



## **AMS Finance Office Council Update October 28th, 2020**

### **VP Finance**

The VP Finance has been preparing for the Budget Reforecast, and working with the AVP Finance to consult Executives on potential projects that they would like to carry out. The VP Finance has started on the Q2 Report, which is due by the end of November. The VP Finance has been working with the Certify team to implement the program, as well as reaching out to constituencies to include them in testing Certify. The VP Finance has been working with the Managing Director as well as the union on the terms of the Senior Financial Analyst position.

### **AVP Finance**

The AVP Finance has been working with the accounting department such that clubs can transfer collected membership fees, sponsorships, etc. into their AMS accounts. Furthermore, the AVP Finance has been working on revising the AMS Finance Procedure Guide for 2020-2021 with the Clubs and Constituencies Financial Administrator and trouble-shooting reimbursement and club inquiries. The AVP Finance has also been compiling documents for Finance Committee meetings, taking meeting minutes, and working on the AMS Budget Consultation Form. The AVP Finance has also been authorizing treasurers and attending Certify implementation meetings.

### **AVP Funds**

The AVP Funds has been working on Funds and Grants promotional material to help attract more applicants. The AVP Funds has also been preparing fund application resources such as an application checklist and a document that discusses common application errors, to help ensure that more successful applications are received. The AVP Funds has also been finalizing the subsidy approval lists and will be working with UBC staff to administer the money to all successful applicants. Lastly, the AVP Funds has been preparing reports on fund usage for the Q2 report.

### **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. The C&C Financial Administrator continues to work on day-to-day troubleshooting via email, including

SharePoint and providing trial balance to club treasurers and hosting office hours to solve any club-specific issues.

### **Funds and Grants**

The funds and grants administrator have worked with the AVP funds to process, evaluate, and approve AMS General Subsidies applications as well as Upass subsidy applications. A finalized list of approved applicants have been compiled and awaiting to be sent to UBC. The Funds and Grants administrator has also worked on processing funding applications from AMS clubs and constituencies, particularly the Clubs Benefits Fund. Currently, we received 3 new applications. Discussion with the Funds Committee will take place this week. Future biweekly meetings have also been set. While the funds and grants administrator transitions into the role, she will continue to familiarize herself with AMS code, procedures, and fund details.

### **Financial Systems Administrator**

The new Financial Systems Administrator has been issuing credit cards, and helping clubs with Showpass/Square/Sharepoint/US Bank. The Fin Systems Administrator has been working with accounting on club transfers and issuing credit cards/making US Bank user profiles. The Administrator have also been working on the Certify implementation with the VP Finance and trouble-shooting credit card issues. The Financial Systems Administrator has also been working with the Square team to order more Square readers.

### **Sustainable Projects Fund Coordinator**

Over the past 3 weeks, the new SPF administrator has been contacting on-going project leaders to ask for mid-project updates/reports, reimbursement requests, and answering any questions or concerns that they needed answering. Pending reimbursements from summer have been processed. The new SPF administrator also organized and held the first SPF subcommittee meeting of the 2020/2021 academic year on October 16th, 2020. We discussed ideas for policy changes and covid guidelines with regards to the SPF, and we reviewed a small project application submitted September 2020. Future SPF meetings will take place Friday bi-weekly and are scheduled in Outlook Calendar. Currently, the SPF administrator is working on a presentation for the Sustainability Symposium on November 6th, 2020.