



Office of the Vice-President (Finance)

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Montréal, Québec, H3A 0G3

Located on unceded, Kanien' kehá:ka traditional territory

REPORT: VICE-PRESIDENT (FINANCE) 2019-02-21

Submitted for: February 21st, 2019

For the period of January 7th, 2018 to February 21st, 2019

Committees

- **Funding Committee** The funding handbook is still underdevelopment.
- **New Committee:** Looking to restructure and add a critical committee we lack, the Financial Budget Committee to overlook all events budget, internal operations and analyze the cost of every council motion and new activity that comes from capital expenditures or new hires.

Operating Activities:

- **2020 Budget:**
 - Biweekly meetings with the General Manager and Controller to develop the 2020 budget and the contingency budgets with departmental heads such as the operations director, building director and the communications director.
 - Working on creating departmental and service budgets to ensure there is a budget for next year's SSMU services and committees.
 - Done with three service budgets and most of the internal departments such as President, Internal and Student Life.
- **Human Resources:**
 - Still Working on an internal project with our HR manager to consolidate management control and processes such as SSMU service hirings.
- **Accounting**
 - Expanding on the Accounting guide and developing requirements for future projects that will increase financial responsibility and transparency.
 - It is now on the 6th iteration. Expanded portion on GST/HST tax and the honorarium limitation.



Services:

- **Service Meeting:** Service manager idea was welcomed by the Services. Worked on several logistically purchases such as PSC capital assets, stickers, MSERT first aid/responder certifications, SACOMSS honorariums etc.

Clubs:

- **Club Auditor:** We realize there needs to be better documentation on the expectations and requirements for clubs on an operating and financial aspect. Clubs are failing to submit contracts to SSMU for me to sign and provide insurance coverage or go through the proper channels to allow for alcohol consumption without endangering our alcohol permit.

Note to Councilors:

- **Financial Responsibility and Management Controls:** I highly suggest councilors to be more involved in the daily logistics of clubs. This is because when new bank accounts and new banking features were requested by clubs throughout the years, it has started a dominos effect.
 - Requires consolidation of all clubs to make sure all bank accounts are accounted for
 - Very hard to do and communicate because → Clubs executives lack accountability to stay as a club executive, resignation, high turnover, lack of institutional memory, lack of remembering email accounts and procedures, lack of filling out of Student Group Information Form, lack of contact for SSMU to contact clubs because Student Group Information Form are not filled our lack a valid email.
 - Required consolidation of club financials with SSMU financials → this was always requested by our Auditors in their management report. The RBC bank account consolidated clubs but also gave our Internal Auditor (controller) access to all club financials which point out very big issues.
 - This is because activities can be interpreted from accounting books.
 - This lead to identifying clubs that are running events without insurance, SSMU knowledge of the event, financial mismanagement, money disputes, lack of internal controls to manage cash.
 - Financial control led to insurance questioning: Our insurance does not cover binge drinking, apartment crawls, international trips, extreme sports etc.
 - Alcohol events that we don't know but just got caught wind, violate our alcohol permit and Sleeman Beer contract will put all Societies in jeopardy, BDA, 4/7, Blues Pubs, Faculty Olympics.



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- **Timeline:**
 - **Consolidation of clubs → Bank account → Financial Analysis (Internal Auditors) → Club mismanagement over several years → lack of insurance → chance of violating beer contract → financial mismanagement → Club Sanctions**
 - **SSMU is trying to handle all the clubs before it becomes too extreme for our operating staff to handle.**
 - This wasn't a problem the prior years because we never consolidated our club bank accounts and integrate management which our external auditors has consistently reminded us.
 - Once we did, there is no turning back when we realized all these activities.
 - Our main goal is to make sure all these events are insured, money is not lost and we pass our annual external audit.
 - We are currently developing guides as a solution but the most important aspect is to make sure we do not fail the external audit due to lack of internal controls: Sanctioning clubs.
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Jun Wang

Vice President (Finance)