

**AUDIT  
COMMITTEE**

**Monday, January 14, 2019**

**5:00pm  
SUB 6-06**

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-2018-06)**

- 2018-06/1     INTRODUCTION**
- 2018-06/1a    Call to Order**
- 2018-06/1b    Approval of Agenda**
- 2018-06/1c    Approval of Minutes**
- 2018-06/1d    Chair's Business**
- 2018-06/2     QUESTION/DISCUSSION PERIOD**
- 2018-06/3     COMMITTEE BUSINESS**
- 2018-06/3a    Selection of a Chair**
- 2018-06/3b    Winter 2019, Schedule**
- 2018-06/4     INFORMATION ITEMS**
- 2018-06/4a    AC-2018-06, *Minutes* - October 26, 2018.**  
  
See AC-2018-06.01.
- 2018-06/5     ADJOURNMENT**
- 2018-06/5a    Next Meeting: TBD.**



University of Alberta Students' Union

## AUDIT COMMITTEE

Friday, October 26, 2018

4:00pm

SUB 6-06

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

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### ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
David Chung		N	
Brandi Kobes	Levi Flaman	Y	
Rowan Ley		N	Y
Luke Statt		Y	
Jimmy Thibaudeau		Y	
Amlan Bose		N	
Deirdra Cutarm		Y	
Kirsten Deckhand, KPMG		Y	

### MINUTES (AC-2018-05)

2018-05/1 **INTRODUCTION**

2018-05/1a **Call to Order**

THIBAUDEAU: Called the meeting to order at 4:26PM.

**THIBAUDEAU/CUTARM MOVED** to suspend Standing Orders.  
3/0/1 - CARRIED.

2018-05/1b **Approval of Agenda**

**FLAMAN/CUTARM MOVED** to approve the agenda.

4/0/0 - CARRIED

**2018-05/1c Approval of Minutes**  
**THIBAUDEAU/STATT MOVED** to approve the minutes of *AC-2018-05-M*.  
3/0/1 - CARRIED

**2018-05/1d Chair's Business**

THIBAUDEAU: Determined to send another set of audits to the Committee via email for online approval.

**2018-05/2 QUESTION/DISCUSSION PERIOD**

**2018-05/2a** Students' Council Executive Committee - VISA Statement(s) Review

THIBAUDEAU: Determined to contact Discover Governance to inquire into the function associated with the Chili Hot Pot dinner and the Executive breakfast.

FLAMAN: Expressed concern at the use of the missing transaction record explanation form which is not a replacement for missing records. Suggested that the Executive should not bill meals for which only its members are present.

THIBAUDEAU: Noted that it can, at its most frequent, occur once a month. Clarified that the present pile is from June.

FLAMAN: Commended the General Manager's statements.

FLAMAN: Supported providing staff professional development such as coaching skills.

**2018-05/2b** Students' Union, Senior Manager(s) - VISA Statement(s) Review

THIBAUDEAU: Determined to investigate the viewership of the Flame versus its cost.

CUTARM: Inquired into the cost of bouncy castles on March 16 when there is no event reflected on the Student's Union Calendar.

FLAMAN: Responded that the castles were likely for UofA Compliments Day.

THIBAUDEAU: Inquired into the \$800 foodstuffs expense on August 21st at the Landing.

FLAMAN: Considered that this expense is an incentive for people to attend their annual general meeting.

THIBAUDEAU: Noted that they also expended \$1000 for furnishings.

FLAMAN: Supported spending on the Landing as a service of the Student's Union but not when it is independent and receives funds from a DFU. Considered that

this spending is anticipatory as it is assumed that the Landing will become part of the Students' Union.

THIBAUDEAU: Determined to inquire into the rationale for this spending on the Landing, the missing receipt for a purchase at Dollarama, and continuing education writing courses. Expressed concern at another missing receipt for Survey Monkey purchase at \$380.

FLAMAN: Proposed keeping record on the total number of missing receipts. Emphasised that there must be follow-up in order to find or replace the record.

THIBAUDEAU: Proposed that the Committee recommend more detailed descriptions and reasons for purchases.

FLAMAN: Proposed that the Committee recommend the use of itemised receipts in future.

FLAMAN: Inquired into the frequency with which the Committee receives reports to audit.

THIBAUDEAU: Noted that it can, at its most frequent, occur once a month. Clarified that the present pile is from June.

FLAMAN: Commended the General Manager's statements.

FLAMAN: Supported providing staff professional development such as coaching skills.

**2018-05/3**      **COMMITTEE BUSINESS**

**2018-05/3a**      **THIBAUDEAU/FLAMAN MOVED** to approve the KPMG Audit findings.

KPMG: Established that this report expands upon the initial audit plan and does not include corrected or uncorrected adjustments over the posting threshold. Identified that the tax return must be submitted by the end of the month. Noted that the actions in preparation of submission include consulting with the committee, getting evidence to Student Council, receiving autographs, and updating the subsequent events. Reviewed the areas of focus and procedures as: confirming the cash balances, reviewing inventory, confirming investment balances, reviewing investment growth with predictive inputs, reviewing supporting documentation for deferred revenue and deposits, searching for unrecorded liabilities in bank and cheque disbursements, confirming the University loan payable and student fees, analysing salaries and benefits, testing management override of controls in general entries. Noted that the audit did not include a fraud risk assessment for items such as material misstatement. Confirmed that the financial statements are consistent with the NPO accounting framework. Noted that previous areas for concern are now resolved. Identified

that the IT backup management issue remains unresolved as there is no formal procedure for backups.

FLAMAN: Inquired into the posting threshold.

KPMG: Responded that the threshold is \$30,000 for the Students' Union and \$5000 for the Endowment Fund.

FLAMAN: Inquired into the extent to which the IT backup procedure is now finalised.

KPMG: Responded that they do not have an indication of its completion or timeline but understand it is drafted as part of the operating policies manual.

FLAMAN: Expressed concern that the Audit requires ratification but was not included as part of the Council Order Papers.

THIBAUDEAU: Determined to send the relevant materials to Council and add the item to the Late Additions.

FLAMAN: Expressed concern that the present audit timeline does not accommodate a timely review of materials by Council. Proposed harmonising the timeline between the audit, Council, and the Committee meetings.

KPMG: Confirmed that they will work, if necessary, to accommodate a timeline supports Council and the ratification process in future.

FLAMAN: Inquired into whether the audit identified any areas for improvement, however small.

KPMG: Responded that there were problems with investments for a number of years but they are now corrected.

**4/0/0 - CARRIED.**

THIBAUDEAU: Proposed the Committee recommend changes for operating policy to provide for the IT backup procedure. Proposed that the Committee have the audit started in June and presentation in September in future.

**2018-05/4**      **INFORMATION ITEMS**

**2018-05/4a**    AC-2018-04, *Minutes* - September 28, 2018.

See AC-2018-05.01.

**2018-05/5**      **ADJOURNMENT**

THIBAUDEAU: Adjourned the meeting at 5:09pm.

2018-05/5a    **Next Meeting:** Friday, November 9, 2018 @ 4:00PM in SUB 6-06.

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
<b>THIBAUDEAU/CUTARM MOVED</b> to suspend Standing Orders.	3/0/1 - CARRIED
<b>FLAMAN/CUTARM MOVED</b> to approve the agenda.	4/0/0 - CARRIED
<b>THIBAUDEAU/STATT MOVED</b> to approve the minutes of <i>AC-2018-05-M</i> .	3/0/1 - CARRIED
<b>THIBAUDEAU/FLAMAN MOVED</b> to approve the KPMG Audit findings.	4/0/0 - CARRIED