

**AUDIT
COMMITTEE**

**Tuesday, May 8, 2018
5:00pm
SUB 0-55**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the

University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

AGENDA (AC-2018-00)

2018-00/1 INTRODUCTION

2018-00/1a Call to Order

2018-00/1b Approval of Agenda

2018-00/1c Approval of Minutes

2018-00/1d Chair's Business

2018-00/2 QUESTION/DISCUSSION PERIOD

2018-00/3 COMMITTEE BUSINESS

2018-00/3a Selection of a Chair

2018-00/3b Adoption of Standing Orders

See AC-2018-00.01

2018-00/3c Confirmation of Spring/Summer Meeting Schedule

2018-00/4 INFORMATION ITEMS

2018-00/4a Audit Committee Manual

See AC-2018-00.02

2018-00/5 ADJOURNMENT

2018-00/5a Next Meeting: TBD.

Audit Committee Standing Orders

1 Mandate

1. The Audit Committee:
 - a. 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.
 - b. Shall annually select the Students' Union auditor and oversee the Students' Union's external audit;
 - c. Shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
 - d. Shall review all alterations made to the Students' Union's budget for the purpose of verifying compliance with Students' Union legislation;
 - e. Shall, each month, review, for appropriateness and compliance with the Students' Union's budget, the transactions of the Students' Union organizational units;
 - f. Shall review all expenditures made on Students' Union credit cards;
 - g. Shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;
 - h. 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;
 - i. 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 and 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 and 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/Guests

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

1. 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 twenty-four hours prior to the meeting.
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.

Audit Committee Transition Manual

Information for the Members of the Audit Committee

Last updated: April 2015

Where this transition manual deviates from Standing Orders or Bylaw, the Standing Orders or Bylaw will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

What is Audit Committee?

The Audit Committee is one of the busiest committees of the SU. It oversees the use of funds collected by the SU, such as Faculty Association Membership Fees (FAMFs), Dedicated Fee Units (DFUs), as well as overseeing how the SU spends its money. Because of the nature of the Audit Committee's work, no SU executive is permitted to sit on the Audit Committee as a member or as a proxy.

Audit Committee's duties are outlined in its Standing Orders and in Bylaw, and they're summarized here so they'll be more readily accessible to you:

1. **Oversee Dedicated Fee Units.**

Audit Committee reviews financial reports and proposals submitted by DFUs, and makes a decision regarding the disbursement of their funds. DFU disbursement must be reviewed with the DFU Council representative present, and after all proper documents have been submitted by the DFU. A decision must be made within 4 weeks of the complete submission of the documents required of the DFU.

This oversight does not involve telling the DFU how to spend their funds or managing their finances, but ensuring that the DFU follows good fiscal practices and is spending students' money responsibly.

2. **Oversee Faculty Association Finances.**

With the exception of the Augustana Students' Association, the Audit Committee reviews financial reports of FAs on a trimesterly basis. Because Augustana conducts a full audit of their finances to fulfill the requirements of their status as a registered society, they need only send in a copy of their budgets and completed audit on an annual basis. If a FA collects a FAMF, they must submit a financial report and receive approval from Audit Committee before their funds may be released to them. Audit Committee must review and approve FA financial reports within 4 weeks of receiving them.

This oversight does not involve telling the FA how to spend their funds or managing their finances, but ensuring that the FA follows good fiscal practices and is spending students' money responsibly.

3. Coordinate the SU's annual audit.

This requires selecting an auditor and overseeing their activities. Audit Committee must also review the audited financial statements and present them to Council.

4. Oversee budgeting process.

Audit Committee reviews alterations made to the SU's budget for the purpose of verifying compliance with SU legislation. This does not mean coordinating the whole budgeting process, which is driven by several different actors within the SU including SU staff, executive, and Finance Committee.

5. Review SU transactions.

Review all transactions of SU organizational units for appropriateness and compliance with the SU budget. Also reviews all expenditures made on SU credit cards, and investigates any inappropriate transactions or significant variances against the SU budget. Audit Committee may require staff or executives to appear before the committee, provided a reasonable amount of notice is given of the requirement.

6. Monitor granting activities of the Finance Committee.

This oversight does not involve telling the Finance Committee how to allocate granting funds or managing the allocation, but ensuring that the Finance Committee follows good practices and is spending students' money responsibly.

7. Report activities to Students' Council.

This report should follow each meeting, and should consist of a summary of proceedings, a list of motions, and an appendix of documents voted on. This report is usually handled by the Chair, and may be compiled with the help of Discover Governance if necessary.

Duties of Chair

Generally, your duties as the Chair involve making sure that the duties of Audit Committee are fulfilled. This can mean handling them yourself, delegating them to other Councillors or SU staff, or facilitating the entire committee in carrying them out, depending on the situation. However you get things done, everything should be discussed and approved at Audit Committee first.

In addition to making sure Audit Committee fulfills its mandate, the Chair also has some more specific duties outlined under the Standing Orders:

1. Preside over debate at meetings of the Audit Committee.
2. Submit report to Students' Council.
3. Ensure there is an agenda for each meeting.
4. Work with Speaker and SU staff to ensure the logistical needs of Audit Committee are met.
5. Ensure all communication and decisions involving a DFU will be forwarded to the Councillor that sits on the DFU's board.
6. Receive monthly summaries of SU organizational units and select those that should be reviewed by the committee, subject to consent of the committee.
7. Receive all minutes and agendas from Finance Committee and provide a monthly report to Audit Committee on Finance Committee's activities.

Being a Chair can be stressful and time-consuming, so don't be afraid to ask for support from SU administrative staff, Discover Governance, fellow Councillors, or SU Executives.

So, you've just become Audit Committee Chair...

If you're starting at the beginning of the year, SU staff should have coordinated the first meeting of Audit Committee at which you were elected Chair. Now you have a set Standing Orders for the year and a meeting schedule, so it's time to get to work on Audit Committee stuff. Your first meeting as Chair should include some kind of strategic planning and goal-setting session to keep the Committee on track during the year. Your plan/goals should reflect your mandate, the broader goals of Council, and the SU's strategic plan.

If you've taken this position in the middle of the year, you should read the Standing Orders to better understand the committee and check up on the following:

1. Does Audit Committee have a strategic plan for the year and, if so, what is its progress? If it doesn't, consider creating one at your first meeting as Chair. It will help you get into the leadership role, and give you an idea of how you should be directing the committee.
2. When was Audit Committee's last progress check on the activities of Council and its Committees? Does one need to be done?
3. Who is your recording secretary, and have all minutes been received, approved, and updated on the committee page of the SU website? Discover Governance should be able to help you with this.
4. Has Audit Committee missed any important deadlines, and have all time-sensitive duties of Audit Committee been fulfilled up to the current date? Check the timeline below for important dates and deadlines.
5. What projects has Audit Committee been working on, and what's the progress so far? Ask other committee members, or check past meeting minutes.

Audit Committee Timeline

Much of the Audit Committee's activities are spread out through the year. DFU reports must be reviewed as they are received, and reviews of the SU's finances and expenditures happen at regular intervals.

May:

- Create a strategic plan for Audit Committee's activities and goals for the year.
- Do an overview of all duties and ensure that all members understand them.
- Attend GovCamp at the end of the month.

August:

- End of August is the deadline for Councillors to resign their position if it is to be filled in the September by-election.

September:

- Week of Welcome
- By-elections
- Review FA summer financial reports.
- Review the Augustana Students' Association annual financial report.

January:

- At your first meeting in January, you should check in on last semester's business to ensure that all business is on track to be finished by the end of the year.
- Review FA Fall financial reports.

February:

- Nominations for SU General Elections are due, and Campaigning begins.

March:

- At your first meeting in March, check in on the progress of your goals and business.
- General Elections and Councillor/GFC elections are held.

April:

- Ensure that all necessary documents, such as committee goals tracking documents and survey results, are prepared to be passed on to the next Audit Committee Chair.
- Review FA Winter financial reports.