



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: July 6th, 2009

Tasks completed during the week ending July 3rd, 2009;

- General financial tasks, bill payments and payment requisitions
- Continued 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
- Moved photocopier into ILC lounge

In the week ending July 10th, 2009 I wish to have completed;

- General finance tasks
- 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
- Update ESARK governance
- Update financial policies to reflect bookkeeper implementation
- Hire a new TeaRoom environmental manager
- Review bookkeeper proposals