



44th Session

2013-14 Finance

Report

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Organization Overview

The MSU Residence Halls Association (RHA) is the on-campus student government at Michigan State University. Representing more than 15,000 students, MSU RHA is the largest Residence Halls Association in the country. MSU RHA remains dedicated to improving the on-campus living experience and providing services to students including Campus Center Cinemas, RHA TV, RHA Movie Offices, and the Condom Connection.

Organization Mission

The mission of the Residence Halls Association is to represent the residents of Michigan State University objectively and to provide a voice for the concerns of our residents. We strive to achieve this by assisting hall organizations with publicity, legislation, funding, and also by providing valuable services and opportunities through our programs. Through these initiatives, RHA is committed to continuously improving the on-campus experience at Michigan State University.

Notable Items & Events

Financial Adaptations

Accounting Practices

Holding one-year terms, officer transition is difficult and limits individual responsibility, culminating in incomplete financial reporting. Despite improved financial procedures and assistance from the Central Business Manager, the organization's financials have been the victim of inadequate accounting practices.

Fiscal Year Adjustments

In Fiscal year 2012, RHA began following the University Fiscal Calendar that begins July 1st.

Processing Improvements

Following the establishment of new accounting policies, both the RHA Finance Office and the University Accounting department experienced drastic improvements to transaction processing. As a result of these improvements, average transaction processing is about 1-week and is looking for even more improvements with a possible new Electronic Flow System this upcoming year.

Treasurer Training

In an attempt to improve student involvement and education with the RHA Financial Office, Treasurer Training was extensively overhauled and updated to meet the standards of the Business Manager, CFO, and DTA. Utilizing increased training material, improved training processes, and visitations from the Central Business Manager, Treasurer Training is substantially more beneficial to both the Constituent Governments as well as their students.

Concerts & Special Events

- Aziz Ansari
- Steve Aoki and Guests
- Juicy J & Guests
- Rich Homie Quan & Kid Ink
- "RHAinbow Run"- 5K Run



Residence Halls Association

Summer 2013 Budget Proposal
Effective April 25, 2013

Budget Summary	
Beginning Balance	
Carryforward	\$ 353,715.28
Subtotal	353,715.28
Spring Expenditures	
General	245,283.56
Payroll	14,020.00
Constituent	64,391.72
Reserve	30,020.00
Subtotal	353,715.28
Surplus/Defecit	\$ 0.00

Balances	
Spring 2013	
General Carryforward	231,120.24
Payroll Carryforward	28,166.69
Constituent Carryforward	64,371.72
Reserve Carryforward	30,056.63
Subtotal	353,715.28
Balance Forward	\$ 353,715.28

General Account	
President	
Discretionary	1,698.90
Subtotal	1,698.90
Chief of Staff	
Business Cards	200.00
Staff Development	1,200.00
Subtotal	1,400.00
Chief Financial Officer	
Business Manager Payroll	6,000.00
Incidentals	1,000.00
Subtotal	7,000.00
Director of Technology	
DOT Laptop	800.00
Karaoke Equipment	800.00
Dual Monitors	682.73
Subtotal	2,282.73
Director of Advertising & Public Relations	
Welcome Week Swag	30,000.00
Promotional Materials	7,000.00
Miscellaneous	1,800.00
Printed Materials	1,200.00
Subtotal	40,000.00



Director of Special Events	
Artist Fees	122,015.02
Production Fees	30,000.00
Carried Revenue	7,984.98
Subtotal	160,000.00
Director of Campus Center Cinemas	
Movies	3,600.00
Popcorn	400.00
Uniforms	500.00
Subtotal	4,500.00
Director of Movie Offices	
Movies/Games	1,500.00
Subtotal	1,500.00
Director of Health & Safety	
Spring Frenzi (Remainder)	5,427.20
Subtotal	5,427.20
Executive Secretary	
Copier Fees	240.00
Telephone Fees	180.00
Office Supplies	600.00
Subtotal	1,020.00
Communications Coordinator	
Delegation Fees	3,780.00
Conference Booklets	20.00
Parking Permits	135.00
Philanthropy	70.00
Vans	1,600.00
NACURH Activity	280.00
Conference Supplies	500.00
Emergency NACURH Fund	500.00
Subtotal	6,885.00
Committees	
COB General Fund	5,725.42
COB Tangible Items Fund	600.00
Chair Discretionary	150.00
Subtotal	6,475.42
Account	
Service Fees	20.00
Withholding	7,074.31
Subtotal	7,094.31
General Account Total	\$ 245,283.56



Payroll Account	
Payroll	
Organization Payroll	14,000.00
Subtotal	14,000.00
Account	
Service Fees	20.00
Subtotal	20.00
Payroll Account Total	\$ 14,020.00

Constituent Account	
Tax Allocation	
Constituent Allocations	64,371.72
Subtotal	64,371.72
Account	
Service Fees	20.00
Subtotal	20.00
Constituent Account Total	\$ 64,391.72

Reserve Account	
Account	
Reserve	30,000.00
Service Fees	20.00
Subtotal	30,020.00
Reserve Account Total	\$ 30,020.00



Residence Halls Association

Fall 2013 Budget Proposal



Budget Summary

Beginning Balance	
Carryforward	\$ 511,146.53
Subtotal	511,146.53
Fall Expenditures	
General	330,645.12
Payroll	44,545.48
Constituent	105,925.93
Reserve	30,030.00
Subtotal	511,146.53
Surplus/Defecit	\$ (0.00)

Revenues & Balances

Summer 2013	
General Carryforward	62,791.95
Payroll Carryforward	10,300.80
Constituent Carryforward	38,891.07
Reserve Carryforward	30,031.63
Subtotal	142,015.45
Fall 2013	
Tax Collection	369,131.08
Subtotal	369,131.08
Balance Forward	\$ 511,146.53

General Account

President	
GLACURH RBD Retreat	1,250.00
Discretionary	250.00
Key Lock Boxes	120.00
Subtotal	1,620.00
Vice President	
Constituentcies of the Month	1,000.00
General Assembly Retreats	1,500.00
President's Round Table	1,000.00
Subtotal	3,500.00
Chief of Staff	
Travel Expenses	500.00
Staff Development	1,000.00
Incidentals	500.00
Subtotal	2,000.00
Chief Financial Officer	
Business Manager Payroll	5,798.00
Incidentals	
Subtotal	5,798.00



Director of Racial, Ethnic, & Progressive Affairs	
Programming Fund	4,000.00
Black Power Rally Sponsorship	1,000.00
Spartan Remix (Invincible)	500.00
Advertising/Promotions	500.00
Subtotal	6,000.00
Director of Technology	
Finance Staff Monitors	250.00
DOT Laptop Replacement	900.00
Karaoke Equipment	500.00
Software Updates/Miscellaneous	400.00
Subtotal	2,050.00
Director of Advertising & Public Relations	
Advertising	8,000.00
Office Rebranding	2,000.00
Promotional Materials (SWAG)	15,000.00
Printed Materials	4,000.00
Subtotal	29,000.00
Director of Special Events	
Artist Fees	148,000.00
Marketing	3,000.00
Subtotal	151,000.00
Director of Campus Center Cinemas	
Popcorn	2,500.00
Uniforms	500.00
Movie Royalties	39,000.00
Subtotal	42,000.00
GLACURH	
	-
Subtotal	-
RHA Television	
Movie Royalties	40,500.00
Subtotal	40,500.00



Director of Health & Safety	
Spartan Sprint	3,500.00
Condom Connection	2,000.00
Cold & Flu Packs	4,000.00
Advertising	700.00
Olin Health Center event programming, co-sponsorships (Love Your Body Day, Duck Days, & other health events)	5,000.00
Miscellaneous Programming	1,500.00
Subtotal	16,700.00
Executive Secretary	
Copier Fees	300.00
Telephone Fees	276.00
Office Supplies	800.00
Subtotal	1,376.00
Communications Coordinator	
October Business Meeting	120.00
Blanketing the Mitten Event	200.00
GLACURH Delegate Fees, T-shirts, and SWAG items	1,550.00
Advertisement	250.00
Subtotal	2,120.00
Committees	
COB General Fund	17,968.50
COB Tangible Items Fund	1,450.00
Chair Discretionary	150.00
Subtotal	19,568.50
Account	
Service Fees	30.00
Withholding	7,382.62
Subtotal	7,412.62
General Account Total	\$ 330,645.12



Payroll Account	
Payroll	
Executive Board	31,015.48
Campus Center Cinemas	8,500.00
Finance Office	5,000.00
Subtotal	44,515.48
Account	
Service Fees	30.00
Subtotal	30.00
Payroll Account Total	\$ 44,545.48

Constituent Account	
Tax Allocation	
Hall Governments	79,422.99
LGBTQ Caucuses	13,467.19
Black Caucuses	13,005.75
Subtotal	105,895.93
Account	
Service Fees	30.00
Subtotal	30.00
Constituent Account Total	\$ 105,925.93

Reserve Account	
Account	
Reserve	30,000.00
Service Fees	30.00
Subtotal	30,030.00
Reserve Account Total	\$ 30,030.00

	Residence Hall	House Count	Hall Allocation	Black Caucus	LBSTA	125%	Year End	Allowed Carryover	Recapture	Actual Carry Over	TOTAL
AKERS	1,226	5,517.00	919.50	919.50	919.50	6,896.25	(101.22)	1,379.25	-	(101.22)	5,415.78
ARMSTRONG	429	1,930.50	321.75	321.75	321.75	2,413.13	-	482.63	-	-	1,930.50
BAILEY	432	1,944.00	324.00	324.00	324.00	2,430.00	898.42	486.00	412.42	486.00	2,430.00
BRYAN	484	2,178.00	363.00	363.00	363.00	2,722.50	-	544.50	-	-	2,178.00
BUTTERFIELD	0	-	-	-	-	-	-	-	-	-	-
CAMPBELL	277	1,246.50	207.75	207.75	207.75	1,558.13	686.86	311.63	375.24	311.63	1,558.13
CASE	908	4,086.00	681.00	681.00	681.00	5,107.50	1,338.68	1,021.50	317.18	1,021.50	5,107.50
EMMONS	367	1,651.50	275.25	275.25	275.25	2,064.38	1,328.16	412.88	915.29	412.88	2,064.38
HOLDEN	1,067	4,801.50	800.25	800.25	800.25	6,001.88	708.31	1,200.38	-	708.31	5,509.81
HOLMES	1,235	5,557.50	926.25	926.25	926.25	6,946.88	2,300.07	1,389.38	910.70	1,389.38	6,946.88
HUBBARD	1,213	5,458.50	909.75	909.75	909.75	6,823.13	5,022.41	1,364.63	3,657.79	1,364.63	6,823.13
LONDON	0	-	-	-	-	-	-	-	-	-	-
NASON/ABBOT	645	2,902.50	483.75	483.75	483.75	3,628.13	2,297.05	725.63	1,571.43	725.63	3,628.13
MAYO	195	877.50	146.25	146.25	146.25	1,096.88	214.83	219.38	-	214.83	1,092.33
MCDONEL	1,053	4,738.50	789.75	789.75	789.75	5,923.13	1,544.07	1,184.63	359.45	1,184.63	5,923.13
RATHER	425	1,912.50	318.75	318.75	318.75	2,390.63	676.70	478.13	198.58	478.13	2,390.63
SHAW	906	4,077.00	679.50	679.50	679.50	5,096.25	2,423.04	1,019.25	1,403.79	1,019.25	5,096.25
SNYDER/PHILLIPS	666	2,997.00	499.50	499.50	499.50	3,746.25	907.76	749.25	158.51	749.25	3,746.25
VANHOUSEN	72	324.00	54.00	54.00	54.00	405.00	127	81.00	-	127	325.27
WILLIAMS	196	882.00	147.00	147.00	147.00	1,102.50	341.10	220.50	120.50	220.50	1,102.50
WILSON	1,096	4,932.00	822.00	822.00	822.00	6,165.00	3,680.85	1,233.00	2,447.85	1,233.00	6,165.00
WONDERS	987	4,441.50	740.25	740.25	740.25	5,551.88	556.67	1,110.38	-	556.67	4,998.17
Yakeley/Gilchrist	486	2,187.00	364.50	364.50	364.50	2,733.75	737.56	546.75	190.81	546.75	2,733.75
SUBTOTAL	14,365	64,642.50	10,773.75	10,773.75	10,773.75	80,803.13	25,562.59	16,160.63	13,039.61	12,522.99	77,165.49
UNIVERSITY VILLAGE	301	1,806.00	-	-	-	2,257.50	1,040.79	451.50	589.29	451.50	2,257.50
GOV. TOTAL	14,666	66,448.50	10,773.75	10,773.75	10,773.75	83,060.63	26,603.38	16,612.13	13,628.90	12,974.49	79,422.99

	Allocation	125%	YEAR END	Allowed Carryover	Recapture	Actual Carry Over	Grand Total
CASE	681.00	851.25	368.50	170.25	198.25	170.25	851.25
HOLDEN	800.25	1,000.31	547.73	200.06	347.67	200.06	1,000.31
MCDONEL	789.75	987.19	612.25	197.44	414.81	197.44	987.19
SHAW	679.50	849.38	281.68	169.88	111.81	169.88	849.38
WILSON	822.00	1,027.50	544.58	205.50	339.08	205.50	1,027.50
WONDERS	740.25	925.31	394.89	185.06	209.83	185.06	925.31
EAST BLACK CAUCUS	2,755.50	3,444.38	3,163.83	280.55	2,883.29	280.55	3,036.05
UNITED BRODY BLACK CAUCUS	1,602.75	2,003.44	542.89	400.69	142.20	400.69	2,003.44
WEST CIRCLE BLACK CAUCUS	865.50	1,081.88	1,375.31	216.38	1,156.94	216.38	1,081.88
NORTH COMPLEX BLACK CAUCUS	1,037.25	1,296.56	1,258.13	259.31	998.82	259.31	1,296.56
BC TOTAL	10,773.75	13,467.19	9,089.79	2,285.11	6,804.68	2,285.11	13,058.86

PRISM	3,043.50	3,804.38	2,252.44	760.88	1,491.57	760.88	3,804.38
PRIDE	865.50	1,081.88	608.07	216.38	391.70	216.38	1,081.88
SPECTRUM	2,755.50	3,444.38	1,747.79	688.88	1,058.92	688.88	3,444.38
RING	2,506.50	3,133.13	1,350.63	626.63	724.01	626.63	3,133.13
LIGHT	1,602.75	2,003.44	2,045.45	400.69	1,644.76	400.69	2,003.44
LBSTA Total	10,773.75	13,467.19	8,004.38	2,693.44	5,310.94	2,693.44	13,467.19

Super Total	\$	87,996.00	\$	43,697.55	\$	21,590.67	\$	25,744.52	\$	17,953.03	\$	105,949.03
										ACCOUNT SERVICE FEES	\$	20.00
										CURRENT ACCOUNT BALANCE (9/10/12)		
										AMOUNT TO TRANSFER		



Residence Halls Association

Spring 2014 Budget Proposal



Budget Summary

Beginning Balance	
Carryforward	\$ 525,368.55
Subtotal	525,368.55
Spring Expenditures	
General	333,022.56
Payroll	57,030.00
Constituent	105,286.00
Reserve	30,030.00
Subtotal	525,368.56
Surplus/Defecit	\$ (0.00)

Revenues & Balances

Fall 2013	
General Carryforward	90,677.64
Payroll Carryforward	579.26
Constituent Carryforward	49,668.27
Reserve Carryforward	30,011.63
Subtotal	170,936.80
Spring 2014	
Tax Collection	354,431.75
Subtotal	354,431.75
Balance Forward	\$ 525,368.55

General Account

President	
Lil Sibs Weekend Prize	100.00
Discretionary	1,926.92
Fall '13 Reimbursements	1,300.00
Subtotal	3,326.92
Vice President	
Consituencies of the Month/Year	1,700.00
General Assembly Retreats	1,650.00
President's Round Table	1,000.00
Subtotal	4,350.00
Chief of Staff	
Travel Expenses	1,000.00
Staff Development	1,500.00
Incidentals	500.00
Subtotal	3,000.00
Chief Financial Officer	
Business Manager Payroll	5,798.00
Subtotal	5,798.00
Director of Racial, Ethnic, & Progressive Affairs	



Programming Fund	3,500.00
MSU Drag Show	4,000.00
Subtotal	7,500.00
Director of Technology	
DOT Laptop Replacement	1,000.00
Replacement Computers Monitors	300.00
New equipment storage	60.00
Software Updates/Miscellaneous	1,000.00
Subtotal	2,360.00
Director of Advertising & Public Relations	
Advertising	1,000.00
Miscellaneous Promo Costs	1,500.00
Office Rebranding	2,500.00
Promotional Materials (SWAG)	13,000.00
Printed Materials	7,000.00
Subtotal	25,000.00
Director of Special Events	
Artist Fees	95,000.00
Subtotal	95,000.00
Director of Campus Center Cinemas	
Popcorn	1,350.00
Sound System for Projector	9,600.00
Digital Projector	41,044.00
Movie Royalties	39,000.00
Subtotal	90,994.00
Movie Offices	
Discretionary	300.00
New DVDs	4,000.00
	4,300.00
RHA Television	
Movie Royalties	40,360.00
Subtotal	40,360.00



Director of Health & Safety	
RHAinbow Run	6,000.00
Condom Connection	2,000.00
MSU Safe Place 5k	1,500.00
Olin Health Center event programming, co-sponsorships (Love Your Body Day, Duck Days, & other health events)	4,000.00
Miscellaneous Programming	1,500.00
Subtotal	15,000.00
Executive Secretary	
Copier Fees	100.00
Transcribing Software	250.00
Office Supplies	700.00
Subtotal	1,050.00
Communications Coordinator	
April Business Meeting	150.00
MORHA Affiliation Fees	55.00
Philanthropy	200.00
Leadership Games (Spartan Leadership Conference)	3,500.00
No Frills Delegate & Advisor Fee	310.00
#Stay Strong Campaign	1,500.00
Subtotal	5,715.00
Committees	
COB General Fund	18,000.00
COB Tangible Items Fund	4,000.00
Chair Discretionary	150.00
Subtotal	22,150.00
Account	
Service Fees	30.00
Withholding	7,088.64
Subtotal	7,118.64
General Account Total	\$ 333,022.56



Payroll Account	
Payroll	
Executive Board	33,000.00
Movie Office	10,500.00
Campus Center Cinemas	8,500.00
Finance Office	5,000.00
Subtotal	57,000.00
Account	
Service Fees	30.00
Subtotal	30.00
Payroll Account Total	\$ 57,030.00

Constituent Account	
Tax Allocation	
Hall Governments	79,727.79
LGBTQ Caucuses	12,865.58
Black Caucuses	12,662.63
Subtotal	105,256.00
Account	
Service Fees	30.00
Subtotal	30.00
Constituent Account Total	\$ 105,286.00

Reserve Account	
Account	
Reserve	30,000.00
Service Fees	30.00
Subtotal	30,030.00
Reserve Account Total	\$ 30,030.00

Residence Hall	House Count	Hall Allocation	Black Caucus	LBGA	125%	Year End	Allowed Carry Over	Recapture	Actual Carry Over	TOTAL
AKERS	1,232	5,544.00	924.00	924.00	6,930.00	1,524.72	1,386.00	138.72	1,386.00	6,930.00
ARMSTRONG	407	1,831.50	305.25	305.25	2,289.38	1,457.98	457.88	1,000.11	457.88	2,289.38
BAILEY	405	1,822.50	303.75	303.75	2,278.13	81.98	455.63	-	81.98	1,904.48
BRYAN	432	1,944.00	324.00	324.00	2,430.00	599.92	486.00	113.92	486.00	2,430.00
BUTTERFIELD	0	-	-	-	-	-	-	-	-	-
CAMPBELL	274	1,233.00	205.50	205.50	1,541.25	1,419.86	308.25	1,111.61	308.25	1,541.25
CASE	894	4,023.00	670.50	670.50	5,028.75	509.30	1,005.75	-	509.30	4,532.30
EMMONS	368	1,656.00	276.00	276.00	2,070.00	1,893.44	414.00	1,479.44	414.00	2,070.00
HOLDEN	1,061	4,774.50	795.75	795.75	5,968.13	799.74	1,193.63	-	799.74	5,574.24
HOLMES	1,238	5,571.00	928.50	928.50	6,963.75	1,227.41	1,392.75	-	1,227.41	6,798.41
HUBBARD	1,156	5,202.00	867.00	867.00	6,502.50	3,600.30	1,300.50	2,299.80	1,300.50	6,502.50
LONDON	0	-	-	-	-	-	-	-	-	-
MASON/ABBOT	641	2,884.50	480.75	480.75	3,605.63	3,573.83	721.13	2,852.71	721.13	3,605.63
MAYO	196	882.00	147.00	147.00	1,102.50	142.13	220.50	-	142.13	1,024.13
MCDONEL	1,022	4,599.00	766.50	766.50	5,748.75	3,528.90	1,149.75	2,379.15	1,149.75	5,748.75
RATHER	412	1,854.00	309.00	309.00	2,317.50	1,851.58	465.50	1,388.08	465.50	2,317.50
SHAW	903	4,063.50	677.25	677.25	5,079.38	1,713.46	1,015.88	697.59	1,015.88	5,079.38
SNYDER/PHILLIPS	660	2,970.00	495.00	495.00	3,712.50	1,726.19	742.50	983.69	742.50	3,712.50
VANHOUSEN	63	283.50	47.25	47.25	354.38	205.91	70.88	135.04	70.88	354.38
WILLIAMS	180	810.00	135.00	135.00	1,012.50	164.89	202.50	-	164.89	974.89
WILSON	1,099	4,945.50	824.25	824.25	6,181.88	2,843.45	1,236.38	1,607.08	1,236.38	6,181.88
WONDERS	979	4,405.50	734.25	734.25	5,506.88	980.71	1,101.38	-	980.71	5,386.21
Yakeley/Glichrist	472	2,124.00	354.00	354.00	2,655.00	1,093.33	531.00	562.33	531.00	2,655.00
SUBTOTAL	14,094	63,423.00	10,570.50	10,570.50	79,278.75	30,939.03	15,855.75	16,749.25	14,189.79	77,612.79
UNIVERSITY VILLAGE	282	1,692.00	-	-	2,115.00	663.85	423.00	240.85	423.00	2,115.00
GOV. TOTAL	14,376	\$ 65,115.00	\$ 10,570.50	\$ 10,570.50	\$ 81,393.75	\$ 31,602.88	\$ 16,278.75	\$ 16,990.10	\$ 14,612.79	\$ 79,727.79

	Allocation	125%	YEAR END	Allowed Carryover	Recapture	Actual Carry Over	Grand Total
CASE	412.15	515.19	412.15	103.04	309.11	103.04	515.19
HOLDEN	795.75	994.69	73.81	198.94	-	73.81	869.56
MCDONEL	505.93	632.41	505.93	126.48	379.45	126.48	632.41
SHAW	677.25	846.56	140.01	169.31	-	140.01	817.26
WILSON	824.25	1,030.31	1,027.50	206.06	821.44	206.06	1,030.31
WONDERS	734.25	917.81	854.38	183.56	670.82	183.56	917.81
EAST NEIGHBORHOOD BLACK CAUCUS	2,719.50	3,399.38	932.46	2,466.92	-	932.46	3,651.96
UNITED BRODY BLACK CAUCUS	1,518.00	1,897.50	2,003.44	379.50	1,623.94	379.50	1,897.50
WEST CIRCLE BLACK CAUCUS	841.50	1,051.88	1,081.88	210.38	871.51	210.38	1,051.88
NORTH COMPLEX BLACK CAUCUS	1,023.00	1,278.75	1,296.56	255.75	1,040.81	255.75	1,278.75
BC TOTAL	\$ 10,051.58	\$ 12,564.48	\$ 8,328.12	\$ 4,299.94	\$ 5,717.07	\$ 2,611.05	\$ 12,662.63

PRISM	3,024.75	3,780.94	2,301.11	756.19	1,544.92	756.19	3,780.94
PRIDE	841.50	1,051.88	(137.17)	210.38	-	(137.17)	704.33
SPECTRUM	2,719.50	3,399.38	2,703.99	679.88	2,024.12	679.88	3,399.38
RING	2,466.75	3,083.44	3,133.13	616.69	2,516.44	616.69	3,083.44
LIGHT	1,518.00	1,897.50	1,736.21	379.50	1,356.71	379.50	1,897.50
LBGA Total	\$ 10,570.50	\$ 13,215.13	\$ 9,737.27	\$ 2,841.63	\$ 7,442.19	\$ 2,295.08	\$ 12,865.58

Super Total	\$ 85,757.08	\$ 107,171.35	\$ 49,668.27	\$ 23,221.31	\$ 30,149.86	\$ 19,518.92	\$ 105,256.00
						ACCOUNT SERVICE FEES	20.00
						CURRENT ACCOUNT BALANCE (9/10/12)	
						AMOUNT TO TRANSFER	

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