

An aerial photograph of a university campus, likely the University of Vermont, featuring a prominent brick clock tower with a white steeple and a large geodesic dome structure. The campus is surrounded by green trees, and the entire image is overlaid with a semi-transparent dark grey filter. The text is centered over the image.

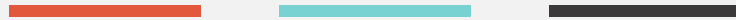
Trustee Student Organization Training

SASFAC Budget Process

Agenda

- 01 Purpose of SASFAC Budget Process
- 02 Stakeholders in SASFAC Budget Process
- 03 Timeline Introduction
- 04 Document Preparation
- 05 Remaining Timeline

Purpose of SASFAC Budget Process



Purpose of Budget Process



Demonstrate Financial Stewardship and Transparency

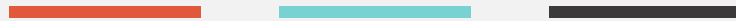


Plan and Create Roadmap

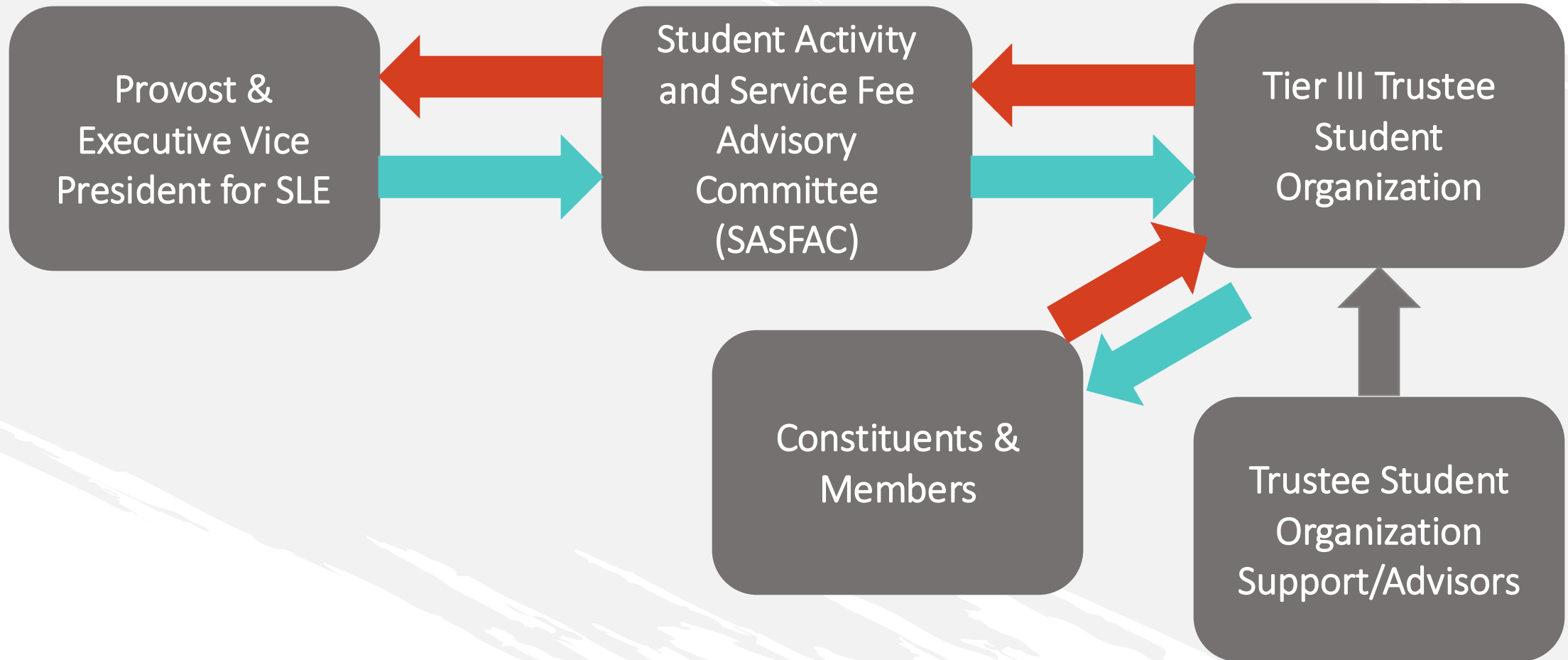


Timely Awareness to Allow for Adjustment

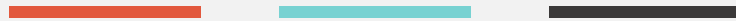
Stakeholders in SASFAC Budget Process



Stakeholders in Budget Approval Process

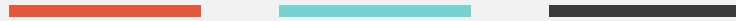


Timeline Overview



Month	Date	Action Item
October	By October 10th	Budget packets emailed to Organizations with SASFAC Deadlines.
		We advise you to hold Budget Forums where input is sought from ideally constituents and members.
November	By November 21 st	President & Treasurer construct draft of all budget documents and submit to advisors for review and comment
	By November 30 th	Advisors will return comment to Organizations in order they were received from the organizations
December	By December 12 th	Considering Advisor input, President & Treasurer present budget packet to Organization for approval by formal vote.
		Formally approved and signed documents submitted to SASFAC. If seeking fee increase, next steps will be communicated by SASFAC
Winter Break		No SASFAC activity unless seeking fee increase (Signatures due 1/30/26)
January	Week of February 2 nd	Organizations can participate in practice SASFAC presentations with staff and will be able to give and get feedback.
February	Week of February 9 th	Open Forum held by SASFAC for general student body input and/or questions
		Hearings held by SASFAC for Trustee Organizations; President and Treasurer make a formal presentation and answer any questions

SASFAC 'PACKET'



SASFAC 'packet'

Month	Action Item
October	Prior to any budget construction, Budget Forums completed where input is sought; ideally constituents first and then members. Budget packets emailed to Student Organizations with SASFAC Deadlines.

Online Submission FORM

- 1) Basic Information Questions
- 2) Activity Participation
- 3) Budget Actuals and Projections

Basic Information



Basic Contact Information

Organization Contact Information

Display Name

O'Brien, Krista

NetID

kam10016

Email

krista.obrien@uconn.edu

Your Organization: *

...

Organization Website *

Organization Social Media Information * 

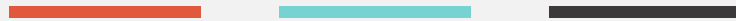
Please provide your Organization's Mission and a brief history *

Please upload a PDF of your current Organizational Chart. *

Select a File

What are your organization's current goals and how do they align with your mission? *

Activity Participation



Basic Contact Information

Activity Participation and Alignment

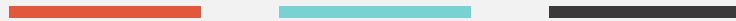
1) Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your organization. *

Who is eligible to participate in your activities? *

please check all that apply

- Undergraduate students of a specific campus
- All undergraduate students across all campuses
- Graduate students of a specific program(s)
- All graduate students across all campuses
- Faculty/Staff
- Community Members/Guests

Financials



Financials

Financials

Please note that items 3-5 should total 100%

2) For what purpose do you spend any portion of your budget on the operations of your organization? * [?](#)

3) What percentage of your budget is to support your organization's operations? * [?](#)

Does your Organization pay any elected or appointed student leaders? *

- Yes
 No

Does your Organization pay for any non-student staff? *

- Yes
 No

4) What percentage of your budget is for programs and services for students sponsored by your organization (do not include expenses that are for members only)? *

a) How do you determine if these programs and services meet your organizational goal/priorities? b) How do you know if the program, and services you provide meet the needs/expectations of your constituents? *

5) For groups that fund Tier II student organizations, what percentage of your budget is allocated to them?

6) Please explain significant changes in the overall budget (spending plan) for this fiscal year since starting July 1, 2023, when compared to the previous year's budget and this year's original budget. *

Revenue and Expenses

Revenue

7) What is the current Fee amount per semester/year? *

[Storrs Undergraduate Fees](#)
[Regional Undergraduate Fees](#)
[GSS Graduate Fees](#)
[Law Graduate Fees](#)
[SSW Graduate Fees](#)

8) Does your organization receive income from any source other than student fees? * 

- Yes
 No

Expenses

9) What are the top organization operational expenditures? *

10) How are these expenses similar to or different from the previous year? *

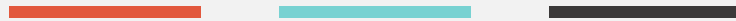
11) What are the top organization expenditures for programs and services that you fund? *

12) How are these expenses similar to or different from the previous year? *

13) What are the top expenditures for Tier II organizations (if applicable) that you fund?

14) How are these expenses similar to or different from the previous year?

Budget Projections



Future Year Spending and IMFB

Future Year Spending Plans

15) What are your Organizational priorities, as reflected in your projected budgets, for the next two fiscal years? *

16) Is your Organization seeking a fee increase? *

Yes

No

Fund Balance

17) If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount? *

18) If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year) with the intention to bring down the fund balance to ideal levels? *

Include what your projected balance will be at the end of this year as well as the next two projected years. *

Future Year Spending – Fee Increase

Future Year Spending Plans

15) What are your Organizational priorities, as reflected in your projected budgets, for the next two fiscal years? *

16) Is your Organization seeking a fee increase? *

- Yes
 No

What dollar amount are you requesting per semester/year? *

What is the rationale for the requested increase (i.e., for what is the additional revenue to be spent?). Please be sure to represent this in the Proposed Budget. *

What steps have you taken to reduce expenses and what was the outcome? *

What steps have you taken to increase revenue and what was the outcome? *

What will the outcome/consequence be if you do not receive the fee increase? *

What (if any) are the timing anomalies with regard to the reported income/expenditures? * [?](#)

The Student Activity and Service Fee Advisory Committee will be in touch about additional steps and documentation that your Organization will need to provide along with this packet as a result of seeking a fee increase.

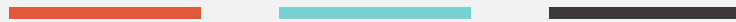
Fund Balance

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18) If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year) with the intention to bring down the fund balance to ideal levels? *

Include what your projected balance will be at the end of this year as well as the next two projected years. *

Budget Spreadsheet



Storrs Budget Sheet Excel Workbook

University of Connecticut
 Student Activity and Service Fee Advisory Committee
 Activity Fee Budget Update & Projection Form - Fiscal Year 25-28

Organization:
 Contact Person:
 Phone:

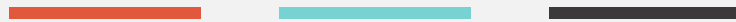
Code	Description	FY25 Actual Amount	FY26 Original Amount	FY26 Updated Amount	FY27 Original Amount	FY27 Updated Amount	FY28 Projected Amount
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045	Wage Taxes - Non-Student						
	Total Expenditures	-	-	-	-	-	-
	Revenues-Expenditures = Change in Fund Balance	-	-	-	-	-	-
	Fund Balance at Start of Year			-	-	-	-
	Fund Balance at End of Year	-	-	-	-	-	-

Regional Budget Sheet Excel Workbook

Sum of Amount	Column Labels				
Row Labels	2023	2024	2025 Update	2026	2027
Stamford Campus ASG					

Remaining Timeline



Advisor Budget Review & Comment

Month	Date	Action Item
November	November 21 st	Construct draft of all budget documents and submit all to TSOS for review and comment
	November 30 th	Advisors will return comment to Organizations in order they were received.

Organization Vote and Final Submission

Month	Date	Action Item
December	By December 12 th	Considering input, President & Treasurer present budget packet to Organization for approval by formal vote.
		Formally approved and signed documents submitted to SASFAC. If seeking fee increase, next steps will be communicated by SASFAC

Winter SASFAC Milestones

Month	Date	Action Item
December	N/A	No SASFAC activity unless seeking fee increase
January	End of January	Organizations will participate in practice SASFAC presentations with their peers and will be able to give and get feedback from both students and staff.
February	Early February	Open Forum held by SASFAC for general student body input and/or questions
	Mid February	Hearings held by SASFAC for Trustee Organizations; President and Treasurer make a formal presentation and answer any questions

Reminders

