

## Executive Committee Work Summary

Name	Position	Date Submitted	Reporting Period
Melinda Moore	VP Finance		January 2015

**Consultation and Representation:** Working with system developed to track current finances and compare to budget actuals. (still missing 2012 and 2013 accounting, sent our prior to Fall 2013). Working closely with Krista Harris to acclimate her to the new role, as well as to prepare the weekly bookkeeping and payroll for outsourcing. Preparing financial summaries and working on the budget proposal along with finance committee. Anticipate: February 2014. Well underway in working with the current budget.

**Research and Legislation:** N/A

**Committees and Boards:** The Finance Committee is once again full! 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. Finance Committee has sat for a three hour meeting to discuss the upcoming GSA budget proposal to council. At this meeting we prepared a solid draft and are now awaiting its review by the Executive committee prior to its presentation to council in February's meeting. Continue to sit on the Bylaw committee which has been active in dealing with proposed changes to bylaw IV (Finances) regarding honoraria.

**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. This has been made more imperative since we now have new management at our bank over the GSA's accounts. Complications on that end have made it difficult to access our organization's account information. Attempting to straighten this out with the bank.

**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). Prepare the proposed budget. This will take up a large amount of time, and so will be the bulk of my GSA contribution for until it is presented to council in February 2015.

**Announcements:** The Finance Committee is full! (Thanks again to the committee members!) If you have any questions or concerns regarding the finances of the GSA please e-mail me.

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