

## **Office of the VP Finance Office**

### **Report to Council**

#### **2023/24 Final Budget Creation**

- Ongoing work with business managers, executive offices, and services to create the final budget.

#### **VP Finance Caucus**

- Planning of constituency VP Finance initial meet and greet to discuss concerns and collaborations for the year ahead.

#### **Canvas Course Update**

- Over the past week, my team and I have been working on updating the canvas course for all club treasurers and VP Finances by learning from past years' mistakes and working to ensure reimbursements are completed in a timely manner.

#### **Updating Opt in and Opt out forms**

- Updating dates and deadlines to ensure students are aware of the dates and the application process is smooth.

#### **Templates and Goals for Budgeting**

- Initiated creating a budget template and goals/reasons for budgeting so the budget itself should reflect steps and requirements needed to achieve plans, goals, visions, and missions.