April 21, 2017

TO: All Student Activity Fee Organization Presidents and Treasurers

FROM: Christopher Sena, Interim Controller
Faculty Student Association (FSA)


The FSA fiscal year 2018 begins on June 1, 2017 and ends on May 31, 2018. If you have not done so already, I urge all SAF organizations to start their 2018 budget process as soon as possible. SUNY Board of Trustee SAF Guidelines require that student governments prepare and approve a budget in accordance with its constitution bylaws (link), and consistent with the principles of equal opportunity, and present it for campus review and certification.

Each SAF organization must submit their fiscal year 2018 budget to FSA, Mail Stop 1219 (Student Center Rm 2-09) no later than May 5, 2017 to enable sufficient time for the SAF budget certification process and the collection of the fee by the DMC Bursar. FSA will review and proof your documents for accuracy and any needed adjustments for its final certification that will be issued to your Council.

The following documents are available online:

- **Budget Instructions (link)**.
- **2018 Budget Worksheet Templates (link)** for each Council are online showing your council’s income, expense, and reserve accounts, and comparative columns showing the current year budget and actual fiscal year to date (as of 3/31/17) values. The Excel format has cell formulas that auto-calculate subtotals and grand totals.
- **DMC Guidelines for SAF meeting minutes (link)**: You will need to attach a SIGNED copy of the meeting minutes at which the Council approved the budget being submitted.
- The **SAF Budget Request and Agreement form (link)** to be completed and submitted. Attach your Council’s budget to this form.

Contact the FSA Business Office via eMail (Team eMail link) or phone (Ext. 3187) or in person (Student Center Room 2-09) if you have any questions or need assistance interpreting your current account reports. Additionally, FSA President Richard Bentley remains available at Ext. 2186 for any questions, concerns or other assistance.

cc via eMail: Graduate School Student Council, Health Related Professions Student Council, Medical Student Council, MSC Student Notetaking Service, Nursing Student Council, Public Health Student Council, Residence Hall Council, Student Center Governing Board, and University Student Council.

cc: Richard Bentley, Jeffrey Putman, Meg O’Sullivan, Peter Ljutic; Deans of Graduate Studies, Health Related Professions, Medicine, Nursing and Public Health,