

**Computer Science Society
End of Term Report
Treasurer - Fall 2006**

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I was appointed the position of Treasurer on September 6, 2006. I have since written a guide for future treasurers that can be found on the society website. Much of the information that I wish to communicate can be found in this document and I strongly advise that you read it. What follows will detail specific events pertaining to the Fall 2006 term.

My first task of this term was to follow up on the request made by Franklin Fezeu to complete an audit which began in the Winter 2006 term covering the Summer 2005 term. I spoke with Simon Gauvin and Margie Publicover. The conclusion reached was that the records during this term were incomplete and not enough information was available to go forward with the audit. Margie indicated that this conclusion had been given to the relevant parties already. Specifically, an email was sent out on August 10, 2006 containing the following:

“Although I had documentation for the amounts owing to the DSU, there was not enough information available at the time of my review to link the purchases from the DSU to a particular event held by the CS Society. This is one of the areas where there needs to be better record keeping and documentation.

During my review of the documentation supplied, I did not see any mismanagement of funds. However, I would suggest the CS Society implement internal controls which will allow for better records keeping especially since there are a number of "cash" transactions. This will help protect Society executive members from accusations of mismanagement.”

On October 4, 2006, I deemed that this matter was then closed.

On November 16, 2006, I received notification that the society has failed its audit spanning the summer and start of the fall term. The reasons for the audit failure were as follows:

- Missing 7 cheques
- No bank reconciliations for the summer term
- Generally poor bookkeeping

I had found that one of the cheques had been voided and this voiding was never recorded. The other six cheques were cheques written to pay DSU liquor invoices that ended up not being used as the amounts had been automatically deducted from the society levy. The cheques were shredded. They should have been voided, kept and this should have been recorded.

I performed the bank reconciliations and assured that DSU VPFO that improvements in the bookkeeping would be seen. The audit was then passed.