



## **AMS Finance Office Council Update September 30th, 2020**

### **VP Finance**

The VP Finance has been reaching out to see whether the AMS/GSS Health and Dental Plan coverage limit can be increased for mental health support, as well as revising the AMS/GSS Health and Dental Plan's permanent opt-out policy. The VP Finance is also working to complete an audit of total student enrollment numbers to ensure that reconciliation numbers are correct between UBC and the AMS, and setting up a procedure to conduct this for the next fiscal year. She has also been working in conjunction with the AVP Finance to hire and transition new staff into the Finance portfolio, along with trouble-shooting student and club issues.

### **AVP Finance**

The AVP Finance has been working with the accounting department to establish a deposit system in which clubs can transfer collected membership fees, sponsorships, etc. into their AMS accounts. The AVP Finance is working in conjunction with the VP Finance to hire and transition new staff into the Finance portfolio, along with trouble-shooting student and club issues. The AVP Finance has been doing internal budget reviews, along with conducting Treasurer Orientations.

### **AVP Funds**

The AVP Funds has been processing all student fee opt-in/ opt-out requests while also troubleshooting any issues students have had with the opt-in/opt-out processes. The AVP Funds has also been assessing the AMS subsidy, SUB Renewal Fee subsidy and U-Pass subsidy applications. The AVP Funds is working in conjunction with the VP Finance to transition new staff to the Finance portfolio.

### **Clubs and Constituency**

The Clubs and Constituencies Administrator has been conducting treasurer orientations, trouble-shooting club and constituency issues, and training treasurers. The C&C Administrator has also taken on Showpass trouble-shooting questions during the transition of hiring a new Financial Systems Administrator. The C&C Administrator is also working on the 2020-2021 version of the Financial Procedure Guide.

### **Funds and Grants**

- To be hired

## **Financial Systems Administrator**

- To be transitioned in