

**AUDIT  
COMMITTEE**

**Wednesday, May 8, 2019  
5:00 PM  
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.

**ATTENDANCE**

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Samantha Tse (Chair)		Y	
David Draper		Y	
Tahra Haddouche		Y	
Mohamad Jamaledine		Y	
Adarsh Badesha		Y	
Rojine McVea		Y	
Amlan Bose		Y	

**MINUTES (AC 2019-01)**

**2019-01/1      INTRODUCTION**

**2019-01/1a      Call to Order**

TSE: Called the meeting to order at 5:05.

**2019-01/1b      Approval of Agenda**

**HADDOUCHE/DRAPER MOVED** to approve the agenda.

7/0/0 - CARRIED

**2019-01/1c      Approval of Minutes**

**JAMALEDDINE/MCVAE MOVED** to approve the minutes of AC-2019-00-M

7/0/0 - CARRIED

See AC-2019-01.01.

**2019-01/1d**      **Chair's Business**

**2019-01/2**      **QUESTION/DISCUSSION PERIOD**

**2019-01/2a**      Confirmation of Spring/Summer Meeting Schedule

TSE: Determined, on the advice of the Committee, to schedule meetings for 5:15pm-6:15pm every second Tuesday on non-Council weeks.

JAMALEDDINE: Noted that he cannot attend meetings at this time starting in mid-July.

**2019-01/2b**

TSE: Directed members to use the audit tracking document that outlines which councillors are responsible for which audits and lists the timelines for audit approval. Established that the Committee generally has two weeks to receive and report on an audit. Outlined that the Committee receives the audit from Discover Governance, identifies and inquires into a given line item, receives information from the audited group in reply to their inquiry via DG, and then approves or does not approve the audit. Noted that the Committee may begin using e-receipts starting in September. Clarified that, in the spreadsheet, brown colouring indicates approved audits, blue colouring indicates audits where the Committee received the material but has not completed the process, and white colouring indicates that the Committee has not received the necessary materials to complete the audit. Confirmed that the Committee must complete the Fall audits from the last year.

DRAPER: Inquired into whether the Committee will complete the winter audits of last session in summer.

TSE: Responded in the affirmative. Directed members to identify three audits to complete in the tracker. Clarified that members cannot complete audits for residences in which they reside or faculties of which they are members. Noted that members can complete the same three audits for winter as they selected for fall.

HADDOUCHE: Noted that some groups submitted audit materials that are titled full year.

TSE: Determined to confirm with DG whether these groups' materials include both fall and winter materials. Expressed concern that some groups submit materials for Spring and Summer but not Fall and Winter. Clarified that members must send the line number for which they want to see receipts. Reaffirmed the need to standardize the templating between submissions.

HADDOUCHE: Considered that, if all audited groups get the same template, there are a number of tendencies in each of the submissions.

TSE: Responded that this makes sense if there is no revenue. Confirmed that the Committee will follow the timeline set out in the manual. Added that the

Committee must also finish some fall audits listed as blue within the tracker.

HADDOUCHE: Inquired into whether the Committee has only four days to complete these blue audits.

TSE: Responded in the affirmative.

JAMALEDDINE: Inquired whether an auditor can choose to check no lines.

TSE: Responded in the negative. Suggested that members should select at least one line even if they are comfortable with the audit materials. Directed members to email her/all of the members with the line they intend to check.

BOSE: Inquired into whether the Education Students' Association must submit the full audit report or the financial statements they provide to the government. Expressed concern that the ESA, contrary to Bylaw 8200, has not submit the full report.

TSE: Determined to follow-up on this issue with DG.

BOSE: Emphasised that DG cannot disburse Faculty Association Membership Fee dollars without first waiting until the completion of an audit. Expressed concern that, otherwise, there is no point to having the Committee.

TSE: Anticipated that there will be little work for June and July. Noted that the Committee will receive executive financial statements to audit in August.

**2019-01/4      INFORMATION ITEMS**

**2019-01/4a**      AC-2019-00-M [Minutes] - Wednesday, May 1, 2019.

See AC-2019-01.01.

**2019-01/5      ADJOURNMENT**

TSE: Adjourned the meeting at 5:42pm.

**2019-01/5a      **Next Meeting:** May 28. 5:15-6:15 in SUB.**

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
<b>HADDOUCHE/DRAPER MOVED</b> to approve the agenda.	7/0/0 - CARRIED
<b>JAMALEDDINE/MCVAE MOVED</b> to approve the minutes of <i>AC-2019-00-M</i>	7/0/0 - CARRIED

