



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: August 24th, 2009

Tasks completed during the week ending August 24th, 2009;

- General weekly finance tasks
- Continue to clean out finance files
- Hired a bookkeeper and continued meetings with them to now integrate them into the society
- Decided on a bank, the Bank of Montreal, and got procedures started to have the account opened and functional
- Cleaned the exec office and reorganized some of the office
- Updated the engserve agreement which is to be renewed August 31st, 2009
- Determined how payroll will be conducted across the society and the services by deciding to consolidate all of payroll and running it all through Queen's HR

In the week ending August 28th, 2009 I wish to have completed;

- General financial tasks, bill payments and payment requisitions
- Continue cleaning up the finance filing cabinet
- Work with the bookkeeper to create a new general ledger for accounting and working to integrate her into the society/services
- Have meetings with BMO to finalize our new banking with them, and have our CIBC account closed out to the new BMO account, along with each of the services individual accounts
- Have meetings with Queen's HR to set up all of our payroll onto their system and set up training for those needing to conduct payroll on the new system
- Have ILC offices floors waxed