



**REPORT OF THE VICE-PRESIDENT FINANCE & OPERATIONS TO LEGISLATIVE COUNCIL
 NOVEMBER 15TH, 2012**

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1. UPCOMING PRIORITIES

Item	Timeline
Budget Revision	Presentation to Council: November 15th , 2012
By-Law Book II Revisions	<i>Status:</i> Process ongoing – December

2. FINANCE

Budget

- **Four Floors** – SQ – Waiting for actuals.
- **SSMU** – Presentation
 - **Exec Departments:** Complete
 - **Student Fees:** Complete
 - **Services:** Complete
 - **Exec Portfolios:** Complete
 - **Gerts:** Complete
 - **Aggregation & Analysis:** Complete
 - **Executive Approval:** Complete
 - **Presentation to Council:** November 15th

Clubs & Services

- **Club Audits** – *Revision* process is beginning with Sandy and is scheduled to be done by the end of next week. The audit score club database has been completed by the Data Entry clerk and will be sent out via mail merge soon. Now that the database is complete there will be no future delays in sending them out.
- **Services** – Congratulations to MSERT on a successful referendum!! I will be meeting with them to update the budget according to the new fee model. Now that the budget revision process is complete I'm still following up with the rest of the services to make sure they are creating and actively managing their own operating budgets. Focusing on developing the services' budgeting practices now will help build and improve upon their long term financial management.

3. OPERATIONS

Gerts:

- **Staff:** There was a mandatory Gerts staff training day last Sunday.
- **Sales:** \$3165.46 average per day over the last 12 business days
- **Feedback:** An initial survey has been published by the group performing the marketing analysis of Gerts. A subsequent survey has been prepared if we need more and/or different information.

Gertrude's Corner:

- **Sales:** \$487.46 per day over the last 10 business days

2nd Floor Tenants:

- **Lola Rosa:** SQ
- **Bocadillos:** SQ
- **Bamboo Bowl:** SQ
- **Tenant Meeting:** Once more progress is made on the matters discussed at the first meeting we will be booking a second meeting and subsequent monthly meetings.

Mini-Courses:

- **Finances** – SQ – see budget presentation for an update on *Minicourses* financials.



4. COMMITTEES

FERC

- According to Adam the Committee is making headway and the subcommittees are hard at work. FERC updates to come at next council.
- *Ethical Investing Plan*: Progress report to be presented for next council meeting.
- *Purchasing Policy*: Progress report to be presented for next council meeting.

Funding Committee

- *Coordinator*: The funding report as of the last meeting this Monday is on Vibe. On Monday night the committee met to discuss and establish policies before the next big founding round which is right around the corner.
- Projects
 - *Online Funding Applications*
 - *Policy book*: being developed to record policies and precedence.
 - *Comprehensive funding history*
 - *Funding audits*

Operations Management Committee

- *Student Run Cafe*: Feasibility study is underway with three teams working on the areas of Design, Operations & Menu, and Organizational Structure & HR. All three of the teams are consulting with the Sustainability coordinator throughout the process. More updates to come as we move forward. Based on the amount of work that is involved the deadline has been revised for midway through the winter semester. If any councillors are interested in learning more about the project, you are all more than welcome to join us at our weekly meetings every Friday at 4PM - just let me know ahead of time.

Finance Committee

- Committee Members expect an invite to a meeting in the next week. Please make sure your Groupwise calendars are accurate and check your SSMU emails for the invite.

Accounting Committee

Ongoing Projects

- *Cheque Request Procedure* – SQ
- *Purchase Order Procedure* – SQ
- *Club Audit Revamp* – Current Priority – To be finished by Friday November 23rd.

Fee Advisory Committee

- Meeting this Friday November 16th.

5. OTHER

- ASEQ: Fall payment installment being processed currently.
- By-law Revision: SQ

Respectfully submitted,

Jean-Paul Briggs