



AUDIT COMMITTEE MINUTES

2014 – 2015

Date: October 29th 2014

Time: 5.02 pm

In Attendance:

SAMER SLEIMAN (Acting Chair)
SHUBHAM GARG
BRENDAN FEDOSKI
AIMAN ZEINEDDINE (Left: 5.39 pm)
ZHAOYI CHEN (Arrival: 5.10 pm. Left: 5.44 pm)
LOK TO (Proxy)

Excused Absence:

UMER FAROOQ
KEVIN JACOBSON

Others in Attendance:

COLIN CHAMPAGNE
SACHITHA KUSALADHARMA

**1. CALL TO
ORDER:**

The meeting was called to order by SLEIMAN at 5.02 pm.

**2. APPROVAL OF
AGENDA**

SLEIMAN moved to approve the agenda for October 29, 2014 as tabled.
The motion was seconded by GARG.
Vote 5/0/0
CARRIED

**3. APPROVAL OF
MINUTES**

SLEIMAN moved to approve the minutes for October 15, 2014 as tabled.
The motion was seconded by GARG.
Vote 5/0/0
CARRIED

4. ANNOUNCEMENTS

SLEIMAN: The NUA (Nursing Undergraduate Association) hasn't sent any responses to our questions yet. So, we won't be discussing their financial review today.

5. OLD BUSINESS

LSA Financial Review

The LSA (Law Students' Association) has sent us documents to back their numbers. I went over a few of their receipts with councillor Fedoski. Everything seems legitimate.

SLEIMAN moved to approve the Law Students' Association's financial review.

The motion was seconded by ZEINEDDINE.

Vote 5/0/0

CARRIED

6. NEW BUSINESS

ESA (Education Students' Association) Financial Review

SLEIMAN: It doesn't say for which company the reviewer works for.

ZEINEDDINE: It just says that she's an engineer.

SLEIMAN: The only requirement for the auditor/reviewer is that you don't have any personal association. The person doesn't have to be a chartered accountant or anything, especially for a small department. As long as you are a professional, with some business experience, and no personal associations, it's fine. She does meet the criteria.

ZEINEDDINE: Their budget is really small.

FEDOSKI: There are no FAMFs (Faculty Association Membership Fees). As ESA is the student local attached to ATA (Alberta Teachers' Association), they are not allowed to get a FAMF.

SLEIMAN: What's "Membership Sold"?

FEDOSKI: Although everyone is automatically a member of ESA, to get the benefits of ATA, they need to buy a \$10 student membership.

SLEIMAN: What's "Sold goods"?

FEDOSKI: Basically, they bought stuff like hoodies and sweatpants.

SLEIMAN: What's important is that they budgeted to make a profit of \$6000 and made a profit of \$5000. We need to look at the final numbers.

Why would you spend \$2500 for volunteers?

FEDOSKI: There are lots of volunteers who get involved. We hold a supper at

the end and give stuff like gift cards.

SLEIMAN: The citizenship award wasn't budgeted. It's not budgeted for the coming year too.

GARG: What's the expense for PD?

FEDOSKI: They bring in professional development sessions, and have to pay for the instructors.

GARG: Why is there an income for the undergrad expenses?

SLEIMAN: We will table this till the next meeting till we get our questions answered.

Questions/Notes:

1. ***Why do undergrad expenses have an income of \$4103?***
2. ***What is the "citizenship award"? Why was it not budgeted for? Why is it not budgeted for this year?***

MSA (Medical Students' Association) Financial Review

SLEIMAN: The reviewer is a friend of the vice-president Finance.

CHEN: I think they have made a mistake in the amount for the MSA & faculty co-founded committee.

ZEINEDDINE: Yes, that's a mistake. The total is \$5000 less.

CHEN: I have a question as to why their joint fund has an expenditure of around \$700.

GARG: It doesn't make sense because they have negative expenditures. The expected amount is \$1000. They spent \$(-620).

ZEINEDDINE: The actual expenditure should be around \$400. So, they made a mistake there.

SLEIMAN: Even expenditure is spelled wrong.

ZEINEDDINE: Do you guys know what FUME is? The expected is \$1600. The actual is \$9500.

GARG: That's a big negative of a round \$8000.

ZEINEDDINE: We'll make a note that the auditor made a lot of mistakes.

FEDOSKI: I think the vice-president Finance does this report.

SLEIMAN: It's signed by the vice-president Finance. Doesn't he/she see these mistakes? We definitely cannot approve this.

ZEINEDDINE: Do these mistakes add up to the total?

FEDOSKI: It says here that they approved long term capital expenses to improve student spaces.

GARG: We need more clarifications.

SLEIMAN: It says that a new sink was installed. I doubt it's only the sink. A sink can't cost \$9500. They must declare what they spent the money for.

GARG: How can the membership fees be exactly what they budgeted for?

SLEIMAN: It's ok. They know exactly how many students they are going to

get.

CHEN: Does the MSA get a FAMF?

SLEIMAN: No.

GARG: The revenue gets halved for the next year. The same thing happens with the expenses. What's the reason for this? They have the same number of students.

Questions/Notes:

1. *What is FUME? Why was there such a high deviation?(A sink cannot cost that much)*
2. *We have found some mathematical mistakes in the actual expenditure and deviation of the MSA & faculty co-founded committee.*
3. *Watch out for spelling mistakes!*
4. *Why are the revenue and expense cut in half for the next year?*
5. *For "Office maintenance" under MSA expenses, 56×12 does not equal to \$1500.*

7. REPORTS *None.*

8. CLOSED SESSION *NIL*

9. NEXT MEETING *November 12, 2014 at 5.00 pm.*

10. ADJOURNMENT *SLEIMAN moved to adjourn the meeting.
The motion was seconded by GARG.
Vote 4/0/0
CARRIED*

The meeting was adjourned by SLEIMAN at 5.46 pm.