



Alberta Pharmacy Students' Association

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

Winter 2025 Semesterly Report

April 6, 2025

Routine Tasks

- Attend biweekly APSA general council meetings.
- Attend biweekly APSA executive council meetings.
- Attend monthly CoFA Finance and Administration board meetings.
- 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.

January-April

- Facilitated Pharm v Dent 2025 expenses.
- Constitution amendments to relevant sections.
- Informal transition meeting with Finance Junior.
- Compiled invoice for the rest of MOU.
- Facilitated Blue and Gold expenses.

To-Do

- Fully transition bank account.
- Formal transition meeting with one of: president elect, president, VP administration.

Sincerely,

Kevin Ta

VP Finance

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