Student Activity Fund (SAF) Report Instructions
for ALL Student Council Presidents and Treasurers

All SAF related forms and documents are available online at (link).

Instructions to SAF Account Holders: Posted statements show all reconciled deposits as well as all
reconciled disbursements/transfer transactions: "Reconciled" means verified against the actual bank
account statements from banks. Bank statements are received within a week of each month end, which
FSA then reconciles against the transactions that have been entered into the accounting system, making
any needed adjusting transactions. Once posted in all accounts, the accounting system month can be
ended - called "closing the month" and all reports can then be generated. This provides an inherent delay of
about 1 month in making statements available to account holders. Council Treasurers and Club Officers
(Account Holders), can always contact the FSA Business Office to receive a current raw transaction report
with its current balance (not yet fully reconciled).

1. Upon being notified that reports are posted, review for accuracy and report to FSA
   (eMail link) any potential discrepancies.
   a. The cover page compares the Council’s certified annual budget to the actual fiscal
      year to date amount, followed by
   b. A detail transaction report for each of the Council’s line item accounts. See:
      Understanding Your FSA Transaction Report (link).
   c. Excel versions of same reports are available upon request.

2. Disseminate this message to all your Club leaders so they can also review their club
   account transactions and identify/report potential discrepancies.

3. Submit to FSA any needed authorized signature updates as soon as the change occurs:
   SAF Account Revision Form (link).

FSA Business office assistance is available in interpreting the report, questions, or to
discuss any potential discrepancies with your records:
• via email using FSA Business Office Team eMail (link) so that your inquiry can receive
  the timeliest response and keep all recipients aware , or
• via telephone to Ext 3187 ( 718-270-3187 ). Business hours are M-F 8am to 4pm,
  except holidays. FSA President Rich Bentley is also available @ Ext 2186.

If any of the above hyperlinks don’t work on your browser, cut/paste this direct web page address:
http://downstate.edu/fsa/forms.html#SAF

v.2016-11-07