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).
2) If your college has known substantial enrollment changes planned for 2018/19, 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/rationales. SAF rate changes (rate charged to each student) have special requirements and must be discussed and planned with FSA far in advance.

OTHER INCOME: Categorize 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 your Council’s most current available YTD report (link) to estimate any fiscal year end (FYE) "rollover". Any Club that will retain its FYE 5/31 MUST be highlighted in the comment column for that budget line item row as "retains any rollover". Otherwise, all balances are rolled over as income to the Council and the Council can redistribute 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 another unallocated category (“Programs/Projects”, “Spontaneous”). After start of the next fall semester, the following year Council is able to re-allocate any excessive rollover funds to other specific accounts.

EXPENSES: Presenting a budget in Excel spreadsheet format greatly helps prevent math errors. FSA has prepared a blank 2019 Budget Excel Template (link) based on your council prior year budget and YTD actual income and expense categories which you can download, complete then print. You may insert additional rows as needed (individual new clubs, events, or expense categories). This allows Treasurers to present the same Budget for the Council’s approval “motion”, so that Council meeting minutes and attachment MATCHES to the Budget being submitted to FSA. Use the “Comments” column to:
- include any specific requirements for any line item. Example: if the Council chooses to specify exactly what a club may (or may not) spend its funds on, or
- If your Council anticipates any current fiscal year unpaid expenses or invoice that will not be paid as of 5/31, be sure to include an expense line that will allow it to 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 of 5% up to a maximum of 100% of the prior year actual annual expenses. FSA may adjust the amounts when certifying the Council's budget.

A Balanced budget will net all income and expenses to a bottom line of ZERO.

SUBMITTING YOUR SAF BUDGET: You will need to submit:
1. SAF Budget Request and Agreement Form (link). Insert the current officers, or 2018-19 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 already specify authorized signature requirements for disbursements (payments). The FSA Forms and Documents webpage “Constitution/Bylaws” section has all Council Constitutions posted on it.
2. Attach the Proposed Budget to the above form; eMail the completed excel version if you can.
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 signed 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? eMail FSA BUSINESS OFFICE or call FSA (X-3187).