

YEAR PLAN

Internal Finance Officer

Kavya Surendran

McMaster Science Society

2023-2024

(submitted September 2nd 2023)



2022-2023 Year Plan

Letter from the Position

Hello everyone, my name is Kavya Surendran and I am entering my third year of the Life Sciences program. I am honoured to assume the role of MSS Internal Financial Officer for this year. My commitment involves not only carrying forward the excellent work done by my predecessor, Manupa, but also introducing new ideas that will make the upcoming school year successful. I will closely collaborate with Adi, our VP of Finance, to address various situations and exchange opinions in order to alleviate their workload

My goals for this year include the maintenance of the efficiency and transparency of MSS finances through various initiatives such as ensuring that reimbursement records are organized and stored in a dedicated folder. Additionally, I will collaborate with the VP of Finance to assist in the development of monthly financial reports and tackle any tasks they assign to me.

I'm excited to see what the upcoming year will look like and I hope you all will be patient with me. Looking forward to seeing you all soon!

Kavya Surendran

Internal Finance Officer

TIMELINE

Month	Objective/Project/Event/Goals
August	<ul style="list-style-type: none">- Assist the VP of Finance- Look for checking information from previous welcome weeks- Arrange reimbursement records from the past few years
September	<ul style="list-style-type: none">- Fully understand and be comfortable with the Finance portfolio- Submit Year Plan- Release first monthly report

October	<ul style="list-style-type: none"> - Release second monthly report - Maintenance of cheques and other information - Continue to assist VP of Finance
November	<ul style="list-style-type: none"> - Release third monthly report - Maintenance of cheques and other information - Continue to assist VP of Finance
December	<ul style="list-style-type: none"> - Review and collect term 1 reports from program societies, after reviewing said information use the information to adjust the budget if necessary - Release fourth monthly report - Maintenance of cheques and other information - Continue to assist VP of Finance
January	<ul style="list-style-type: none"> - Release fifth monthly report - Maintenance of cheques and other information - Continue to assist VP of Finance
February	<ul style="list-style-type: none"> - Release sixth monthly report - Maintenance of cheques and other information - Continue to assist VP of Finance - Review and collect Term 2 reports from program societies to adjust budgets
March	<ul style="list-style-type: none"> - Release seventh monthly report - Maintenance of cheques and other information - Continue to assist VP of Finance
April	<ul style="list-style-type: none"> - Create Final year end report - Begin the transition for the incoming VP and IFO - Have all cheques correctly recorded and distributed - Finish Final transition report

OBJECTIVES:

Objective 1	
Description/ Current State	<ul style="list-style-type: none"> - Last year, Manupa made many changes to improve efficiency and transparency of MSS finances. He and Alaney, the previous VP finance, created dedicated folders for cheques and reimbursement forms for the past two years so they can be organized

	<ul style="list-style-type: none"> - However, I feel there can be room for improvement in the way it is presented; excel sheets can tend to get confusing very quickly if not organized properly
Goal	<ul style="list-style-type: none"> - I will be working alongside the VP of Finance to help achieve this goal
Long Term Implications	<ul style="list-style-type: none"> - In the long term this will improve understanding of finances within the MSS as members will not need to decipher the information being presented, and all information will be in their dedicated folders for better organization and accessibility
Partners	VP Finance, Grants and Funds Directors