



COMPTROLLER

Each House shall have its own duly elected Comptroller. The Comptroller must be a resident of the particular house and shall serve a term not to exceed six months. A resident may not serve as Comptroller for two consecutive terms but may be elected to Comptroller again six months after the completion of one term.

Comptroller's Duties:

- The Comptroller will have the responsibility of keeping accurate and organized records of residents' rent balances, including money owed to the house for fines or other purposes.
- The Comptroller will fill out an Accounts Receivable Journal and update an Individual Member Receivable Ledger every week, updating all rent, fine, and move-in fee balances. An Individual Member Receivable Ledger will be accurately maintained for each house resident, including move-in and move-out information.
- The Comptroller will provide accurate and prompt receipts for money paid to the house.
- The Comptroller must complete the weekly reports prior to the weekly business meeting and present the Accounts Receivable Journal to the house at the weekly business meeting.
- The Comptroller will assist the Treasurer in overall house financial operations.
- The Comptroller will open house bills and review them prior to informing the Treasurer for inclusion in the Weekly Financial Status Report. The Comptroller will also be responsible for paying and mailing the house bills once the house has approved payment and the Treasurer has written a check.
- The President, Treasurer, and Comptroller TOGETHER shall conduct a monthly house account and audit report. The audit report results must be posted for the entire house to examine, and a monthly financial report submitted to the local Chapter on a monthly basis.