

YEAR PLAN

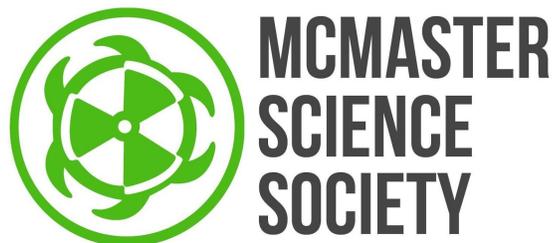
Internal Financial Officer

Angelica Estevez Perez

McMaster Science Society

2020-2021

(submitted June 12th, 2020)



2020-2021 Year Plan

Letter from the Position

Hello, MacSci! My name is Angelica Estevez and I'm in my second year of Biochemistry. I am thrilled and incredibly honoured to be your MSS Internal Financial Officer (IFO) this year. I look forward to continuing to develop what the role of IFO entails as well as its responsibilities, as it is a relatively new position. The IFO works alongside the Vice President Finance and supports their goals by helping with their workload. For this reason, many of the goals for VP Finance and IFO will be very similar.

My goals for this year are to work on transparency and efficiency. I want to keep organized reimbursement records and forms that are simple and easy to follow. I also want the student population to be able to access our budgets, and understand where the funds are allocated and how they can benefit from them. At the same time, I aim to aid in the transition of finance programming to an online platform, given the current COVID-19 situation. I hope to do this by working closely with the VP Finance to edit and update forms, as well as the budget to make them more clear and efficient.

Last year's IFO, Leah Kogan, focused on implementing more practical ways of organizing reimbursements and cheque stubs, and making the MSS financial system easier to track both online and in paper. Additionally, as the second IFO ever, she worked on figuring out exactly what this role contains. I want to continue her work by continuing to develop the roles of the IFO, and figuring out in what way it can best support the VP Finance.

Angelica Estevez P.
Internal Financial Officer
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OBJECTIVES:

Objective 1 - Engagement and Transparency with Student Body	
Description/ Current State	Very few students in science are aware of what their money goes towards when they pay their MSS fee. - Students have a right to be informed of what they are paying for

	<ul style="list-style-type: none"> - Many students are unaware of how much they pay towards the McMaster Science Society and how their money is distributed
Goal	<p>To improve awareness about finances within the MSS.</p> <ul style="list-style-type: none"> - Making posts on the MSS social media accounts to make students aware that they have access to information about their money <p>Keep updated financial records on the MSS website.</p> <ul style="list-style-type: none"> - Release updated budgets and term updates
Barriers to Success	<p>We have a very strong communications team that can assist with the graphic, but students have shown little interest to finance in the past.</p> <ul style="list-style-type: none"> - It may be difficult to captivate the viewers enough to seek out further information about finance <p>Currently, final budgets on the MSS website are only posted up to 2017-2018.</p> <ul style="list-style-type: none"> - Outdated budgets are a threat to transparency and accountability within the MSS
How?	<ul style="list-style-type: none"> - The communications team will be asked to create a graphic that describes how much money each student spends on the MSS, a brief overview of where it goes, and links to where they can find much more detailed information on the MSS website <ul style="list-style-type: none"> - Using bright and contrasting colours with big fonts, as well as keywords to grab the attention of the student body - Including information that is both relatable and captivating - Increasing the post's engagement & reach with the help of the MSS Exec Team - Working with the VP Finance to have updated budgets, and release quarterly reports - Working with the webmaster to update the MSS website
Long Term Implications	<ul style="list-style-type: none"> - Increased awareness, transparency and accountability
Partners	<p>VP Finance, Leah Kogan Webmaster, Jasmeet VP Comms, Nathale Abasto Graphic Design, Claire Hasting Social Media, Rameen Jamil</p>

GOALS TO STRIVE FOR

5 things that you wish to have prepared for the beginning of September:

1. Finish last year's expenses and update cheque stub spreadsheet
2. Be familiarized with the needs of each portfolio in order to anticipate them
3. Assist in the promotion of SOG and its application process
4. Develop a good working relationship with the finance portfolio!
5. First quarterly report

5 things to be completed during the fall term (1st):

1. Second quarterly report
2. SIF workshop and applications
3. Review budget and COVID-19 implications
4. SOG funding and applications grading
5. Begin compiling information for financial year review

5 things to be completed during the winter term (2nd):

1. Third quarterly report
2. IFO transition report
3. Final financial review report
4. Assist in grading SIF and SOG applications
5. Finalize all cheques and reimbursements

TIMELINE

Month	Objective/Project/Event/Goals
June	<ul style="list-style-type: none">- Review budget created by VP Finance and be comfortable with each aspect and portfolio- Assist with the finalization of internal budget and reimbursement organization
July	<ul style="list-style-type: none">- Assist with first quarterly report- Assist with meetings and program society funding
August	<ul style="list-style-type: none">- Implement cheque organization system
September	<ul style="list-style-type: none">- Be comfortable with all aspects of the finance portfolio and answering any questions

	<ul style="list-style-type: none"> - Assist with financial training under direction from VP Finance
October	<ul style="list-style-type: none"> - Assist in hosting SIF workshop - Assist with second quarterly report - Receive feedback from cheque and reimbursement system, and make adjustments if necessary
November	<ul style="list-style-type: none"> - Assist with round 2 of SOG outreach - Assist in re-evaluating the budget based on COVID-19 circumstances - Distribute budget to all portfolios
December	<ul style="list-style-type: none"> - Early December: Assist with tutor reimbursements - Receive and review term 1 reports from program societies, and adjust budget and forms accordingly - Receive MSS executive term 1 reports and assist with giving feedback - Assist in grading SIF and SOG applications
January	<ul style="list-style-type: none"> - Early January: Finish rough draft of final financial review - Assist with third quarterly report - Assist with round 3 of SOG outreach
February	<ul style="list-style-type: none"> - Assist with hosting SIF workshop #2 - Late February: Have elections and finalize their reimbursements
March	<ul style="list-style-type: none"> - Take in and organize term 2 program society reports - Late March: Assist in grading SIF and SOG applications
April	<ul style="list-style-type: none"> - Assist with year-end report (fourth quarterly report) - Early April: Tutor reimbursements - Assist with transfer and transition of incoming VP and IFO - Have all cheques finalized and distributed - Late April: Complete transition report