

YEAR PLAN

Internal Finance Director

Kavya Surendran

McMaster Science Society

2024-2025

(submitted 2024)

MCMASTER
SCIENCE
SOCIETY





2024-2025 Year Plan

Letter from the Position

Hello everyone, my name is Kavya Surendran and I will be going into my fourth year of the Life Sciences program. I am extremely grateful for the opportunity to be the McMaster Science Society's Internal Finance Director again this year. This year, I hope to continue to help our VP Finance and improve on the goals we set out for last year. I will closely collaborate with Adi to address various situations and exchange opinions in order to alleviate their workload.

My goals for this year include maintaining the efficiency and transparency of MSS finances through several initiatives. I plan to ensure records such as reimbursements and budgeting documents are well-organized and stored in their dedicated folders and documents. Additionally, I will collaborate with the VP of Finance to assist in developing and continuing quarterly financial reports and tackle any tasks assigned to me.

Thank you once again for the opportunity to serve as your MSS Internal Finance Director. I'm excited to collaborate with everyone on the team!

Kavya Surendran

Internal Finance Director
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TIMELINE

Month	Objective/Project/Event/Goals
June	- Organize MSS transaction history - Input reimbursement cheques given out at the end of the 2023-2024 academic year into budget sheet - Fix formulas and calculations of budget sheet
July	- Organize MSS transaction history



	- Complete a detailed document detailing the transaction history of the MSS for the years (2022-2023, 2023-2024)
August	- Submit Year Plan
September	- Program Society budgeting allocation - Publish Monthly Report - Spreadsheet documenting all revenues + stale cheques - Income Statements and Balance Sheets
October	- Publish Monthly Report
November	- Publish Quarterly Report
December	- Publish Monthly Report - Allocation Meeting for SIF/SOG Grants with the Board of Directors (VP Finance, SIF Directors)
January	- Publish Monthly Report - Plan Ahead for Second Half
February	- Publish Monthly Report
March	- Publish Quarterly Report - Second Allocation Meeting for SIF/SOG Grants with the Board of Directors (VP Finance, SIF Directors) - Start Transition Reports for next IFO
April	- Publish End of Year Report - Complete Transition Report for next IFO

OBJECTIVES:

Objective 1: Financial Transparency	
Description/ Current State	- MSS isn't as transparent with their financial figures and capacities - MSS doesn't publish its finances
Goal	- Use social media and MSS website to post reports and bring awareness to the finances of the society
Long Term Implications	- In the long term, I hope to help the VP Finance with increasing transparency within the society and its members. I hope to help



	the current VP Finance with fostering a culture of financial accountability
Partners	<u>VP Finance</u> - Adi Misra (vpfinance@macsci.ca) <u>VP Comms</u> - Jyot Adhvaryu (vpcomm@macsci.ca) <u>President</u> - Visali Manimaran (president@macsci.ca) <u>VP Internal</u> - Daisy Pham (vpinternal@macsci.ca) Accountant (Audit)