



Council Report of the AUS VP Finance

February 4th, 2015

Prepared by Li Xue

Hope everyone enjoyed the Superbowl! I'm watching it for this first time ever today (Sunday); will orally update as to how I liked it. ☺

FMC:

FMC Winter 2015 meeting times are set for Mondays at 5:30 in the JD Room. We met on Monday February 2nd, and they'll be happening biweekly going forward. Funding applications should be submitted on the Friday immediately preceding the meeting date to be included on the agenda.

AUIF:

I've reviewed all the applications, and emailed you back if there's a problem with the application. They'll be reviewed February 10th by the AUIFC, and decisions will be released no later than February 16th.

AUS Operating Budget:

Because reports are due on Sunday evenings, and FMC only meets on Monday, I am not able to submit it along with my report to the Speaker. I will have uploaded the AUS Operating budget as soon as it's finished to the group, and I'll move a motion to approve the budget from the floor on Wednesday.

Office Hours:

This semester, my office hours will be as follows – TR 1:30-2:30, W 11:30-2:30. I am also available by appointment between TR 10:30-1:30, and on MF. However, I'd prefer to keep those days free for administrative tasks.

Departmental Allocations:

Departmental allocations have been calculated, and are attached in the Excel sheet. The minimum allocation is \$250, so if your department's allocation is below that, just know that it's actually \$250 (and that's how it's been factored into the budget). If you're an interfaculty group, please email me with the name to make the cheque to.



CHICAGO: the Musical:

I really enjoyed the musical! I hope many of you got the chance to go. In the next two weeks, I will be sitting down with the AUTS Executive Team to see how the show did, as well as formulate a plan for next year's production.

Respectfully submitted,

Li Xue
AUS VP Finance

Time Log (January 18-31)

Jan 18

2:00-4:00pm: AT HOME [emails, administrative, accounting system]

Jan 19

10:30-2:30: IN OFFICE [accounting system, mail, emails, reading MOA]

4:30-5:00: AT HOME [emails, accounting system]

Jan 20

11:30-2:30: IN OFFICE [emails, accounting system, WS reimbursements]

5:00-6:30: IN OFFICE [Minerva reports, accounting system]

Jan 21

9:00-12:30: IN OFFICE [testing cheque reqs, accounting system]

4:30-6:00: AT HOME [emails, AUIF work]



Jan 22

7:00-10:30: AT HOME [emails, AUIF work, FMC documents, auditor, accounting system]

12:30-1:00: AIRPORT [emails]

Jan 26

10:30-2:30: AT HOME [email catch-up, administrative work]

4:30-6:30: IN OFFICE [deposits, administrative]

Jan 27

1:30-3:30: IN OFFICE [meetings, emails, administrative, cheque reqs]

4:30-8:00: IN OFFICE [administrative, deposit counts, tracking PayPal, cheque reqs]

Jan 28

1:00-2:30: JAMES [MOA]

4:30-8:00: IN OFFICE [emails, write ups, administrative, cheque reqs, accounting system]

Jan 29

1:00-1:30: AT HOME [emails]

4:00-7:30: IN OFFICE [meetings, administrative, FMC emails, cheque reqs, accounting system, SNAX @ BDA]

Jan 30

3:00-4:30: IN OFFICE [emails, FMC documents]

7:30-10:00: AT HOME [emails, AUIF bylaw review]

Jan 31

7:00-10:00: AT HOME [audit contract, reviewing budget documents, prepping for AUIF, reviewing AUIF documents, prepping allocations list]