



## **REPORT OF THE VICE-PRESIDENT (FINANCE & OPERATIONS) TO COUNCIL 14 JANUARY 2015**

### **1. FINANCE**

#### Clubs

- The Club Audit deadline is approaching and I am getting constant emails from clubs with questions. I am also currently interviewing for the Club Auditor position – I am really excited about having a dedicated club auditor again, and I'm hoping that the audits will be much fairer this year. I've also revised the Club Audit form to make it electronic (via wufoo), which will do wonders for institutional memory with the audits (and consistency in scoring).

#### Selection of SSMU Auditor

- We are reviewing proposals from auditing firms, and soon I will be asking the BOD to help decide which auditor should be brought for approval to the Winter General Assembly.

#### Student Fees

- Student fees are taking up a fair amount of time right now, with preparing the base fee increase motion, discussing a potential affiliation/fee question for a student federation with the DPSLL office, updating the student fees information on the SSMU and Student Accounts websites, and discussing upcoming referenda questions with student groups for the Winter Referendum.

#### Frosh Finances

- In late December, I finally received the billing from McGill for Frosh security and grounds support. However, none of the SSMU Coords are around to help me invoice this, so invoicing is fairly complicated. I am trying to send the invoices to the faculties asap, but the lack of a VP Internal (until very recently - welcome, Omar!) has made this difficult.
- Sponsorship cheques should be cut this week, so expect those to arrive soon!

#### Base Fee Referendum

- I spent some time preparing this motion and analyzing the numbers over the Christmas break.

#### Mid-Year Financial Statements

- Next week, the Executive Committee is scheduled to review and approve the December Financial Statements. Once this occurs, I will present a financial update to Council.



### FERC Financial Ethics Policy

- Working with the FERC Commissioner and the FERC to write a policy that will replace the Ethical Investment Plan and the Purchasing Policy, which will outline the history of financial ethics policies at the SSMU and the obligation on the SSMU to adhere to the purchasing database, as well as the procedures for FERC to evaluate suppliers and the Investment Portfolio.

### Funding

- The Funding Commissioner has done a great job of improving the funding website and wufoo form over the break. We've revised the form so that it contains more, direct questions (with lower word limits), instead of a single long, open-ended cover letter. This will allow the Committee to review applications much faster, and will ensure that groups are more aware of what information the Committee is looking for.
- Additionally, we've made some changes, such as limiting the applications to one fund per application, which should really decrease the processing time and allow groups to receive their funds much faster.
  - As a result of these changes, we will be able to release a schedule, letting groups know when their application is going to be considered, and approximately when they should expect to receive their funding. Having an advance schedule has also allowed us to have a tiered deadline, meaning that groups whose applications are going to be considered later can apply later, whereas they were previously required to rush to complete their application by the early deadline, more than a month before the Committee would be able to consider their application.

### February Budget Revision

- I will be starting on the February revision of the Operating Budget next week!

### First Fee Advisory Committee

- First meeting of the semester upcoming (Friday).

## **2. OPERATIONS**

- MiniCourses
  - I spent a lot of time from Saturday-Tuesday working with my staff to prepare MiniCourses to launch for the Winter term. We had some issues with the website, however it is now operational and using our new domain name (minicourses.ca), which is great. We've also moved registration to wufoo, which will allow the coordinators, the MiniCourses manager, and the VP Operations to work together much more seamlessly when there are payment or registration issues. It also allows the front desk and myself to accept cash payments, which is great.



- Beer contract MoA
  - Meeting with the Gerts Manager and the Faculties this weekend to review the first draft of the sponsorship MoA re the Sleeman Agreement.
- Operations Management Committee
  - I'm waiting until Wednesday/today to allow people to submit blurbs, and then members-at-large will be selected and a meeting will be called asap.
- Health and Dental Review Committee
  - Waiting for ASEQ to reply re: their availability, and then will hopefully be scheduling a meeting where ASEQ will present some tentative costs to the HDRC.

### 3. OTHER

#### MoA Negotiations

- The VP University Affairs and I met with the DPSLL Office earlier this week to review the initial draft, but didn't finish. More updates to come!

#### Work Hours

- In accordance with the Accountable Leadership Policy, a log of my hours is publically available. You can view my [hours log here](#).

Respectfully submitted,

Zachariah Houston  
Vice-President (Finance & Operations)