STUDENT ACTIVITY FEE (SAF) BUDGET REQUEST INSTRUCTIONS

Each FSA fiscal year begins on June 1st and ends on the following May 31st.

The Council’s Proposed Budget must include all its Income, Expenses and Reserves; Excel templates for each Council’s Budget are online (Budget Templates link)

SAF INCOME: (the fees that each student pays). Take two factors into consideration:

1) Most Councils use the actual SAF Income received in the current fiscal year, taken from the most current available Year-to-Date (YTD) accounting report (link). This method is pre-filled on the 2018 budget templates.

2) If there is known substantial enrollment changes, multiply the estimated enrollment (# of students) by your Council's annual SAF rate (link), for full-time students and part-time students, and insert your calculations and reason. SAF rate changes (rate charged to each student) have special requirements and must be discussed and planned with FSA far in advance.

OTHER INCOME: categories will vary for each council, and typically include ANY income anticipated to be received from any other sources (fundraising, event fees, advertising income, etc.), as well as Rollover income ($ NOT spent; remaining balance on 5/31). Review the most current available YTD report (link) for your Council to estimate any fiscal year end (FYE) "rollover". Any Club that will retain its FYE 5/31 rollover, must be highlighted as a comment on that budget line item row on the Council’s submitted budget; Otherwise all club balances are rolled over as income to the Council and can be redistributed as the Council determines. If the Council is unable to estimate how much will be rolled-over on 5/31, the Council may note a generic instruction such as “place all rollover income in the Reserve Fund” or some other unallocated category (“Programs/Projects”, “Spontaneous”). In this case, the following year Council can re-allocate any excessive funds to specific accounts after start of the next fall semester.

EXPENSES: FSA recommends present a budget in Excel spreadsheet format- it helps prevent math errors. FSA has prepared a blank 2018 Proposed Budget Excel Template (link) based on your council prior year income and expense categories which you can download, complete then print. You may insert additional rows as needed for any new Expense accounts that the Council is allocating money to (individual new clubs, events, or expense categories). This allows Treasurers to use the same worksheet to present to your Council for approval, can then be attached to the Council meeting minutes at which that budget was approved, and then can be attached to the Budget Request Form when submitting your budget to FSA. Use the Comments column to:

• include any specific requirements for any line item expense. Example: if the Council choses to specify exactly what a club may (or may not) spend its funds on, or
• If your Council anticipates any unpaid expenses or invoice that will not be paid as of 5/31, be sure to include a expense line that will be paid after 5/31. (Example: a yearbook final balance or event that is planned to be paid after May 31st).
• If the Council will allow a club to retain its FYE 5/31 balance, typical if a Club has deposited fundraised income.

RESERVE FUND(s): SUNY guidelines require a minimum Reserve Fund of 5% and up to a maximum of 100% of the prior year actual annual expenses. FSA may need to adjust your estimate.

SUBMITTING YOUR SAF BUDGET: You will need to submit:

1. SAF Budget Request and Agreement Form (link). Insert the current officers, or 2018-17 elected officers (if known), and term of office. Place authorized signatures in signature section. Officers who are not available to sign can add their signatures at the FSA Office after the budget is submitted. Signature Requirements: Some Council Constitution/ Bylaws (link) already specify authorized signature requirements for disbursements (payments). The FSA Forms and Documents website has all Council Constitutions posted on it.
2. Attach the Proposed Budget Worksheet to the above form.
3. Attach a signed copy of the Council’s meeting minutes at which the budget of the organization was approved. These minutes must be in the format of DMC’s SAF Meeting Minutes Guidelines (link) and must be signed by the Secretary (or other officer if Secy is unavailable) of the organization.

Advance materials can be sent to FSA by eMail, but must Submit originals to the FSA Business Office (Student Center Rm. 2-09; MailStop 1219).

Certification: FSA review and makes any required adjustments or revisions once actual year end 5/31 amounts are known and will return to the Council a completed, fully executed certified budget after May 31st. When FSA certifies your council’s budget, any Rollover estimated amount as of May 31st will be adjusted to the exact amount. Any net change will be adjusted in the "Reserve Fund" or an appropriate expense category (such as Programs & Projects).

Councils are able to submit revised budgets to FSA for additional certification at any time throughout the fiscal year. Need FSA Help? Contact FSA (X-3187) or Rich Bentley, FSA President (X-2186).