

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

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I developed a guide in the Fall term and have been updating the guide since that time. This guide is to be used in addition to the DSU Treasurers Handbook. 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 Summer 2007 term.

I have strongly encouraged moderate spending during the summer term in order to prepare for Snowball 2007. The last Snowball had up front expenses in excess of \$7000. Some of this funding is recouped through ticket purchases, faculty contributions and external contributions, but you should expect to be waiting up to one term later to receive all of that money back.

The audit materials for this term were submitted and should be returned around September 12th. At this time the society will receive fees collected during the summer term and may continue using the chequebook.

Some additional improvements to bookkeeping have been made and I strongly encourage that the Treasurer and Social Rep ensure that these continue:

- Completing cash box records before and after BOTH barbeques and Geek Beers. This is essential in determining how much money is being received, so that we can compare it to what is being spent and also make sure that money is not misplaced in between events. Also, remove excess money and place the money in envelopes with the date and event name which took place prior to the removal. These envelopes should be kept with the cash box until they can be deposited.
- Making deposits frequently. Once per week in between Friday events should be sufficient for this. Use the information on envelopes to make it clear on deposit slips what the deposit was for. Separate deposits should be made for separate events so that the ledger entries can coincide clearly with deposits. The bank will likely tell you that you can deposit all of it at once, so just insist that it is for bookkeeping purposes.

The major additional expenses this term were a new barbeque (maximum of \$300 approved, approx. \$227.99 spent), merchandise for the Society Desk (maximum of \$1300 approved, \$907.44 spent thus far), general stock for the Society desk (totaling \$399.25) and a projector (\$1162.98 approved, not yet spent). We also have outstanding approval for Society Desk signage in the amount of \$50 from a previous term.

Currently the society has a balance of \$2127.75 and will be acquiring its remaining expected revenues when the audit is complete. The Winter term fees were in excess of \$4000, but the summer term will obviously generate less fees. However, the amount received will still leave us with the emergency fees (\$1700) and liquor reserve (\$2000) unused. Upcoming council should note the eventual projector purchase and remaining merchandise to be purchased when creating the next budget.

A detailed financial report for the 2006-2007 year will follow in the coming weeks after audit materials have been returned.