



Quarterly Report

University of Otago Pacific Islands Students' Association

Quarter 1 (January to March)

Role Treasurer

Submitted Monday 25 March, 2024

Accepted Thursday 28th March, 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 revised the proposed budget, and created a budget outline for our first official event of the year, Back2Basics Workshops.
- B. I got UOPISA a visa debit card for easier payment of bills, invoices, and other financial expenditures required for our events. I have had issues with using the card and have had to use online transactions for processing payments etc.
- C. I authorised funds for our UOPISA Executive uniform materials. Due to issues with the visa debit bank card, this was done as an online transaction.
- D. I have created and sent out invoices for our MoU funding to ensure that UOPISA receives the funding from the university. UOPISA received the first payment of \$ 42, 540.00 (GST Inclusive).
- E. I proposed a motion to create a Welcome Fund for our member associations hosting their annual welcomes as they needed more financial support. This motion was passed and carried and provided our member associations with \$ 150.00. I created a google form for the



application and report back process and was responsible for transferring the funds directly to each association from the UOPISA bank accounts. I was also responsible for reviewing their applications and reports.

- F. I was responsible for getting koha for our UOPISA SGM Chairperson – Gemella Reynolds (TRM President)
- G. I authorized payments and funds for the purposes of our first event, Back2Basics. This involved a budget for food, koha, and event materials. I was responsible for ordering and paying for the food. I also processed the online payment for our camera hire fee, and the camera SD card which will now remain an asset of UOPISA.
- H. I have drafted up a UOPISA Grant Policy to help financially support our member associations which will be reviewed by UOPISA Vice-President and formally put forward to our member associations.
- I. I have sent out documents to our executive team members regarding honorariums.

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.

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 weekly meetings for this quarter.
- Facilitated the Treasurer Workshop and the “Admin Specific” workshop for our Back2Basics initiative.
- Sat in on the Library Pacific Strategic Framework meeting with UOPISA President Telekalafi Likiliki where we spoke with the Pacific Development Office and university staff members to discuss how to make libraries more welcoming and inviting for our Pacific students here at the University of Otago.

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.

- 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

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relationships with the Pacific community.

- A. I visited member associations who were present at OUSA Clubs Day.
- B. I attended the SSPIA Welcome.
- C. I attended the ONSA Welcome.
- D. I attended the PIHPSA's Sports Day.
- E. I attended OSSA's SGM.
- F. I attended the OTSA's Welcome.
- G. I attended OFISA's Welcome. I did miss the main programme due to work commitments but was able to make it for the end.
- H. I attended the OTSA's SGM.

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 goal was to review the Memorandum of Understanding and gain a better understanding of the new funding coming from the university. I have managed to follow up on payments for this, as the first payment was delayed. During this process I was able to meet with OUSA Secretary, Donna, to gain further insight into the admin and processing of honorarium payments. It was also a goal of mine to provide more financial support for our member associations, and with this UOPISA put forward a Welcome Fund of \$ 150.00 for our member associations. I also created a messenger group chat with all the treasurers of our member associations for faster handling of informal communications between UOPISA and the treasurers of our member associations.

Moving forward into the next quarter my goals are to finalise the UOPISA Funding Policy and present it to our member associations during leadership weekend. With this goal, I will also be looking into creating a potential grant portal on our UOPISA website, like that of OUSA's, so that there is an easier application process for our member associations. For the time being, I will be creating a template that our member associations can refer to when applying for funding from UOPISA.

For faster handling and processing of honorarium in future, I will be 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 so that they do not have to manually calculate these payments.

Another goal for the next quarter is to draft a budget for our upcoming Leadership Weekend and other future UOPISA events, which should go a lot smoother this time around now that we have an Executive Coordinator.

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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 with our President Telekalafi Likiliki. Meetings for this group will commence in the next quarter. I also sat in on two executive meetings for my mentee association the PIHPSA, and sat in on one meeting for my other mentee association OFISA.

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