

# Trustees Report

## To RDLC AGM June 12, 2021

We have not been able to complete the internal audit, due to covid issues. It was recommended that we could do part of the work, by comparing the coding, ie expenditure for Office Supplies, is coded to Office Supplies, expenditure for a specific Committee is coded to the appropriate Committee. The Trustees requested the documents needed two times, and they were never received, so ensuring that coding is accurate for the years of 2019 and 2020 is not complete.

The books have been sent to an external Auditor, who has shared his findings for the 2019 fiscal year, but we have not heard anything regarding the 2020 year. The Treasurer will share the report from the Auditor.

The Selection Committee (consisting of the Trustees, Finance Committee and a representative of the CLC) completed our action of on May 26, 2021, regarding the 2019 resolution of selecting an external bookkeeper. The Treasurer and/or Executive will contact the selected candidate to finalize the hiring process.

The Trustees do have a few recommendations, some that were included in our report to the 2019 AGM but seem to have not been acted upon so we will recommend them again, along with a few others.

**Recommend** – Close the Sub Account for the Labour Day Picnic. In 2018, there was a Policy passed that the RDLC donate \$5000.00 to the Building Trades annually for the General expenses of the event, as well as another motion passed to cover the cost of the buns for the event. At the time, the RDLC also decided that we would cover this cost on our own, without asking for financial assistance from the affiliates, as this is an event for all Unions of Regina to participate in, with their own expenses. And we do have other events that we ask for financial assistance, close to the same timeframe.

**Discussion** – Suggest that there is discussion around the MayWorks sub account. Is this an account that there will be financial assistance coming in? If not this account could be closed as well, and any expenditures around Mayday events would be coded to a specific committee, ie, Community Affairs.

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**Recommend** – If expenses come out of one of the Sub-Accounts – that the amount is entered/shown immediately out of the appropriate account, ie \$10,000.00 expensed from the Political Action Account but was written from the General account, once the cheque cleared the bank (which happen to take a few months) the transaction was changed to the Political Action sub-account.

This transaction does not show accurately what is in the sub account until the cheque has been cashed. We feel that this is not a transparent way to reflect the amounts in each sub-account. Doing the accrual base accounting does not suit the needs of the RDLC, by the way of a delegate looking at the Balance sheet and not knowing if there are funds outstanding in one or any of the accounts / sub-accounts.

**Recommend** – That the Treasurer advise each affiliate the status of their per capita tax payments as of June 30<sup>th</sup> and Dec 31<sup>st</sup>. As per the Constitution, Per Capita Tax – Article 11 – Section 2, and include an affiliation remittance form along with the notice. In doing so, Affiliates can stay on top of what their per capita taxes remittance status is at, and hopefully there won't be as many affiliates in arrears.

**Recommend** – That the Finance committee meet prior to meetings to discuss financial requests – then Finance can recommend an expenditure or not. Recommendations should be made from the Committee, not by the Treasurer individually.

**Recommend** – That there is a financial report distributed and reported on for each meeting as per the Constitution Article 7 – Duties of Officer – Section 2 – (c). If the Treasurer is unable to attend the meeting someone on the Finance committee shall provide the report.

**Recommend** – To include in the Motion which committee/coding will be charged with the expense. i.e. Cover the costs of the Day of Mourning – coded to Community Affairs. This will also help the Trustees/Auditor complete their job when performing their duties.

**Recommend** – To include the Motion/Policy number on the invoice or expense claim form along with the cheque number. This makes for smoother auditing and general transparency. This was recommended with the last Trustee report to the AGM and should be acted on.

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**Recommend** – Motions must contain specific details, and the maximum amount that will be spent, ie; or up to the amount of \$50.00 for example.

**Recommend** – Donations to the United Way, such as attending luncheon's, fundraising events, etc. should be coded to United Way. The RDLC and the United Way have a working partnership, and this should not fall under a specific Committee.

**Recommend** – Title of coding for Wages.

Wages for President, Wages for Treasurer, Wages for Secretary.  
Recommend changing to 'Reimbursement of Hours to Local', or something along that line, as we do not reimburse wages to any delegate. The delegate is paid their regular hours at work, and then their Local bills RDLC for re-imburement.

Also, the number of days used per month by each table officer should be captured, so there can be a total for each Table Officer at the end of the year, as each table officer has a specific number of days to do the work of the RDLC, as per the Constitution/Bylaws as well as any additional Motions/Policies that may have been passed. Days must be accounted for to know that the appropriate number has been used and/or that there has been an additional motion to cover off additional days.

Respectfully submitted by  
Trustee Committee

Jackie Christianson  
Carol Mullaney  
Ken Kubian