



## Council Report of the AUS VP Finance

January 14<sup>th</sup>, 2015

Prepared by Li Xue

Hope everyone had a joyous and restful holidays.

The first three items (cash flow, accounting software, and reinternalization) are the most important.

Cash flow:

- We have about \$6,000 in the bank account— I've cashed out a GIC so our cheques don't bounce.
- I've attached our budget, but the key reasons (**bolded**) for this are:
  - o **AUTS loan extended (~\$21k), large unexpected expense for Frosh (SSMU invoice, ~\$33k, Beach Club, ~\$7k)**
  - o **No money collected to date from projected VP External revenues of ~\$36k**
  - o Many departments are currently operating at a deficit (that is, they are dipping into AUS Operating funds) – not a huge impact (~\$2k)
  - o Several unexpected costs (stipend for VP Internal functional role, rise in audit costs) – (~\$5k in total)
- Consequences:
  - o All cheques on hold
  - o No increased departmental allocations
  - o Putting participatory budgeting on hold
  - o Have advised all Executives not to pursue projects not on their approved budgets

Accounting Software:

- Delays in reconciling because LMK needs to give us our accounting records backup
- We've been advised not to write any cheques until they are reconciled by the auditing firm's bookkeeper

Reinternalization:

- Met with DESA, ESA, and PSSA last week
- ESA is reinternalizing, DESA and PSSA are against reinternalizing
- It is the recommendation of both our auditor and myself that all external groups reinternalize as soon as possible:
  - o Very little oversight or accountability
  - o Accounting problems within external groups because of turnover, lack of training, and lesser level of responsibility
  - o Large liability to have the AUS be responsible for the financial activity of groups it cannot properly oversee



FMC:

- Completed internal audit on Sunday; groups that are missing revenues/operating at a deficit will be contacted to resolve questions about their budgets
- As part of financial literacy, will be creating annotated financial statements – ie, easy-to-understand financial statements from our audit
- SNAX HR Review
- SNAX Overall Review
- Looked at audit proposal; will go with Fuller-Landau this year
- Frosh budget completed; have met with VP Social to discuss how to plan for next year's Frosh. FMC will work on Frosh financial bylaws to avert wasteful spending once the VP Social begins that project.

Financial Bylaw Change Follow Up:

- Happy that this passed, as it was an important move towards financial accessibility of public positions that have a lot of influence over student life.
- However, I do believe that further follow up and discussion is needed in two arenas.
  - o Accountability:
    - Metrics
      - One of the reasons I believed so strongly that the motion needed to be addressed immediately was because my position's core responsibilities are very operational. Hours can be tied directly towards tasks, and it's clear when things are completed or neglected.
      - However, there are more than just operational roles, and how to make sure hours are being reasonably reported is something to consider—ie, what are metrics for more representation/project-based roles?
    - Difficulties with Executive Accountability from Council/public perspective
      - Privacy issues associated with Work-Study status; difficult to match hours compensated with portfolio responsibilities
  - o Financial accessibility considerations for AUS involvement/positions as a whole
    - HR Review: strongly support President's HR Review project to align AUS' pay scale
      - I will conduct a SNAX HR Review, especially as current management is all graduating this year
    - End-of-year evaluation process to weed out ineffective or unimpactful positions

AUIF:

- AUIF Committee meeting set for February 10<sup>th</sup>, 2015.
- Deadline for applications is 2PM, February 2<sup>nd</sup>, 2015. Late submissions will not be considered.
- As per AUIF Bylaws, 11 students to sit on AUIFC. If you or anyone on your Departmental Executive would like to sit, email me. Any AUS Member (Arts Student) would like to sit, that's highly encouraged as well.
- There will be food.



- Different form this year:
  - o Will ask for a link to product, and add a space for delivery fees (if any). If the item needs to be commissioned or specially ordered, will ask for a contact number for the price quote.
  - o Will purchase items that have received a grant together to pool delivery costs, reduce cheque requisition work, and to get them to AUS groups as soon as possible. I'm aiming to have everything ordered online or by phone/email within a week of the AUIF meeting.
  - o This should reduce delays, especially over the summer when Departmental Association Executives turn over.

#### Cheque Requisitions:

- Have notified VP Finances that they will be the sole liaison between their DAs and the AUS.
- Will allow them to track the budgets closely, and reduce congestion/headache of everyone having to understand the Cheque Req process

#### Financial Literacy + Blog

- Was brought up in Council that more financial literacy would be useful
- Desire to have information presented in an accessible, understandable way
- Looked into infographics/Know Your Fees campaign; personally unconvinced it will be worth it given the time needed to pull it off well.
- Blogging regularly, let me know if you want me to cover any specific topics.
  - o When writing, I've just been thinking of myself a year ago and writing about things I would have wanted to know about as a first-year.
  - o Have been going encyclopedia style so far, with human interest pieces in between
- Annotated financial statements coming will be uploaded; FMC is working on it

Respectfully submitted,

Li Xue

AUS VP Finance

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#### Tasks Completed Over Break

- Audit business
  - o Communicated with Fuller-Landau about the audit proposal for the upcoming audit year (adding bookkeeping check-ups)
- Updates to blog
- Internal work with other AUS entities to complete budget – tasked to finish by January 23<sup>rd</sup>, 2015



- Writing up internal audit procedure, collating materials for internal audit, contacting external/interfaculty DAs
- Rethinking AUIF grant procedure, reworking AUIF application form, catering, re-confirming attendance with various administrators
- Beginning work on SNAX audit
- Memorandum of Agreement work with SNAX
- ADP end-of-year duties (employment/benefits forms, tax forms, resetting pay calendar for new year)
- Ongoing work with bookkeeper
- Preparing FMC documents for first meeting
- Looking into Frosh revenue

**Wednesday, January 7: 1.5h**

7:30-9:00: HOME [catching up on emails]

**Thursday, January 8: 5.5h**

11:30-2:30: IN OFFICE [meetings with various groups, cheque reqs, following up with auditors, organizing internal audit materials]

4:00-6:30: IN OFFICE [meetings with various groups, housekeeping, accounting software transition issues]

**Friday, January 9: 5.75h**

10:30-2:00: IN OFFICE [meeting with DESA/ESA/PSSA re: reinternalization, AUTS meeting, SNAX meeting, accounting software transition issues]

3:15-4:30: IN OFFICE [administrative, emails]

8:00-9:00: AT HOME [blog, emails]

**Saturday, January 10: 10.0h**

6:00-8:00: AT HOME [emails, online banking, investigative work]

8:15-1:30: IN OFFICE [prep for internal audit, banking, audit proposal, frosh revenue, FMC, deposits, tracking cashboxes]

2:15-3:30: AT HOME [dealing with budget/cash flow issues]

7:30-9:00: AT HOME [budget]

**Sunday, January 11: 7.5h**

8:30-4:00: IN OFFICE [VP Social, FMC, CSAUS meetings, internal audit, budget work]

**Monday, January 12: 5h**

9:30-2:30: IN OFFICE [SNAX/MOA work, check budget, entering deposits, payroll work, emails, various meetings]