

# CUPEU

## Summary

### Profit & Loss Statement

1/1/09 through 12/31/09

Income		
Membership Payroll Dues	\$389,914.91	
Membership Fees	\$66.00	
Investment Income	\$14,969.78	
Total Income		\$404,950.69
Expenses		
CSN Affiliation	\$275,234.02	
Employees	\$36,724.50	
General Assemblies	\$7,175.67	
Social Events for Members	\$12,549.46	
Inter Union Council	\$313.48	
Executive Development	\$4,324.70	
CSN Conferences	\$798.80	
Executive	\$3,883.79	
Union Council	\$2,110.32	
Grievance	\$6,195.67	
Labor Relations	\$953.71	
Negotiations	\$171.02	
Mobilization	\$0.00	
Professional Development	\$0.00	
Meals	\$176.13	
Photocopying	\$0.26	
Telephone	\$849.29	
Web Site Hosting	\$289.20	
Office Supplies	\$278.89	
Computer Software	\$412.65	
Courier	\$6.76	
Postage	\$79.86	
Bank Charges	\$69.04	
Charitable Donations	\$1,900.00	
Gifts/Cards	\$50.00	
Depreciation	\$2,568.78	
Total Expenses		\$357,116.00
Net Profit/(Loss)		\$47,834.69

CUPEU

Balance Sheet

As of December 2009

Assets		
Banks		
Bank of Montreal	\$21,921.48	
Bank of Montreal 2	\$1,000.00	
Total Banks		<u>\$22,921.48</u>
Concordia University		
AG2006	\$6,451.37	
Total Concordia University		<u>\$6,451.37</u>
Petty Cash		
Office Admin Petty Cash	\$186.17	
Treasurer Petty Cash	\$303.45	
Total Petty Cash		<u>\$489.62</u>
Investments		
Nesbitt Burns Investments	\$464,518.47	
Total Investments		<u>\$464,518.47</u>
Accounts Receivable	\$60,953.34	
Fixed Assets		
Office Equipment	\$6,540.74	
Office Equip Accumulated Depr	(\$5,225.57)	
Total Fixed Assets		<u>\$1,315.17</u>
Total Assets		<u><u>\$556,649.45</u></u>
Liabilities		
Accounts Payable	\$53,197.45	
Exec Development Payable		
President Exec Dev Payable	\$1,500.00	
VP Negotiations Exec Dev Pay	\$250.00	
VP Communications Exec Dev Pay	\$1,500.00	
VP Special Proj Exec Dev Pay	\$1,500.00	
Total Exec Development Payable		<u>\$4,750.00</u>
Total Liabilities		<u>\$57,947.45</u>
Equity		
Retained Earnings	\$450,867.31	
Current Earnings	\$47,834.69	
Total Equity		<u>\$498,702.00</u>
Total Liability & Equity		<u><u>\$556,649.45</u></u>

# CUPEU

## Budget Comparison 2009

	Budgeted	Actual	Difference (Over)/Under
Income			
Membership Payroll Dues	\$339,000.00	\$389,914.91	(\$50,914.91)
Membership Fees	\$60.00	\$66.00	(\$6.00)
Investment Income	\$15,500.00	\$14,969.78	\$530.22
Total Income	\$354,560.00	\$404,950.69	(\$50,390.69)
Expenses			
CSN Affiliation	\$239,300.00	\$275,234.02	(\$35,934.02)
Employees	\$42,500.00	\$36,724.50	\$5,775.50
General Assemblies	\$9,000.00	\$7,175.67	\$1,824.33
Social Events for Members	\$11,000.00	\$12,549.46	(\$1,549.46)
Inter Union Council	\$250.00	\$313.48	(\$63.48)
Executive Development	\$7,250.00	\$4,324.70	\$2,925.30
CSN Conferences	\$1,000.00	\$798.80	\$201.20
Executive	\$4,000.00	\$3,883.79	\$116.21
Union Council	\$2,500.00	\$2,110.32	\$389.68
Grievance	\$15,000.00	\$6,195.67	\$8,804.33
Labor Relations	\$1,500.00	\$953.71	\$546.29
Negotiations	\$5,000.00	\$171.02	\$4,828.98
Mobilization	\$5,000.00	\$0.00	\$5,000.00
Professional Development	\$300.00	\$0.00	\$300.00
Meals	\$0.00	\$176.13	(\$176.13)
Photocopying	\$0.00	\$0.26	(\$0.26)
Telephone	\$850.00	\$849.29	\$0.71
Web Site Hosting	\$350.00	\$289.20	\$60.80
Office Supplies	\$1,500.00	\$278.89	\$1,221.11
Books/Journals	\$300.00	\$0.00	\$300.00
Computer Software	\$500.00	\$412.65	\$87.35
Courier	\$0.00	\$6.76	(\$6.76)
Postage	\$100.00	\$79.86	\$20.14
Bank Charges	\$10.00	\$69.04	(\$59.04)
Charitable Donations	\$2,200.00	\$1,900.00	\$300.00
Gifts/Cards	\$500.00	\$50.00	\$450.00
Equipment Repair/Maintenanc	\$250.00	\$0.00	\$250.00
Miscellaneous	\$500.00	\$0.00	\$500.00
Equipment Damaged/Out of U	\$500.00	\$0.00	\$500.00
Depreciation	\$3,400.00	\$2,568.78	\$831.22
Total Expenses	\$354,560.00	\$357,116.00	(\$2,556.00)
Net Profit/(Loss)	\$0.00	\$47,834.69	(\$47,834.69)

# Concordia University Professional Employees' Union

## Audit Committee Report for the period:

January 1, 2009  
to  
December 31, 2009

Date audit conducted: April 23 and May 14, 2010

Date audit report submitted: May 26, 2010

Prepared by:

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## 1. Follow up on Prior Recommendations

<b>Observation</b>	<b>Recommendation</b>	<b>Status</b>
<p>Effective monitoring of financial transactions requires written policies and procedures that are widely distributed. The union does not have written by-laws or policies with regards to its finances. The value of an audit is hindered when there is insufficient governing documentation in place for evaluating financial transactions.</p>	<p>Written policies are needed on:  <b>(A)</b> Executive Development and the Executive Computer Program (2006 audit),  <b>(B1)</b> disbursements (2007 audit),  <b>(B2)</b> allowable expenses (2008 audit), and  <b>(C)</b> insurance and the sale of physical assets (2007 audit). The President told us some proposed policies are making their way through the approval process.</p>	<p><b>(A)</b> The policy has been written, passed by the executive, passed by the union council and recommended for presentation to the general assembly.  <b>(B1, B2 and sale of assets)</b> The executive agrees a comprehensive financial policy is needed and will be prepared. Some parts should be ready by the end of 2010, with the remainder completed by the summer of 2011.  <b>(C)</b> Insurance is being looked into by the VP Special Projects. His report should be completed by the end of 2010.</p>
<p>The Constitution requires presentation of financial documents to the Executive every four months.</p>	<p>This was determined to be excessive and the Constitution was to be amended. The President said this update to the Constitution was put in abeyance for the time being.</p>	<p>The executive currently reviews the bank statement every month and will introduce a motion to amend the constitution at the next General Meeting.</p>
<p>Financial transactions should be recorded in a timely manner.</p>	<p>Expense reimbursements exceeding \$400 total should be claimed within 60 days. This recommendation has not been implemented.</p>	<p>The executive agrees.</p>

## 2. Current Year Recommendations (2009 audit)

<b>Observation</b>	<b>Recommendation</b>	<b>Status</b>
<p>During the course of our review, we observed that the bank account never shows a balance less than \$28,000. This money could be invested. Currently, the Treasurer consolidates Guaranteed Investment Certificates (GICs) twice annually.</p>	<p>The Executive needs to establish the minimum amount of liquidity needed to cover their ongoing expenditures. Surplus amounts should be invested. An investment advisor could provide insight into a financial instrument that would allow an investment to gets higher returns than a bank account while remaining accessible if the need arises (like a Guaranteed Investment Account).</p>	<p>The executive will review the possibility of reducing the bank balance by 25% - 33%. The decision will be implemented in November, when the next GICs come due.</p>

# CUPEU

## Budget 2010

Anticipated Income		
Membership Payroll Dues	\$385,000.00	
Membership Fees	\$60.00	
Investment Income	\$14,500.00	
Total Anticipated Income		\$399,560.00
Anticipated Expenses		
CSN Affiliation	\$272,000.00	
Employees	\$32,000.00	
General Assemblies	\$9,000.00	
Social Events for Members	\$15,000.00	
Inter Union Council	\$200.00	
Executive Development	\$9,000.00	
CSN Conferences	\$1,000.00	
Executive	\$4,000.00	
Union Council	\$4,000.00	
Grievance	\$12,000.00	
Labor Relations	\$1,500.00	
Negotiations	\$20,000.00	
Mobilization	\$2,000.00	
Professional Development	\$300.00	
Telephone	\$850.00	
Web Site Hosting	\$350.00	
Office Supplies	\$1,500.00	
Books/Journals	\$300.00	
Computer Software	\$500.00	
Postage	\$100.00	
Bank Charges	\$100.00	
Charitable Donations	\$2,200.00	
Gifts/Cards	\$500.00	
Equipment Repair/Maintenance	\$250.00	
Miscellaneous	\$500.00	
Equipment Damaged/Out of Use	\$500.00	
Depreciation	\$2,750.00	
Total Anticipated Expenses		\$392,400.00
Anticipated Surplus		\$7,160.00