



Quarterly Report

University of Otago Pacific Islands Students' Association

Quarter 2 (April to June)

Role Treasurer

Submitted Friday 28 June, 2024

Accepted Sunday 30th June 2024

The purpose of this Quarterly Report is to allow the Officer to meet their responsibilities outlined in Section 31 (Reporting by Executive Officers) of the Constitution. Given that this report is accepted by the Executive as a true and accurate record of the Officer's contributions to UOPISA this quarter, the Officer will be eligible to receive remuneration at rates stipulated by the annual budget and according to the *Policy for Executive Honorariums*.

PART ONE: CONSTITUTIONAL RESPONSIBILITIES

Section 27: Responsibilities of Executive Officers

Treasurer

1.1. The Treasurer is responsible for the coordination and oversight of UOPISA's financial performance as well as administering and monitoring of its finances.

For this first quarter, I have monitored UOPISA's finances through online and in-person transactions.

- A. Throughout these three months I have always revisited and revised the proposed budget and created a budget outline for the UOPISA Leadership Weekend and our Taste of Home event in collaboration with TRM.
- B. I authorised funds for our events that we had this quarter, the UOPISA Leadership Weekend and Taste of Home.
- C. I have created and sent out invoices for our MoU funding to ensure that UOPISA receives the funding from the university. UOPISA received the second payment.
- D. I applied for the Dunedin Venues Community Access Grant for our Pacific Awards Night, which is to be held in Semester Two, UOPISA was successful with this grant. E. I authorised payments and funds for the purposes of our events which we held this quarter, the UOPISA Leadership Weekend and Taste of Home. This involved a budget for food, koha, and event materials. I was responsible for ordering and paying for the food, photography, event gear hire etc.



- F. I finalised the UOPISA Grant Policy to help financially support our member associations which was reviewed by UOPISA Vice-President and formally put forward to our member associations in the Standing Committee.
- G. I, alongside our events coordinator, helped to plan and put together the logistics for our pilot event, "The Fun Run," to raise funds and awareness for the Tuloto Happiness Student Relief Fund.
- H. I, alongside our UOPISA President had multiple meetings with Amie Taua from Ara Toi Dunedin, Tagiilima Feleti, manager of the Pacific Islands Centre and Rose Richards, Acting Director of the Pacific Development office here at the University of Otago to put together our grant application for the Pasifika Development Fund for our pilot event, "The Fun Run," and the Tuloto Happiness Student Relief Fund bank account. This also involved highlighting the significance and importance of the Tuloto Happiness Student Relief Fund and making Pacific staff members more aware of this resource for students.
- I. Arranged and organised a meeting with an auditor to audit UOPISA's bank accounts, this is to be carried out in the final quarter, as advised by our selected auditor.
- J. I authorised payment for our website subscriptions.
- K. I helped arranged the koha for our departing Acting Vice-Chancellor.

1.2. The Treasurer is responsible for preparing the statement of accounts and balance sheet for the financial year.

This quarter I have:

- Prepared and reported weekly financial reports in our weekly executive meetings. - Prepared the annual report to submit for to Charities New Zealand by June 30th.

General Responsibilities

1.1. Executive Officers should support each other in their roles and duties where appropriate and necessary, without compromising the responsibilities of their own role.

This quarter I have:

- Attended all but one weekly meeting for this quarter.
- Attended our UOPISA Executive Leadership Training.
- Facilitated the Back2Basics Crash Course at the UOPISA Leadership Weekend. - Attended the lunch for the incoming Vice-Chancellor.
- Sat in a meeting with the Pacific Development Office, alongside our UOPISA President to discuss UOPISA financial matters.
- Participated in our UOPISA Executive Team Instagram takeover.

1.2. Executive Officers should attend, where possible and appropriate, the Annual General

Meetings of the member associations. When representation is not possible, an apology should be sent to the member association on behalf of the Executive.

Quarterly Report 2 - Treasurer



- Annual General Meetings are not held until the end of the year, and I do plan on being present at the Annual General Meetings where my time schedule allows.

1.3. Executive Officers should endeavour to attend other events of the member associations, where possible and appropriate. This will ensure the Executive Officers maintain relationships with the Pacific community.

- A. I attended OSSA's Tuesday Social netball
- B. I attended OTSA x SSPIA's Kalia Night
- C. I attended SSPIA x TRP's Sports Day

PART TWO: PERSONAL GOALS AND PROGRESS

Use this section as an opportunity to discuss the personal goals you set for this quarter. How are you tracking and what are the next steps? It's important to discuss how your personal and leadership attributes have developed since stepping into your role, and to keep measuring their growth throughout the year.

These past three months my main goals were to:

- 1) Solidify my understanding of the MOU
- 2) Finalise the UOPISA Grant Policy
- 3) Select and confirm an auditor for this year
- 4) Look for more funding opportunities for UOPISA.

I was able to achieve all goals. I have a rather apt understanding of the MOU with the University. I was able to finalise the UOPISA Grant Policy with the help of our Vice-President, which will be sent out to our associations so that they can start applying for extra financial support. I was able to meet with an auditor from Audit Professionals and have confirmed that the UOPISA bank accounts will be audited in the final quarter of the year. I was able to apply for two grants, one of which was successful, the Dunedin Venues Community Access Grant. We are still waiting to hear back about the Pasifika Development Fund, which if successful will contribute towards either our pilot event, "The Fun Run," or aid as a seed funding for the Tuloto Happiness Student Relief Fund.

For faster handling and processing of honorarium in future, I was looking into potentially investing in Xero or similar programmes that can help with this. I believe that this will benefit UOPISA and help the future treasurer. The auditor from Audit Professionals did suggest this, so for this quarter I will be seeing if this is financially wise and viable for UOPISA and push for this.

My next goal for the upcoming quarter is to be more on top of things. I will admit that I was a little slower this quarter, so moving forward I aim to be more diligent and focused. My main goal is to

finalise the plans for our pilot event, “The Fun Run,” so that we can start advertising that as soon as possible and hopefully get some alumni on board. One final goal is to be more diligent in my efforts

Quarterly Report 2 - Treasurer



with my mentee associations, this could involve but are not limited to being more present at their events where my schedule allows, frequently checking in on their progress etc.

PART THREE: GENERAL COMMENTS

Use this section to discuss the extra service you do in your role or to provide more detail on your executive responsibilities. For example, have you contributed to a working group or sat on an advisory committee? Have you met with your member associations or met with external parties? Have you attended member association events on behalf of UOPISA or attended professional development courses to improve your leadership skills? It is important to keep track of your workload and the many ways you are contributing to UOPISA and the Pacific community.

This quarter I joined the Student Focus Group Hui with our President Telekalafi Likiliki. I also sat in on an executive meeting for my mentee association the PIHPSA and have reached out to both of my mentee associations to give them my support and services in my capacity as their mentor.

Quarterly Report 2 - Treasurer