



Alberta Pharmacy Students Association
2-35 Medical Science Building
December 20, 2025

VP Finance / Finance Jr- Fall 2025 Semesterly Report

Regular Tasks:

- Attend biweekly APSA executive meeting
- Attend biweekly APSA general meetings
- Attend COFA finance and administration Board meetings
- Verification of payments through e-transfer and square including,
 - APSA activities
 - Fundraisers
 - Graduation
- Create invoices for sponsorships, partnerships and faculty MOU
 - Ensure funds are received in a timely manor
- Pay invoices via E-transfer and cheque
- Disburse reimbursements in a timely manor
- Account for all funds moving in and out of the APSA bank account

May-August:

- Bank account transfer from previous executive
- Review previous APSA council expenses to develop new budget to be approved by general council, public version in ASPA shared drive
- Negotiated 25/26 faculty MOU
- Created automated reimbursement google form
- Created financial procedures document to guide APSA council members

November:

- Preparation of financial documents and banking statement for COFA financial audit

Sincerely,

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