



Council Report of the AUS VP Finance

November 26th, 2014

Prepared by Li Xue

Budgets:

- Submitted budgets to Speaker in a .zip file. Please feel free to take a look and ask questions.
- Clarification in my budget: about \$30,000 has been loaned to AUTS. FMC will be working with them after Chicago to help them get back on track.

Participatory Budgeting:

- We thought about putting the money into internal McGill endowment, and then having about \$10,000 to skim off every year for an AUS-wide open call for project proposals targeted towards services.
- Will have to confirm info, but this is assuming the 4.25% return the Dean spoke about during his Dean's Fee presentation. At a rate of \$265,000 in there, a project of about \$10,000 can be done every year, or every semester if AUS matches the contribution.
- Suggested this open call because it's very hard to do a Space project without much bureaucratic headache and holdup (since it's on McGill property).
- Distinct from AUIF projects.

Cheque Requisitions:

- Aware that there have been bottlenecks recently. Have spoken to Executive Assistant and worked out more detailed protocols with him. From now on, hand in your cheque requisition forms directly to Grant, who will countersign and date the form.
- Quite a few cheque requisitions sitting in office. Encourage you to get your cheques (and departmental allocations if you're external or interfaculty).
- Many cheque requisition filled out on old form or missing Departmental VP Finance signature. Please re-do.

Accounting:

- Will post record of deposits on the VP Finances Google Docs.
- Encourage you all to check it, and to update your budget accordingly.

Internal Audit Incoming:

- FMC will be auditing all internal departments in January.

AUIF:

- Tuesday, February 10th, 2015.



Financial Literacy Workshop:

- Thanks to VP Communications and VP Academic. VP Communications put us into contact with the graphic designer, and FMC will talk to VP Academic for suggestions on how to set up this workshop (perhaps tie in with Know Your Fees campaign).

BDA Updates/VP Social portfolio:

- Will meet with BDA managers after new VP Social is appointed.
- Will deliver BDA finances report orally.
- Retroactively reconstructed VP Social budget. Will give to new VP Social so they have a road map of where they're at so far.
- Some loose ends still remaining.

Internalizing External Departmental Associations:

- Have met with PSSA so far, will meet with DESA and ESA probably after Winter Break.

Going into finals season/Communication:

- Will be in the office sporadically during finals. If you have anything you need done during that time, email me immediately so I can plan ahead.

Respectfully submitted,

Li Xue

AUS VP Finance

Time Log: Nov 12-22

NOV 12

10:40-2:30: IN OFFICE [cheque requisitions, compiling budgets, FMC work, DIA meeting]

3:30-4:15: AT RBC [signing authority, changing account holder]

6:00-10:00: AUS COUNCIL

10:30-11:15: HOME [emails, to-do lists, QuickBooks transition work, email to RBC account manager]

NOV 13

9:00-10:15: HOME [emails, liaising with account manager]



11:00-1:15: IN OFFICE [operational, cheque signing, sorting out payment for Women in House trip (Greyhound, hotel)]

1:30-2:15: HOME [answering MPSA complaint, internal discussions]

4:00-4:45: IN OFFICE [meeting with Grant about cheque requisition procedure]

NOV 14

10:00-12:30: AT HOME [emails, AUTS business, FMC business, AUIF liaising, bank account business]

3:30-6:00: IN OFFICE [meeting, deposits, emails]

6:00-8:00: IN OFFICE [FMC]

NOV 15

9:30-1:00: COSTCO [with VP Internal shopping for AUS Holiday Party materials]

NOV 17

10:30-1:30: AT HOME [emails, AUTS business, bank account manager change, AUIF confirmations (6pm, Feb 10, Arts 160), minute taker for AUIF arrangements, WIH payments, FMC work, calling Boat Cruise company (Frosh problems), budget work]

3:30-5:30: IN OFFICE [WIH payment, floats, meeting with EAS, OktoberhAUS revenue, emails, SNAX WS]

5:30-9:00: IN OFFICE - Executive Committee

1:00-2:30AM: AT HOME [discussions with VP Internal re: Holiday Party planning]

NOV 18

11:30-2:00: IN OFFICE [cheques, UPrint, IT services, Philopolis, SNAX MOA work]

5:30-7:30: AT HOME [emails, admin work]

11:00-11:30: AT HOME [emails, Facebook messages...]

NOV 19 - sick

1:30-3:30: AT HOME [emails, WS feedback form, last budgets, audited financial statement work]

NOV 20

11:30-2:30: IN OFFICE [OH, clearing deposit issues, IT services work, emails, WS issues, last minute budgets]



10:00-11:30: AT HOME [emails, preparing FMC documents and agenda]

NOV 21

11:30-12:15: AT HOME [emails]

2:00-2:30: AT HOME [phone calls to office]

4:30-5:30: IN OFFICE [phone calls, sending in WS timesheets, tracking lost revenue]

5:30-7:30: IN OFFICE [FMC meeting]

9:00-9:30: AT HOME [FMC emails and follow ups]

NOV 22

1:30-2:00: AT HOME [emails, downloading statements for reconciliations]

3:00-5:30: IN OFFICE [counting deposits, making deposit slips, entering in deposit data]

7:00-8:30: AT HOME [emails, motions, council report, budget]

9:30-10:00 [budget]

NOV 23 (anticipated)

Buying supplies for AUS Holiday Party

Finalizing budget

Emails

NOV 24 (anticipated)

Attending PSSA Departmental Meeting

SNAX/Frostbite/G Store/Dave's meeting

Call with Colleen Dewey

Emails/Cheque Reqs

NOV 25 (anticipated)

Meeting with MESSA journal editor

Meeting with Grant re: cheque reqs and statement reconciliation

Emails/Cheque Reqs