

Trustee Report for the Academic Year of 2021-2022

CUPE 3906 – McMaster University

November 12, 2022

The bylaws of this local of CUPE and the National Constitution direct the trustees to undertake an audit at the end of the fiscal year. As the trustees of CUPE Local 3906, we are bound to inspect the financial documents, practices, and regulations to ensure compliance and prepare recommendations. In our review, the finances of the local are being managed well and in line with requirements.

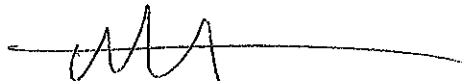
With the guidance of the “CUPE Trustees’ Checklist and Suggested Recommendations” document, we examined the financial transactions conducted by the Local from September 1, 2021 to August 31, 2022. The Local’s by-laws and minutes from both General Membership Meetings (GMMs) and Executive Meetings were reviewed to verify prior approval for all expenditures. Financial transactions were checked for proper documentation, from initial expense authorization and cheque creation to reconciliation with our accounts.

Regarding recommendations, due to the required shift from the pandemic, we recommend storing documentation both physically and electronically. This should be done properly so that we eliminate the risk of losing data permanently.

It was our pleasure and honour to complete this audit of the local’s finances, and it is our privilege to submit this full and complete report to the Membership of CUPE 3906.



Belinda Tam
CUPE 3906 Trustee



Wouter van den Berg
CUPE 3906 Trustee



Annilee Baron
CUPE 3906 Trustee

Recommendations

1. The computer files of the local should be backed up, particularly Quickbooks files, in a separate location other than the physical computer/hard drive used by the local. This can be an online cloud or a USB key, as long as it is stored in a different location for safety/backup purposes.
2. All the minutes of executive and general membership meetings should be stored together in the respective binder. This is currently in the campus CUPE office, and has not been updated for several months.
3. The minutes of executive and general membership meetings should be organized in a single virtual location. We recommend moving all of the minutes to a single folder in the local's Zoho account.

Trustee Report, Fiscal Period Ending August 31, 2022

Secretary-Treasurer's Response

I want to extend my thanks to the Trustees and our local's President for their hard work in completing this year's audit of our local's finances. Everyone is very busy with work related to our ongoing rounds of bargaining and related strike preparation, so I appreciate that they took the time to do the work necessary to ensure the financial accountability and stability of the local. Despite the difficult times, it remains the obligation of all elected officers to conduct themselves according to our Bylaws, Constitution, and the principles of union democracy.

The Trustees met in the office at 1046 King Street West on Saturday, November 12th to audit the local's financial records for the September 2021-August 2022 Fiscal Year. They reviewed the transactions, meeting minutes and motions, account balances, and the previous recommendations made by the Trustees for the 2020-2021 fiscal year. They identified a few accounting errors on my part that I will work with our accountant to rectify but were satisfied that the local's finances were spent according to our Bylaws.

The Trustees reiterated the need for off-site back-up of our financial records. We completed a part of the recommendation from the previous year by uploading said files to a USB key, though we have not yet secured an off-site location for storage, either cloud-based or physical. I will work with the Executive Committee to secure this offsite location in the coming months.

This year's Trustees agreed with the previous trustees that our strike fund is healthy. With the recent deposit of last year's surplus, we are in a strong position heading into Monday's strike.

Attached to this letter is a response to each of the recommendations contained in the Trustee's report.

In Solidarity,

Eric MacPherson
Secretary-Treasurer
CUPE Local 3906

1. I agree that the current back-up procedures are insufficient. I will work with the Executive Committee and staff to find a secure off-site location for the backed-up files. We may want to consider a book-off position to digitize our existing financial record due to the amount of paperwork that would need to be digitized.
2. I will work with the Recording Secretary to update our office's minutes binder. Currently, our minutes are stored digitally in our email/Zoho WorkDrive

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3. In the summer, our local switched our email service provider from Gmail to Zoho. We moved all of our important files from Google to Zoho but we are still working out all the specifics of the new system. I think the switch to Zoho is the main reason that our minutes are less centralized. I will work with the Recording Secretary to update the minutes folder on our Zoho Work Drive.