



**Alberta Pharmacy Students' Association**

2 – 35 Medical Sciences Building  
8613 114th St, University of Alberta  
Edmonton Alberta, CA T6G 1C9

December 22, 2023

**Kevin Ta**

Finance Jr.

Fall 2023 Semesterly Report

**Routine Tasks**

- Attend biweekly APSA general council meetings.
- Verify purchases from APSA through Interac E-transfer including, but not limited to:
  - APSA memberships
  - Locker rentals
  - Bar night tickets
  - Fundraisers
- Keep record of all receipts and reimbursements.

**September**

- Assisted in the presentation of the annual budget at the first APSA general council meeting.

**November**

- Created invoice template for sponsorships.
- Assisted RxFactor logistics regarding ticketing and banking information.