

**Arts Undergraduate Society of McGill University**

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**Report of the AUS VP Finance – February 13th**

* **FMC** 
  + meeting on February, 5th
  + contacting applicants with results and following up with tabled applications
* **AUIF**
  + Follow up with successful applications to confirm details for transferring funds
  + Contact Lauren Mak, in-charge of disbursing the funds
* **Council**
  + Write motions for AUIF to be renewed
  + Work with AUTS to write motion for their fee increase
* **General**
  + Respond to emails
  + File monthly payroll tax
  + Work on employee end of year tax slips
  + Meet with SUS to talk about fee breakdown
  + Coordinate/attend VP Finance screening committee
  + Office Hours: Tuesday 12:30pm to 2:30pm and Wednesday 3:00pm to 6:00pm
  + Work on ordering merchandise for SNAX and AUS

**Respectfully Submitted,**

**Mia Trana**

Vice-President Finance

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