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To: Nicole Gonzales, Business Office Manager

From: Alexa Graf, Controller

Katherine Rifiotis, President

Date: October 8, 2018

Re: Summer and Fall '18 Tax Revenue Transfers

This memo is to authorize the transfer of funds from the general operating account of RY100000 to the Funding Board, Programming Board and Readership Account (RY100001, RY100002, RY100004 respectively) per the ASMSU Financial Code. In regards to Safe Ride, \$151,720.70 was allocated towards the Safe Ride program and will reside in the RY100000 account. Lastly, the current Readership account balance was subtracted from the total transfer in order to prevent over allocation.

See attached for transfer explanation.

RY 100001 – RSO Funding Board	\$ 83,168.64
RY 100002 – CORES/COPS Programming Board	\$ 166,337.28
RY 100004 – Readership Account	\$ 62,346.47
Total to be transferred from RY100000	<u>\$ 311,852.39</u>

Alexa Graf, Controller

Katherine Rifiotis, President

18 Summer & Fall Transfer

	Summer	Fall	Total
Revenue	\$346,355.93	\$820,246.72	\$1,166,602.65
less Refunds	\$360.00	\$399.00	\$759.00
Total Revenue	\$345,995.93	\$819,847.72	\$1,165,843.65
# of Students	17299.8	39040.4	56340.2
Readership \$	\$1.25	\$1.25	
Readership 1.25	\$21,624.75	\$48,800.46	\$70,425.21
Safe Ride \$	\$2.00	\$3.00	
Safe Ride	\$34,599.59	\$117,121.10	\$151,720.70
Revenue less Readership & SR	\$289,771.59	\$653,926.16	\$943,697.75
*1/3=SAB amount	\$96,590.53	\$217,975.39	\$314,565.92
SAB - SAB Operations			\$249,505.92
Total SAB Funds`			\$249,505.92
RSO 01 Allocation			\$83,168.64
CORES/COPS 02 Allocation			\$166,337.28
RY100000 (out)			\$311,852.38
RY100001 - RSO			\$83,168.64
RY100002 - CORES/COPS			\$166,337.28
RY100004 - Readership			\$70,425.21
less current balance			-\$8,078.74
RY100004 - Readership			\$62,346.47
Safe Ride (will reside in RY100000)			\$151,720.70

MICHIGAN STATE UNIVERSITY

STUDENT ACCOUNT PAYMENT VOUCHER

PAYEE		ACCOUNT TO BE CHARGED		
NAME	ASMSU	ORG NAME	ASMSU	
ADDRESS	Summer/Fall Tax Revenue Transfer	ACCOUNT NUMBER	OBJECT CODE	AMOUNT
CITY, STATE, ZIP		RY100000	6101	\$311,852.39
NET ID (MSU EMAIL)		RY100001	4101	\$83,168.64
TAX ID		RY100002	4101	\$166,337.28
Reimbursements to MSU faculty/staff/students require netid. Payments to outside vendors/non-MSU employees will need tax id/social security #		RY100004	4101	\$62,346.47
REASON FOR PAYMENT WHERE A REFUND IS INVOLVED. GIVE THE RECEIPT/INVOICE NUMBER THAT RECORDED PAYMENT				
Fund Transfer - Summer and Fall 2018 Tax Revenue				
<input type="checkbox"/> RUSHED CHECKS-- A \$15.00 fee will be charged to the organization's MSU account.				
INSTRUCTIONS: Scan and email this voucher with receipts, invoices, authorizations and supporting documents using MSU email account to: <div style="text-align: center;">StuOrgs@vps.msu.edu</div> OR Submit documents to Central Business Office, 153 Student Services Building				
I certify that this payment is appropriate correct and made in accordance with University Policy and Procedure				\$0.00
Payee Signature <i>MSU Students Only</i>		<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Officers Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Officers Signature</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Officers NET ID</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Voucher Preparer</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Advisor Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Advisor Signature</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">over \$500.00</div> </div> <div style="width: 40%; text-align: center;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">DATE</div> <div style="font-size: 1.2em; margin-bottom: 5px;">10/11/2018</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">10/11/2018</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">DATE</div> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> SUFFICIENT FUNDS SIGNATURE VERIFIED </div> <div style="width: 45%;"> VOUCHER RECEIVED PAYMENT SUBMITTED PAYMENT FINAL DATE </div> </div>				