



45th Session

2014-15 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. Given that the previous CFO is no longer a student and unable to provide additional details to the report, the financial statements are being presented to the best of our knowledge.

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. Updates include examples, lists of commonly used vendors and step by step processes. 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.

2015 Tax Renewal

In accordance with the University Tax Policy for major governing groups, each group must hold a student referendum to have the collection of tax re-approved every three (3) years. They were approved which will allow for continual operations of RHA until 2018.

Concerts & Special Events

- Timeflies
 - Tezo, DJ Grade A and Drew 32 as opening acts
- Joe Hertler and the Rainbow Seekers
 - Passalacqua, American Opera and Brian Lackner as opening acts
- JMSN
 - Rochelle Jordan, James Gardin and Louis Gold
- Chance the Rapper
 - Hoodie Allen as opening artist
- Spartan Sprint 5K Run



Residence Halls Association

Summer 2014 Budget Proposal

Effective April 23, 2014

Budget Summary		
Beginning Balance		
Carryforward	\$	164,028.39
Subtotal		164,028.39
Spring Expenditures		
General		101,968.39
Payroll		12,020.00
Constituent		20,020.00
Reserve		30,020.00
Subtotal		164,028.39
Surplus/Defecit	\$	0.00

Balances		
Spring 2013		
General Carryforward		40,000.00
Payroll Carryforward		28,006.28
Constituent Carryforward		65,965.48
Reserve Carryforward		30,056.63
Subtotal		164,028.39
Balance Forward	\$	164,028.39

General Account		
President		
Discretionary		1,336.09
Subtotal		1,336.09
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		15,000.00
Promotional Materials		7,000.00
Miscellaneous		1,800.00
Printed Materials		1,200.00
Subtotal		25,000.00



Director of Special Events	
Artist Fees	30,000.00
Production Fees	20,000.00
Subtotal	50,000.00
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	
Subtotal	-
Executive Secretary	
Copier Fees	240.00
Telephone Fees	180.00
Office Supplies	600.00
Subtotal	1,020.00
Communications Coordinator	
Delegation Fees	2,124.00
Conference Booklets	20.00
Parking Permits	135.00
Philanthropy	70.00
Vans	1,000.00
NACURH Activity	280.00
Conference Supplies	500.00
Emergency NACURH Fund	500.00
Subtotal	4,629.00
Committees	
COB General Fund	
COB Tangible Items Fund	
Chair Discretionary	
Subtotal	-
Account	
Service Fees	20.00
Withholding	3,280.57
Subtotal	3,300.57
General Account Total	\$ 101,968.39



Payroll Account		
Payroll		
Organization Payroll		12,000.00
Subtotal		12,000.00
Account		
Service Fees		20.00
Subtotal		20.00
Payroll Account Total	\$	12,020.00

Constituent Account		
Tax Allocation		
Constituent Allocations		20,000.00
Subtotal		20,000.00
Account		
Service Fees		20.00
Subtotal		20.00
Constituent Account Total	\$	20,020.00

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 2014 Budget Proposal

Budget Summary		
Beginning Balance		
Carryforward	\$	498,137.25
Subtotal		498,137.25
Fall Expenditures		
General		298,170.26
Payroll		61,128.00
Constituent		108,808.99
Reserve		30,030.00
Subtotal		498,137.25
Surplus/Defecit	\$	-

Revenues & Balances		
Summer 2014		
General Carryforward		30,273.71
Payroll Carryforward		11,079.03
Constituent Carryforward		41,287.88
Reserve Carryforward		29,971.63
Subtotal		112,612.25
Fall 2014		
Tax Collection		385,525.00
Subtotal		385,525.00
Balance Forward	\$	498,137.25

General Account		
President		
GLACURH RBD Retreat		1,500.00
Discretionary		2,183.76
Subtotal		3,683.76
Vice President		
Consituencies of the Month		1,000.00
General Assembly Retreats		2,000.00
President's Round Table		1,000.00
Subtotal		4,000.00
Chief of Staff		
Travel Expenses		1,000.00
Staff Development		1,000.00
Incidentals		500.00
Business Cards		400.00
Subtotal		2,900.00



Chief Financial Officer	
New Electronic Flow System	17,000.00
Subtotal	17,000.00
Director of Racial, Ethnic, & Progressive Affairs	
Programming Fund	3,000.00
Black Power Rally Sponsorship	1,000.00
Spartan Remix (Invincible)	500.00
Subtotal	4,500.00
Director of Technology	
Software Updates/Miscellaneous	400.00
Subtotal	400.00
Director of Advertising & Public Relations	
Advertising	10,500.00
Paid Social Media Ads	1,000.00
Promotional Materials (SWAG)	10,500.00
Printed Materials	3,000.00
Subtotal	25,000.00
Director of Special Events	
Artist Fees	90,000.00
Marketing	10,000.00
Subtotal	100,000.00
Director of Campus Center Cinemas	
Popcorn	1,550.00
Uniforms	1,000.00
Movie Royalties	40,000.00
Subtotal	42,550.00
Director of Movie Offices	
Movies	7,500.00
Discretionary	500.00
Dropboxes	4,000.00
Subtotal	12,000.00
RHA Television	
Movie Royalties	40,500.00
Subtotal	40,500.00



Director of Health & Safety	
Spartan Sprint	4,000.00
Condom Connection	2,000.00
Cold & Flu Packs	4,000.00
Olin Health Center event programming, co-sponsorships	5,000.00
Miscellaneous Programming	1,000.00
Subtotal	16,000.00
Executive Secretary	
Copier Fees	300.00
Telephone Fees	276.00
Office Supplies	1,000.00
Subtotal	1,576.00
Communications Coordinator	
October Business Meeting	120.00
Blanketing the Mitten Event	200.00
CC Retreats	300.00
Sponsorship	2,000.00
GLACURH Delegate Fees, T-shirts, and SWAG items	1,550.00
Subtotal	4,170.00
Committees	
COB General Fund	12,000.00
COB Tangible Items Fund	4,000.00
Chair Discretionary	150.00
Subtotal	16,150.00
Account	
Service Fees	30.00
Withholding	7,710.50
Subtotal	7,740.50
General Account Total	\$ 298,170.26



Payroll Account	
Payroll	
Executive Board	36,000.00
Campus Center Cinemas	8,300.00
Movie Offices	6,000.00
Business Manager Payroll	5,798.00
Finance Office	5,000.00
Subtotal	61,098.00
Account	
Service Fees	30.00
Subtotal	30.00
Payroll Account Total	\$ 61,128.00

Constituent Account	
Tax Allocation	
Hall Governments	80,858.11
LGBTQ Caucuses	13,476.56
Black Caucuses	14,444.32
Subtotal	108,778.99
Account	
Service Fees	30.00
Subtotal	30.00
Constituent Account Total	\$ 108,808.99

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

Residence Halls Association

Spring 2015 Budget Proposal

Budget Summary		
Beginning Balance		
Carryforward	\$	558,773.49
Subtotal		558,773.49
Spring Expenditures		
General		351,200.01
Payroll		70,828.00
Constituent		106,715.48
Reserve		30,030.00
Subtotal		558,773.49
Surplus/Defecit	\$	-

Revenues & Balances		
Fall 2014		
General Carryforward		88,425.60
Payroll Carryforward		16,089.01
Constituent Carryforward		70,573.88
Reserve Carryforward		30,010.00
Subtotal		205,098.49
Spring 2015		
Tax Collection		353,675.00
Subtotal		353,675.00
Balance Forward	\$	558,773.49

General Account		
President		
President Discretionary		2,997.51
Sponsorship		2,500.00
Graduation Cords		500.00
Eboard Jackets		350.00
Subtotal		6,347.51
Vice President		
Consituencies of the Month/Year		1,400.00
General Assembly Retreats		2,000.00
President's Round Table		1,100.00
Committee Fund		150.00
Office Hour Drawing Prize		400.00
Subtotal		5,050.00
Chief of Staff		
E-Board Presentation Session		500.00
Business Cards		550.00
Miscellaneous		2,000.00
Subtotal		3,050.00



Chief Financial Officer

Miscellaneous	250.00
Subtotal	250.00

Director of Racial, Ethnic, & Progressive Affairs

MSU Drag Show	4,000.00
Pow Wow of Love (NAISO)	2,000.00
Cultural Vogue (APASO)	2,000.00
Black Leadership and Community (BSA)	2,000.00
Miscellaneous Programming	2,000.00
Subtotal	12,000.00

Director of Technology

Software Updates/Miscellaneous	1,500.00
Electronic Flow System	5,000.00
Subtotal	6,500.00

Director of Advertising & Public Relations

Facebook Ads	3,700.00
Town Hall Special SWAG	3,000.00
Office Rebranding	500.00
Promotional Materials (SWAG)	35,000.00
Printed Materials	3,000.00
Adobe Program Updates	2,599.00
Subtotal	47,799.00

Director of Special Events

Artist Fees	120,000.00
Subtotal	120,000.00

Director of Campus Center Cinemas

Popcorn	4,500.00
Team Building throughout semester	300.00
Senior Appreciation	200.00
Movie Royalties	40,000.00
Subtotal	45,000.00

Movie Offices

Discretionary	100.00
New DVDs	10,000.00
Subtotal	10,100.00

RHA Television

Movie Royalties	41,000.00
Subtotal	41,000.00



Director of Health & Safety	
Spartan Sprint	5,000.00
Olin Health Center	6,500.00
Miscellaneous Programming	2,000.00
Subtotal	13,500.00
Executive Secretary	
Copier Fees	200.00
Office Supplies	2,000.00
Subtotal	2,200.00
Communications Coordinator	
Conferences	5,000.00
Conference Apparel	2,000.00
Dues/Affiliation	300.00
Subtotal	7,300.00
Committees	
COB General Fund	20,000.00
COB Tangible Items Fund	4,000.00
Subtotal	24,000.00
Account	
Service Fees	30.00
Withholding	7,073.50
Subtotal	7,103.50
General Account Total	\$ 351,200.01



Payroll Account

Payroll

Executive Board	37,000.00
Movie Office	15,000.00
Campus Center Cinemas	8,000.00
Business Manager Payroll	5,798.00
Finance Office	5,000.00
Subtotal	70,798.00

Account

Service Fees	30.00
Subtotal	30.00

Payroll Account Total	\$ 70,828.00
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Constituent Account

Tax Allocation

Hall Governments	81,635.48
LGBTQ+ Caucuses	12,205.44
Black Caucuses	12,844.56
Subtotal	106,685.48

Account

Service Fees	30.00
Subtotal	30.00

Constituent Account Total	\$ 106,715.48
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Reserve Account

Account

Reserve	30,000.00
Service Fees	30.00
Subtotal	30,030.00

Reserve Account Total	\$ 30,030.00
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Residence Hall	House Count	Hall Allocation	Black Caucus	LGBTA	125%	Year End	Allowed Carry Over	Recapture	Actual Carry Over	TOTAL
AKERS	1,133	5,098.50	849.75	849.75	6,373.13	4,191.22	1,274.63	2,916.60	1,274.63	6,373.13
ARMSTRONG	396	1,782.00	297.00	297.00	2,227.50	812.24	445.50	966.74	445.50	2,227.50
BAILEY	387	1,741.50	290.25	290.25	2,176.88	802.99	435.38	367.62	435.38	2,176.88
BRYAN	392	1,764.00	294.00	294.00	2,205.00	1,215.33	441.00	774.33	441.00	2,205.00
BUTTERFIELD	355	1,597.50	266.25	266.25	1,996.88	141.40	399.38	-	141.40	1,738.90
CAMPBELL	252	1,134.00	189.00	189.00	1,417.50	1,054.03	283.50	770.53	283.50	1,417.50
CASE	892	4,014.00	669.00	669.00	5,017.50	1,569.35	1,003.50	565.85	1,003.50	5,017.50
EMMONS	349	1,570.50	261.75	261.75	1,963.13	1,502.72	392.63	1,110.10	392.63	1,963.13
HOLDEN	1,030	4,635.00	772.50	772.50	5,793.75	2,227.73	1,158.75	1,068.98	1,158.75	5,793.75
HOLMES	1,220	5,490.00	915.00	915.00	6,862.50	1,758.18	1,372.50	385.68	1,372.50	6,862.50
HUBBARD	1,115	5,017.50	836.25	836.25	6,271.88	1,763.02	1,254.38	508.65	1,254.38	6,271.88
LONDON	245	1,102.50	183.75	183.75	1,378.13	1,080.00	275.63	804.38	275.63	1,378.13
MASON/ABBOT	622	2,799.00	466.50	466.50	3,498.75	1,110.13	699.75	410.38	699.75	3,498.75
MAYO	191	859.50	143.25	143.25	1,074.38	518.56	214.88	303.69	214.88	1,074.38
MCDONEL	999	4,495.50	749.25	749.25	5,619.38	4,686.78	1,123.88	3,562.91	1,123.88	5,619.38
RATHER	364	1,638.00	273.00	273.00	2,047.50	1,218.68	409.50	809.18	409.50	2,047.50
SHAW	863	3,883.50	647.25	647.25	4,854.38	979.74	970.88	8.87	970.88	4,854.38
SNYDER/PHILLIPS	644	2,898.00	483.00	483.00	3,622.50	661.97	724.50	-	661.97	3,599.97
VANHOOSSEN	76	342.00	57.00	57.00	427.50	483.75	85.50	398.25	85.50	427.50
WILLIAMS	180	810.00	135.00	135.00	1,012.50	1,113.75	202.50	911.25	202.50	1,012.50
WILSON	1,068	4,806.00	801.00	801.00	6,007.50	2,208.35	1,201.50	1,006.85	1,201.50	6,007.50
WONDERS	996	4,482.00	747.00	747.00	5,602.50	1,926.65	1,120.50	806.15	1,120.50	5,602.50
Yakeley/Gilchrist	430	1,935.00	322.50	322.50	2,418.75	1,516.60	483.75	1,032.85	483.75	2,418.75
SUBTOTAL	14,199	63,895.50	10,649.25	10,649.25	79,869.38	34,543.17	15,973.88	18,889.80	15,653.37	79,548.87
UNIVERSITY VILLAGE	280	1,680.00	-	-	2,100.00	406.61	420.00	-	406.61	2,086.61
GOV. TOTAL	14,479	65,575.50	10,649.25	10,649.25	81,969.38	34,949.78	16,393.88	18,889.80	16,059.98	81,635.48

Allocation	125%	YEAR END	Allowed Carryover	Recapture	Actual Carry Over	Grand Total
South Black Caucus	3,736.88	3,137.46	747.38	2,390.09	747.38	3,736.88
EAST BLACK CAUCUS	3,350.25	4,187.81	837.56	3,618.81	837.56	4,187.81
UNITED BRODY BLACK CAUCUS	1,682.25	839.02	420.56	418.46	420.56	2,102.81
WEST CIRCLE BLACK CAUCUS	973.50	1,216.88	243.38	1,009.13	243.38	1,216.88
RED CEDAR BLACK CAUCUS	1,653.75	1,830.55	413.44	1,417.11	413.44	2,067.19
BC TOTAL	\$ 10,649.25	\$ 11,515.90	\$ 2,662.31	\$ 8,853.59	\$ 2,662.31	\$ 13,311.56

PRISM	2,989.50	1,781.03	747.38	1,033.66	747.38	3,736.88
PRIDE	973.50	1,001.95	243.38	758.58	243.38	1,216.88
SPECTRUM	2,601.00	2,336.30	650.25	1,686.05	650.25	3,251.25
RING	2,403.00	133.75	600.75	-	133.75	2,536.75
LIGHT	1,682.25	1,644.43	420.56	1,223.87	420.56	2,102.81
LGBTA Total	\$ 10,649.25	\$ 6,897.46	\$ 2,662.31	\$ 4,702.15	\$ 2,195.31	\$ 12,844.56

Super Total	\$ 86,874.00	\$ 53,363.14	\$ 21,718.50	\$ 32,445.54	\$ 20,917.61	\$ 107,791.61
					ACCOUNT SERVICE FEES \$	20.00
					CURRENT ACCOUNT BALANCE (9/10/12)	
					AMOUNT TO TRANSFER	

Tax and Constitutional Wording:

Vote on: Residence Hall Association (RHA) – Tax Referendum

Explanation 1 – RHA Tax Renewal:

In accordance with the University Tax Policy for major governing groups, each group must hold a student referendum to have the collection of the tax re-approved every three (3) years. Voting yes on this issue will allow the Residence Halls Association to continue to collect a \$25.00 fee at the beginning of fall and spring semesters.

Proposition 1 – RHA Tax Renewal:

Shall the University continue to collect \$25.00 per semester in student taxes (fees) for each student fall and spring semesters for the Residence Halls Association (Campus Center Cinema, Movie Offices, Special Events and Concerts, RHA TV, RHA Karaoke, Hall Government, Hall Caucuses) provided that a student may obtain a refund within at least the first ten (10) day of each semester?

Question:

Are you in favor of this amendment?

Contact Information

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Finance Staff – 44th and 45th Sessions
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