

March 15th, 2021

Dear APSA Members,

As stated in my previous councillor report, the duties for my role has remained the same with the addition of finalizing and processing deadlines for the MOUs.

The following is a restatement of the duties and responsibilities of this role as per the Constitution with additional addendums:

1. Compile/overhaul and monitor a yearly budget for the Association
 - a. This creation process began in May and continued through until September.
 - b. Email each councillor to discuss anticipated revenue and expenses for the following year
 - c. All members of APSA replied
2. Attend general and executive council meetings
3. Compile accurate documentation of all financial transactions completed by the Association
 - a. See APSA 2020/2021 Approved Budget
 - b. See Dual Signing Authority Document
 - c. See APSA Reimbursement Form
 - d. See MOU 2020/2021 Document
4. Collect and deposit money on behalf of the association on a regular basis
5. Ensure the fulfillment of all debts and financial commitments
 - a. Debts owed from 2019/2020 that we not completed due to emergent pandemic situations
6. Issue e-Transfers and cheques on behalf of the Association
7. Offer support to graduation committee's regarding finances, negotiations with the faculty, and dealings with Scotiabank
 - a. I met with each grad committee on several occasions along with the faculty to ensure enough funding for graduation would be possible
 - b. Approved and facilitated returns for the graduating class of 2020 ceremony
8. Develop and maintain a working relationship with the FoPPS student services to prepare and negotiate individual MOU's for each budget item in the MMF in regard to "student betterment"
 - a. This year we complete overhauled previous MOU documentation and processes in favor of documentation that would provide better transparency between APSA and the FoPPS
 - b. Currently (as of Nov 22) the negotiations are ongoing due to complexity of situation and dealings
9. Work with APSA's fundraising director to ensure financing is sustainable and new initiatives are able to be funded as appropriate

Additional Monthly Occurrences in Winter 2021 (not found above)

January 2021

- Attended Grad 2022 Committee as well as processing orders for grad clothing and Krispy Kreme fundraising
- Attended PAM Committee meetings
- Attended and worked on scripts for the PAM Video

February

- Attended Grad 2022 Committee
- Attended and adjudicated applicants for awards during the Awards Meeting to be presented at Blue and Gold
- Filmed on location and advised the production of the PAM Video to be presented on Global TV

March

- Reviewed and forwarded the remaining MOU accounts to be balanced

This is a general overview of my role as VP Finance, it does not include the many miscellaneous items that occur throughout the week that are not easily classifiable. If you have any questions for me feel free to reach me at jackie1@ualberta.ca.

Jackie Chow, VP Finance
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