

May 13th, 2024

TO: All Student Activity Fee Organization Presidents and Treasurers

FROM: Anthony Condoleo, Interim Controller  
Faculty Student Association (FSA)

RE: FY 2025 Student Activity Fee (SAF) Budget Deadline: **Friday May 31, 2024.**

**The FSA fiscal year (FY) 2025 begins on June 1, 2024 and ends on May 31, 2025. Most Councils have already** planned their FY 2025 budget process. SUNY Board of Trustee SAF Guidelines require that student governments prepare and approve a budget in accordance with its [constitution bylaws \(link\)](#) and consistent with the principles of equal opportunity, and present it for campus review and certification.

Each SAF organization must submit their FY2024 budget to FSA, Mail Stop 1219 (Student Center Rm 2-09 or via [eMail \(link\)](#) from your [downstate.edu](#) eMail account no later than **May 31, 2024** to enable sufficient time for the SAF budget certification process and the collection of the fee by the DHSU 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 following are available on the [FSA SAF webpage](#) 'Financial Documents' section:

- [Budget Instructions \(link\)](#).
- [2025 Budget Worksheet Templates \(link\)](#) for each Council are online showing your council's income, expense, and reserve accounts, and comparative columns showing the current year budget and actual fiscal year to date (as of 3/31/24) values. The Excel format has cell formulas that auto-calculate subtotals and grand totals.
- [DHSU 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 (**unless** they are already posted on SAF meetings webpage).
- The [SAF Budget Request and Agreement form \(link\)](#) to be completed and submitted. Attach your Council's budget to this form.

Contact the FSA Business Office and the Student Life Office via eMail ([Team eMail link](#)) if you have any questions or need assistance interpreting your current account reports.

cc via eMail: Graduate School Student Council, Health Related Professions Student Council, Medical Student Council, Nursing Student Council, Public Health Student Council, Residence Hall Council, Student Center Governing Board, and University Student Council.

cc: Richard Bentley, Sergio Maffettone, Jeffrey Putman, Schuyler Hooke, Adam Burgman; Deanne Kennedy-Lorde, Deans of Graduate Studies, Health Related Professions, Medicine, Nursing, and Public Health,