

**Arts Undergraduate Society of McGill University**

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**VP Finance January 12, 2020 Report**

**Budget and Payroll:**

* No Updates.

**Audit:**

* Changed mandate of bookkeeping division of auditors to ensure most mandated bookkeeping is done throughout the year as opposed to in one-month preceding the audit. No change to cost.

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

* Payment requests are now open again.
* All Fall 2020 payment requests were processed. Those submitted after Dec 10, 2020 were released on Jan 05, 2021 (should be deposited by Jan 12th, 2021).

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

* Held first ACAP Oversight Committee. Summary:
1. Partnering with SSAO to promote the Work Study program in arts.
2. Partnering with AIO and SSAO to promote EEO program. Working with AIO and SSAO to develop better branding for the program.
3. Requested that SSAO examine viability of expanding EEO program definition of “financial need” and expanding scope of eligible internships.
* Continuing to work on draft MOA proposal and researching terms and conditions of the MOA.
* Attended Infotech Fund Committee. Examining the possibility of developing a more comprehensive application process to access this funding. Replicating AUIFC application process.
* Attended ASEF and AIOAC.

**FMC:**

* Dec 02 decisions attached for approval.
* Updated application page is still being developed.
* Schedule for Winter 2021 being put together.

**Litigation:**

* If necessary, summary of any unresolved pending issue will be provided in Confidential Session. AUS has received post-dated cheques for settlement agreement. No current issues.
* MUS has provided their banking information.
* Expecting payment from MUS for legal services soon.

**Ethical Business Practices By-laws:**

* Schedule for Winter 2021 meeting is not yet finalized.
* Though Ethical Business Practices By-laws are formally in effect, they will not yet be enforced since no transition or educational material has been provided.
* Reiterating from Dec update.
* Schedule for Implementation (Fall 2020):
* Vendor List
* Presentation and Education Modules
* FMC Application Page for Sustainability and Ethical Procurement Fund
* Offset Purchases
* Enforcement Mechanisms
* Schedule for Implementation (Winter 2021):
* Education and Website
* Presentation to Legislative Council
* Calculation of FY2021 Emissions
* Hiring and Transition

**SNAX:**

* Developing framework for tasks that are intended for implementation in Winter 2021:
* Inventory
* Update Payment System
* Inventory, payment and QBO integrated POS
* Developing price margins
* System for tracking traffic through SNAX
* Access to last year’s manager email obtained and complete transition report obtained from last year’s manager.
* Developing best strategy for implementing the Winter 2021 goals.

**Ferrier Display:**

* Installation was rescheduled to begin September 30, 2020. This has not yet been confirmed. The work has not yet started.
* Have contacted Fridge Door Gallery to confirm whether they can proceed with this again.
* FDG has not contacted me yet. Project is on hold until then.

**Food Handling:**

* No update.

Respectfully,

Stefan Suvajac