



# 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 21F Report  
DATE: July 18, 2021

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Dear Members of the Assembly,

I hope you are all doing well & enjoying your summer as the province slowly reopens various sectors. Although only a month has passed since my last report, there has been more progress on some of my projects & of course the creation of my year plan!

Please see below some of the highlights of current and past events, projects, and activities.

**Welcome Week Advisory Committee (WWAC):** Through our bi-weekly meetings we have discussed possible schedules of campus events programming, transition & events for second year students (class of 2024), the use of Archway cohorts, residence life, etc. With more updates to the re-opening in Ontario, some in person programming may be incorporated into Welcome Week, which is planned for the first week of September.

**Train WW Planners on WW Finances & Budgeting:** I worked with Andrijana from the Student Affairs Office to conduct finance and budget training for the Welcome Week faculty planners. We were able to provide information regarding levy breakdown, instructions for making purchases & rep suit ordering, as well as a walkthrough on how to use the budget & expense tracker templates provided.

**Finance Committee:** Chaired by the AVP Finance, this committee meets biweekly to work on common goals of promoting financial transparency to undergraduate students, supporting bylaw nine groups, creating courtesy cards & many more. We will continue to work together to plan out more of the financial transparency campaign in the upcoming weeks, as it is set for September currently.

**Budget plans for MSU service directors:** Based on the approved operating budget for this fiscal year, I sent out up-to-date budget trackers/planners for all service directors to use. Directions on how to read account numbers, basics of understanding expense and revenue lines in the budget and tips for planning the budget were provided (as part of their financial training). After consultations with many directors to provide additional

guidance, budget plans were submitted to Nathan and myself by July 9. We hope to look through the budget plans in the upcoming days & provide feedback as necessary.

**Financial training to Clubs:** In the upcoming weeks, I will be working with the Clubs Accounting Clerk (Harleen) to create financial training for clubs. These modules will cover information regarding club finances – including bank account info, applying for funding, reimbursements, credit cards, etc. I hope to have these modules completed by August so they can be made available to club execs by early September (during their clubs training).

**Financial transparency – Guidebook in First-year mailout:** The comms team and the underground designed the financial breakdown of fees in the MSU guidebook based on the fees list that I provided them with. The template was sent out for print & will be sent out during the mail-out or pick-up (for residence students) in August.

**Update MSU Website – Your Money:** Many parts of the MSU McMaster website are outdated, including the graphics of student fee breakdown (i.e. how much each student pays towards a service). I hope to collaborate with the comms team to design new graphics and ensure that the information on the “Your Money” page is updated & displays accurate financial info, to ensure that we engage in financial transparency goals with the undergraduate student population. Hopefully, this process should be easier as they have already designed graphics for the MSU guidebook.

**HSR Bus Pass:** I have been in meetings to discuss what distribution of presto cards on campus will look like & information regarding the vouchers. I hope to work with the comms team in August to promote information regarding the HSR bus pass & make new resourceful videos.

**HUB:** This has been a very exciting project that I am personally very interested in as the HUB will expand student activity space on campus. I have attended meetings led by Laurie in which I gained a better understanding of the space, ideas for how the space may be utilized and tentative timelines for opening to the public. I have been looped into discussions surrounding Requests for Proposals (RFPs) that John has been receiving regarding use of spaces by external vendors – I am very excited for what the HUB will offer to students in 2022!

The following is an update to some of the “current challenges” I outlined in my previous report:

- **COVID regulations & in-person activities:** With the changing provincial regulations, parts of the campus will begin to open to the public and hopefully contribute towards better student life on campus. The campus store is set to open with capacity limits. The Welcome Week team will continue to work around changing guidelines and possibly have some in-person events integrated into

existing plans, with the expectation that the province continues its positive re-opening trend.

- **Signing cheques:** Due to working from home, the accounting office & I noticed that there were delays in the processing of cheques and forms due to my signature. To resolve this, I have started going into the office weekly to sign any purchase orders, reimbursements & cheques. This has significantly sped up payment processing.

If you have any questions, concerns, or thoughts regarding any part of this report, please do not hesitate to reach out.

Wishing you all the best,

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