



Alberta Pharmacy Students' Association

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

Fall 2024 Semesterly Report

December 3, 2024

Routine Tasks

- Attend biweekly APSA general council meetings.
- Attend biweekly APSA executive council meetings.
- Attend monthly CoFA Finance and Administration board meeting.
- Verify purchases from APSA through Interac e-transfer and Square including, but not limited to:
 - APSA activities (eg. bar nights, sporting events, lockers, new memberships).
 - Fundraisers (eg. Saving Second Base, Movember).
 - Graduation.
- Disburse reimbursements at a regular interval.
- Pay invoices via e-transfer and written cheques.
- Create invoices for partnerships, sponsorships, and MOUs.
 - Ensure funds are deposited.
- Accounting for all funds moved in and out of APSA.

May-August

- Transferred bank account.
- Refer to previous year spending to determine new annual budget approved by general council.
 - Created a public version posted on APSA's website.
- Negotiated new faculty MOU.
- Created automated reimbursement Google form.
- Created procedures document to provide guidance for council members.

November

- Relunched Square payment systems to take in-person credit card payments.
 - Created online storefront for future APSA sales.

Sincerely,

Kevin Ta

VP Finance

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