

2016-2017 Trustee audit responses

December 17, 2019

(Amended Jun 4, 2020 to add Trustee names & location at member request)

This document serves to address and respond to the findings and recommendations outlined in the document "Trustee Report CUPE Local 4092" for the timeframe of July 2016 through June 2017 inclusive.

These responses are being provided to comply with the CUPE national audit program and to update steps that have been taken to address the trustee's findings. Please note, the respondent was not in the treasurer position during the years in question. The trustees participating in the original report were Da Hyen Lee, Mark Tang, and Joseph Yu and the audit took place "July 17, Sept. 6, 7" at the "CUPE Belfield Office.

In solidarity,

Laurent Roy
Current Secretary-treasurer Local 4092

Finding 1: [PBS Representative]

June 2016 claimed 92.44 for cell plan.

Sept 2016 claimed 92.51 for cell, but was amended with the note "\$65 max for cell phone"

We recommend the local by-laws to be amended to have a clear policy on cell phone plans for Union Officers.

Response: The Local has addressed the issue by passing a motion to cap mobile phone charges to a maximum of \$75/month each for the Local president & the H&S chairperson or their delegate, and a max of \$25/month for the Local PBS chairperson or their delegate. (Motion 201910-7)

Finding 2: [Local Officer]

Signing officer missing, corrections made by someone.

April 2017

"Business cards for VP", no receipts. \$289.21

We recommend all claims to have invoices to justify expenses.

Response: Signing officer verification and signature are being adhered to at this time, thank you for the observation. In 2016/2017 these expense forms were being processed off site at the component offices. They were being verified independently by the component accountant whose calculations and corrections can be seen on the expense sheets. With respect to the business cards, the receipt in question was found attached to the claim form at the time of writing this, a scan is attached below.



Finding 3: [H&S Officer]

Cell phone expense claim vary between \$60 to over \$100/month.

We recommend amending the current by-law for cell phone expense claims for Union Officer.

Response: The Local has addressed the issue by passing a motion to cap mobile phone charges to a maximum of \$75/month each for the Local president & the H&S chairperson or their delegate, and a max of \$25/month for the Local PBS chairperson or their delegate. (Motion 201910-7)

Finding 4: [Local Officer]

October 2016

Claimed automobile expenses for office duties for Oct 12th and 19th. When officer attended a workshop in Burlington, a claim for public transit was made.

We seek clarification on car allowance expenses for general office duties. Does the officer use a vehicle or take public transit when [they] commutes to the local office?

According to Section E.9 – Expenses

“Car allowance shall be in accordance with the CRA guide to a maximum daily cap of 50 KM, **OR** public transportation shall be reimbursed up to a maximum daily cap equal to the maximum daily cap of the car allowance.”

March 10th, 2016

Officer claimed full car allowance and taxi expense on the same day.

We seek clarification on this.

June and July 2016

Officer claimed car allowance and taxi expense to Belfield. Similar to above, we seek clarification as to why full car allowance was claimed but also taxi expense was claimed. If an Officer is using public transit to work, actual cost should be reimbursed.

Response: To address these issues, an email reminder was sent to all Local Officers of the expense bylaws at the beginning of the 2019/2020 fiscal year, attention was directed to the travel expense section and this was reviewed with the officer in question. There are also instances where it has been appropriate here in Toronto to have both taxi and vehicle charges on the same day. Some examples include rushed/unplanned meetings at offsite offices or an urgent item pickup nearby where courier costs would be much greater than a taxi and the timelines do not allow for car retrieval/return to/from the Viscount parking complex. Thankfully these occurrences are rare. Thank you for highlighting this issue and allowing us to address it.