



ENGINEERING SOCIETY OF QUEEN'S UNIVERSITY

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To: Engineering Society Members
From: Ryan Low, VP Operations 2009-2010
Subject: Weekly Summer Report
Date: June 1st, 2009

Tasks completed during the week ending May 29th, 2009;

- General financial tasks, bill payments and payment requisitions, fixed errors in payroll
- Started compiling society financial structure information and needs from the bookkeeper
- Finalized science quest contract including all rooms needed have been booked by the faculty
- Begin compiling office supplies needed for the year, ordered replacement toner for prinets
- Began process of having a fax line installed in the ILC lounge
- Reviewed half of the services strat plans and budgets for 2009-2010 operating year
- Completed deposit from EngSoc safe

In the week ending June 5th, 2009 I wish to have completed;

- Finalize internal structure of society needs for bookkeeper
- Preparing forms, minutes and other supporting documents to change over all of the services tax accounts with the provincial and federal governments
- General finance tasks
- Rework photocopier into a useful piece of equipment for the society
- Continue to review and meet with the director of finance regularly regarding the current financial system, internally and externally
- Compile all necessary outstanding information to have the financial reviews for years ending 2007 and 2008 completed