



Association of Residence Halls  
Hall Council Executive Board Positions  
Treasurer

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***What are my duties as Treasurer?***

Your duties are most pertinent to the fluidity of success in your Hall Council. Your duties are as follows:

- To keep and maintain up to date financial records.
- To oversee expenses and incomes.
- To prepare a detailed budget for each event.
- To prepare, if necessary, ARH requests for events open to the entire Residence Hall Body.
- To distribute necessary funds for respective programs.
- To vote.

***What money? Where does it come from? What am I supposed to do with it?***

The sole source of Hall Council income comes from ARH via the activity fees that all residents paid at the beginning of the year on Move-in Day. Now the sum of the check you receive is relative to the number of residents living within your building. That is why Geisert gets a bigger check than, oh let's say Heitz (sorry folks). When ALL the residents in your building have paid their activity fee, you will receive payment.

You should go set up a checking account at a bank with your President and Advisor(s). Between the three of you, a decision should be made on how easily the checks can be distributed and utilized. Meaning, upon every written check does it need to be written by both the Treasurer and President or can it just be the Treasurer?

And most importantly, you MUST keep an accurate account of your financial proceedings. It can be very easy to lose track of a few written checks or accidentally leave a "1" out of the newly recorded balance. If you have any problems, concerns, or questions about your duties as time goes by, we have our own brilliant mathematician, the ARH Treasurer, Aaron Rogers. You can email him at [arogers@bradley.edu](mailto:arogers@bradley.edu).

***Any other accounts I need to be worried about?***

Of course! There is an account for each Hall Council at Duplication for all of your signage needs. At the beginning of the year, please check on the balance and deposit money if necessary. You can find them in Jobst 232A and their extension is x2326.