

Local4092 Trustee Recommendations Report to Membership  
2018-2019 with responses

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**Trustee report to membership with secretary-treasurer responses  
CUPE Local 4092**

**June 2018 - July 2019**

**Trustees Participating in this Report**

**Kelly Hughes  
Grace Park  
Mark Tang**

Location: CUPE Belfield Office, CUPE Local 4092  
Auditing took place on the following dates for this report:  
February 13th, 14th, 2020  
June 17th, 2020

**Secretary-treasurer responses (in Red) by:**

**Laurent Roy**  
June 18<sup>th</sup>, 2020

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The Role of the Local Trustee Committee is to: Submit in writing to the Local President and Local Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Local Secretary-Treasurer in an organized, correct and proper manner; (d) Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization.

### Finding and Recommendations

#### [An officer]

Expense form for July 2018 is missing the signature of a Signing Officer.

We recommend that expense forms are double checked by Signing Officer's for two signatures before being paid out.

**Response:** We recognize this was an omission, thank you for bringing this to our attention. The cheque was signed by 2 signing authorities but the signature on the claim form was missing. We will be paying closer attention to this in the future when processing cheques to prevent this from happening again.

#### [An officer]

As per E9.2.(d) "Dependent care Expenses, incurred by Local 4092 members performing approved Local 4092 business, will be covered up to daily maximum of \$35.00 per day to a monthly maximum of \$400.00 per month per dependent. Receipts must be submitted."

The following months were missing names:

- June 18: Weewatch receipt, Children names are not specified but a note is written in pen at the bottom of the receipt "two kids"
- July 18: Weewatch receipt, Children names are not specified but a note is written in pen at the bottom of the receipt "two kids"

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- August 18: Weewatch receipt, Children names are not specified but a note is written in pen at the bottom of the receipt "two kids"
- Sep 18: Weewatch receipt, Children names are not specified but a note is written in pen at the bottom of the receipt "two kids"
- Oct 18: Weewatch receipt, Children names are not specified but a note is written in pen at the bottom of the receipt "one kid"
- Nov 18: Weewatch receipt, Children names are not specified but a note is written in pen at the bottom of the receipt "[child's name] one kid" [child's name]'s Taekwondo only states tuition and not a form of childcare or after school program.
- Dec 18: Weewatch receipt, Children names are not specified but a note is written in pen at the bottom of the receipt "[child's name] one kid" [child's name]'s Taekwondo only states tuition and not a form of childcare or after school program.
- Jan 19: Weewatch receipt, Children names are not specified, although there is a note for a few days of PA days for [child's name]. [Child's name]'s Taekwondo only states tuition and not a form of childcare or after school program.
- Feb 19: Weewatch receipt, Children names are not specified. [Child's name]'s taekwondo only states tuition and not a form of childcare or after school program.
- Mar 19: Weewatch receipt, Children names are not specified. [Child's name]'s taekwondo only states tuition and not a form of childcare or after school program.
- Apr 19: Weewatch receipt, Children names are not specified. [Child's name]'s taekwondo only states tuition and not a form of childcare or after school program.
- May 19: Weewatch receipt, Children names are not specified, handwritten "[child's name]". [Child's name]'s taekwondo only states tuition and not a form of childcare or after school program.
- Jun 19: Weewatch receipt, Children names are not specified. [Child's name]'s taekwondo only states tuition and not a form of childcare or after school program.

Missing names are concerning as expenses are paid out per dependent.

E.9.5.(c)

"The nature of the goods or services provided."

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Also the business should state that the program is specifically designed for parents as after school program as the union should not be covering general sports fees.

We recommend the Local executive should ensure that the business include individual children names in their receipts to avoid possible double payments on one child. We also recommend that childcare receipts include days in which the business performed their service.

**Response:** Thank you for bringing this to our attention. We believe we have already addressed this issue preemptively in the following fashion: 1) As of last fall (September 2019) the claiming officer requested the company include the names of the children on the bills; 2) At the same time, the claiming officer also provided a written letter from the Taekwondo school indicating that both children were enrolled and paying tuition for their after school care program. Please see the response in the general comments section below regarding dates on the bills.

### **[An officer]**

June 2018, July 2018, Aug 2018, Sept 2018, Oct 2018, Nov 2018, Dec 2018, Jan 2019, Feb 2019, Mar 2019

Local executive claimed for car mileage (\$27 per day) instead of public transit.

We recommend that the Secretary Treasurer verify if the executive drives a car. If the local executive takes transit, they will need to pay back over claimed amounts.

**Response:** Expense bylaws were reviewed with the officers at the start of the 2019 term (Apr2019) to ensure understanding of what was eligible for transport claims. This was done because many officers of the Local have been in office since before the transit bylaws came into effect. It was also done to ensure understanding moving forward.

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I believe what is seen here is someone who is moving into compliance, which we want to encourage. We intend to continue monitoring these claims and review again with all officers and executive.

### **[H&S officer]**

For various months, cell phone reimbursement was claimed to the amount of \$83.62.

A motion was passed on Oct 7th, 2019. For the months before there is no provision in the bylaw for cell phone claims.

Now that there is a motion passed we recommend that future expense excel sheets are checked to ensure the amount reimbursed coincides with the motion.

Response: Thank you, this was a past trustee report recommendation which we have acted on. As of November 2019 we have established \$75 monthly cell phone reimbursement limit for both the Local president and H&S chairperson and \$25/month for PBS committee. Those affected were informed and since this time we have been ensuring compliance with the new motion.

### **General Recommendations**

Most of the expense forms submitted for childcare do not follow bylaw E.9.5.(b) The date(s) that the service or good were provided.

We recommend that local executives ask the businesses they receive service from to specify what dates the service was provided to ensure that the local was performing union duties on that day.

Response: Thank you, we will review this recommendation with the officers in question. I'm aware there were some difficulties in the past with businesses who charge a monthly fee or weekly fee only, and the month (or week) has been accepted as the date. This may need to be further addressed through a bylaw review.

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The following recommendation from the 2017-2018 year was not addressed at a Local Membership Meeting: ammendment to bylaw section E9.2.(b) regarding "Ride-share app claims are excluded from travel reimbursement."

We recommend that it is considered at the next Local Membership Meeting and if this is not applicable, the next referendum vote.

**Response: The 2017-2018 recommendation is for a change to the wording of the bylaw. We believe a bylaw referendum meeting and vote would be required to debate and implement any such change.**