

STUDENT ACTIVITY FEE (SAF) BUDGET REQUEST INSTRUCTIONS

FSA fiscal year (FY) **2024** begins on June 1st 2023 and ends on the following May 31st **2024**.

Excel templates for each Council are on FSA SAF webpage, "Financial Documents" section ([link](#))

Need FSA Help? eMail [FSA BUSINESS OFFICE](#) or call FSA (X-3187).

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

- 1) The current pandemic caused cancellation of many planned activities. This may result in a larger surplus of unused income at 5/31/23 that normally becomes your "rollover" income to the new FY. Councils can adjust their SAF rate: to either plan refunds to current Spring semester students, or reducing the Fall semester SAF rate that you charge to students in accordance with the Council's constitution process.
- 2) Councils with no substantial change in student enrollment can use the actual SAF Income received in the current fiscal year, taken from the most current available Actual Year-to-Date (YTD) Financial report ([link](#)).
- 3) If your college has substantial student enrollment changes planned for FY 2024 (check with your college Dean's office), 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/ rationale. SAF rate changes (rate charged to each student) have advance planning requirements and must be discussed and planned with FSA far in advance.

OTHER INCOME: Categories 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 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 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 another unallocated category ("Programs/Projects", "Spontaneous"). After start of the next fall semester, the following year Council is able to re-allocate any excess rollover funds to other specific accounts.

EXPENSES: Use Excel spreadsheet format that greatly helps prevent math errors. FSA has prepared a blank 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. Insert additional rows as needed (new clubs, events, or expense categories). Treasurers can present the same excel document Budget for the Council's approval "motion", so Council meeting minutes and attachment exactly MATCHES 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 the Council anticipates any current fiscal year unpaid expenses or invoices that will not be submitted for payment by 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 near year end, where the expenses will be paid after the current fiscal year end on May 31st.
- If the Council will allow any club to retain its FYE 5/31 balance (typically 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. During FSA's certifying the Council's budget, FSA may adjust once 5/31 actual amounts are known.

BALANCED BUDGET: Councils must submit a **Balanced** budget, where ALL income and ALL expenses plus Reserves net to a bottom line of ZERO dollars.

SUBMITTING YOUR SAF BUDGET: Advance materials can be sent to FSA by eMail, but Council must submit signed originals to the FSA Business Office (Student Center Rm. 2-09; MailStop 1219) ASAP. **Councils must submit:**

1. [SAF Budget Request and Agreement Form \(link\)](#). Insert the current officers, or 2023-2024 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). All Council Constitutions are posted on the [FSA Forms and Documents webpage](#) "Constitution/Bylaws" section.
2. **Attach the Proposed Budget that the council approved** 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 unless minutes are already posted on the [SAF Minutes webpage \(link\)](#), Minutes must be in the format of DMC's [SAF Meeting Minutes Guidelines \(link\)](#) and **must be signed by the Council Secretary (or other officer if Secy is unavailable)**.

Certification: FSA reviews 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 another appropriate expense category (such as 'Programs & Projects'; 'Spontaneous', etc...). Councils can submit revised budgets to FSA for certification at any time.