

# Responses to Trustee Report

July 2012 to July 2013

Local 4092

Prepared by Vice-President

Michelle Duhaney

March 17, 2017

This report responds to the fiscal year 2012-2013 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.

**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:** Local officers will not claim lunch expenses when a meal is served during the lunch period, including lunch parties.

**Local 4092 response to Finding #3:** The President's mobile phone plan is paid by the Local. From time to time, they may have to incur additional charges to contact member(s), especially in long distance and emergency situations. In an effort 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 must submit valid receipts with each expense form. The signing authorities (President and Secretary Treasurer) will not sign expense forms nor will the CUPE Component accountant process the expense forms without valid receipts.

**Local 4092 response to Finding #5:** 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 #6:** 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".

Claimants are asked 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 (Section E.9.5).

**No page four is contained in this report.**

**Local 4092 response to Finding #8:** As per the CUPE Component accountant, the findings here have been corrected. First, the duplicate payment for Michelle Duhaney was deducted on cheque #2759. Second, the duplicate payment for Tamara DiMaddalena was deducted on cheque #2867.