TO: All Student Activity Fee Organization Presidents and Treasurers
FROM: Richard J. Bentley, President
Faculty Student Association (FSA)
RE: 2015/16 Student Activity Fee (SAF) Budget Deadline; May 4, 2015.

The FSA fiscal year 2015-2016 begins on June 1, 2015. If you have not done so already, I urge all SAF organizations to start their 15/16 budget process as soon as possible. The SUNY Board of Trustee SAF Guidelines require that student governments prepare and approve a budget governing expenditures from student activity fees in accordance with its constitution bylaws, and consistent with the principles of equal opportunity, and presenting it for campus review and certification prior to the registration for the new term.

To allow sufficient time for the SAF budget certification process and enable the collection of the fee by the Bursar, each SAF organization must submit their fiscal year 2015/16 budget to Rodney M. Venten, FSA Director of Finance, Mail Stop 1219 (Student Center Rm 2-09) no later than May 4, 2015. FSA will review and proof your documents for accuracy and any needed adjustments for final certification to be returned to your Council. Your Council’s pre-formatted 2015/16 Budget Worksheet in Excel format will be sent to each Treasurer. The following documents are available online:

- Budget Instructions (link).
- A current report of your council’s accounts as of 3/31/2015 (link).
- Enrollment projections for your college from the DMC registrar (only if significant changes are planned), and
- The SAF Budget Request and Agreement form (link) to be completed and submitted. You will attach your Council’s budget to this form.
- 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.

Rick Barlin, FSA Accountant is available at Ext. 3187 (Student Center Room 2-09) if you have any questions or need assistance interpreting your current account reports. Additionally, I remain 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 w/o forms: Deans of Graduate Studies, Health Related Professions, Medicine, Nursing and Public Health, Jeffrey Putman, Rodney Venten, Meg O’Sullivan, Charles Conway.

NOTE: Excel formatted Budget Worksheets will be prepared and sent to each Council showing your council’s current income, expense, and reserve accounts and with cell formula’s that auto-calculate subtotals and grand totals.