

Committee/Group Name: Audit Committee

Purpose of Committee:

A local church audit is an internal independent (from those responsible for the financial records) evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and whether church policies and procedures are being followed.

Members: Larry Charach, Karen Bilida, Gerard Hayduk and Stephen Greenhalgh

Major Actions

- Completion of Audit and Report to the Board and AGM

Outcomes Achieved

- See above

Planned Actions for 2020-21

- Annual Audit

Recommendations for Board Consideration

CAVEAT: Due to the current situation, the Audit Committee was limited in its ability to interview UCE members active in the oversight of various aspects of the UCE financial oversight and key related activities. A review of Board minutes indicates proactive measures and oversight. The recommendations in this Report may not fully consider measures already underway.

1. Improve the Process and Forms for Expense Claims and for Information for Committee Chairs

- Put in place an improved system and forms for expense claims and for Committee Chairs' expenditures.

2. A Procedures Policy Manual and Expense Policy should be Developed and then Approved by the Congregation:

- This has not been done and should be a Priority. See above recommendation.
- The Audit Committee has been informed that the Finance Committee and Board are looking into preparing such documents.

3. The UCE Continue with Energy Efficiency Measures

- The Audit Committee notes and commends Andrew Mills for taking the initiative to replace lighting with energy efficient (and brighter) lighting when the Church is in essence vacant.
- Other Energy Efficiency Measures identified in the Energy Audit should also be a priority where they are cost effective.

4. Contract Reviews

- All contracts, where there is has not been done, should be reviewed as to whether any changes can be made during the period of reduced operations.
- It is noted that the Electricity Contract expires in 2021. A new contract should be researched later this year and negotiated for a new term.

5. Budget Scenarios

- Scenarios for potential different Corona Virus Social Distancing Compliance durations could be an useful planning tool if the Board needs to consider options to offset any potential significant deficits.
- 6. Review the transition plan for a new Minister and revise, if required, as one of the tools to address any significant operating deficits if they occur.**
- Options includes to temporary continue member-led services.

7. Reassess staff requirements for the Summer period and the new Church year (HR Committee/Board)

Submitted by: Larry Charach, Chair