

March 17th, 2022

Dear APSA Members,

Within this document, you will find the duties of my role as per APSA's Constitution. In an additional segment, you will also find additional responsibilities that I have taken on.

- a) Compile and monitor a yearly budget for the Association**
 - a. The budget has been in development and active monitoring since May 2021, you can find the link to the budget [HERE](#)
 - b. Each councillor was consulted to estimate their projected costs
 - c. Each revenue-generating councillor was consulted to estimate their projected revenue
 - d. The budget was then reviewed with the President, Garrett, and put forward to General Council in September for financial approval
 - e. Each spending has been appropriately logged in our budget for proper record keeping
- b) Present a financial report at meetings of Council as requested**
 - a. Financial reports were reported on an as-needed basis, they were often presented when there were costs that needed to be added to the budget
- c) Compile accurate documentation of all financial transactions completed by the Association**
 - a. There is an ongoing spreadsheet logging every transaction that occurred to and from our bank account
- d) Maintain a record of all e-transfer payments made which includes the amount paid, recipient, date, the reason for payment, and approval by the President**
 - a. There is an ongoing spreadsheet regarding all e-transfers AND cheques that have been sent or received as per the standards above
- e) Collect and deposit money on behalf of the Association on a regular basis**
 - a. Money that has been donated or transferred to us has been properly logged in our "Ledger" to ensure proper record keeping
- f) Ensure the fulfillment of all debts and financial commitments**
 - a. In the budget, there is a page dedicated to financial commitments. This includes money that was "floated" for different reasons, and for different prorated reimbursements that will eventually be returned by another institution
- g) Issue cheques, along with the President, on behalf of the Association**
 - a. See item d, cheques and e-transfers have been approved by myself and Garrett (President)
- h) Manage the Association's cash box and the funds within including the provision of cash floats as required**
 - a. The cash box has been utilized by Jasmine Ly for the "Pie in the Face" fundraiser for RxFactor
- i) Solicit payments from creditors**
 - a. See item a, d, e, g. All debts have been financially reconciled
- j) Prepare and present the Annual Financial report at the AGM**
 - a. Item is pending for March 2022 AGM
- k) Offer support to the graduation committee regarding finances and general dealings with ScotiaBank**
 - a. Extensive support has been given to Tegan and Kallie from the Class of 2023. Support has been given to Melody and Jessica from the Class of 2022 on an as-needed basis.
- l) Sit as the association representative on the CoFA Finance and Administration Working Group**
 - a. Attended CoFA meetings as per my schedule would allow
- m) Develop a working relationship with Faculty Student Services to prepare and negotiate individual memoranda of understanding (MOU) for each budget item within the Market Modifier Fund (MMF) regarding "student betterment"**
 - a. This crucial element has been extensively worked on since July with Ravina, Dallyce, and Dean Christine Hughes
 - b. An amount has been successfully negotiated and reimbursements have been requested as necessary
- n) Work with the VP Fundraising to ensure financing is sustainable and new initiatives are appropriately funded**
 - a. Liaised with John Choi to estimate how much external funding we can secure from donors and organizations such as RxA

Please find my additional responsibilities here

- a) Negotiate with over 25 different insurance providers and Student Group Services/Dean of Students to find the best solution to address our need for a General Annual Liability policy that would cover APSA and the “The Governors of The University of Alberta”.
 - a. This has been an ongoing struggle since APSA’s unique operations often are not an attractive insurance investment from different underwriters
- b) In the progress of preparing a 4-session financial literacy workshop to empower students with knowledge about:
 - a. Debt management
 - b. Savings strategy
 - c. Investing
 - d. Financial optics within a pharmacy career
- c) Assist the Vice President Social with constructing a Blue and Gold Budget
 - a. Ensure that the revenue and expenses are properly forecasted and reconciled

Feel free to email me with any questions at apsavpf@ualberta.ca

Sincerely,



Daniel Martino

Doctor of Pharmacy Student, Class of 2023
Faculty of Pharmacy and Pharmaceutical Sciences
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