# **Storrs Student Activity Fund**

## **Budget Narrative Questions**

Please answer the following questions in support of your budget proposal:

1. How are you **spending your funds** now? Briefly describe the programs and services provided.
2. Please explain any **significant changes in your budget/spending plan** for last fiscal year and for the coming two fiscal years.
3. Do you anticipate any **changes in income from other sources** (non-student fee) during the next three fiscal years? If so, briefly explain.
4. What are the current and projected **levels of your reserves/fund balances?** If you have a fund balance, please describe the use/purpose of these resources.
5. Please describe the organizational priorities in your proposed last projected budget year two years out. Are there any concerns/issues the Committee should be aware of when reviewing your budget?
6. **Are you proposing an increase in your organization fee for two years out?** If yes, please provide the rationale for your request (include any information regarding the limits of your organization if the fee increase is not approved). What steps has your organization taken to reduce expenses and/or increase other revenues? What is the dollar increase you are asking per year? On the budget spreadsheet, please complete an additional column for the last fiscal year that outlines how your organization will allocate the additional revenue from the proposed fee increase.
7. Relative to your fund balance (if you have one), what do you anticipate your accounts payable (items to pay for) and accounts receivable (money to collect) will be over the last two months of the fiscal year (May and June)?
8. Please describe how students (number and/or percentage of total student population) **utilize your services and/or participate** in your programs? Do faculty/staff (number/ percentage) benefit? Do members of the local community (number/percentage) benefit?
9. If your organization funds Tier II Organizations, what is the ratio of your overall expenditures between what is funded and your own organization programming? What are the top three expenditure categories for each, your organization programming and the funding of Tier II Organizations.
10. Is there any **additional information** that the committee should be aware of in reviewing your budget proposal?

We, the undersigned, confirm we sought input from our constituents and members via an item on a meeting agenda.  Further, we attest that this budget packet was presented to, and approved by our organization at an open meeting on the following date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Organization Chief Executive Officer Organization Chief Executive Officer Date

Printed Name Signature

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Organization Chief Financial Officer Organization Chief Financial Officer Date

Printed Name Signature