500	(2,500)
Total Other Supplies	0	0	0		0	0	0	0	2,500	(2,500)
<i>Office Supplies</i>										
8230-200 Office Supplies-Other	0	50	(50)		0	100	(100)	0	250	(250)
Total Office Supplies	0	50	(50)		0	100	(100)	0	250	(250)
Total Supplies	0	50	(50)		0	100	(100)	0	6,250	(6,250)
	-	-	-		-	-	-	-	-	-
Marketing, Advertising and Promotion										
8321-100 Ext. Advertising-Media	0	0	0		0	0	0	0	400	(400)
8331-000 External PR	0	0	0		0	0	0	0	200	(200)
8332-000 Internal PR	0	200	(200)		0	400	(400)	0	1,000	(1,000)
8333-000 Volunteer PR	0	500	(500)		0	1,000	(1,000)	0	2,500	(2,500)
Total Marketing, Advertising and Promotion	0	700	(700)		0	1,400	(1,400)	0	4,100	(4,100)
	-	-	-		-	-	-	-	-	-
Printing and Duplicating										
8411-000 External Printing	0	0	0		0	0	0	0	5,600	(5,600)
Total Printing and Duplicating	0	0	0		0	0	0	0	5,600	(5,600)
	-	-	-		-	-	-	-	-	-
Operational Expenses										
8510-000 General Rentals	0	0	0		0	0	0	0	68,650	(68,650)
8515-000 Performer's Costs	0	0	0		0	0	0	0	37,500	(37,500)
8516-000 Production Costs	233	0	233		233	0	233	233	27,500	(27,267)
8517-000 Program Expense	1,000	0	1,000		1,000	0	1,000	1,000	17,500	(16,500)
Total Operational Expenses	1,233	0	1,233		1,233	0	1,233	1,233	151,150	(149,917)
	-	-	-		-	-	-	-	-	-
Communications										
8650-000 Telephone Rentals	0	0	0		0	0	0	0	250	(250)
8654-000 Courier	0	0	0		0	0	0	0	400	(400)
8655-000 Postage	0	0	0		0	0	0	0	20	(20)
Total Communications	0	0	0		0	0	0	0	670	(670)
	-	-	-		-	-	-	-	-	-
Legal and Professional										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
Taxes and Licenses										
	-	-	-		-	-	-	-	-	-

THE STUDENTS' UNION, THE UNIVERSITY OF ALBERTA

714 Week of Welcome

Profit and Loss Statement

For the Two Months Ending June 30, 2016

	Current			Variance Explanation	Year To Date			Year End		
	Actual	Budget	Variance		Actual	Budget	Variance	Actual	Budget	Variance
Space Costs	-	-	-		-	-	-	-	-	-
Capital	-	-	-		-	-	-	-	-	-
General Overheads	-	-	-		-	-	-	-	-	-
8910-000 Travel	0	0	0		0	0	0	0	75	(75)
8931-000 Credit Card S/C	0	0	0		0	0	0	0	80	(80)
Total General Overheads	0	0	0		0	0	0	0	155	(155)
TOTAL EXPENDITURES	5,899	5,468	431		10,567	10,936	(369)	10,567	230,101	(219,534)
NET PROFIT (LOSS)	(5,899)	(5,468)	(431)		(10,567)	(10,936)	369	(10,567)	(120,981)	110,414
	=	=	=		=	=	=	=	=	=

THE STUDENTS' UNION, THE UNIVERSITY OF ALBERTA

714 Week of Welcome

Profit and Loss Statement

For the Three Months Ending July 31, 2016

	Current			Variance Explanation	Year To Date			Year End		
	Actual	Budget	Variance		Actual	Budget	Variance	Actual	Budget	Variance
REVENUE										
Registrations Revenue										
6029-000 Other Registrations	\$5,635	\$0	\$5,635		\$5,635	\$0	\$5,635	\$5,635	\$12,000	(\$6,365)
	-	-	-		-	-	-	-	-	-
Total Registration Sales	5,635	0	5,635		5,635	0	5,635	5,635	12,000	(6,365)
	-	-	-		-	-	-	-	-	-
Food Sales										
<i>Sales</i>										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
<i>Cost of Goods Sold</i>										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
Beverage Sales										
<i>Non- Alcoholic Beverages Sales</i>										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
<i>Cost of Goods Sold</i>										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
<i>Liquor</i>										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
<i>Domestic Draught Beer</i>										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
<i>Domestic Pack Beer</i>										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
<i>Import Draught Beer</i>										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
<i>Import Pack Beer</i>										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
<i>Wine</i>										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
<i>Coolers</i>										
6181-000 Regular Cooler Sales	0	0	0		0	0	0	0	16,000	(16,000)
7126-000 COGS Alcohol-Coolers	0	0	0		0	0	0	0	(4,800)	4,800
	-	-	-		-	-	-	-	-	-
Gross Profit on Coolers	0	0	0		0	0	0	0	11,200	(11,200)

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714 Week of Welcome

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	Actual	Budget	Variance		Actual	Budget	Variance	Actual	Budget	Variance
8225-200 Supplies-Food & Beverage	0	0	0		0	0	0	0	3,500	(3,500)
Total Food and Beverage Supplies	0	0	0		0	0	0	0	3,500	(3,500)
<i>Other Supplies</i>										
8225-400 Supplies-Other	0	0	0		0	0	0	60	2,500	(2,440)
Total Other Supplies	0	0	0		0	0	0	60	2,500	(2,440)
<i>Office Supplies</i>										
8230-200 Office Supplies-Other	0	50	(50)		0	150	(150)	0	250	(250)
Total Office Supplies	0	50	(50)		0	150	(150)	0	250	(250)
Total Supplies	0	50	(50)		0	150	(150)	60	6,250	(6,190)
	-	-	-		-	-	-	-	-	-
Marketing, Advertising and Promotion										
8321-100 Ext. Advertising-Media	0	400	(400)		13	400	(387)	13	400	(387)
8331-000 External PR	0	0	0		0	0	0	0	200	(200)
8332-000 Internal PR	0	200	(200)		0	600	(600)	0	1,000	(1,000)
8333-000 Volunteer PR	0	500	(500)		0	1,500	(1,500)	0	2,500	(2,500)
Total Marketing, Advertising and Promotion	0	1,100	(1,100)		13	2,500	(2,487)	13	4,100	(4,087)
	-	-	-		-	-	-	-	-	-
Printing and Duplicating										
8411-000 External Printing	0	0	0		0	0	0	0	5,600	(5,600)
Total Printing and Duplicating	0	0	0		0	0	0	0	5,600	(5,600)
	-	-	-		-	-	-	-	-	-
Operational Expenses										
8510-000 General Rentals	0	0	0		0	0	0	1,500	68,650	(67,150)
8515-000 Performer's Costs	5,500	0	5,500		5,500	0	5,500	6,000	37,500	(31,500)
8516-000 Production Costs	3,058	0	3,058		3,291	0	3,291	3,291	27,500	(24,209)
8517-000 Program Expense	0	0	0		1,000	0	1,000	1,000	17,500	(16,500)
Total Operational Expenses	8,558	0	8,558		9,791	0	9,791	11,791	151,150	(139,359)
	-	-	-		-	-	-	-	-	-
Communications										
8650-000 Telephone Rentals	0	0	0		0	0	0	0	250	(250)
8654-000 Courier	0	0	0		0	0	0	0	400	(400)
8655-000 Postage	0	0	0		0	0	0	0	20	(20)
Total Communications	0	0	0		0	0	0	0	670	(670)
	-	-	-		-	-	-	-	-	-
Legal and Professional										
	-	-	-		-	-	-	-	-	-
	-	-	-		-	-	-	-	-	-
Taxes and Licenses										
	-	-	-		-	-	-	-	-	-

THE STUDENTS' UNION, THE UNIVERSITY OF ALBERTA

714 Week of Welcome

Profit and Loss Statement

For the Three Months Ending July 31, 2016

	Current			Variance Explanation	Year To Date			Year End		
	Actual	Budget	Variance		Actual	Budget	Variance	Actual	Budget	Variance
Space Costs	-	-	-		-	-	-	-	-	-
Capital	-	-	-		-	-	-	-	-	-
General Overheads	-	-	-		-	-	-	-	-	-
8910-000 Travel	0	0	0		0	0	0	0	75	(75)
8931-000 Credit Card S/C	192	0	192		192	0	192	192	80	112
Total General Overheads	192	0	192		192	0	192	192	155	37
TOTAL EXPENDITURES	13,879	5,868	8,011		24,461	16,804	7,657	26,521	230,101	(203,580)
NET PROFIT (LOSS)	(8,244)	(5,868)	(2,376)		(18,826)	(16,804)	(2,022)	(20,886)	(120,981)	100,095
	=	=	=		=	=	=	=	=	=

**AUDIT
COMMITTEE**

Thursday August 24, 2016

6:00 pm

ECHA 1-121

ATTENDANCE

NAME	PROXY	PRESENT
Nicole Hammond (Chair)		Y
Anthony Nguyen		Y
Brandon Prochnau		Y
Reed Larsen		Y
Saba Al Hammouri		Y
Sandy Brophy		Y
Umer Farooq		Y

MINUTES (AC 2016-06)

2016-06/1 INTRODUCTION

2016-06/1a Call to Order

Meeting called to order at 6:02 pm.

2016-06/1b Approval of Agenda

2016-06/3

COMMITTEE BUSINESS

2016-06/3a

NSSA Audit

AL HAMMOURI: For the last couple of weeks, I have been going back and forth through Rebecca about the audit, as there was something that was not adding up. Rebecca suggested that Councillor Hammond and I meet up with the person handling finances of the NSSA (Native Studies Students' Association). There was a \$3000 discrepancy between what was estimated in the budget and what was actually spent. It was because they had honorariums distributed to elders, dancers, and drummers for their Round Dance event. As they distributed cheques to those people, they didn't have receipts. However, we were given a comprehensive list of people they gave honorariums to, and everything added up. Therefore, Councillor Hammond and I think that it would be appropriate to approve their financial statements.

LARSEN: Were receipts provided for the cheques they gave out? Or just reasonings?

AL HAMMOURI: They gave us reasoning, and a list of all the honorariums describing who got what.

HAMMOND: They gave receipts for a majority of their budget, but not for the honorariums.

BROPHY: As long as they have a list of who got what, it should be OK.

FAROOQ: Do they have meeting minutes proving that they approved these honorariums? It would be better to have them so that we know the honorariums were approved, and not just given out.

BROPHY: That's a good point.

HAMMOND: We can go back to them and ask.

LARSEN: It does make sense to have evidence of prior approval.

AL HAMMOURI: From my understanding, these were individuals known within the community. I think it was more of a gift to them for coming.

BROPHY: The reasoning is fine. But, there should be some record within the organization of official approval.

AL HAMMOURI: I'll email what they sent out.

BROPHY: I'm not inclined to vote against approving it. But, we should at least make a recommendation that they should have records of approval in the future for transparency.

AL HAMMOURI: Yes, I agree. It would be a thing moving forward. Everything else they provided was transparent.

HAMMOND: So, we have two options. First, we can go back to them. I don't know how successful that would be. Also, it'd delay their funding. Second, we can approve it now, but make a recommendation for the future.

BROPHY: I'm fine with approving it, but we should put it in the wiki so that these potentially problematic things can be tracked.

HAMMOND: They met with us, and had pretty decent records for the most part.

AL HAMMOURI: I guess it's an oversight that should not occur in the following year.

HAMMOND: It was a good learning moment. Their budget line didn't match, and it was a good experience to just meet with them and discuss about it. We didn't even have the context to understand their event till we met with them.

FAROOQ: They might have thought we only needed financial documents and not meeting minutes. I assume every group keeps meeting minutes. We can also have a representative from the FA at our meetings so that we can ask questions on the spot in order to move things faster.

AL HAMMOURI/NGUYEN moved to approve the audit of the Native Studies Students' Association for 2016/2017.

Vote 7/0/0

CARRIED

2016-06/4

INFORMATION ITEMS

HAMMOND: Does anyone else have an outstanding audit?

BROPHY: No.

HAMMOND: I have several other updates as well. The Engineering Students' Society has received their money. I guess we'll be pretty busy in September. The audit related even for board/corporate governance is going ahead on September 21 at 7:00 pm. I'll let you guys know how you can get involved. It's still in its early planning stages.

LARSEN: Did CAC (Council Administration Committee) reach you about submitting written reports to Council.

HAMMOND: No.

LARSEN: We're supposed to give a written statement to Council on every Council meeting whether there was any activity or not. It's worded as such on the Standing Orders. As we will be approving more audits going forward, it will be good to include a report within the meeting minutes. I was under the impression that CAC had already sent the email out. Only the Bylaw Committee was able to get a written report in.

HAMMOND: Thank you for bringing that up. I'll also send you guys an anonymous feedback form about how I perform as the Chair.

2016-06/5

ADJOURNMENT

***BROPHY/AL HAMMOURI moved to adjourn the meeting.
CARRIED***

2016-06/5a **Next Meeting:** Wednesday September 7, 2016 at 6:00 pm.

2016-06/5b Meeting adjourned at 6:27 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>AL HAMMOURI/BROPHY moved to approve the agenda for August 24, 2016 as tabled.</i>	CARRIED
<i>LARSEN /AL HAMMOURI moved to approve the minutes for August 10, 2016 as tabled.</i>	CARRIED
<i>AL HAMMOURI/NGUYEN moved to approve the audit of the Native Studies Students' Association for 2016/2017.</i>	7/0/0 - CARRIED
<i>BROPHY/AL HAMMOURI moved to adjourn the meeting.</i>	CARRIED