



## **Council Report of the AUS VP Finance**

**February 18<sup>th</sup>, 2015**

**Prepared by Li Xue**

### **FMC:**

FMC's Monday meeting was moved to the 23<sup>rd</sup>, as I had a midterm on the evening of the 16<sup>th</sup>. Apologies for this change – funding applications will be evaluated as normal, even if the event has already occurred.

### **Revenu Quebec:**

The Releve 1 – revenus d'emploi et revenus divers form is dealt with and sent off. This is just a routine filing for our payroll; ADP, our payroll service, takes care of the T4s. The deadline is February 28<sup>th</sup>, so it should get there on time.

### **AUIF:**

AUIF happened on the evening of February 10<sup>th</sup>. SNAX provided catering (proper catering, not croissants, cookies, coffee – I would encourage you to check them out if you need catering for a reasonable price!). We had to reject just over \$45k in funding applications. I've neatened up the files and it's all posted on the AUS website – applications, minutes, and grant spreadsheet. I've also sent out the results of AUIF, as well as initiated transfers for its funds. If you have any questions, you can email me at [finance.aus@mail.mcgill.ca](mailto:finance.aus@mail.mcgill.ca).

### **Annotated Financial Statements:**

Paul and Luke from FMC annotated the AUS' Financial Statements to be more understandable/fun than normal financial statements. Take a look – they're available here:

<http://ausmcgill.com/en/annotated-financial-statements-of-the-aus/>

### **SNAX HR Review:**

As part of the overall HR Review, I'm taking a look at SNAX personnel and re-evaluating some compensation packages as well as reviewing overall operations. The current management team is all graduating, so I want to be sure that things are in place for next year's team so they can hit the ground running.

### **Work Study Reimbursements:**

Have sent documentation off to Scholarships and Student Aid – should be receiving that cheque in the next two weeks.



**AUS Operating Budget:**

Lovely surprise from preparing for AUIF – FAC is actually funded mostly by AUIF (5% of gross amount up to \$10k) so only \$1.5k comes from the AUS.

**Departmental Allocations (interfaculty):**

I've only been contacted by BASIC and MUGS about what name goes on their cheques – please let me know!

**CHICAGO: the Musical:**

Meeting between FMC and AUTS Executive scheduled for the week of February 23<sup>rd</sup>.

**Administrative change:**

Cheques will be placed in departmental folders. If it's a special group (ie, applied to Special Projects Fund, and isn't a departmental association), the cheque will be with Grant

Respectfully submitted,

Li Xue  
AUS VP Finance

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Time Log (February 1-14)

Feb 1

Nothing

Feb 2

10:30-11:30: AT HOME [emails]

4:30-8:00: IN OFFICE [ExComm, FMC]

Feb 3

10:30-2:30: IN OFFICE [collating AUIF apps, administrative]

4:00-5:30: IN OFFICE [check on bank balances, administrative]



Feb 4

9:00-1:30: IN OFFICE [deposits, administrative]

9:00-10:00: AT HOME [emails, AUIF work]

Feb 5

1:30-2:30: IN OFFICE [cheque req check up, meetings]

4:00-8:00: AT HOME [administrative, SNAX HR review]

Feb 6

10:30-2:30: AT HOME [AUIF catering, emails, budget updates]

9:00-10:00: AT HOME [QB options]

Feb 7

10:00-11:00: AT HOME [emails]

Feb 8

8:00-10:00: AT HOME [emails, prep for week ahead]

Feb 9

10:00-11:30: IN OFFICE [administrative]

Feb 10

1:30-2:30: AT BANK [PSSA signing authority]

3:30-8:30: IN OFFICE [preparing for AUIF, AUIF Committee meeting]

9:00-11:00: AT HOME [tidying up AUIF documents, back end AUIF administration]

Feb 11

10:00-11:30: AT HOME [emails]



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Feb 12

1:30-2:30: AT BANK [meeting with bank advisor]

Feb 13

4:30-11:00: IN OFFICE [releve & T4s, SNAX HR review work, “heartbombing” in Leacock, administrative work, emails]

Feb 14

Nothing