TO: All Student Activity Fee Organization Presidents and Treasurers
FROM: Anthony Condoleo, Interim Controller
Faculty Student Association (FSA)

The FSA fiscal year 2019 begins on June 1, 2018 and ends on May 31, 2019. Most Council have already started and some completed their FY 2019 budget process. SUNY Board of Trustee Guidelines require that student governments prepare and approve a budget in accordance with its constitution/bylaws, consistent with the principles of equal opportunity, and present it for campus review and certification.

Each SAF organization must submit their fiscal year 2019 budget to FSA, Mail Stop 1219 (Student Center Rm 2-09) no later than May 14, 2018 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 key budget documents are available online: All on the FSA Student Activity Fee webpage (link) Under the “Financial Documents” menu:

- SAF Council Budget Instructions (link).
- 2019 Budget Worksheet Templates for each Council: Shows your council’s current year (2018) certified budget income, expense, and reserve accounts, and the actual fiscal year to date (as of 2/28/18) values. Fill out the 2019 budget column; this Excel format template has cell formulas that will auto-calculate subtotals and grand totals.
- The SAF Budget Request and Agreement form (link) to be completed and submitted. Attach your Council’s budget to this form.

Under the “Meeting Minutes” menu:

- DMC Guidelines for SAF meeting minutes: Submit a SIGNED copy of the meeting minutes at which the Council approved the budget being submitted, unless the applicable council minutes have already been submitted and posted on the SAF Council Meeting Minutes webpage (link).

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.

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.

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