



**MCMASTER
ENGINEERING
SOCIETY**

ACTION PLAN

**VICE PRESIDENT, FINANCE
2021-2022**

TIMELINE FOR THE 2021-2022 ACADEMIC YEAR

SUMMER 2021

- Welcome Week:
 - ⇒ Meet with CoOCs to go over their budget and temporarily approve it
 - Actual approval at midsummer council meeting
 - ⇒ Flexibility will be needed here as we still don't know what WW will look like
 - ⇒ Work with VPSL, AVPCS, President, and Committee to organize swag distribution for new students
- Audit (until June):
 - ⇒ Work with DLD (they mostly handle this): bring them bank statements, etc.
 - ⇒ This is important as we have no money until this gets done
- Budget:
 - ⇒ Budget proposals due from Council, clubs, and teams by June 10
 - Submitted to a form, not emailed
 - ⇒ Have budget completed by ~end of June
 - ⇒ Present at midsummer council meeting for approval
- Expenses:
 - ⇒ Cleaning up after last year, make sure anyone who hasn't been paid yet gets paid (there's a ton of these)
 - ⇒ Create google form to be submitted alongside the paper expense report
 - This will make everyone's lives easier including mine
 - ⇒ Meet the CIBC and DLD to discuss the best way to do expenses online. Some possibilities include:
 - EFT from our bank account, but would require direct deposit info from students. Ask DLD if this is legal
 - Extension to our accounting software (Quickbooks)
 - New accounting software (i.e. Hubdoc)
 - Have a separate bank account we can EFT to with the 2 signers and email transfers from there. Would prefer not to do this.
 - ⇒ Develop a google form for submitting expense reports instead of/ supplemental to the normal Appendix E in the policy manual

- This will make things flow more easily on my end and result in faster for students
- Clubs and Teams:
 - ⇒ Meet with clubs and teams after budget proposals are submitted for discussion with AVPCS and President
 - ⇒ Hopefully the Faculty will have more for us in the way of info on in-person learning by this time
- Surplus spending:
 - ⇒ Emma and Ian both wanted to look into this, but it doesn't seem too urgent—probably easier to think about this in a non-COVID year
 - ⇒ Matt's Hatch project could be a small option for now
 - ⇒ We will have to wait until we get student fees released and I speak with DLD
- Drain:
 - ⇒ Make a plan for the year with the Drain coordinators
 - ⇒ Discuss ways to improve engagement online
 - ⇒ Complete audit of Drain inventory left over from last year
 - ⇒ Support WW committee and reps in sourcing new patches

FALL 2021

- Clubs and Teams:
 - ⇒ All MES groups are required to submit an accountability report including a budget to VPF and AVPCS before SAGM I
 - ⇒ Department and program clubs will also complete and submit a budget package, but will obtain their funding in bulk after SAGM I on the condition that they meet quorum requirements
- Drain:
 - ⇒ Work with the Communications portfolio to improve visibility of the Drain to students, using various social media channels to improve student engagement
 - ⇒ The Drain should be leveraged especially in the online learning situation to help students feel more connected to the MacEng community

WINTER 2022

- Clubs and Teams:
 - ⇒ All MES groups are required to submit an accountability report including a completed budget to VPF and AVPCS before SAGM II
 - ⇒ Department and program clubs will also complete and submit a budget package, but will obtain the second half of their funding in bulk after SAGM II on the condition that they meet quorum requirements
- Reforming Transition:
 - ⇒ Make clear to student groups, clubs, and teams that budgeting will take place as soon as appointed positions are selected, preferably right before or after exams
 - ⇒ The MES budget should be completed by the VPF with the aid of the outgoing VPF before summer operations begin