



AMS Finance Office Council Update November 25th, 2020

VP Finance

The VP Finance organized a Health and Dental feedback form to gather data on how the plan can be improved as well as consultation regarding potential new services. The VP Finance also organized a meeting in Executive Committee to discuss health 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, Hub International Insurance and the GSS 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 finished the Q2 Report, which is due by the end of November. The VP Finance is also working with WUSC to ensure the 8 students who arrive in the new term to be as prepared as they can be. The team has been coordinating the ordering of laptops, housing supplies and etc.

AVP Finance

The AVP Finance has been working with the VP Finance and AVP Funds to compile the AMS Q2 Report. The AVP Finance has also collected budget consultation forms from the AMS Portfolios, and will be taking them into consideration when establishing the next budget reforecast. Furthermore, the AVP Finance has been working with clubs to establish MOUs for short-term loans, helping the AMS Indigenous Committee with finances, and working on the newsletter. The AVP Finance will be assisting the VP Finance in preparation for the mid-term review. The AVP Finance has also been working with Communications to update the AMS website, creating Qualtrics forms for the Health and Dental Surplus consultation, and creating Qualtrics forms for the AMS Employee Benefits and Pension Plan survey. The AVP Finance has been working with the Clubs and Constituencies Financial Administrator and Financial Systems Administrator to roll out the Square reader loan program to clubs and constituencies.

AVP Funds

The AVP Funds has been working on a proposal for an AMS Mental Health Subsidy and an MSP Subsidy that will utilize funds from the Health and Dental fund. The AVP Funds has also been supporting the Funds and Grants Administrator on a proposal for a collaborative project with AMS Constituencies that will utilize the Constituency Aid Fund as well as constituency surpluses. The AVP Funds has also been working on drafting and finalizing an MOU with the Sustainable Foods Access Fund partners. This will ensure that the SFAF fee is allocated appropriately each year and will also confirm that and outline the projects that the fund will be

supporting. Lastly, the AVP Funds has continued to work on fee allocations and has been trouble-shooting issues regarding allocation to AMS fee receiving groups.

Clubs and Constituencies

The Clubs and Constituencies Financial Administrator (C&C Financial Administrator) has been planning for the last treasurer orientation 2020. This is the 8th treasurer orientation since April 2020. The C&C Financial Administrator has been working on making a make-up quiz for those treasurers who couldn't attend the orientation. The C&C Financial Administrator has reached out to the newly constituted clubs to share treasurer authorization process. The C&C Financial Administrator has sent out a newsletter to all treasurers including the updated Finance Procedure Guide and reminders about the reimbursement process. The C&C Financial Administrator continues to hold office hours, troubleshooting finance questions and monitoring the reimbursements email.

Funds and Grants Administrator

The Funds and Grants admin communicated with the Service portfolio regarding possible collaboration opportunities with Ehub and Foodbank. Three clubs have been approved for the Clubs Benefits Fund and results have been communicated. The next Funds Meeting is set on Nov 20, where four new proposals will be reviewed. The Funds and Grants administrator have obtained promotional material from previous fund recipients and is in the process of creating visually pleasing marketing materials. The recent survey sent to constituency treasurers showed positive feedback and interest from constituencies in collaborating with the AMS. As an on-going project for this term, the Funds and Grants Administrator will conduct research and roll out a new fund in collaboration with the constituencies. 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 been helping to answer inquiries regarding the SPF from students interested in applying for SPF funding. The SPF administrator has also finished drafting SPF COVID Guidelines and extension forms, as well as Budget Amendment Request forms. These documents were created in response to concerns expressed by on-going project leaders, and they will provide more flexibility for on-going projects that have experienced Covid-related disruptions. The documents are awaiting final approval from the AMS Finance Committee. The SPF administrator is currently in the process of brainstorming policy changes in response to concerns raised by on-going project leaders, and these changes are expected to take effect in December 2020.