

**Computer Science Society
End of Term Report
Treasurer – Winter 2007**

Kate Patterson kate@cs.dal.ca

I was elected as Treasurer. In the fall term I started a guide for future treasurers that can be found on the society website. I have since made some updates to this guide. Much of the information that I wish to communicate can be found in this document and I strongly advise that you read it. What follows will detail specific events pertaining to the Winter 2007 term.

There was a cheque written for a charity donation near the end of the Fall term which had not been approved at a council meeting. While it was discussed among a few executives, this should not have taken place and allowing it to happen was an error on my part. The cheque was approved near the beginning of this term.

In the fall term, the society had a rather large expense of \$7135.76 for Snowball. Some of this money was quickly recouped by selling tickets for the event, but other money was not received until over a term later. This caused some delays in the payment of liquor invoices. In the future, the council should take this into consideration for future costly events.

The audit materials for this term were submitted later than they should have been. I did not receive an email from the DSU VPFO as I did in the fall term which indicated when audits would be taking place. However, the materials were accepted late and I have determined that they must be submitted by the end of October and the end of February for the Fall and Winter terms, respectively. The Treasurer's Handbook does indicate when they must be submitted for the Summer term, as most societies do not receive funding during the Summer, but I would presume that for our society that the deadline would be the end of June.

A dinner social event was held this term. The council approved the spending of enough money to provide 30 dinners (reduced from 50). There were informal reports of approximately 20 guests. The number of meal tickets and the number of drink tickets sold was not recorded. The funds received did not correlate with the sales estimate provided. In the future, I recommend that much more care be taken in bookkeeping if future events such as this are to be held again.

In previous years, end of year events similar to Snowball have been held. However, this year we had end-of-year themed Geek Beer and allocated \$500 to spend on it (a small fraction compared to Snowball).

Over the course of the fall term and during this term I have made a number of improvements to the bookkeeping, which can be seen in the guide. However, there are a number of improvements that I would still like to see:

Currently, there is no way to determine if money is stolen. In large enough amounts this may become obvious, but there is still a danger here. The problems are that we currently do not have a good method of determining how much money we ought to have from any particular event. For example, at Geek Beers the price of drinks can vary whether they are bought individually, as part of a deal, or during a drink special. We can tell how many beer bottles have been sold, but we can't tell how many bar shots have been sold short of weighing the bottles and estimating how many shots are now gone. I had attempted to help the situation with bar shots by purchasing a scale, but this will not be as useful as it can be until we keep record of how many drinks are sold. The scale would then serve as a way to determine if there is a noticeable amount of liquor missing that should be. At barbeques we have never recorded anything, as far as I can tell. This is something that would not be difficult to remedy as it would only require counting how much of each food item we began with and how much we have at the end.

I would like to see some sort of system put in place that keeps an accurate record of sales for Geek Beers and Barbeques. Something that I would like to work on in the future is building a solution for Geek Beers and I hope to have this completed in time for the next fall term.

During the term, deposits from Geek Beer were not made often and were done in very large sums. The Treasurer should ensure that excess funds are obtained, ideally, after every event. This helps determine which funds received correspond to which expenses. The cashbox ledger was also not complete. This alone should serve as a reasonable way of associating funds and more care should be taken in the future to ensure that it is completed properly. Also, the cashbox ledger forms should be completed for barbeques in addition to Geek Beers.