



VP Finance November 27, 2019 Report

Budget:

- Presented with updates for approval

QuickBooks, Financial By-laws and Internal Bookkeeping Restructuring:

- Formalization of cheque issuing rules – Can now count on every Tuesday to have your cheques ready (either mailed or in folder).
- **Last day to submit cheque request is Dec 04, 2019.**
- December 02 (9 am – 5 pm)
- December 03 (9 am – 1 pm)
- December 04 (9 am – 1 pm)
- December 05 (1 pm – 5 pm)
- December 06 (9 am – 5 pm)
- December 09 (9 am – 5 pm)
- December 10 (9 am – 1 pm)
- All cheques submitted before November 29, 2019 can be collected during any of the above time-slots. Cheques requests submitted between December 02 and December 04 can be only be collected during the December 09 and December 10 time-slots.
- All cheque requests submitted after December 04, 2019 will be collectable on January 14, 2020.

AUIF, ASEF, ACLF, AIO, AUTF:

- Participated in AIOAC (Nov 21), ASEFC (Nov 21) and LPC (Nov 22) meetings.

FMC:

- Met on November 21, 2019. Decisions and agenda attached for review.
- Final Fall 2019 meeting on Nov 28, 2019.

Ethical Business Practices By-laws:

- Held meeting with EBPCs.
- A reminder: EPBCs have sent out a large email to all departmental VP Finances about meetings to discuss changes to the Ethical Business Practices By-laws. Consultations ongoing.

- EBP Committee is meeting regularly.
- Please give input – it will be very useful. We are really looking for community engagement on this policy question.
- As part of meeting with McGill Sustainability office, working on determining McGill's procurement standards and procedures.

SNAX:

- Have contacted McGill IT to try installing network cables in SNAX to try move toward expanding methods of payment.
- Purchased Space-heaters.

Food Handling:

- Scheduled Food Safety Management training for SNAX manager.
- Arranging purchases of food-safety equipment.

Respectfully,
Stefan Suvajac

