

# **AUDIT COMMITTEE**

**Tuesday, November 26, 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.

## **AGENDA (AC 2019-13)**

**2019-13/1      INTRODUCTION**

**2019-13/1a      Call to Order**

**2019-13/1b      Approval of Agenda**

**2019-13/1c      Approval of Minutes**

See AC-2019-13.01.

**2019-13/1d      Chair's Business**

**2019-13/2      QUESTION/DISCUSSION PERIOD**

**2019-13/2a      Standing Orders 10. 6. Deadline for Publishing**

**2019-13/3      COMMITTEE BUSINESS**

**2019-13/3a      Approve ESS 2018/19 Annual Report**

**2019-13/3b      Review Spring/Summer 2019 Reports**

**2019-13/4      INFORMATION ITEMS**

**2019-13/4a      AC-2019-11-M [Minutes] - Tuesday, November 12, 2019.**

*Meeting was cancelled, as a quorum was not achieved. No minutes available.*

**2019-13/4b      AC-2019-10-M [Minutes] - Tuesday, October 29, 2019.**

See AC-2019-13.01.

**2019-13/5      ADJOURNMENT**

**2019-13/5a      Next Meeting: Tuesday, November 26, 2019 @ 6:00PM in SUB 6-06.**





University of Alberta Students' Union

## AUDIT COMMITTEE

Tuesday, October 29, 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		N	
Adarsh Badesha		N	
Nathan Sunday		Y	
Simran Dhillon		Y	
Katie Kidd		Y	
Vacancy		X	
Luke Statt		Y	

### MINUTES (AC 2019-10)

2019-10/1

#### INTRODUCTION

2019-10/1a

#### **Call to Order**

TSE: Called the meeting to order at 6:01pm.

2019-10/1b

#### **Approval of Agenda**

**KIDD/DHILLON MOVED** to approve the agenda.

CARRIED

2019-10/1c

#### **Approval of Minutes**

**TSE/DHILLON MOVED** to approve the minutes of AC-2019-9-M.

CARRIED

See AC-2019-10.01.

**2019-10/1d Chair's Business**

**2019-10/2 QUESTION/DISCUSSION PERIOD**

**2019-10/2a Engineering Students' Society fee distribution changes and amendments**

STATT: Outlined that the Students' Union failed to increase the Engineering Students' Society dedicated fee to \$10 (from \$7) for Fall 2019 due to an internal administrative error. Suggested that the Students' Union should not increase the fee Winter 2020 fee to \$13 in order to make up the difference as this would be an unfair, arbitrary increase in a student fee. Proposed, if there is no opposition, transferring the Society amount of money it would have received had the Students' Union not failed to increase the fee for Fall 2019.

TSE: Inquired into where the Students' Union will source the funds to transfer to the Society and what impact this will have on the Students' Union operations.

STATT: Responded that the Students' Union has a contingency fund intended for use in these situations and internal operations will be in no way impacted by the use of this fund.

TSE: Inquired into what steps Administration will take in order to ensure that a similar accounting error does not occur again.

STATT: Noted that the accounting error resulted from a lack of effective communication between Students' Council and the Students' Union Accounting Department. Determined to propose remedial changes to operational procedures and Council bylaws in short order.

TSE: Determined that the Committee will likewise consider ways in which it can streamline and improve communication with Administration.

**2019-10/3 COMMITTEE BUSINESS**

**2019-10/3a Students' Council General Manager(s) - VISA Statement(s) Review**

*Paper copies will be provided at the meeting.*

TSE: Directed that the Committee enter any discrepancies within the VISA Statements into a tracking document found within the Council Drive.

**2019-10/3b Approval of Native Studies Students' Association 2018/19 Full Year Report**

TSE: Outlined that NSSA failed to provide the Committee with all the recipients required to verify their financial statements. Noted, however, that the NSSA provided a satisfactory explanation for why there were unable to provide the

proper records.

SUNDAY: Expressed concern that it is odd that the NSSA was unable to provide the proper records given that their Vice President Finance had fairly significant training in audit matters.

TSE: Considered that, moving forward, the eClass site materials and submission form will assist student representative associations in submitting their financial documentation for approval.

**TSE/DHILLON MOVED** to approve the Native Studies Students' Association 2018/19 Full Year Report.  
CARRIED

**2019-10/3c**

Approval of the Student Representative Association Spring/ Summer Finances

TSE: Proposed approving all Spring-Summer Term student representative association finances without review. Suggested that this is an extraordinary measure necessary for reducing the substantial backlog of unsubmitted statements which accumulated in the last year. Noted that most student representative association are inactive during the Spring-Summer Term and, therefore, do not have financial records requiring auditing.

KIDD: Expressed concern that it would be inappropriate for the Committee to approve financial statements without first reviewing them. Proposed auditing student representative association Spring-Summer statements.

TSE: Noted that there are no statements to audit at present. Clarified that the Committee would have to source them from student representative associations.

DHILLON: Inquired into the date by which student representative associations could provide their statements for approval if required.

TSE: Responded that it is unclear whether student representative associations could provide financial receipts to the Committee requires given that the Spring-Summer Term ended so long ago. Proposed approving student representative financial reports without auditing them, provided that the associations sign statements declaring that no wrongdoing occurred.

DHILLON: Considered that, although it may be hard for some student representative to provide receipts to the Committee, many groups will have online financial records the Committee can review.

KIDD: Proposed hosting a seminar for student representative associations in order that they better learn how to submit financial reports. Considered that the Committee can approve financial statements even if there are some missing receipts.

DHILLON: Considered that hosting a quality seminar will allow student repressive associations to submit their records on time and without error.

TSE: Proposed hearing verbal reports from student repressive associations in order to approve their financial statements.

SUNDAY: Suggested that written reports are preferable as they involve a higher level of accountability. Noted that the Students' Union owes a fiduciary obligation to students to ensure their fees are appropriately used. Expressed concern that approving financial statements without reviewing written records would be a violation of bylaw.

TSE: Determined to create a Google Document to set out a schedule for hosting student representative association workshop seminars. Noted that the Committee can approve these organization's statements within the course of these sessions.

**2019-10/9d** Approval of SU Executives' Spring/ Summer VISA Statements

TSE: Confirmed that the Committee has reviewed the Executive VISA statements and investigated any discrepancies to determine no wrongdoing occurred. Noted that the Committee is tasked only with ensuring that the Executive can provide receipts for their expenses and determining whether these expenditures are themselves reasonable.

**TSE/DHILLON MOVED** to approve the Executives' Spring/ Summer VISA Statements.

CARRIED

**2019-10/4** **INFORMATION ITEMS**

**2019-10/4a** AC-2019-09-M [Minutes] - Tuesday, October 1, 2019.

See AC-2019-10.01.

**2019-10/5** **ADJOURNMENT**

TSE: Adjourned the meeting at 6:59pm.

**2019-10/5a** **Next Meeting:** Tuesday, November 12, 2019 @ 6:00PM in SUB 6-06.

**SUMMARY OF MOTIONS**

MOTION	VOTES
<b>KIDD/DHILLON MOVED</b> to approve the agenda.	CARRIED
<b>TSE/DHILLON MOVED</b> to approve the minutes of	CARRIED

AC-2019-9-M.	
<b>TSE/DHILLON MOVED</b> to approve the NSSA 2018/19 Full Year Report.	CARRIED
<b>TSE/DHILLON MOVED</b> to approve the Executives' Spring/ Summer VISA Statements.	CARRIED