



# REPORT

*From the office of the...*  
**Vice-President (Finance)**

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TO: Members of the Student Representative Assembly  
FROM: Jeganiyah Jayachandran (JJ), Vice-President (Finance)  
SUBJECT: SRA 21Q Report  
DATE: March 9, 2022

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Dear Members of the Assembly,

Time has flown by so quickly & we are reaching the end of our terms soon. I hope you all are doing well! Outlined below are some of the events, projects, and activities, in which I have engaged in thus far or completed.

## **EVENTS, PROJECTS & ACTIVITIES**

**Welcome Week Advisory Committee (WWAC):** Confirming faculty reimbursements through the SA Office for 2021 WW expenses. I am also in bi-weekly NODA meetings in which we continue to analyze the logistics associated with the new WW board & planner equity changes. The committee is beginning to plan overall structure for the upcoming WW.

**Restructuring WW Finances:** WW finances & organizing the finances that faculties have received & spent were slightly difficult to document. I have been coordinating with stakeholders to compile spending trackers from WW planners to process the money transfers, but I am still waiting on most faculties to send in their trackers, as I have requested since September. Due to the nature of the finances &

**Financial training to PTMs and Directors of MSU services:** As we are currently in the process of hiring new PTMs & directors, the accounting team and I have been working to find a way to make a seamless, online method for Purchase Order requests & approvals. Given the nature of the online year, services were given “online POs” to complete but the process is not completely paperless as our current Accounting Clerk would physically write out each PO for myself to sign – an extremely time-consuming process that takes away from their regular duties. In time for the new onboarding, we will prepare a new PO form that will allow the incoming VP Finance to approve & sign POs via email. I am looking forward to training incoming service directors & executives on how to use the form & about the overall PO process.

**Financial Transparency Campaign Week:** With the help of Nathan, the finance committee, & the Comms team, we will be running our second financial transparency next week, from March 14<sup>th</sup> to the 18<sup>th</sup>. We will be offering a survey for students to complete & gift cards to winners. The focus for this financial transparency campaign will be on the budgeting cycle as we are currently in the process.

**Clubs Special Projects Funding:** Harleen & I reviewed over 250 Clubs funding requests in October and November. With the return to campus & clubs hosting many events, I will be circulating to all clubs an application form for clubs' special projects funding on Monday, March 13<sup>th</sup>. This funding is provided for events or projects that promote joint-initiatives among multiple clubs. We expect to receive a large sum of applications so we will set up weekly meetings to review incoming applications.

**Student Life Enhancement Fund (SLEF):** Working alongside University stakeholders, including Nancy from Sean Van Koughnett's office, we were able to coordinate the dates for the SLEF fund – this includes the call for ideas (submission period), selection dates, and student voting dates. Following promotional material that the comms team & Underground supported in, we were able to increase the number of submissions received. The subcommittee has met multiple times to review the submissions & have provided funding for a few student-led initiatives, including some within by MSU members, such as the Menstrual Equity Project & the FCC Community Fridge.

**USIF Funding:** Following the approval of the Fall funding requests, the sub-committee will be meeting next week to review Winter submissions & determine approvals for funding.

**Hiring:** With the departure of our Outreach Coordinator from CFMU, I have been working with Renee & the CFMU team to initiate the hiring process. We have reposted the ad on Indeed due to the lack of applications received & have had some difficulty in finding a candidate with the skillset & experience that the position would require. I have also been involved in SWHAT director hiring. Following the departure of our Clubs Administrator Jenna, we had a lengthy hiring process & have finally approached the end. The successful candidate will be receiving an offer letter & employment package to accept this week.

**MSU Courtesy Card:** Following many delays to the return to in-campus, the MSU Courtesy Cards have been printed & placed in mailboxes of individuals. Miscellaneous ones have been left with the front desk clerks, so if you are an SRA member that requested a courtesy card, please go to the front desk during office hours!

**Food & Beverage Operations:** Following the RFP & direction from the Executive Board, we are pursuing Compass Group to oversee our food and beverage operations. We are in the process of negotiating & confirming the legal agreement.

**The HUB:** I have been meeting with John & Laurie (the project manager) to oversee the HUB construction. In the next month, we will be determining furniture to order. There are also upcoming meetings with the AVTEK team to determine what the audio-visual equipment will look like & placements. We have also had discussions with the comms team regarding signage through the building.

If you have any questions or concerns, please do not hesitate to contact me by email at [vpfinance@msu.mcmaster.ca](mailto:vpfinance@msu.mcmaster.ca). I am always open to collaboration & supporting you in your year plans and goals

Wishing you all the best,

Jeganiyah Jayachandran (JJ)  
Vice-President (Finance) & CFO  
McMaster Students Union