

Name: Abhijeet Singh  
Position: Vice-President of Operation and Finance

Date: October 28, 2016  
Subject: MONTHLY REPORT

## **Purpose**

The purpose of this report is to provide the information of the activities done by me in the month of September, 2016.

## **Scope**

This report extends to all executives and the councillors of Student Association of Bow Valley College to carry out work in accordance to outlined duties.

## **Outline of My Work**

- We had our first General council meeting of this term.
- I have prepared the new budget for 2016-17 with the help of Jay
- I am also preparing the Agendas and minutes for the meeting
- I and Jay have been talking about the Health and dental fees.
- SABVC is going to Organise SABVC Gala on November 2<sup>nd</sup>.
- With all this I worked on routine operation activities that fall under my duties and responsibilities.