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Finance Officer  
4<sup>th</sup> Quarter Report 2019  
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## COVER LETTER

**Golly** it's nearly the end of the year, and our biggest campaign, Local Body Elections is over!

**Overseeing** finances has been very interesting as the Association gets ready for 2020

**Our** various conferences in November were expensive, and it reminded me that timeliness = saving money

**Drafted** the Tertiary Precinct Plan submission, but hopefully the conversation around development is ongoing with OUSA as a major stakeholder

**Bringing** a student panel to the Humanities Teaching and Learning Symposium was a valuable contribution that I am grateful to the Academic Committee for

**Yes**, I have finished my tenure on the various University committees now, which I enjoyed

**Exams** definitely impacted my ability to dedicate time and energy to OUSA

**Organising** the candidate clinics was singularly stressful but I am very glad they got engagement

**Us** at OUSA should be very proud of our contribution to Local Body Elections and 4000 new enrolments!!!

**Student** association work was hard but rewarding, and if I could do this year again I would be more confident and ambitious in the role that I had

**Am** thankful to my Executive peers for being supportive and understanding, because I couldn't have survived without them

Bonnie Harrison xx

## **PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES**

- 1.1 Assume all the powers and duties of the President in the absence of the President and the Administrative Vice-President.

*I have not had to assume these duties this quarter.*

- 1.2 Where reasonably required, assist the Administrative Vice-President in their duties.

*I have not had to assist the Administrative Vice-President in their duties.*

- 1.3 Be a member of appropriate internal committees of the Association, including, but not limited to:

- 1.3.1 Standing Committee of the Executive;

*I have attended all Standing Committee meetings this quarter.*

- 1.3.2 Finance and Expenditure Committee;

*I have organized and chaired the Finance and Expenditure Committees this quarter.*

- 1.3.3 Grants Panel;

*I have attended Grants Panel meetings this quarter.*

- 1.4 Meet Monthly with the Chief Executive Officer to ensure a governance oversight of the association finances.

*I have enjoyed meeting on a frequent basis with the Chief Executive Officer to discuss the Association's finances, in and out of FEC. Discussions with the Secretary and the Accounts department have also bolstered my growing understanding of the Association in this way. I receive monthly breakdowns of the Executive's financial statements.*

- 1.5 Chair meetings of the Finance and Expenditure Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the committee are adhered to.

*I have done this. This quarter, I invited the President-elect and Finance and Strategy Officer-elect to attend to gain experience for 2020.*

- 1.6 In conjunction with the Chief Executive Officer, formulate and implement a business strategy for the Association's holdings, with a focus upon sound investment of student funds and adherence to the Association's Strategic Plan.

*The difficulty of an Investment Policy becomes more apparent. It has not been worked on this quarter. With the finalisation of the Association's Strategic Plan underway, the remaining month is a ripe time to lay the foundation for some policy surrounding investment of student funds.*

- 1.7 Maintain a sound understanding of the position of any Association holdings, ensuring that all relevant documentation is filed and accessible and that financial controls are critiqued.

*I read and sign off the Association's invoices fortnightly. This allows me to keep afloat of all the Association's expenditure. The Chief Executive Officer provides a comprehensive debrief of the Association's position at the Finance and Expenditure Committee meetings.*

- 1.8 Provide briefings to the President and Executive on the Association's business interests when required, and present monthly reports to the Executive on such matters.

*I have not provided briefings this quarter. The CEO largely fulfils this requirement with the weekly OUSA Update.*

- 1.9 In conjunction with the Chief Executive Officer, ensure that the Association produces annual audited accounts and an annual report.

*N/A.*

- 1.10 In conjunction with the Accounts team, monitor Association accounts compared to budget, ensuring expenditure is in line with the Association's Strategic Plan, and advise the Executive of any significant discrepancies.

*I have monitored Association expenses this quarter with a critical eye. I have queried expenditure when relevant.*

- 1.10.1 Where practical be available to authorize transactions from the association accounts as well as bi-monthly tax payments.

*I authorize fortnightly transactions and am constantly available on-call to authorize urgent payments in person or online.*

- 1.11 Oversee and coordinate the budget revision process prior to the first referenda of that calendar year, and the budget setting process in the latter half of that calendar year.

*This process took place in the third quarter. During this quarter, I contributed to the final meeting of the AGCSSF to provide a more robust process for the gathering of data and setting of the budget in 2020.*

- 1.12 Where applicable, help Executive Members who are cost centre controllers to create and maintain their budgets.

*I have monitored the spending of the Executive. I have had meetings with members of the Executive who require assistance with planning their campaigns and costing their plans. I have reminded Executive members about the protocol for spending their budget.*

- 1.13 Ensure that all Executive Officers are familiar with the expenditure process and assist them where necessary.

*I have assisted Executive Officers with spending. I have discouraged proposed spending where I do not believe it is an appropriate use of Executive funds. I have tried to encourage creative spending. I have communicated our financial abilities to the President and Administrative Vice-President when planning for conferences and travel.*

- 1.14 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:

- 1.14.1 Planet Media Dunedin Limited;

*I am not a Director of this company.*

1.14.2 University Union Limited;

*I have been appointed as a Director of the University Union Limited company. I attended this quarter's meeting.*

1.14.3 University Book Shop Otago Limited; and

*I am not a Director of this company.*

1.15 Where appropriate, seek advice from the Auditors on financial matters relevant to the Association and from the Honorary Solicitors on legal matters relevant to the Association.

*I have not had to seek the above services thus far. I have discussed legal advice with the Chief Executive Officer, who has procured it.*

1.16 Affiliate Recreation, with assistance from the Clubs Development Officer and the Recreation Portfolio Executive Officer.

*I have not been required to assist with affiliation in my capacity as Finance Officer.*

1.17 Ensure that OUSA grants are distributed in accordance with the Association's Strategic Plan.

*I have enjoyed sitting on the Grants Panel. I vote to distribute grants in accordance with Grants Policy, with a mind to OUSA's Strategic Plan where grey areas arise. I have abstained where conflicts of interest arise.*

1.18 Assist and liaise with students and students' associations on University of Otago satellite campuses.

*I have not done this during this quarter.*

1.19 Be available via cell phone at all practical times.

*I am available via cell phone at most all times. My contact number is available in the Executive Bull Pen. For most of this quarter I could not receive emails to my phone, but this has been largely fixed.*

1.20 Perform the general duties of all Executive Officers.

*I have performed the general duties of an Executive Officer, which is detailed in Part Two.*

1.21 Where practical, work not less than twenty hours per week, from January 1 until December 31.

*I have completed this to the best of my ability and knowledge, with the exception of two weeks during exam season, where I had examinations and pulled back from OUSA work.*

## **PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS**

- 2.1 Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:
- 2.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;  
*N/A.*
  - 2.1.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;  
*N/A.*
  - 2.1.3 Collecting for the capping charity; and  
*N/A.*
  - 2.1.4 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.  
*N/A.*
- 2.2 Where reasonable, all Executive Officers are to be available for Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions.

*I have attended all Executive Meetings. I have attended the NZUSA Congress. I have attended sessions run by the Executive surrounding the Chief Executive Officer's review.*

- 2.3 All Executive Officers with control of budget lines, or who have been allocated a budget line, shall maintain detailed budgets and not exceed their budgeted expenditure.
- I monitor the Executive Budget. I ensure that all Executive Members are spending wisely, and according to carefully considered project planning. I am aware of expenditure that is made and am grateful for Officers' total transparency in that I have never been surprised by an invoice or reimbursement.*

- 2.4 All Executive Officers, where possible, shall maintain regular, publicised office hours, and are expected to regularly check and respond to all correspondence received.

*I have outlined office hours but have not maintained them.*

- 2.5 All Executive Officers shall every quarter undertake five hours of voluntary service which contributes to the local community.

*I have volunteered as a warden for the North Dunedin Street Clean-Up for Sophia Krestani.*

### **PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES**

- 3.1 OUSA Committees:

*I chair the Finance and Expenditure Committee, and sit on the Grants Panel and Executive Standing Committee. I have attended these committees. I have not attended*

*Education Committee meetings this quarter. I have fed into Policy Committee on the Accountability Policy via email.*

### 3.2 University Committees:

*I am a Director on the Board of the University Union Limited Company. I sit on the Humanities Academic Committee and Humanities Divisional Board. I also sit on the Advisory Group for the Compulsory Student Services Fee. I also have monthly meetings with the Chief Financial Officer at the University, although we have not met in November.*

## **PART FOUR: GENERAL**

### 4.1 September:

*In the second half of September, I attended and fed in on an emergency meeting of the Executive concerning third quarter reports. I arranged a meeting for a report from Forsyth Barr Investments. I chaired a FEC meeting. I helped plan the timing of the OUSA Referendum. I spoke at an Otago Graduate Women's meeting and delivered a presentation on the history and purpose of OUSA. I fed in on the Student Voice survey for OUSA. I organised, set-up and hosted the last of our Candidate Clinics on campus. I compiled the pledges from LBE candidates and constructed a brief for Marketing to publicise the data. I ordered dumplings and made hot chocolate for the roaming polling booths on campus. I helped organise and set-up the Suzy Cato event on campus. I attended the OUSA book launch and ran the eftpos machine. I put up posters to encourage voting on campus. I made a banner to promote the roaming polling booth on campus.*

*During September and the following months I also continued to sign off invoices, attend Humanities Academic Committee & Divisional Board, and attend Executive meetings.*

### 4.2 October:

*I set the budget for the OUSA end of year function. I organised improvisers from Improsaurus Incorporated to promote voting in the Local Body Elections. I continued to help facilitate the OUSA stall by the roaming polling booth. I attended the clean-up in honour of Sophia Krestani and directed people as a warden. Alongside the Education Officer, I organised the student panel for the Humanities Teaching and Learning Symposium. I wrote the OUSA submission on the Tertiary Precinct Plan. I wrote a brief on General Election Leaders Debates for consideration in 2020. I engaged with the OUSA CEO review. I attended the Marine Science Rally to support the Education Officer's incredible work on this issue, handing out petition pages for attendees to submit.*

*During this month and October I had exams and this impacted my work hours.*

### 4.3 November:

*Thus far in November: I attended the final meeting of the AGCSSF to set out a more robust process for the setting of the CSSF in 2020. I attended the final meeting of University Union Ltd. I had a meeting with the President-elect and Finance and Strategy Officer-elect to*

*brief them on an issue forthcoming in 2020. I attended the final Grants Panel meeting for the year. I booked the NZUSA Congress accommodation, and also attended the conference. I coordinated the ordering of OUSA ties and got a quote for pins. I continued to help plan for the ANZSSA conference. I fed in to the President on a sensitive political matter.*

## **PART 5: GOALS/RECOMMENDATIONS**

### **5.1 Raise Awareness of the CSSF**

*I feel I have accomplished this and addressed this in my last quarter report.*

*I have done some planning for a student panel around VSM with ANZSSA. While this does not pertain to student awareness of fees, I view the significance of the student fee structure as part and parcel of the VSM world, and this panel will be focused on academics, and shifting their perspective.*

### **5.2 Produce Multimedia Content**

*This quarter has not called for this as much, and I have not produced anything for or with the Executive.*

### **5.3 Review Existing Assets**

*I have been unable to make progress in reviewing OUSA's major assets due to legal complexities.*

*The Investment Policy needs to be done in partnership with the Chief Executive Officer as a KPI. There can and should be movement on this before 2020.*

### **5.4 Future Security**

*I contributed positively to the remodelling of the process of setting of the CSSF at the AGCSSF. I hope this will manifest positively in 2020. A student panel on funding models at ANZSSA, if it comes to fruition in December, would escalate the VSM issue in academics' consciousness.*

*I have not made any progress on an Investment Policy, which I am sure would bolster a sense of future security within the Association if done well. This is something to chew over in the remainder of the year, alongside the purchasing of a few core tools to benefit the 2020 Executive.*

249 words