



Alexa N. Graf
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To: Nicole Gonzales - Engagement Office Manager, ASMSU Finance Committee

From: Alexa Graf, Controller

Katherine Rifiotis, President

Date: September 19, 2018

Re: Rollover Transfer

The amount below was calculated by taking the full rollover amount (\$272,275.54) and subtracting a buffer of \$40,000; \$10,000 for the replenishment of Capital Outlay, \$3,000 to replenish Budget Stabilization, and \$27,000 to prevent over allocation. This leaves us with a total of \$232,275.54 to split between the General Fund and RSOs. This memo is to authorize the transfer of funds from the general operating account of RY100000 to the Funding Board (RY100001) per the ASMSU Financial Code Rollover Process. See the attached document for calculations and explanations.

Transfer Rollover Funds

From: RY100002 \$113,297.30

RY100004 \$ 20,561.36

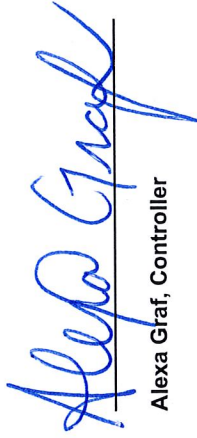
Total to be transferred **to** RY100000

\$ 133,858.66

From: RY100000 \$ 116,137.77

Total to be transferred **to** RY100001

\$ 116,137.77


Alexa Graf, Controller


Katherine Rifiotis, President



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To: The ASMSU Finance Committee
From: Alexa Graf, Controller
Date: September 19, 2018
Re: Budget Rollover from FY 2018

ASMSU Finance Committee,

Appendix 1, Title 2, Section 4 of the ASMSU outlines the budget rollover process that is overseen by the Controller.

- Sub-section A: The ASMSU Controller will collaborate with Business Office Manager to ensure that a portion of rollover be set aside for Budget Stabilization funds.
- Sub-section B: After BS allocations, the remaining portion will be split between RSOs and GF.
- Sub-section C: The ASMSU Controller will present to the Finance Committee the sources of rollover and the determined allocations of the rollover sum.

The sources of budget rollover by Account Number:

REVENUES	RY100000	RY100001	RY100002	RY100004	TOTAL ROLLOVER
ROLLOVER 2017	57,640.38	57,640.38			
SU/FALL TAX		73,971.18	147,942.35	54,796.02	
SPRING TAX		60,798.69	121,597.37	46,234.94	
TOTAL TAX REV (AFTER TRANSFER) CORES/COPS FUNDS	1,237,948.53				
EXCESS ACCOUNT FUNDS		8,587.37	(745.34) 59,817.49		
TOTAL REVENUE LESS	1,295,588.91	200,997.62	328,611.87	101,030.96	
EXPENSES	1,139,681.63	218,488.02	215,314.57	80,469.60	
NET INCOME LESS BUFFER	\$155,907.28	\$(17,490.40)	\$113,297.30	\$20,561.36	\$272,275.54 (40,000.00)
TOTAL ROLLOVER					\$232,275.54
RSO ALLOCATIONS					\$116,137.77
GENERAL FUND					\$116,137.77


Alexa Graf, Controller


Nicole Gonzales, Business Office Manager

MICHIGAN STATE
UNIVERSITY

STUDENT ACCOUNT PAYMENT VOUCHER

PAYEE		ACCOUNT TO BE CHARGED		
NAME	ASMSU	ORG NAME	ASMSU	
ADDRESS		ACCOUNT NUMBER	OBJECT CODE	AMOUNT
CITY, STATE, ZIP		RY100002	6101	\$113,297.30
NET ID (MSU EMAIL)		RY100004	6101	\$20,561.36
TAX ID		RY100000	4101	\$133,858.66
Reimbursements to MSU faculty/staff/students require netid.				
Payments to outside vendors/non-MSU employees will need tax id/social security #				
REASON FOR PAYMENT WHERE A REFUND IS INVOLVED. GIVE THE RECEIPT/INVOICE NUMBER THAT RECORDED PAYMENT				
Transferring funds to RY100000 to prep for rollover FY 18 transfer				
☐ 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: StuOrgs@vps.msu.edu				
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				
Payee Signature				\$0.00
MSU Students Only				
Officers Name			DATE	
Officers Signature				
Officers NET ID			9/19/2018	
Voucher Preparer				
Advisor Name	Nicole Gonzales		9/19/2018	
Advisor Signature			DATE	
over \$500.00				
OFFICE USE AREA				
SUFFICIENT FUNDS		VOUCHER RECEIVED		
SIGNATURE VERIFIED		PAYMENT SUBMITTED		
		PAYMENT FINAL DATE		

MICHIGAN STATE
UNIVERSITY

STUDENT ACCOUNT PAYMENT VOUCHER

PAYEE		ACCOUNT TO BE CHARGED	
NAME	ASMSU	ORG NAME	ASMSU
ADDRESS	Roll-Over Transfer	ACCOUNT NUMBER	OBJECT CODE
CITY, STATE, ZIP		RY100000	6101
NET ID (MSU EMAIL)		RY100001	4101
TAX ID			
Reimbursements to MSU faculty/staff/students require netid.			
Payments to outside vendors/non-MSU employees will need tax id/social security #			
REASON FOR PAYMENT WHERE A REFUND IS INVOLVED. GIVE THE RECEIPT/INVOICE NUMBER THAT RECORDED PAYMENT			
2018 Budget Roll-Over Transfer of Funds			
Per ASMSU Financial Code of Operations, Roll Over Funds from FY18			
☐ 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: StuOrgs@vps.msu.edu			
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		DATE	
MSU Students Only			
Officers Name			
Officers Signature			
Officers NET ID		9/19/2018	
Voucher Preparer			
Advisor Name			
Advisor Signature			
over \$500.00		9/19/2018	
OFFICE USE AREA		DATE	
SUFFICIENT FUNDS		VOUCHER RECEIVED	
SIGNATURE VERIFIED		PAYMENT SUBMITTED	
		PAYMENT FINAL DATE	