

CUPE 3909 Audit of Fiscal Years June 2013 to May 2014

date of audit: 05 March 2015

The following are our recommendations as Trustees stemming from the audit:

Recommendation 1: *Organize the CUPE monthly Per Capita statements per fiscal year, rather than calendar year.*

Recommendation 2: *Use consistent labels / names for data entries into the ledger, as well as proper detailing of each cheque.*

- Monthly entries for dues received, due payments, honoraria, etc. should be noted in a consistent manner, which is easy to track from month to month by someone not familiar with the ledger.
- "VP1" and "VP2", for example, are not detailed enough descriptions for cheques written for these individuals.

Recommendation 3: *Ledger discrepancies need to be corrected immediately.*

- The following data entry mistakes were noted in the following ledger pages:
 - October (the CUPE MB 3rd Quarter Per capita payment was imputed in the wrong column).
 - May (the "April Dues U of M" entry should read as 23,180.07 and the "Feb-April Dues CFS" entry should read as 345.56).
 - Treasurers' Report (the January and February totals were switched).

Recommendation 4: *Back up the ledger and any other electronic files in a drop-box or external hard-drive.*

- All sensitive or extremely important information should be backed up at least once a week and located in minimum 3 locations; 2 on-site and 1 off-site.

Recommendation 5: *If feasible, move some money from the chequeing account into the GIC.*

Recommendation 6: *Add the 'Year' to all monthly ledger sheets, as well as to the Treasurer's Report, where asked to include the date of the reporting period.*

Recommendation 7: *Use the electronic CUPE National Monthly Per Capita Tax form (available on the CUPE National website <http://cupe.ca/finance-admin/local-capita-form>) for calculation of the Per Capita Tax for each month.*

- There were several inconsistencies with regard to the calculation of the Per Capita tax each month in the ledger (inconsistencies are noted in the 2013-2014 Trustees Report). The automated CUPE Monthly Per Capita Tax form would help alleviate most of these miscalculations. The user of the form would still need to ensure input of the correct total average of monthly wages in the form.

Recommendation 8: *Use the most current electronic version of the CUPE Monthly Ledger (available on the CUPE National website <http://cupe.ca/nsto/CUPELedger>).*

- The electronic version of the ledger provided by CUPE National is a protected worksheet with a more streamlined input and automated calculation system for the monthly data than the current worksheet used by the local 3909 office.

NOTE: Recommendation 8 was applied between the end of the 2014 and beginning of the 2015 fiscal years. The 2014-2015 accounting information should be presented within the *electronic CUPE Monthly Ledger* during the 2014-2015 Trustees' audit.

Recommendation 9: *There needs to be clearer accounting/documentation when one (1) cheque is written for multiple invoices.*

Recommendation 10: *The Treasurer (George Buri) should not sign his own honorarium cheques.*

Recommendation 11: *Deduct income tax from the honoraria and issue T4's.*

Sincerely,

Rachel ten Bruggencate

Bryan Peeler

Maria Mavridis

2013 - 2014 CUPE 3909 Trustees