April 30, 2020

TO: All Student Activity Fee Organization Presidents and Treasurers

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


The FSA fiscal year (FY) 2021 begins on June 1, 2020 and ends on May 31, 2021. If you have not done so already, all SAF organizations need to plan their 2021 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.

The recent pandemic caused some councils to reduce Spring 2021 activities that will cause larger than expected surplus funds at current fiscal year end 5/31/20. Councils can determine whether to take no action, to refund some amount to current students, or to reduce their FY 2021 SAF rate.

Each SAF organization must submit their fiscal year 2021 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 15, 2020 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 following are available on the FSA SAF webpage ‘Financial Documents’ section:

- Budget Instructions (link).
- 2021 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 3/31/20) values. The Excel format has cell formulas that auto-calculate subtotals and grand totals.
- DMC 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.
- 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, Meg O’Sullivan, Peter Ljutic, Amy Urquhart, Adam Burgman; Deans of Graduate Studies, Health Related Professions, Medicine, Nursing, and Public Health,