



RESIDENCE HALLS ASSOCIATION  
MICHIGAN STATE UNIVERSITY

# 50th Session

# 2019-20 Financial

# Report

# Contents

Organization Overview	3
Organization Mission	3
Notable Items & Events	4
Financial Statements	
Semester Budgets	
Summer 2019	6
Fall 2019	9
Constituent Allocations – Fall 2019	13
Spring 2020	14
Constituent Allocations – Spring 2020	18
Appendix	
Contact Information	20

# 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 on Demand, 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 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**

## **Accounting Practices and Processing Improvements**

RHA continues to find improvements and ways to increase efficiency within their financial processes. This was done by updating the RHA Sponsorship processes for the RHA Leadership team to streamline the process to communicate with RHA's Chief Financial Officer. The RHA Director of Treasurers and Allocations has committed to a more transparent financial process by making weekly updates for the Constituents of RHA on the Budget standing of each group. The Finance team has also seen some changes, in terms of the Finance Staff role being modified into the Office Staff position to encompass more tasks for the staff members.

## **Finance Training**

To improve the understanding of the RHA Finance process, the DTA of RHA offered finance training in all the on-campus Neighborhoods. RHA has also published an RHA Vendor Guide Handbook to provide more information to RHA constituents in planning and collaborating with commonly used vendors.

## **Conferences**

RHA sent a delegation to the National Association of College and University Residence Halls (NACURH) Conference that was held on the campus of Louisiana State University (LSU) in Baton Rouge, Louisiana, in May 2019. RHA also sent a delegation to the Great Lakes Association of College and University Residence Halls (GLACURH) Indiana University in Bloomington, Indiana, in December 2019. Another notable conference was the National Association for Campus Activities (NACA) in Boulder, Colorado, in February 2020. Other Conferences were canceled due to the Novel Coronavirus Pandemic. The delegation to each of these conferences received professional development and networking opportunities by participating in collaborative and team development skills with other RHAs. Those delegations then brought back the ideas they learned to incorporate the knowledge learned to better the on campus experience.

## **Processing Improvements**

The RHA Finance Team is in the process of creating a new finance form that will be used for both the RHA Leadership Team and Constituents. This is in the hope that individuals will feel comfortable in utilizing allocated funds. There has also been progress in finding a workflow system to allow the finance process to be completed online.

## **Health Promotion**

A total of \$23,000 was transferred to Olin Health Center to go towards the following:

- Nutrition and Spartan Body Pride
- Sexual Wellness
- Alcohol, Tobacco & other Drugs Awareness and Services
- Fitness and Mental Health
- Recovery Housing – Collegiate Recovery Community

## **Coronavirus (Covid-19) Response:**

The RHA General Assembly supports an effort to fund the SOS Emergency Fund by donating \$130,360.00, which provided emergency to students that may need it. The General Assembly also supported a \$12,500.00 effort from REHS to providing PPE's for students that remain on campus. These efforts were a direct response to the COVID-19 pandemic, resulting in RHA needing to support its constituents.

# Special Events

- **Snow Cones and Friends**
  - Starting off the school year with a snow cones event where students came, ate ice cream from the dairy store, and speed friending!
- **RHA Blast!**
  - Welcome week event for students with inflatables, and giveaways! Students learned about RHA, got some merch, bouncy houses
- **Tie-Dye Night**
  - Tie Dye Event with Pizza and Ice Cream
- **Dana Fredsti Book Discussion**
  - Dana Fredsti Author of blood ink led a discussion about life as an author
- **Laverne Cox – Ain't I A Woman**
  - Powerful and inspiring keynote address given by Laverne Cox that touched on many important topics in support of Its On Us Week.
- **Fall Fright with Spartan Compass**
  - Celebrating Halloween with pumpkin painting, cider and donuts, movies and popcorn, and a dance floor, Akers and Hubbard resident attended
- **CRU Dora and the Lost City of Gold for Latinx Heritage Month**
  - Movie Night to celebrate the Latinx community
- **Wicked Williams**
  - Halloween event for West circle, candy, crafts, painting, dance floor, cider, cake, donuts, food
- **Hocus Pocus Movie and Trivia Night**
  - Halloween event for on campus students with cookies and cupcakes. CCC played Hocus Pocus and once the movie was finished we played a quick game of movie trivia and handed out prizes.
- **Mission Menstruation @the Rock**

- Handed out free menstrual packs, donuts and ciders to people walking by
- Campus Center Cinema played classic Disney movies for a weekend
- **Paint Night with RHA**
  - Painting Ceramics and food/drinks
- **Nightmare on Boogie Street**
  - Mason-Abbot hosted a Halloween Event with a Haunted House there was food, dancing and a movie
- **Disney Weekend**
- **Daniel Martin**
  - Virtual event was held on Zoom. This was to entertain residents magic show.
- **Goli Gabbay**
  - Virtual event that was held on Zoom. This was a mental health related events, so that residents were able to learn methods to relax and be successful during the Coronavirus

## RHA Summer 2019 Budget

### Budget Summary

<b>Beginning Balance</b>		
	Balance Forward	\$ 504,850.26
	<b>Subtotal</b>	<b>504,850.26</b>
<b>Summer Expenditures</b>		
	General	182,230.00
	Payroll	38,000.00
	Constituent	8,189.41
	Reserve	30,030.00
	<b>Subtotal</b>	<b>258,449.41</b>
	<b>Surplus/Deficit</b>	<b>\$ 246,400.85</b>

### Revenues & Balances

<b>Spring 2019</b>		
	General Ending Balance	497,711.11
	Payroll Ending Balance	(34,110.48)
	Constituent Ending Balance	11,219.63
	Reserve Ending Balance	30,030.00
	<b>Subtotal</b>	<b>504,850.26</b>
	<b>Balance Forward</b>	<b>\$ 504,850.26</b>

### General Account

<b>President</b>		
	RHA Staff Uniforms	2,500.00
	Discretionary	5,000.00
	<b>Subtotal</b>	<b>7,500.00</b>
<b>Vice President</b>		
	Team bonding retreats & materials	2,500.00
	GA Materials	1,000.00
	<b>Subtotal</b>	<b>3,500.00</b>
<b>Chief of Staff</b>		
	Travel Expenses	7,500.00
	Training	2,000.00
	Early Move-In	1,000.00
	Developmental Fund	500.00
	<b>Subtotal</b>	<b>11,000.00</b>
<b>Chief Diversity and Inclusion Officer</b>		
	New Student Resources	2,500.00
	Fall Caucus Leadership Training	2,000.00
	Spartan Remix Sponsorship	1,000.00
	Microaggressions Campaign	1,000.00
	<b>Subtotal</b>	<b>6,500.00</b>
<b>Director of Technology</b>		
	Monthly charges for tech services (phones)	1,500.00



	Tech Supplies	3,000.00
	<b>Subtotal</b>	<b>4,500.00</b>
<b>Director of Advertising &amp; Public Relations</b>		
	Diversitees	19,000.00
	Printed Materials	2,500.00
	Advertising (Social Media & State News)	2,500.00
	<b>Subtotal</b>	<b>24,000.00</b>
<b>Director of Special Events</b>		
	Event Expense	70,000.00
	Fall Carnival	9,000.00
	U-Fest	1,000.00
	Neighborhood Events	10,000.00
	<b>Subtotal</b>	<b>90,000.00</b>
<b>Director of Campus Center Cinemas</b>		
	Movie Royalties	5,000.00
	Movies for NSO	10,000.00
	Movie Promotion	2,500.00
	Room Fees	500.00
	<b>Subtotal</b>	<b>18,000.00</b>
<b>Director of Health &amp; Safety</b>		
	Preparation for Fall 2019 Welcome Back Events	3,000.00
	Sexual Education Program Preparation	5,000.00
	<b>Subtotal</b>	<b>8,000.00</b>
<b>Executive Secretary</b>		
	Office Supplies	2,000.00
	Office Water	300.00
	Printer fees	750.00
	<b>Subtotal</b>	<b>3,050.00</b>
<b>Communications Coordinator</b>		
	Conference Fees	6,000.00
	NACURH Affiliation	150.00
	<b>Subtotal</b>	<b>6,150.00</b>
<b>Account</b>		
	Service Fees	30.00
	<b>Subtotal</b>	<b>30.00</b>
<b>General Account Total</b>		<b>\$ 182,230.00</b>
<b>Payroll Account</b>		
<b>Payroll</b>		
	Executive Board	21,000.00
	Campus Center Cinemas	2,000.00
	Finance Office	2,000.00
	Business Manager	13,000.00
	<b>Subtotal</b>	<b>38,000.00</b>
<b>Account</b>		

	Service Fees	30.00
	<b>Subtotal</b>	<b>30.00</b>
<b>Payroll Account Total</b>		<b>\$ 38,030.00</b>
<b>Constituent Account</b>		
<b>Tax Allocation</b>		
	Hall Governments	6,119.55
	LGBTQA Caucuses	1,019.93
	Black Caucuses	1,019.93
	<b>Subtotal</b>	<b>8,159.41</b>
<b>Account</b>		
	Service Fees	30.00
	<b>Subtotal</b>	<b>30.00</b>
<b>Constituent Account Total</b>		<b>\$ 8,189.41</b>
<b>Reserve Account</b>		
<b>Account</b>		
	Reserve	30,000.00
	Service Fees	30.00
	<b>Subtotal</b>	<b>30,030.00</b>
<b>Reserve Account Total</b>		<b>\$ 30,030.00</b>
<b>Glossary:</b>		
<b>General account:</b>		
Account for all general RHA expenses & activity		
<b>Constituent account:</b>		
Account for all constituent expenses & activity		
<b>Payroll account:</b>		
Account for all payroll for RHA team members.		
<b>Reserve account:</b>		
Account for emergency services.		
<b>Withholding</b>		
Amount calculated to account for Univeristy handled tax refunds.		
<b>Surplus</b>		
The standing when there is a greater amount of money than budgeted expenses.		
<b>Deficit</b>		
The standing when there is a greater amount of budgeted expenses than money.		
<b>Carryforward</b>		
The money that is not spent in the previous semester and is carried to this current semester.		

# Fall 2019 Budget

<b>Revenues &amp; Balances</b>	
<b>Summer 2019</b>	
General Ending Balance	401,864.65
Payroll Ending Balance	(75,252.09)
Constituent Ending Balance	(16,982.92)
Reserve Ending Balance	30,020.00
<b>Total Balance Forward</b>	<b>339,649.64</b>
<b>Fall 2019</b>	
Tax Collection	350,250.00
<hr/>	
<b>Fall 2019 Beginning Balance</b>	<b>\$ 689,899.64</b>

<b>Budget Summary</b>	
<b>Fall 2019 Beginning Balance</b>	<b>\$ 689,899.64</b>
<b>Fall Expenditures</b>	
General	401,430.00
Payroll	72,000.00
Constituent	101,343.50
Reserve	30,030.00
Caucus Room Keyless Entry	85,000.00
<b>Subtotal</b>	<b>689,803.50</b>
<hr/>	
<b>Surplus/Deficit</b>	<b>\$ 96.14</b>

<b>General Account</b>	
<b>President</b>	
Cash for Change	25,000.00
Discretionary	10,000.00
<b>Subtotal</b>	<b>35,000.00</b>
<b>Vice President</b>	
Leadership/GA Development	2,000.00
GA/Committee Meeting Planning	2,000.00
Staff Development	4,500.00
Constituent Outings	500.00
Leadership Roundtable	1,000.00

<b>Subtotal</b>	<b>10,000.00</b>
<b>Chief of Staff &amp; Director of Human Resources</b>	
Team Development Activities	4,000.00
Staff Development	5,000.00
SHRM Membership	150.00
Payroll System	1,500.00
Staff Training	1,400.00
<b>Subtotal</b>	<b>12,050.00</b>
<b>Chief Financial Officer</b>	
Training for Business Office Manager	200.00
Discretionary	350.00
<b>Subtotal</b>	<b>550.00</b>
<b>Chief Diversity &amp; Inclusion Officer</b>	
History Month Collaborative	7,000.00
Mental Health Campaign	8,000.00
First Generation Student Handbook	1,000.00
Leadership Summit	3,000.00
Student Organization Sponsorships	6,000.00
DEI Learning Opportunities and Conferences	8,000.00
Caucus Support	6,000.00
<b>Subtotal</b>	<b>39,000.00</b>
<b>Director of Treasurers and Allocations</b>	
Supplies for Constituent Development and Training	350.00
<b>Subtotal</b>	<b>350.00</b>
<b>Director of Technology</b>	
IT Service Charges	180.00
Technology/Equipment	5,720.00
<b>Subtotal</b>	<b>5,900.00</b>
<b>Director of Advertising &amp; Public Relations</b>	
Director of Advertising Supplies/Electronic Resource	500.00
State News Advertising/Social Media	9,000.00
Social Media Contests	1,500.00
Promotional Items/SWAG	10,000.00
RHA Publicity Campaigns	5,000.00
<b>Subtotal</b>	<b>26,000.00</b>
<b>Director of Special Events</b>	
Neighborhood Programming	7,500.00
Campus Programming	7,500.00
RHA Pop-Up Events	6,600.00
Leadership Roundtable	10,000.00
<b>Subtotal</b>	<b>31,600.00</b>

**Director of Campus Center Cinemas**

Movie Royalties Company 1	45,000.00
Movie Royalties Company 2	5,000.00
Popcorn & Supplies	2,000.00
Promotions	5,000.00
Custodial & Reservation Fees	7,000.00
<b>Subtotal</b>	<b>64,000.00</b>

**RHA Television**

RHA TV On Demand	40,000.00
<b>Subtotal</b>	<b>40,000.00</b>

**Director of Health & Safety**

Wellness Partnerships	7,000.00
Campus Collaboration/Programming	7,000.00
Health Promotions	13,500.00
It's On Us Sponsorship	20,000.00
Mission Mestruation	2,000.00
Breaking Point Stress Relief	7,000.00
Nutrition Showcase	2,000.00
<b>Subtotal</b>	<b>58,500.00</b>

**Executive Secretary**

Office Supplies	3,800.00
Telephone Fees	1,000.00
Updates to RHA Office	18,000.00
Updates to RHA Conference Room	2,000.00
Printer Fees	2,000.00
<b>Subtotal</b>	<b>26,800.00</b>

**Communications Coordinator**

Conference - GLACURH	4,200.00
Conference Apparel/Spirit	2,000.00
Dues/Affiliation	150.00
Delegation Meetings	1,000.00
RHA Incentive System	4,000.00
Philanthropy	8,000.00
<b>Subtotal</b>	<b>19,350.00</b>

**Committees**

COB General Fund	26,000.00
COB Tangible Items Fund	7,000.00
Chair Discretionary	200.00
<b>Subtotal</b>	<b>33,200.00</b>

**Account**

Service Fees	30.00
--------------	-------

Withholding	-
<b>Subtotal</b>	<b>30.00</b>
<b>General Account Total</b>	<b>\$ 401,430.00</b>

<b>Payroll Account</b>	
<b>Payroll</b>	
Leadership	40,000.00
Campus Center Cinemas	10,000.00
Finance Staff	11,000.00
Business Manager	11,000.00
<b>Subtotal</b>	<b>72,000.00</b>
<b>Account</b>	
Service Fees	30.00
<b>Subtotal</b>	<b>30.00</b>
<b>Payroll Account Total</b>	<b>\$ 72,030.00</b>

<b>Constituent Account</b>	
<b>Tax Allocation</b>	
Hall Governments	75,156.88
LGBTQ+ Caucuses	13,031.73
Black Caucuses	13,124.89
<b>Subtotal</b>	<b>101,313.50</b>
<b>Account</b>	
Service Fees	30.00
<b>Subtotal</b>	<b>30.00</b>
<b>Constituent Account Total</b>	<b>\$ 101,343.50</b>

<b>Reserve Account</b>	
<b>Account</b>	
Reserve	30,000.00
Service Fees	30.00
<b>Subtotal</b>	<b>30,030.00</b>
<b>Reserve Account Total</b>	<b>\$ 30,030.00</b>

**Glossary:**

**General account:**

Account for all general RHA expenses & activity

**Constituent account:**

Account for all constituent expenses & activity

**Payroll account:**

Account for all payroll for RHA team members.

**Reserve account:**

Account for emergency services.

**Withholding**

Amount calculated to account for University handled tax refunds.

**Surplus**

The standing when there is a greater amount of money than budgeted expenses.

**Deficit**

The standing when there is a greater amount of budgeted expenses than money.

**Balance Forward**

The money that is not spent in the previous semester and is carried to this current semester.

# Spring 2020 Budget

## Revenues & Balances

<b>Fall 2019</b>	
General Ending Balance	344,002.82
Payroll Ending Balance	(1,050.13)
Constituent Ending Balance	55,295.69
Reserve Ending Balance	30,020.00
<b>Total Balance Forward</b>	<b>428,268.38</b>
<b>Spring 2020</b>	
Tax Collection	344,700.00
<b>Spring 2020 Beginning Balance</b>	<b>\$ 772,968.38</b>

## Budget Summary

<b>Spring 2020 Beginning Balance</b>	<b>\$ 772,968.38</b>
<b>Spring Expenditures</b>	
General	485,039.40
Payroll	73,000.00
Constituent	99,898.80
Reserve	30,030.00
Caucus Room Keyless Entry	85,000.00
<b>Subtotal</b>	<b>772,968.20</b>
<b>Surplus/Deficit</b>	<b>\$ 0.18</b>

## General Account

<b>President</b>	
Cash for Change	25,000.00
New Voting System	1,372.70
Discretionary	15,000.00
<b>Subtotal</b>	<b>41,372.70</b>
<b>Vice President</b>	
Staff Development	500.00
Constituent Development	4,500.00
Leadership/GA Development	3,000.00
GA/Committee Meeting Planning	3,000.00



<b>Subtotal</b>	<b>11,000.00</b>
<b>Chief of Staff &amp; Director of Human Resources</b>	
Team Development Activities	3,000.00
SHRM Membership	150.00
Payroll System	1,500.00
Staff Training and Development	3,933.70
<b>Subtotal</b>	<b>8,583.70</b>
<b>Chief Financial Officer</b>	
Training for Business Office Manager Development	200.00
	350.00
<b>Subtotal</b>	<b>550.00</b>
<b>Chief Diversity &amp; Inclusion Officer</b>	
History Month Collaborative	4,000.00
Caucus Room Upgrades	10,000.00
Conference Support	17,000.00
Black Love Gala	10,000.00
Additional Organization Support	28,863.00
Leadership Summit	5,000.00
<b>Subtotal</b>	<b>74,863.00</b>
<b>Director of Treasurers and Allocations</b>	
Supplies for Constituent Development and Training	650.00
<b>Subtotal</b>	<b>650.00</b>
<b>Director of Technology</b>	
IT Service Charges	180.00
Archive Tapes	200.00
Technology/Equipment	5,500.00
<b>Subtotal</b>	<b>5,880.00</b>
<b>Director of Advertising &amp; Public Relations</b>	
Supplies/Electronic Resources	500.00
State News Advertising/Social Media	9,000.00
Social Media Contests	1,500.00
Promotional Items/SWAG	10,000.00
RHA Publicity Campaigns	5,000.00
<b>Subtotal</b>	<b>26,000.00</b>
<b>Director of Special Events</b>	
Programming support	\$ 11,000.00
Neighborhood Programming	20,000.00
Spring Concert	70,000.00
<b>Subtotal</b>	<b>101,000.00</b>
<b>Director of Campus Center Cinemas</b>	
Movie Royalties Company 1	35,000.00

Movie Royalties Company 2	5,000.00
Popcorn & Supplies	1,000.00
Spring Movie Event	10,000.00
Custodial & Reservation Fees	7,000.00
<b>Subtotal</b>	<b>58,000.00</b>
<b>RHA Television</b>	
RHA TV On Demand	40,000.00
<b>Subtotal</b>	<b>40,000.00</b>
<b>Director of Health &amp; Safety</b>	
Wellness Partnerships	9,000.00
Campus Collaboration/Programming	10,000.00
Mission Mestruation	2,000.00
Health Promotion	13,500.00
Breaking Point Stress Relief	7,000.00
Nutrition Showcase	2,000.00
<b>Subtotal</b>	<b>43,500.00</b>
<b>Executive Secretary</b>	
Office Supplies	4,000.00
Telephone Fees	1,000.00
Updates to RHA Office and Conference Room	2,500.00
Printer Fees	2,000.00
<b>Subtotal</b>	<b>9,500.00</b>
<b>Communications Coordinator</b>	
NACA Conference	14,000.00
RHA Banquet	6,000.00
NACURH Conference	7,110.00
Regional Business Conference	3,000.00
Philanthropy	2,000.00
<b>Subtotal</b>	<b>32,110.00</b>
<b>Committees</b>	
COB General Fund	26,000.00
COB Tangible Items Fund	7,000.00
Chair Discretionary	200.00
<b>Subtotal</b>	<b>33,200.00</b>
<b>Account</b>	
Service Fees	30.00
Withholding	-
<b>Subtotal</b>	<b>30.00</b>
<b>General Account Total</b>	<b>\$ 485,039.40</b>

<b>Payroll</b>	
Leadership	40,000.00
Campus Center Cinemas	10,000.00
Finance Staff	12,000.00
Business Manager	11,000.00
<b>Subtotal</b>	<b>73,000.00</b>
<b>Account</b>	
Service Fees	30.00
<b>Subtotal</b>	<b>30.00</b>
<b>Payroll Account Total</b>	<b>\$ 73,030.00</b>

<b>Constituent Account</b>	
<b>Tax Allocation</b>	
Hall Governments	74,545.81
LGBTQ+ Caucuses	12,396.74
Black Caucuses	12,926.25
<b>Subtotal</b>	<b>99,868.80</b>
<b>Account</b>	
Service Fees	30.00
<b>Subtotal</b>	<b>30.00</b>
<b>Constituent Account Total</b>	<b>\$ 99,898.80</b>

<b>Reserve Account</b>	
<b>Account</b>	
Reserve	30,000.00
Service Fees	30.00
<b>Subtotal</b>	<b>30,030.00</b>
<b>Reserve Account Total</b>	<b>\$ 30,030.00</b>

**Glossary:**

**General account:**

Account for all general RHA expenses & activity

**Constituent account:**

Account for all constituent expenses & activity

**Payroll account:**

Account for all payroll for RHA team members.

**Reserve account:**

Account for emergency services.

**Withholding**

Amount calculated to account for Univeristy handled tax refunds.

**Surplus**

The standing when there is a greater amount of money than budgeted expenses.

**Deficit**

The standing when there is a greater amount of budgeted expenses than money.

**Balance Forward**

The money that is not spent in the previous semester and is carried to this current semester.

# **Contact Information**

**Kylie Carrothers/Amanuel Engeda**

Chief Financial Office –50<sup>th</sup> Session  
cfo@rha.msu.edu

**Amanuel Engeda / Lisa Uwonkunda**

Director of Treasurers and Allocations–50<sup>th</sup> Session  
dta@rha.msu.edu

**Dana Flink**

Business Manager  
bom@rha.msu.edu