

**Arts Undergraduate Society of McGill University**

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**VP Finance March 12, 2020 Report**

**Budget:**

* Nothing to report

**Ferrier Display:**

* Installation is scheduled to begin March 30, 2020.

**QuickBooks, Financial By-laws and Internal Bookkeeping Restructuring:**

* According to the most recent records $939.60 is unaccounted for from Cashbox One.
* The following message was sent to the AUS Executive, Secretary-General and Speaker of Council on Tuesday, March 10:

“Yesterday [Monday, March 09] between 4:20 and 4:30 pm (during my regular office hours) I was informed by one of the assistants that $1077.05 is missing from Cash Box 1. At this point, it is unclear whether we are dealing with human error, technical error or something more nefarious.

“Here is a brief background:

1. About two/three week before the reading week I implemented a completed (elements of it existed between November and December) cash tracking system which requires: (1) that every cash box prepared for use have a float sheet detailing how much – in exact denominations - was given by AUS for float (this has been in place since December); (2) that all cashboxes returned must have that float sheet in them (from December – though this is not always followed); (3) that when the cash boxes are returned, the float is removed (according to the Float sheet) and the cash inside immediately counted (before early February I counted everything), and; (4) that total counted from a particular cash box be entered into a spreadsheet (located in the H-drive), be associated (through a standardized number) with an “invoice” (which also allocates it to a particular department) in Quickbooks and consolidated into other counted cash inside cashbox 1.
2. As such, all cash could be easily deposited with an exact breakdown of how much existed is being deposited in each denomination.
3. The week of February 23 (I do not recall the exact day) there was a technical glitch with the H-Drive.
4. The glitch was characterized by an inability to save information entered into the deposit/cash tracker on the iMac in the H-drive.
5. I resolved the problem by deleting some of the H-drive temporary access files and re-uploading the deposit tracker. One of the assistants was in the office at this time.
6. This “new deposit tracker” document was an exact copy of the one previously deleted. This appeared to solve the problem (everything entered could be saved).
7. The Thursday (I believe this was the day) before reading week, in clarifying elements of the cash handling process to two assistants, we found that the Deposit Tracker in the H-drive was no longer there (however, all its temporary Mac access files were).
8. This prompted a recount. The recount took place on Friday, March 06. This count discovered discrepancies in the cashbox.
9. According to most recent records (the count performed on Friday), right now the cashbox has $5047.10 in it (everything has been moved to the Safe), whereas according to the records on hand (the invoices in QBO), it had $6124.20 in it.

“The following are my preliminary recommendations:

1. A full recount of the money in cash box one be done by two/three individuals who are not myself, the assistants or anybody who regularly makes contact with cashbox 1 (the last part should be self declared).
2. A final search of the office be done.
3. Items 1 and 2 be completed by day’s end.
4. If the recount and final search are inconclusive, an independent investigation committee be struck to complete a full and immediate investigation (not involving anybody who regularly makes contact with Cash Box 1) of the situation. Ideally the committee would conclude (through interviews, security camber footage, digital footprints, consultations with IT, office entry records and independent inquiry into bookkeeping systems) whether we are dealing with human error, technical error or theft and recommend next steps.
5. All this information be reported to Council on Thursday.
6. The final investigation committee report be presented to council whenever it is completed.

“To the best of my knowledge, the following is a list of individuals who make regular contact with cashbox 1:

1. Stefan Suvajac
2. Rosalie Peng
3. Julia Perron
4. Sierra Eeet

“Two/three people should reply-all to this email asap indicating they are willing to perform the initial recount by the end of today. All of this should also be discussed at excomm on Wednesday as well (and as indicated, on Thursday with Legislative Council as well).”

* Jamal and Maheen performed a recount and determined the most recent number.

**AUIF, ASEF, ACLF, AIO, AUTF:**

* Chaired LPC meeting – proposed allocations
* Ongoing complications with referendum questions.
* DPSLL has committed to matching all funding raised from the proposed ASEF increase to support and Arts EEO Program. This would amount to be about $50K yearly.
* Worked with FAC to help process funding applications.

**FMC:**

* FMC delayed till next week. I have a midterm on the originally scheduled day - will likely take place Wednesday, March 18.

**Ethical Business Practices By-laws:**

* Working on Transition and hiring.

**SNAX:**

* Hiring for next year.

**Food Handling:**

* The food policy system is being continuously reviewed and improved.

Office hours:

Tuesday (10-11), Thursday (10-1:30) and Friday (2-3)

Respectfully,

Stefan Suvajac