



ENGINEERING SOCIETY OF QUEEN'S UNIVERSITY

Clark Hall, Queen's University Kingston, Ontario K7L 3N6
Tel: (613) 533-6008 Fax: (613) 533-6678
<http://engsoc.queensu.ca>

To: Engineering Society Members
From: Ryan Low, VP Operations 2009-2010
Subject: Weekly Summer Report
Date: June 15th, 2009

Tasks completed during the week ending June 2nd, 2009;

- General financial tasks, bill payments and payment requisitions
- Started compiling the proposal for the bookkeeping company's
- Completed the review for the services strategic plans and budgets for 2009-2010 operating year
- Compared alternatives for photocopier
- Had loveseats in the ILC lounge steam cleaned and scotch guarded
- Looked into getting the manager plaque for Clark

In the week ending June 19th, 2009 I wish to have completed;

- Finalize proposal package to be sent out to prospective companies for bookkeeping
- 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
- Start compiling the 2009-2010 operating budget