

CUPE 3909: Treasurer Response to Trustees Audit of Fiscal Year April 2013 to May 2014

Recommendation 1: The statements are easily located in the current format, and are consistent with the offices filing systems.

Recommendation 2: The Treasurer will endeavour to describe the ledger items in greater detail.

Recommendation 3: Ledger errors have been corrected.

Recommendation 4: We have an off-site backup (treasurer's personal hard drive) and the ledger gets backed up each time it is emailed to the office. Backing up every week would be redundant as changes to the ledger do not occur on a daily or weekly basis but rather once or twice a month. The ledger is always saved in two locations after it is amended.

Recommendation 5: CUPE executive has discussed this issue at length and has decided to not put any money into GICs in the future but to leave it all accessible in case of emergencies.

Recommendation 6: Have added the year to all appropriate places going forward.

Recommendation 7: The electronic form is identical to the paper copy we currently use every month. In the past had neglected to include dues received from our one Unit 3 member (working for Canadian Federation of Students rather than U of M) because they are given to us irregularly and amount to a very small amount of money. This oversight was corrected after the 2012-2013 trustees' audit but the error continued to show for a few months of 2013-2014. It will not occur again.

Recommendation 8: We have in the past deviated from the standard CUPE Monthly ledger in order to create our own budget categories that better reflect the specific ways in which the Local spends money. We have created more categories than the traditional ledger.

Recommendation 9: We will no longer write a single cheque for multiple invoices. This only happened very rarely in the past.

Recommendation 10: The treasurer's signature as well as the signature of one other executive office must appear on each cheque that is written. There is no problem with this practice.

Recommendation 11: It is not practical to deduct income tax from honorarium cheques every month since they are not normal income. Unfortunately executive members will need to pay a bit of tax on this income at the end of the year.