

# **VICE-PRESIDENT (FINANCE) TRANSITION REPORT 2021-2022**

Prepared by:

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Hello Sarphina,

Congrats on being elected as the Vice President (Finance) for the upcoming 2022-2023 year! With your extensive experience as an SRA member & involvement within several committees, I have no doubt that you will be an amazing student leader & voice within the MSU.

I tried to keep my transition report as concise as possible as a lot of the learning comes from meeting with stakeholders & actually engaging in conversations. Below I have provided a breakdown of committees you sit on as well as the most recent updates surrounding your work on these committees. I have also included a month-to-month breakdown – only some of these items are mandatory in terms of completion by a specific date, however this is what I did. Your timeline will look a lot different depending on your year plan goals, any additional committees you may sit on & of course, how full your plate is in terms of tasks for a given month! One thing to keep in mind is that being a student leader can sometimes be exhausting – some weeks may require you working extra hours to meet timelines – but always remember to prioritize yourself. Do not hesitate to block time off on your calendar to take a break from meetings if needed, utilize your vacation days, prioritize self-care!

I have also summarized a few of my year plan goals that I have highlighted throughout the year.

I will always be a resource you can reach out to – most of the time you don't know what you don't know until you encounter it. Do not hesitate to reach out if you have any questions and/or concerns.

I wish you all the best for the start of your term!

Sincerely,

Jeganiyah Jayachandran

YOUR ROLE AS THE VP FINANCE

As the Vice President of Finance & Chief Financial Officer (CFO) of the MSU, you are responsible for overseeing the day-to-day financial operations & ensuring long-term financial viability of the organization.

The MSU has many different bylaws covering a variety of topics but a few that you should familiarize yourself with include the following:

- MSU Corporate Bylaws
  - Bylaw 3
- MSU Bylaws
  - Bylaw 3 – Student Representative Assembly (SRA)
  - Bylaw 4 – Board of Directors & Speaker
  - Bylaw 5 – General Assembly
  - Bylaw 9 – Financial Affairs
- MSU Operating Policies – Advocacy & Outreach
  - Sponsorships & Donations
- MSU Operating Policies – Business Operations
  - Ancillary Operations
    - \*Note: Many of the bylaws under this category will be removed and/or modified to reflect the closing of MSU Food & Beverage Operations & the transition to Compass Group ownership
- MSU Operating Policies – Services
  - Clubs Financial Procedures
  - The Silhouette
    - The Silhouette Board of Publication
    - \*Note: Familiarize yourself with the MSU Services’ policies as well – it will help guide you in approving purchase order requests & etc. for service programming
- MSU Employment Policies
  - Disciplinary Procedures (to familiarize yourself with EB closed session conversations)
  - Employment Wages
- CFMU Corporate Bylaws
  - Bylaw 3 – Financial Affairs

This is not an exhaustive list of the policies that determine your scope of work during your term. Also, don’t feel pressure to have all bylaws memorized as these resources are readily available on the MSU website & we have experts like Victoria who remembers many off the top of her head!

Although you will have support from the Accounting Department, you are considered to be the face of the MSU from a financial standpoint. Often, you may receive emails expecting you to know the ins and outs of the MSU. Therefore it is important that you communicate with community & university stakeholders on a regular basis as well as staying engaged with our student-led services, businesses & the Compass Group.

## MY TIMELINE

May	<ul style="list-style-type: none"> <li>• Transition into the role</li> <li>• Introductory meetings with university partners &amp; community stakeholders</li> <li>• Initial Welcome Week planning &amp; associated finances based on MOU</li> </ul>
June	<ul style="list-style-type: none"> <li>• Creating budget templates for student-led services &amp; asynchronous financial training material</li> <li>• Hired Clubs Assistant</li> </ul>
July	<ul style="list-style-type: none"> <li>• Confirmed HSR fee schedule &amp; distribution of presto cards to two student cohorts (incoming 1<sup>st</sup> &amp; 2<sup>nd</sup> year students)</li> </ul>
August	<ul style="list-style-type: none"> <li>• Collaborated with Student Affairs Director of Finance to provide WW planner reps with finance training &amp; budget trackers</li> </ul>
September	<ul style="list-style-type: none"> <li>• Welcome Week held</li> <li>• First financial transparency campaign week</li> <li>• Provided FCC with input on Community Fridge initiative &amp; opportunities for funding</li> </ul>
October	<ul style="list-style-type: none"> <li>• Made promotional material for SLEF</li> <li>• Attended Student Union Conference</li> </ul>
November	<ul style="list-style-type: none"> <li>• Advocated for mandatory EIC, Sexual Violence &amp; Harassment prevention, and diversity training for all BoD members in the upcoming year – identified possible trainers with HR</li> </ul>
December	<ul style="list-style-type: none"> <li>• Reviewed financials during NODA meetings to evaluate costs associated with paid planners (SSC led) &amp; for incorporating of MSU student roles in the future Orientation Planning Committee</li> </ul>
January	<ul style="list-style-type: none"> <li>• Negotiated with Insurance provider to set fair premium for the upcoming fiscal year &amp; provided plan for gradual increases to match increase in claims by students</li> <li>• Advocated for MSU-based initiatives to be awarded with SLEF funding (incl. Community Fridge &amp; Menstrual Equity Project)</li> </ul>
February	<ul style="list-style-type: none"> <li>• Successfully completed hiring process for Clubs Administrator</li> <li>• Reviewed audited reports from KPMG &amp; presented to SRA for approval</li> <li>• Created Courtesy Card for MSU members</li> <li>• Hiring Panel for Clubs Accounting Clerk &amp; Accounting Clerk</li> </ul>
March	<ul style="list-style-type: none"> <li>• Provided finance training to incoming SRA members</li> <li>• JD evaluations for the SRA Speaker &amp; The Sil</li> </ul>

	<ul style="list-style-type: none"><li>• Created &amp; circulated the application form for clubs' special projects funding</li></ul>
April	<ul style="list-style-type: none"><li>• Transition incoming VP Finance</li><li>• Accounting Meeting to finalize new PO process</li><li>• Train incoming PTMs</li></ul>

## COMMITTEES YOU SIT ON

### **Board of Directors**

Board of Directors (BoD) members meet once weekly for one hour, with John & Daniela (minute-taker). As meetings at the beginning of the year ran for longer than anticipated the board decided to schedule 2 hour board meetings. These meetings are an opportunity to update the team on some of the tasks you have been working on, any support you might need, and make decisions that are communicated with full time staff. Agenda items are categorized as either a “discussion” item or a “decision” item. Over the past year most of these meetings involved conversations around return to campus, mandates, etc. – the nature of the student concerns that are discussed are unique to the year. When Executive Board does not have meetings – either during December Break or when EB term completes & new members have not been elected (i.e., early-April to mid-June), Board can be designated to approve any time-sensitive matters & then take it to EB for the following meeting.

### **Executive Board**

Executive Board meets weekly or biweekly depending on the time of year. As a previous member of EB last year, I’m sure you are familiar with how these meetings run & typical agenda items. Service directors submit reports 3-4 times per term on a rotating basis. Although you will complete budget check ins with the AVP Finance, please use the budget section of the report to ensure that directors are spending their allocated budgets appropriately. This is also where you will be presenting the initial budget for approval before it is brought to SRA for final approval. This year was unique in the sense that the budget for the 2022-2023 failed to pass at the last SRA meeting. As such, it will have to be brought to the first EB meeting or the next SRA meeting. Please note that attendance is very important for this committee given the small # of voting members that are present on it. You will also be responsible for presenting wage reviews for new and/or updated job descriptions, if you are a member of the wage review committee (read further below).

### **CFMU Board of Directors**

These meetings occur once a month to facilitate discussions between CFMU and MSU board members. Although the campus media AdHoc committee was struck last year to re-imagine CFMU & the Silhouette, the outcome only involved restructuring of the Sil. Depending on the interests of the board, I would encourage re-striking an adhoc committee or completing an org review of CFMU to identify areas of improvement as the presence of CFMU in student culture has declined over the past few years. Each student pays over \$14 towards CFMU ancillary fees – just something to keep in mind!

### **Silhouette Board of Publication**

This committee only meets a few times every year – meetings are struck on an as needed basis. With the implementation of Andrew’s full-time role this year and the modification of the previous Editor in Chief SOP position to a part time role, I believe you should schedule these meetings more often. This year will act as a trial to see whether the new full-time role is serving

its purpose. Outside of the SilBOP meetings, schedule check ins with Andrew to see if there is any way you can support him.

The BOP's official duties include reviewing the budget, approving the publication schedule, and administer the advertising policy within the paper. However, the scope of the group expands to basically "anything except for what stances the Silhouette can take on issues". Staffing structure, printing costs, the number of pages in each issue, digital media strategies and more can all be set at this group. You're the chair, so it is your responsibility to call meetings and organize discussion topics. The Operating Policy for the committee is online and is really helpful.

The Silhouette is cutting down on their print schedule to only one print issue per term. The largest issue will be their summer pride issue – copies will be distributed to first year students as a part of the WW Swag bag or at residence pick up. With the shift to online issues, Andrew submitted a capital request to update the Sil website over the summer months. With the lack of approval of the budgets at the SRA meeting, the Sil needs immediate support in funding to launch the website creation. Please discuss with the accounting team to determine if a loan can be provided (which I doubt can be done without SRA or EB approval), or whether you can use Special Projects to support the initial payments, until the capital budget is approved.

### **Welcome Week Orientation Board**

Previously known as Welcome Week Advisory Committee, this is the second highest governing body of Welcome Week. A large project that has been under work for the past 2 years is the changes implemented based on the NODA review. This includes planner equity (paying WW faculty society planners) & restructuring a committee for 3 SSC based student input roles & 3 MSU members (Maroons coordinator, social media coordinator, research assistant). These student roles will work in a number of smaller working groups, outlined in documents shared by Trish (Campus Events) & Michelle, which will then report up with ideas for planning, guidelines, recommendations etc. Although MSU leaders on the committee (yourself & the VP Admin) represent student voices, the active participation of students in these subcommittees will greatly improve the quality of WW programming.

Last year, Jess implemented a reduction in the WW levy fee from \$123 to \$100 permanently. This left a few faculty societies unhappy with the reduction in the levy they have to work with for faculty specific programming. Many students enjoy faculty-specific events and activities during WW & in September. Please be mindful of their concerns as there is some frustration with not receiving additional support in an area that students receive quality programming. Another thing to note about the levy, is that some faculties are very small and thus receive a substantially smaller amount for faculty specific programming, compared to larger faculties such as engineering. The CPP increase will be used to fund the planner equity initiative, so the %s for the levy breakdown will be slightly lower this year compared to last year.

One of the difficulties with this committee is that SSC members tend to dominate discussions. Do not hesitate to bring up ideas and voice any concerns with topics that are brought up. SSC members tend to believe that they know how to serve students' best interests, but sometimes those decisions do not factor in direct student feedback. Invite planners to express their concerns

with you & facilitate an open line of communication with them. Implement any changes you wish to see via the MOU.

### **Accounting Department Meetings**

The accounting department met a few times this year – I would encourage having these meetings more often to share updates and discuss any areas of improvement. Since you don't have the finance background, some topics surrounding balancing month ends and etc might seem a little confusing. They are the experts so do not hesitate to ask questions and clarify topics if needed. Always offer pathways of support if needed.

### **Sponsorships & Donations Committee**

Chaired by the AVP Finance, this committee met on an as-needed basis to review sponsorship and donation requests. As you were on this committee & well aware of the work we completed, I won't go into too much detail regarding the meetings. Following recommendations approved at the meetings, it is your role to ensure that you send the memo (completed by the AVP Finance) to Victoria along with the relevant motion (usually with yourself as the mover). Speak to the motions and summarize any of the discussions facilitated at the committee meetings that determined the recommended value of the donation and/or sponsorship. Encourage the incoming AVP Finance to schedule meeting slots a day or 2 before the EB agenda item deadline, so memos can be circulated on time. Suggest scheduling those meetings per semester to consistently block out time in members' calendars – this way the group has a set time to meet at & if there are no requests, it can simply be deleted.

There is a sponsorship and donations policy on our website that will outline in more details what is accepted for sponsorship vs. donation vs. youth bursary! The only other note I will say is make sure that your AVP Finance knows they are chairing the meetings and that when it comes down to a vote of whether to allocate the funds/how much to allocate, it is only the voting members that get the final say! Just letting your AVP Finance know this in advance will make things a lot easier when having these meetings. Additionally, you will likely work with the AVP Finance and Communications team to direct them to create promotional graphics and share these graphics to encourage folks to apply to use these funds! Feel free to set up an individual meeting just for this or raise it during your Board/Comms meeting if you think the graphics should be shared!

### **Finance Committee**

Chaired by the AVP Finance, this committee meets biweekly to review budgets from Bylaw 9 groups (i.e. OPIRG, McMaster Solar Car, Incite Magazine). Composed of both elected SRA members & MSU members, this committee supports the AVP in accomplishing finance year plan goals. Over the past few years this committee has worked together to host multiple financial transparency campaigns to educate students on how the MSU allocates and spends student fees. Since you worked very closely with committee member this year, I will not go into too much detail for this as well. As VP Finance you are not a voting member of this committee. Provide insights and support conversations, but try to let the student members express their ideas and suggestions.



## **Full-Time Employment Issues Committee**

This committee usually meets once a month, usually on the day after full time staff meetings. During FT staff meetings, John usually leads with updates to staff & facilitates and discussions. This is an opportunity for you to share updates as well that concern FT staff – try to keep them in the loop about any changes as early as possible. Once board updates are completed, board members usually hop off, allowing FT staff to freely discuss any concerns they would like to bring to the attention of board members and John via the FTEIC meeting.

FTEIC consisting of an SOP representative, a board member, 2 supervisory positions, one non-supervisory position, John, & Renee, this committee meets to discuss any concerns that staff have raised at the FT staff meeting, to their representatives or to John/Renee directly. Possible directions for support & any items that need to be brought to board or specific committees for approval are discussed. If this does not interest you, another board member can be on this committee instead, I just found it very insightful to hear any concerns and work towards addressing them (Especially because concerns can relate to benefits which can tie in with the financial portfolio)

When the RFP for the Food & Beverage Operations was proposed & approved at SRA, a lot of full-time staff were caught off guard. Staff expressed to me that they felt like they were kept in the dark & were unaware of changes to MSU food and beverage roles until after the fact. Although this wasn't during my term, I tried my best to update folks with the limited non-confidential information I had in terms of the process we were undergoing and possible changes in the future.

## **Wage Review Committee**

This committee consists of the HR director, one EB elected member & one board member (typically the VP Finance). In this committee, you will be meeting to evaluate wages for any new roles or any roles for which the job description has been updated & there are changes to the breakdown of the role's responsibilities. As a member of this committee, you will be required to provide memos to the Executive Board outlining recommendations. You are not the sole person responsible for creating memos – share the work & alternate! When there is a lot on your plate, please encourage the other EB member to do their part as well!

## **Student Services Advisory Committee (SSAC)**

This committee was struck because of the Compulsory Ancillary Fees Agreement, which was renegotiated in 2016. This committee is meant to oversee the operations of Student Affairs, regarding spending, priorities and outcomes. There are 4 sub-committees of SSAC, each which focus on a department (Student Success Centre, Wellness Centre, Ath+Rec, Welcome Week), and then there are the main committee meetings. These meetings are chaired by Sean Van Koughnett (SVK), and involve departmental updates, as well as major topics for discussion. As a part of the CAF agreement, this committee also oversees SLEF, which is an important step in getting any funding or changes approved.

You will be an active member of SSAC as you often have to provide updates on SLEF projects.

### Student Life Enhancement Fund (SLEF) Sub-committee

As the VP of Finance you are responsible for taking on the responsibility of working with Nancy Marcos from Sean Van Koughnett's office to determine the SLEF timeline. The committee consists of 3 University Admin representatives & 3 MSU representatives (including yourself). This year the AVP Finance & VP Admin joined me on the committee. We initially met to determine which projects we would further explore for feasibility, costs, implementation, etc. This year we received very few requests & only 5-6 were being further researched by committee members. Typically, 10 or so ideas are selected & included in the presidential ballot for ranking/voting by the student body. Based on the results, the top ideas are granted funding & support from SSAC to implement the idea. As there were only a few "approved" ideas this year, we recommended to SVK that we should approve all the ideas. It is also your responsibility to discuss with the Communications team to promote this fund & encourage student submissions. This is also an opportunity for some of the MSU services to apply for additional funding to support initiatives that enhance student life.

### **Undergraduate Student Initiative Fund (USIF)**

The committee consisting of the VP Finance, Nancy Marcos & Giselle, will meet once per term to review submissions from student groups & determine funding allocations. Once they are confirmed, the Student Affairs Office will complete a Journal Entry (JE) to transfer any funding for MSU clubs to the MSU Chartfield account. Communicate with Jason & the Clubs Accounting Clerk to ensure that these funds are correctly transferred and deposited to the clubs' GL accounts.

### **The HUB Working Group**

Previously there was a committee called the "Student Activity and Fitness Expansion Committee" that helped oversee the Student Activity Building/HUB and Pulse expansion project. This previous committee was comprised of VP Finance, General Manager from MSU, Director and Facility Manager for Ath & Rec, the Facility Services Project Manager, and the University's Dean of Students.

In the past year, the committee consisted of Debbie Good (previous Compass manager – until the end of her employment), the General Manager, myself, & the new project manager, Laurie Nelson. Through this groups we began to loop in stakeholders, including AvTek & Underground for audio-visual equipment & placement of campus media screens for advertising and promotion. We also consulted with Mike to determine signage themes, etc. – you will continue this work but with more info surrounding promo, opening dates... as they become confirmed.

John has also proposed the introduction of a Director of Student Life role to oversee HUB matters, Campus events & the clubs department. This supervisory position will provide somewhat of a bottle neck to that area of the organization, as currently the org chart is "flat" (many roles report directly to John, which adds a lot on his plate). We have consulted with

relevant members & updated the JD. Continue to work on changes to the role, so the wage can be evaluated & the role can be filled in time for the opening of the building in the fall.

### **Hiring Committees**

Outside of the scope of finances, a skill that you will perfect by the end of your term is conducting interviews! Over the past year, I have sat on multiple hiring committees – many more this year due to staff members leaving the organization to pursue other opportunities. Under many operating policies, hiring committees will almost always consist of ONE Board of Directors Member. At Executive Board you will be required to nominate yourself to sit on at least 2-3 director and/or assistant director hiring committees for the various MSU student-led services. Furthermore, as the incoming VP Finance you will be a member of the hiring committee for the AVP Finance – at the end of your term you will be a non-voting member of the next hiring round. As the chair of the Silhouette Board of Publication, you will also be asked to sit on the hiring committee for the Editor-in-Chief (EIC) student-opportunity position.

## YEAR PLAN UPDATES:

As per my initial year plan, I have categorized most of my goals and initiatives into 4 main categories:

1. Business Units & Financial Stability
2. Financial Transparency & Literacy
3. Financial Training & Transition
4. Structural & General Initiatives

I have included brief descriptions for each category & why I felt that it was an area of focus for my platform. Over the year, I learned more about the MSU & opportunities for change. As a result, I modified some of my initial objectives or created new ones along the way; new initiatives are marked with a (\*) at the end of the objective title. I have also included a few “YOUR WORK” summaries describing your work in completing some of the year plans if that is something you would be interested in.

### **Business Units & Financial Stability**

As many are aware, a fundamental part of the MSU includes TwelvEighty, the Underground & Union Market, which promotes student employment & contributes towards student-life on campus. Over the past four years, our business units have accumulated a combined deficit of **\$1,760,270**. The fluctuations in the losses accumulated by these business units per operating year & recent unprecedented changes and closures due to COVID, increases the demand for both short-term and long-term changes to achieve financial stability. It is essential for MSU’s revenue-generating business units to generate a profit to support the many services (ex. Peer-support services) offered by the MSU.

Objective #1:	<b>Explore Requests for Proposals (RFPs) for Food &amp; Beverage Operations</b>
Status:	Complete / Ongoing
	Via the work of the AdHoc committee & various discussions I’ve had regarding the financial implications of the different requests received, we have pursued a contract with Compass Group. The MSU was able to negotiate terms in the contract to reflect the needs & wants of a service providing to the student community. The contract has been signed.
	YOUR WORK: Create a policy outlining the members, role and purpose of an Advisory Committee to oversee future food and beverage operations. Confirm employment of any transition (current) MSU food and beverage employees who will be working with Compass Group.

Objective #2:	<b>Promote take-out &amp; online ordering for TwelvEighty *</b>
Status:	Incomplete / Dropped
	With the delayed return to campus & recent change of government restrictions (vaccine passport check & capacity limits), TwelvEighty did not resume full operations until recently. Given this, although options were explored, I felt that it was not financially favorable this year.

Objective #3:	<b>Online Rewards System for the Grind *</b>
Status:	Incomplete / Dropped
	Like above, given the lack of students on campus & limited operations throughout the year, this was not a favourable initiative to implement. I reached out to Touch Bistro representatives to see options for how the rewards system can be implemented into our current POS system.

Objective #4:	<b>Create Affordable Promotional Packages to Clubs &amp; other McMaster groups for Event Hosting &amp; Catering</b>
Status:	Ongoing
	During the summer, we were able to coordinate residence life (RA) training to cater with TwelvEighty & it was a very successful week given that it wasn't open to students for business at the time. I am looking to confirm the contract with Compass before coordinating package details. I hope to provide the incoming Clubs Administrator with some base information that can be used to provide to clubs during training. I also hope to begin negotiating the opportunity for FCC to collaborate with the incoming Grocery Store for groceries & fresh produce to use in the Good Food Box program.

**Financial Transparency & Literacy:**

There is somewhat of a history of student dissatisfaction with the MSU and lack of transparency. Over the past two years, my predecessors Alex and Jess have implemented financial transparency campaign weeks, in which students can learn how their money is allocated among different MSU services. I wanted to continue to promote financial transparency in hopes of building a strong and very direct relationship with students, in which they can easily access information regarding breakdown of fees, funding and services. In terms of financial literacy, I have goals to restructure some of the past financial training provided to part time managers, clubs, and WW planners.

Objective #1:	<b>Financial Transparency Campaign Weeks</b>
Status:	Complete
	Successfully held two virtual financial transparency campaign weeks, in which I did Instagram takeovers & recorded videos about the budgeting process. Was able to interact with students via the chat function on Instagram stories & answer some questions regarding finances, operating fees, opt outs for health & dental, and etc. Offered a gift card incentive to students who completed a survey regarding finances. The AVP Finance & members of the finance committee also offered good insights & helped coordinate both campaign weeks, along with the Communications & Marketing Team.

Objective #2:	<b>Financial Transparency during Welcome Week (Guidebook)</b>
Status:	Complete
	Worked with the Comms team to introduce a “finance” page in the guidebook given to all incoming first-year students. Graphics of the operating fee breakdown as well as overall fees based on the current year’s fee schedule were included on the page.

Objective #3:	<b>Promote Student Life Enhancement Fund (SLEF)</b>
Status:	Complete
	Given the low number of applications received, I worked on a video with the communications team – we saw an influx of applications received following the posting of the video. I also promoted the fund as an opportunity to support large-scale initiatives & some MSU-based initiatives were selected by the sub-committee & awarded funding.

**Training & Transition:**

Training & transition is an area of the MSU that requires more restructuring. As an organization with large yearly turnover, it is very difficult for streamlined service delivery. Using the feedback received from service directors, AVPs, execs & other MSU staff, I created initiatives to improve training delivery.

Objective #1:	<b>Implement Financial Training to PTMs During Their Transition</b>
Status:	Complete
	Once service directors have been hired, I provided initial training along with the VP Admin in order for them to have some base knowledge surrounding MSU finances & procedures, prior to the training they will receive from you as the incoming VP Finance.

	YOUR WORK: Facilitate an introductory meeting/training with the accounting staff – this will ensure that processes surround cheque requisitions and POs are streamlines this year. Please prepare PTM budgets to circulate ahead of this training.
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Objective #2:	<b>Partner with External Financial Institutions to Provide Finance &amp; Budget Training</b>
Status:	Dropped
	As mentioned above, I would like to include a guest speaker during the transitional training to provide PTMs with engaging financial training with an expert. This would be a pilot project & I will follow up with a survey to Directors & Assistant Directors to see whether it was beneficial to their budgeting process. I will provide this material to the incoming VP Finance, who will determine if this format should be maintained in the following year.  YOUR WORK: If you would like to implement external training for the new trainings, discuss with Renee and/or the accounting team.

**Structural & General Initiatives:**

Objective #1:	<b>HUB Development *</b>
Status:	Ongoing
	I have been engaged in various conversations with MSU staff including campus events, AVTEK & the Communications team, as well as the project manager, Laurie, to coordinate the development of the HUB. With the grocery store almost confirmed (legally), I would like to liaise with the management team to collaborate with MSU services, i.e. Food Collective Centre to provide produce & groceries for GFB. The expansion of student activity on space on campus as well as various peer-support rooms included in the project, we need a full-time role to oversee HUB activity.

Objective #2:	<b>Improve Accounting Procedures *</b>
Status:	Complete
	With the last 2 years spent virtually, all service PTMs & full-time staff have been submitting electronic POs. As the accounting team was still using physical Purchase Order (PO) forms (with multiple carbon copies), our wonderful accounting clerk spent much of his time writing these POs & I would commute to the office to sign them. Based on the in-efficiency of this process & feedback from PTMs favouring the ease of electronic POs, we have made a change to the process. The Underground created a new virtual PO form that

is update to include various payment types & requests; the PDF format will allow the VP Finance to electronically sign the PO & the accounting clerk can add their information on the bottom section. (complete)

As clubs' finances must be conducted using their Clubs' GL account, clubs often come into deposit small amounts of money. The POS system charges a small fee to the accounting team every time a student deposits money via card. There is also fees associated with PayPal & other forms of transfer that the accounting team currently uses. As a result, we have expressed that Clubs should start paying for these associated fees when conducting deposits or payments. I hope to have a fee schedule completed, to be used during the next Clubs' Financial training in August. (ongoing)