



AMS Finance Office Council Update

October 14th, 2020

VP Finance

The VP Finance has been working with Studentcare to improve the permanent opt-out process. The VP Finance is also working on transitioning the new staff in by giving them access to workstations and offices, as well as providing help in their tasks. The VP Finance has been working with the AVP Funds to set up a funding structure, and reviewing data from the U-Pass subsidy to ensure that the data requested is correct. The VP Finance has been working on Certify and organizing all constituency account codes, as well as meeting with RBC to discuss potential collaborations. The VP Finance, along with the AVP Funds, has finished reviewing all AMS subsidies and SUB renewal subsidies.

AVP Finance

The AVP Finance is transitioning the new Financial Systems Administrator into the Finance portfolio and providing training on Showpass, Square, credit cards, and Sharepoint. The AVP Finance has also been working with the accounting department such that clubs can transfer collected membership fees, sponsorships, etc. into their AMS accounts. The AVP Finance met with RBC to discuss future event collaborations, and reviewed club applications with the Clubs and Societies Working Group. Typical tasks such as troubleshooting student and club issues continue.

AVP Funds

The AVP Funds has been working with the Funds and Grants administrator to complete assessing AMS subsidy, SUB Renewal Fee subsidy and U-Pass subsidy applications. The AVP Funds has also been helping students troubleshoot any issues that came up during the fee opt-in/opt-out process. The AVP Funds also met with SEEDS to discuss a potential collaborative research project to evaluate the Sustainable Foods Access Fund.

Clubs and Constituencies

The Clubs and Constituencies Financial Administrator has been conducting treasurer orientations, trouble-shooting club and constituency issues, and training treasurers. The C&C Administrator is working on the 2020-2021 version of the Financial Procedure Guide. The C&C Financial Administrator has been reviewing club applications with the Clubs and Societies Working Group, and answering club inquiries. The C&C Financial Administrator has also deposited the \$500 starter pack for new clubs into their club accounts.

Funds and Grants

The Funds and Grants Administrator has been working with the AVP Funds to complete assessing AMS subsidy, SUB Renewal Fee subsidy and U-Pass subsidy applications. The Funds and Grants Administrator is also planning to hold an upcoming Funds and Grants meeting to assess new funding applications.

Financial Systems Administrator

The new Financial Systems Administrator has been undergoing transition, issuing credit cards, and learning Showpass/Square/Sharepoint/US Bank. The Fin Systems Administrator has been providing clubs with Showpass access and issuing credit cards/making US Bank user profiles. They have also been working on the Certify contract with the VP Finance, as well as clearing all emails that may have accumulated during transition. The Financial Systems Administrator has also been troubleshooting Showpass issues with clubs and ordering more Square readers.

Sustainable Projects Fund Coordinator

The SPF Coordinator has completed transitioning into the new role. The Coordinator has been reviewing SPF applications and is planning the first SPF Committee meeting. The SPF coordinator has also been working on a presentation for the AMS Sustainability Symposium to promote the Fund to students and clubs at UBC.