

# 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.

## ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Samantha Tse (Chair)		Y	
Mohamad Jamaledine		Y	
Adarsh Badesha		Y	
Nathan Sunday		Y	
Simran Dhillon		N	
Katie Kidd		Y	
Vacancy		X	

## AGENDA (AC 2019-13)

**2019-13/1**

### INTRODUCTION

**2019-13/1a**

#### **Call to Order**

TSE: Called the meeting to order at 6:11pm.

**2019-13/1b**

#### **Approval of Agenda**

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

CARRIED

**2019-13/1c**

#### **Approval of Minutes**

**KIDD/TSE MOVED** to approve the minutes of AC-2019-11-M.

CARRIED

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

TSE: Proposed amending the following Committee Standing Orders sections to read:

'4(a) Members shall send all items for each meeting Agenda to the Students' Council Administrative Assistant twenty-four hours prior to the meeting.

4(b) Orders of the Day must be submitted to the Chair of the Audit Committee and the Administrative Assistant to Students' Council no later than three business days prior to the Committee meeting.

6a(i) If necessary, paper copies will be created and made available in the Students' Union Executive/Administrative Offices, and

6a(ii) An electronic version will be placed on the Students' Union web page.

e-mailed to the Committee members 2 business days before the meeting; and

6a(iii) The Agenda package will be published no later than 4.30p.m. two business day prior to the Committee meeting.'

KIDD: Proposed that Tse consult with the Council Administrative Assistant on these amendments prior to implementing them.

TSE: Determined to speak with the Council Administrative Assistant and, depending on her views, make these amendments at the next meeting.

**2019-13/3**      **COMMITTEE BUSINESS**

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

TSE: Outlined that she met with Engineering Students' Society and they presented their budget of the previous year, Chartered Professional Accountant Review Engagement Report of the previous year, and all Bank Statements of the previous year. Proposed, moving forward, that future Committee's audit ESS a follows:

1. Ask if a change occurred in the way ESS handles its finances.
2. Review the ESS budget.
3. Have ESS present their Engagement Report and check for signatures.
4. Audit the ESS general and granting bank accounts.

Confirmed that, after completing this procure, she is comfortable approving this Report.

BADESHA: Inquired into whether there is a limit on the number of receipts the Committee can request when completing an audit.

TSE: Responded in the negative.

SUNDAY: Inquired into whether the Committee is assisting Vice President Statt

and the General Manager to write memoranda of understanding to be signed with dedicated fee units.

TSE: Responded in the negative. Determined to collect more information on this initiative and update the Committee on the extent of its possible involvement.

KIDD: Inquired into whether there is a summary of the ESS report.

TSE: Responded that ESS provided a report and financial statements via the eClass Audit submissions. Noted that the ESS tracks their receipts in Sage Accounting and offered the Committee ongoing access.

**TSE/KIDD MOVED** to approve the Engineering Students' Society 2019-2020 Annual Report.  
CARRIED

**2019-13/3b**

Review Spring/Summer 2019 Reports

BADESHA: Proposed, to comply with best practices, that all statements be held by Students' Union staff and not members of the Committee outside meetings.

KIDD: Proposed that the Committee meet again next week to review these Reports.

TSE: Determined to schedule a meeting. Directed the Committee to identify which audits they will complete in the tracking Google Document. Determined to follow up with the Native Studies Students' Association and inquire into why they have not submit a report to the Committee.

SUNDAY: Noted that the NSSA has not submit reports in the past. Expressed concern that it is unreasonable that the Committee audits student representative associations that do not collect fees via the Students' Union.

TSE: Suggested that it is appropriate for the Committee to audit all student representative associations irrespective of whether they receive fees in order to keep them accountable. Considered that, by April 2020, the Committee needs to review Students' Union Administration credit card statements, Fall Reports, and transition new Committee members. Identified that there are eight meetings remaining.

Suggested that the Committee, preferably, should complete these tasks by December 31.

SUNDAY: Proposed that the Committee receive an honorarium for its work.

TSE: Determined audit the Spring/Summer 2019 Reports at the next meeting. Noted that student representative associations are waiting for their funds.

SUNDAY: Expressed concern that the Students' Union is not subject to the rigorous standards applied to student representative associations and is never delayed in using its funds.

TSE: Determined to fill the Committee's vacancy at the next meeting of Council. Determined that the Committee will review student representative association audit reports by its December 10 meeting.

**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**

TSE: Adjourned the meeting at 7:01 pm.

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

**SUMMARY OF MOTIONS**

MOTION	VOTES
KIDD/TSE MOVED to approve the agenda.	CARRIED
KIDD/TSE MOVED to approve the minutes of AC-2019-11-M.	CARRIED
TSE/KIDD MOVED to approve the Engineering Students' Society 2019-2020 Annual Report.	CARRIED