



# Quarterly Report

University of Otago Pacific Islands Students' Association

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**Quarter** 3 (July to September)

**Role** Treasurer

**Submitted** Friday 27 June, 2024

**Accepted** Xxxday XX XX, 2024

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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*.

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## **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 Pacific Week and Pacific Awards Night.
- B. I authorised funds for our events that we had this quarter, the UOPISA Pacific Week and Pacific Awards Night (PAN). This involved budgeting for Pacific Awards Night, sending out funding to our participating member associations, organising invoices from external contractors for UOPISA PAN 24, organising our executive attire for the night.
- 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 final payment.
- D. I authorised extra financial support to give to OTSA and OSSA, to support them in their journey attending 'Amatakihoa and So'otaga.

*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 but one weekly meeting for this quarter.
- 29/07: Met with Eki (Events Coordinator) to plan PAN.
- 30/07: Attended Pastoral Care Meeting with Tele (President).
- 01/08: Sat in on OCISA meeting to discuss bank accounts.
- 03/08: Attended OCISA bank appointment to help sort out signatories and gaining access to their bank account.
- 12/08: Met with OSSA to discuss financial support for So'otaga.
- 13/08: Met with OFISA to discuss AGM and constitutional amendments.
- 23/08: Met with PIHPSA to go over constitutional amendments.
- 17/09: Met with OFISA to discuss AGM and constitutional amendments.
- 22/09: Attended and chaired PIHPSA AGM.
- 23/09: Met with Tele (President) to discuss budget reallocation and do shopping for the UOPISA Kava Night.

*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.*

- I attended and chaired PIHPSA's AGM. I will attend the remaining AGMs where my 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 SSPIA's S2 Welcome.
- B. I attended OTSA's Koniseti.
- C. I attended OCISA's Ei Katu Workshop.
- D. I attended OTSA's Bake Sale.
- E. I attended OTSA's Plate Fundraiser.
- F. I attended 'Amatakiloa as a registered OTSA member.



## **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) Finalise the plans for our potential 'Pilot Event,' the Fun Run.
- 2) Be more diligent in my efforts with my mentee associations.

I was able to achieve all goals. We managed to finalise plans for our potential "Fun Run," to raise more awareness of the Tuloto Happiness Fund. We submitted our grant application but unfortunately were unsuccessful due to logistics and technicalities which I will ensure to highlight in my handover so that hopefully the incoming executive team can try again. I tried to be more diligent in my efforts helping my mentee associations sort out their AGMs and looking at constitutional amendments. PIHPSA's AGM was a success, with a great turnout and an almost full executive team. OFISA's AGM is to be held next quarter.

This is still something that I am looking into, which is investing in Xero or similar software. 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 ensure that I have clearly outlined all budget spreadsheets and that I collate all the necessary information for a smoother handling and transition to the incoming treasurer. I will also be working towards having the UOPISA Bank Accounts audited, which will happen in December, following my discussion with the auditor in Quarter 2. I also hope to be able to renegotiate the MOU, with the hope to increase the funding pool for our member associations or look for other avenues of funding.

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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 sat in on the Pastoral Care meeting with our President Telekalafi Likiliki. I also sat in on executive meetings for my mentee associations, the PIHPSA and OFISA, and have reached out to both of my mentee associations to give them my support and services in my capacity as their mentor.

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