

Responses to Trustee Report

July 2011 to July 2012

Local 4092

Prepared by Vice-President

Michelle Duhaney

March 17, 2017

This report responds to the 2011-2012 trustee audit report prepared by Ivonne Alvarez-Mancia, Citali Suarez-Chacon, and Mark Tang. This includes responses and clarification to past recommendations, recommendations, and findings. We thank the trustees for their work.

Update on Past Recommendations

Physical Assets

Local 4092 response: The CUPE Component account tracks the physical assets owned by CUPE Local 4092 which are also insured.

Dependent care

Local 4092 response: A bylaw regarding dependent care was revised and updated in June 15, 2016. Section E.9.3 states “*Dependent care expenses incurred by Local 4092 members performing approved Local 4092 business will be covered up to a daily maximum of \$35.00 per day to a monthly maximum of \$ 400.00 per month per person. Receipts must be submitted*”.

Flight Releases

Local 4092 response: Flight release information includes the member’s full name, block number, employee number, and pairing(s). Flight releases are only actioned by the President or Acting-President.

Findings and Recommendations

Local 4092 response to Finding #1: The Secretary Treasurer and Local President will be the only persons to have signing authority for expense cheques as per section E.91 in the local bylaws. The Secretary Treasurer must have the President sign for their expenses. The President must have the Secretary Treasurer sign for their expenses. Thus, processing of expense forms will be delayed until the required signatures are on the expense forms.

Local 4092 response to Finding #2: The bylaw regarding the submission of dependent care expenses has been updated as of June 15, 2016 and does not conflict with Component bylaws or the CUPE Constitution. As per E.9.2.d, “*Dependent care expenses incurred by Local 4092 members performing approved Local 4092 business will be covered up to a daily maximum of \$35.00 per day to a monthly maximum of \$ 400.00 per month per person. Receipts must be submitted*”.

Currently we ask claimants to provide a receipt that includes with their name, the dependant(s) name(s), name of daycare or provider and their address, the fees, and the number of days/time period the fees cover. The recommendation of asking claimants to provide a birth certificate for their dependents is a violation of privacy.

Local 4092 response to Finding #3: The President's mobile phone plan is made by the local. From time to time, they may have to incur additional charges to contact member(s), especially in long distance and emergency situation. In efforts to keep the cost of the phone plan to a minimum, it is recommended that the President makes all long distance calls from the local office as the phone line is paid by the Company.

Local 4092 response to Finding #4: Local 4092 officers are not to claim meal or transportation expenses when working from home.

Local 4092 response to Finding #5: Local 4092 officers will submit valid and complete receipts with each expense form. The signing authorities (President and Secretary Treasurer) will not sign expense forms nor with the CUPE Component accountant process the expense forms without valid and complete receipts. In addition, as per bylaw E.9.4, any expenses submitted more than 180 days after being incurred will no longer considered for payment by the local.

Local 4092 response to Finding #6: As this was not during our term, we were unable to substantiate this information.