

**AUDIT
COMMITTEE**

**November 18, 2016
3:00 PM
SUB 6-06**

AGENDA (AC-2016-11)

- 2016-11/1 INTRODUCTION**
- 2016-11/1a Call to Order**
- 2016-11/1b Approval of Agenda**
- 2016-11/1c Approval of Minutes**
- 2016-11/1c Approval of 2016-09 Minutes as tabled.**
Please see AC 16-11.01
- 2016-11/1d Chair's Business**
- 2016-11/2 QUESTION/DISCUSSION PERIOD**
- 2016-11/3 COMMITTEE BUSINESS**
- 2016-11/3a HUB Spring/Summer Report**
- 2016-11/3b Visa Statements**
- 2016-11/4 INFORMATION ITEMS**
- 2016-11/5 ADJOURNMENT**
- 2016-11/5a **Next Meeting:** November 25, 2016 in SUB 6-06 at 5:30 pm or sooner if needed.**

**Friday October 21, 2016****5:30 pm****SUB 6-06****ATTENDANCE**

NAME	PROXY	PRESENT
Nicole Hammond (Chair)		Y
Anthony Nguyen		N
Brandon Prochnau		Y
Reed Larsen		Y
Saba Al Hammouri		N
Sandy Brophy		0.5 (Arrival- 17:45)
Umer Farooq		Y

MINUTES (AC 2016-09)**2016-09/1 INTRODUCTION****2016-09/1a Call to Order**

Meeting called to order at 5:34 pm.

2016-09/1b Approval of Agenda

HAMMOND moved to approve the agenda for October 21, 2016 as tabled.

Vote 4/0/0

CARRIED

2016-09/1c

Approval of Minutes

HAMMOND: It's always important to look over the meeting minutes. Otherwise you could be on the record for saying something you hadn't said.

HAMMOND/LARSEN moved to approve the minutes for October 07, 2016 as tabled.

Vote 4/0/0

CARRIED

2016-09/1d

Chair's Business

2016-09/2

QUESTION/DISCUSSION PERIOD

FAROOQ: Did you get a response from the administration assistant Mercy about the A. U. F. S. J. audit?

HAMMOND: They responded with a justification.

Councillor Farooq had asked about the admin expenses, and they responded back saying that it was a charge for the locksmith to open the safe and that the safe's warranty would reimburse the check. But, that's not really good enough; we need actual photocopies. They haven't responded since then.

2016-09/3

COMMITTEE BUSINESS

2016-09/3a

International House Audit Spring/Summer 2016

LARSEN: The biggest thing is that they don't have estimate budget lines or anything to look at. I'm not sure why it's like that or whether they are actually recording anything.

FAROOQ: So, isn't there any forecast?

LARSEN: No.

HAMMOND: Their Winter budget had expenses though.

LARSEN: Yes, but there's nothing to compare that with.

HAMMOND: A lot of Faculty Associations (F. A. s) have not been submitting their forecasts.

LARSEN: It would be good if they can submit their forecasts in the future.

FAROOQ: Maybe it's the new system. They used to do that before. In addition, residences are new to doing this.

LARSEN: Overall, there's nothing to worry about. We can move on.

LARSEN/PROCHNAU moved to approve the International House's Spring/Summer financial report.

Vote 4/0/0

CARRIED

2016-09/3b

ISSS Audit Spring/Summer 2016

HAMMOND: Councillor Brophy was looking into this, and he's confident in approving it. It's fairly straightforward.

HAMMOND/LARSEN moved to approve the Interdepartmental Science Students' Society's Spring/Summer financial report.

Vote 3/0/1 (Abstention by FAROOQ)

CARRIED

2016-09/4

INFORMATION ITEMS

FAROOQ: Would it be good to prepare a small report giving recommendations to the associations for better reporting?

PROCHNAU: If they had a standard budget, our work would be much easier.

FAROOQ: It's a general recommendation. For example, it may be on what a

budget might look like. I'm pretty sure they have budgets internally though.

HAMMOND: It'd be nice if they reported what they planned to spend, and what they actually spent. That's not happening right now.

LARSEN: We can either ask nicely or find a way to ensure that it's done in the future years.

FAROOQ: We can do it in the Bylaws.

LARSEN: We can also have it in Audit Committee's Standing Orders where Discover Governance sends out an audit form, and they send back the duly filled forms. It can also be left up to the Chair to decide.

HAMMOND: We can maybe change it from next year, and have the Fall budget sent out during Winter.

LARSEN: Yes, we can do a test run of the system.

FAROOQ: If you look at the Excel files the F. A. s get, it may be a little too much for them. Before, we got the individualized internal budgets. Some were good while the others were terrible. While it was one for the whole year before, we should get one per semester now. So, we ought to combine them and get a budget along with a forecast every semester.

HAMMOND: What do you mean by forecasting? Are you meaning something for the future or the past?

FAROOQ: It should be both. For example, they should show the budgets and actual numbers for 2014/2015 and 2015/2016 along with a budget for the future year. Effectively, we're going back to the old system but not 100%.

HAMMOND: That would be helpful. Right now, it feels very random.

FAROOQ: It would be easier to see what you should be looking at.

HAMMOND: I'll talk to Rebecca Taylor about it. It shouldn't be terribly difficult to change the template.

2016-09/5

ADJOURNMENT

HAMMOND/PROCHNAU moved to adjourn the meeting.

Vote 5/0/0

CARRIED

2016-09/5a **Next Meeting:** Friday November 04, 2016 at 5:30 pm.

2016-09/5b Meeting adjourned at 5:50 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>HAMMOND moved to approve the agenda for October 21, 2016 as tabled.</i>	CARRIED
<i>HAMMOND/LARSEN moved to approve the minutes for October 07, 2016 as tabled.</i>	CARRIED 4/0/0
<i>LARSEN/PROCHNAU moved to approve the International House's Spring/Summer financial report.</i>	CARRIED 4/0/0
<i>HAMMOND/LARSEN moved to approve the Interdepartmental Science Students' Society's Spring/Summer financial report.</i>	CARRIED 3/0/1 (Abstention by FAROOQ)
<i>HAMMOND/PROCHNAU moved to adjourn the meeting.</i>	CARRIED 5/0/0

Thursday November 2, 2016

4:00 pm

SUB 6-06

ATTENDANCE

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

MINUTES (AC 2016-10)

2016-10/1 INTRODUCTION

2016-10/1a Call to Order

Meeting called to order at 4:11 pm.

2016-10/1b Approval of Agenda

AL HAMMOURI/FAROOQ moved to approve the agenda for November 2, 2016 as tabled.

***Vote 4/0/0
CARRIED***

2016-10/1c Approval of Minutes

The committee decided to table the approval of minutes till the next meeting because half of the committee members present were absent during the last meeting.

2016-10/1d Chair's Business

2016-10/2 QUESTION/DISCUSSION PERIOD

2016-10/3 COMMITTEE BUSINESS

2016-10/3a AUFSJ Audit Spring/Summer 2016

HAMMOND:

The only thing that came back to us was AUFSJ's (*Association des Universitaires de la Faculté Saint-Jean's*) report.

FAROOQ:

We had already gotten the explanation about the expense regarding their safe. A couple of days ago, we received the receipt and the photocopy of their check. This was one of 2 transactions made during the entire Spring/Summer. So, it's pretty straightforward.

HAMMOND/AL HAMMOURI moved to approve the Association des Universitaires de la Faculté Saint-Jean's Spring/Summer financial report.

***Vote 4/0/0
CARRIED***

2016-10/4 **INFORMATION ITEMS**

2016-10/5 **ADJOURNMENT**

FAROOQ/NGUYEN moved to adjourn the meeting.

Vote 4/0/0

CARRIED

2016-10/5a **Next Meeting:** Friday November 18, 2016 at 5:30 pm.

2016-10/5b Meeting adjourned at 4:14 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>AL HAMMOURI/FAROOQ moved to approve the agenda for November 2, 2016 as tabled.</i>	CARRIED 4/0/0
<i>HAMMOND/AL HAMMOURI moved to approve the Association des Universitaires de la Faculté Saint-Jean's Spring/Summer financial report.</i>	CARRIED 4/0/0
<i>FAROOQ/NGUYEN moved to adjourn the meeting.</i>	CARRIED 4/0/0