

## Executive Committee Work Summary

Name	Position	Date Submitted	Reporting Period
Melinda Moore	VP Finance		October 2014

**Consultation and Representation:** Working with system developed to track current finances and compare to budget actuals. (still missing last year's accounting, sent our prior to Fall 2013). Continue to monitor finances with both the office administrator and the house manager, meeting with both on a weekly basis. Wrapping up budgeted year (September 2013-August 2014) and starting tracking the current year. Office Administrator has resigned, (End date October 21, 2014) and so I have worked actively on the transition, especially where the finances of the GSA are concerned. (Krista Harris, current Bar Manager will be assuming a new role as the two positions are amalgamated). Negotiated new contract for Krista Harris, along with a select committee.

**Research and Legislation:** N/A

**Committees and Boards:** The Finance Committee will be one member short now that the Office Administrator position and Bar Manager positions have been amalgamated. Although the bylaws have not been updated to reflect the new employee structure, I would like to call for another member of council to fill the vacancy as the new budget will be discussed in January and I would like a full committee for the discussion. I have consulted with both the house manager and the office administrator regarding the finances on a weekly basis.

**Financial Oversight:** Still waiting on the statements from the accountants (Sent out by previous administration). Receiving these will be a major factor for improving the overall organization of the GSA's day to day financial operations. Waiting on wrap up from Orientation committee to reconcile Orientation line-item spending.

**Projects and Goals:** Clean up organization and administration and begin preparing year end financial report to present to council as soon as the budgeted year has been completed and all expenses have been made and documented (as expected, still waiting on final wrap up from previous fiscal year).

**Announcements:** The Finance Committee has one vacancy, no experience with finance required, if you have any interest in joining the committee or any questions or concerns regarding the finances of the GSA please e-mail me.

Email: [vpfinance@unbgsa.ca](mailto:vpfinance@unbgsa.ca)