



AMS Finance Office Council Update November 11th, 2020

VP Finance

The VP Finance organized the audit report and presented it at the Annual General Meeting. The VP Finance hosted a Health and Dental Committee Meeting to discuss health and dental fee surplus, removing permanent opt-outs, community engagement, bursary funds, needs assessment surveys, plan benefits, and the legal program. The VP Finance has been working with PBC and Hub International Insurance for the Health and Dental Plan. The VP Finance has been researching various initiatives/products to assist with mental health programs for the Health and Dental Plan. The VP Finance is preparing for the Budget Reforecast with the AVP Finance and Finance Committee. 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 and evaluating cardholders/constituencies' feedback form.

AVP Finance

The AVP Finance has been working with the accounting department to transfer membership fees from clubs to the AMS, trouble-shooting financial issues with club treasurers, and working on budget consultation with the AMS Executives. The AVP Finance is working with the VP Finance and Finance Committee on the next budget reforecast. The AVP Finance is also organizing documents and participating in the AMS Finance Committee, revising the 2020-2021 Finance Procedure Guide, establishing the next Health and Dental Committee meeting, and assisting in bringing Certify to constituency treasurers. The AVP Finance is reviewing and providing feedback on received short-term loan applications. The AVP Finance has created the September and October reports for Finance Committee.

AVP Funds

The AVP Funds has been finalizing promotional materials to promote the various funds and grants that the AMS administers. Some of these materials have already been shared, kick-starting our promotional campaign for this month. Graphics are completed and will be circulated to constituencies and UBC departments soon in order to increase reach. Furthermore, the AVP Funds has been creating more informative guides to AMS funding opportunities that will be circulated to our subsidiaries to help ensure that we receive high quality applications that are more likely to be approved. The AVP Funds has also been working to ensure that student fees are properly allocated to all AMS fee receiving groups and has been communicating with these groups to prepare financial updates for Q2. Lastly, the AVP Funds has continued to troubleshoot any remaining issues with fee opt-ins/opt-outs and subsidy applications.

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 has been working on the 2020-2021 version of the Financial Procedure Guide. 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. The C&C Financial Administrator continues to help club treasurers with the online reimbursement process to ensure that they are processed in a timely manner. The C&C Financial Administrator will be working on a quiz for treasurer orientation, as well as creating a newsletter email for treasurers with recent Finance updates.

Funds and Grants Administrator

The Funds and Grants Administrator hosted a Funds Committee meeting to go over new applications and communicated the committee's funding decisions to these applicants. The Funds and Grants administrator also created a survey to check-in on all constituencies and has been in communication with their treasurers. Lastly, the Funds and Grants administrator has been working on conducting a large-scale analysis of AMS fund usage.

Financial Systems Administrator

The Financial Systems Administrator (FSA) has completed the implementation template and is working on the next stage of the Expense management project with the VP Finance and the Certify team i.e. Configuration of the platform. The FSA has been contacting the constituencies who have opted-out of the new commercial credit card initiative to obtain their feedback and come up with other ways to help them. The FSA has ordered about a hundred new square card readers. The FSA has been drafting an instructions guide on how to access and navigate through the US bank credit card system. The FSA has been working closely on the US Bank Reconciliation with the Accounting team to make sure receipts for transactions are being uploaded on time and ensuring timely allocation of payments before the end of cycle. Also providing monthly pivots to the Accounting & Administration Supervisor on the Sales Report obtained from Showpass and Square to ensure the right amount of funds are being transferred to the clubs and constituencies. The FSA has been facilitating clubs and constituencies in setting up online square payment forms by integrating Square API to their respective websites. The FSA has been issuing credit cards and troubleshooting issues related to it along with facilitating clubs with large transactions through VP Finance's Credit card. Also making sure constituencies fill out the AMS credit card usage policies. The FSA has also been setting up Showpass and Square accounts for clubs and constituencies and helping them with Sharepoint access.

Sustainable Projects Fund Coordinator

The SPF administrator has reviewed one small project, which has been approved by the Finance Committee. The SPF administrator has also received one MOU application and a large application, which have both been reviewed in last week's SPF subcommittee meeting and is waiting for FinCom approval. Besides reviewing new applications, the administrator has also been in contact with ongoing project leaders seeking reimbursements for

past purchases. The administrator has also been preparing for the Sustainability Symposium taking place Friday November 6th. Moreover, SPF Covid policies and project extension forms/applications have been drafted. These drafts are expected to be official by next week.