

# AUDIT COMMITTEE

Tuesday, September 3, 2019

6:00 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	
Mohamad Jamaledine		Y	
Adarsh Badesha		Y	
Rojine McVea		Y	

## **MINUTES (AC 2019-07)**

2019-07/1

### **INTRODUCTION**

2019-07/1a

#### **Call to Order**

TSE: Called the meeting to order at 6:08pm.

2019-07/1b

#### **Approval of Agenda**

**JAMALEDDINE/MCVEA MOVED** to approve the agenda.

CARRIED

2019-07/1c

#### **Approval of Minutes**

**TSE/MCVEA MOVED** to approve the minutes of AC-2019-06-M.

CARRIED

See AC-2019-07.01.

2019-07/1d

#### **Chair's Business**

2019-07/2

### **QUESTION/DISCUSSION PERIOD**

2019-07/3

### **COMMITTEE BUSINESS**

**2019-07/3a**

Financial Report Approvals

**TSE/MCVEA MOVED** to approve Alberta Pharmacy Students' Association 2017-2018 Full Year Audit.  
CARRIED

MCVEA: Noted that she, Tse, and the Vice President Finance of the Engineering Students' Society met to discuss how to improve the process of auditing the Society. Noted that they investigated a few budget line items during this meeting. Expressed concern that ESS could provide neither a general ledger (due to its high cost) nor use the SU audit submission framework (due to the size and complexity of their submissions). Noted that, however, the Committee and the ESS reached a satisfactory resolution to the situation in this meeting. Determined, moving forward, that ESS will provide its bank statements, budget, and Chartered Professional Accountant engagement report to allow the Committee to complete its audits.

**MCVEA/JAMALEDDINE MOVED** to approve the 2017-2018 Engineering Students' Society Full Year Report.  
CARRIED

**TSE/JAMALEDDINE MOVED** to approve the 2018-2019 Lister Hall Students' Association Fall Audit.  
CARRIED

**TSE/MCVEA MOVED** to approve the Association des Universitaires de la Faculté Saint-Jean Winter Audit 2018-19.  
CARRIED

**2019-07/3b**

How to Audit an SRA

TSE: Noted that the Committee can refer to the Audit Google Drive folder to access the audit tracking schedule and standardized email format for requesting audit materials.

JAMALEDDINE: Proposed, in order to ensure no documents are misplaced, consolidating the Students' Council and private Committee folders.

TSE: Determined to look into consolidating these files.

JAMALEDDINE: Proposed setting the audit documents to view only mode when sharing them with non Committee members to ensure unauthorized persons cannot edit the documents.

TSE: Considered that this safeguard measure is unnecessary to ensure audit materials secured from any tampering as Google documents keep a track record of all edits that occur on them. Clarified that members completing an audit should

check between 1 and 3 line items.

MCVEA: Inquired into whether student representative associations not collecting membership fees are still required to provide financial reports to the Committee for approval.

TSE: Responded in the affirmative.

**2019-07/3c** September to April Outlook

TSE: Commended the Committee for completing, within three months, all backlogged work from the whole of the last term. Determined that the Committee will not meet during midterms or finals. Noted that the Committee meeting and audit schedule is available within the Drive. Confirmed that Council must fill three recent vacancies on the Committee.

MCVEA: Considered that Councillors Sunday, Dhillion, Isacc, and Kidd are potential candidates to fill the vacancies.

TSE: Noted that she can serve as a reference for any member of the Committee.

**2019-07/3d** Students' Union Audit

TSE: Outlined that the Committee will receive the Students' Union audit on September 9 and review it on September 17. Anticipated that Council will consider approving the audit on October 8. Emphasised that members have to be present to receive the audit report from KPMG on September 17.

**2019-07/4** **INFORMATION ITEMS**

**2019-07/4a** AC-2019-06-M [Minutes] - Tuesday, August 20, 2019.

See AC-2019-07.01.

**2019-07/5** **ADJOURNMENT**

TSE: Adjourned the meeting at 6:30pm.

**2019-07/5a** **Next Meeting:** Tuesday, September 17, 2019 @ 6:00PM in SUB 6-06.

**SUMMARY OF MOTIONS**

MOTION	VOTES
<b>JAMALEDDINE/MCVEA MOVED</b> to approve the agenda.	CARRIED
<b>TSE/MCVEA MOVED</b> to approve the minutes of AC-2019-06-M.	CARRIED

<b>TSE/MCVEA MOVED</b> to approve Alberta Pharmacy Students' Association 2017-2018 Full Year Audit.	CARRIED
<b>MCVEA/JAMALEDDINE MOVED</b> to approve the 2017-2018 Engineering Students' Society Full Year Report.	CARRIED
<b>TSE/JAMALEDDINE MOVED</b> to approve the 2018-2019 Lister Hall Students' Association Fall Audit.	CARRIED
<b>TSE/MCVEA MOVED</b> to approve the Association des Universitaires de la Faculté Saint-Jean Winter Audit 2018-19.	CARRIED