

COMPTROLLER

Each House shall have its own duly elected Comptroller. The Comptroller must be a resident of the particular House, and shall serve for a term not to exceed six months. An individual may not succeed him/herself in the same office; however, he/she may be elected to the same office after a period of six months has elapsed.

The Comptroller works closely with the Treasurer. Essentially the Comptroller is responsible for monies coming into the account while the Treasurer is responsible for monies going out. Together with the President, the Treasurer and a RAP staff member, the Comptroller shall meet once a month to fill out the Monthly Reconciliation Form.

The Comptroller is responsible for keeping the financial records of the House on a day-to-day basis.

1. Intake of New Members

The Comptroller will fill out an Individual House Member Account form for each new house member. She will start by recording on the form:

- The date,
- The new member's name,
- The date the arrival deposit is paid,
- The date that the first EES payment is made (possibly the same date), and
- The date that the next EES payment is due.

2. Collects all payments:

Every payment must go through the same process:

- The payment is received and the check or money order is examined;
- A receipt is written from a receipt book with a duplicate copy;
- Fine payments need to be recorded on the Fine Ledger (with the number of the receipt);
- EES and Arrival Deposits need to be recorded on the Individual House Member Account form;
- Fills in the deposit slip and gives it to the Treasurer.

All EES payments must be in the form of a money order. No checks or cash are accepted.

3. Fine Payments:

Fine payments may be accepted in cash. They must be recorded on the fine ledger and then added to the petty cash.

4. House Supplies:

The Comptroller makes all cash expenditures authorized at the weekly house meeting. She is responsible for maintaining supplies as authorized by the meeting. For example, the meeting may determine that the house needs to have a minimum of X rolls of toilette paper available at all times. It is her responsibility to make sure that those levels are maintained.

5. Petty Cash & Petty Cash Ledger

The Comptroller holds the petty cash. She spends the petty cash as authorized by the house at weekly house meetings and always gets store receipts. If the Comptroller does not have the receipts, she/ he is responsible for making up the difference.

She then logs the expenditures on the Petty Cash Ledger and staples the store receipts to the ledger. When she needs more petty cash, she brings the ledger (with stapled receipts) to the house meeting and presents the ledger to the meeting.

The house then faxes RAP a request asking for new petty cash to bring the petty cash up to its authorized amount.

6. Weekly Business Meeting

The Comptroller meets with the President and the Treasurer before the weekly house meeting. At that meeting, the Comptroller will:

- Update all the Individual Member Accounts.
- Using the information from the Individual Accounts, fill out the Weekly Summary of Money Received and Weekly Summary of Money Owed.
- Give any money orders, etc. to the Treasurer to be deposited.
- Make sure she/he knows the total of fines owed and petty cash.
- Together with the Treasurer, they will fill out the Weekly Treasurer's Report and update the Cashflow if necessary.

7. At the Weekly House Meeting

The Comptroller works with the Treasurer to make a full financial report to the house. She:

- Gives a report on Petty Cash,
- How much EES was owed at the end of the last meeting,
- How much has been received since the last meeting,
- Amount of fines owed,
- Balance on each member's account, and
- Determine if there need to be new financial contracts issued.

8. Monthly (before the chapter meeting)

The chapter meeting will be the Sunday of the first full week of the month.

On the second business day of the month, the Treasurer will print the bank account statement. This will be faxed or emailed to the house by RAP staff.

The business meeting will include a RAP staff member, the President, Treasurer and Comptroller.

- The Treasurer will have balanced the checkbook,
- They will work to fill out the Monthly Financial Report, and
- The Chapter Meeting Summary Report.

SUMMARY

The Comptroller needs to fill out the following forms:

On- Going Basis

- Fines Ledger
- Individual House Member Account Form
- Petty Cash Ledger

Weekly Meeting

- The Weekly Summary of Money Owed to the House
- The Weekly Summary of Money Paid to the House