



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 22nd, 2009

Tasks completed during the week ending June 19th, 2009;

- General financial tasks, bill payments and payment requisitions
- Finished the final copy of the bookkeeper proposal to be sent out to Kingston firms
- Sent off remainder of outstanding information for the financial reviews to be completed up to the year ending 2008
- Spent many hours working on cleaning up our finances from the previous year up to now to make sure that when the new financial system is set up, the system

In the week ending June 26th, 2009 I wish to have completed;

- Find potential bookkeeping companies and send proposals out
- 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
- Start compiling the 2009-2010 operating budget
- Continue to clean up the finances