



In this module, we will be talking about the Student Activity and Service Fee Advisory Committee (or SASFAC) budget process and associated documentation. Your organization went through a process in the spring to prepare your fiscal year's operating budget. Pull out all your notes because you will need much of that information for this process! Let's get started.

Agenda

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

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Today, we will be talking about the following elements in the SASFAC budgeting process:

The purpose – why is it important for your organization to go through this process

Stakeholders – who is involved in the decision-making process

Timeline Introduction – the calendar for the whole process

Document Preparation – The specific steps in the process that your organization will need to take to prepare to present your budget to SFAC in the Spring

And the remaining timeline of the budget projection and presentation process



Purpose of SASFAC Budget Process



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SO lets start with the purpose of the Student Activities and Services Fee Advisory Committee Budgeting process. The purpose of going through this process is three-fold.

Purpose of Budget Process



Demonstrate Financial Stewardship and Transparency



Plan and Create Roadmap



Timely Awareness to Allow for Adjustment

Thinking back to the definition of Tier III Organizations, remember that you are entrusted with constituents' resources in the form of student fee money. It is important for your organization to go through this process to show constituents that you are spending their money responsibly and provide transparency into the budget process. This is also a chance for your organization to reflect on your spending practices and understand considerations that might be made to use funds the same or differently in the future. It is also important for your organization to think through this process to understand how you should plan for the future. If there are large projects that will need to take place in the future, thinking about those projects or investments now will allow future boards to make those purchases or complete those projects. Thinking through the budget projection process also allows your organization to be aware of adjustments that may need to be made and provide enough time to implement those adjustments.



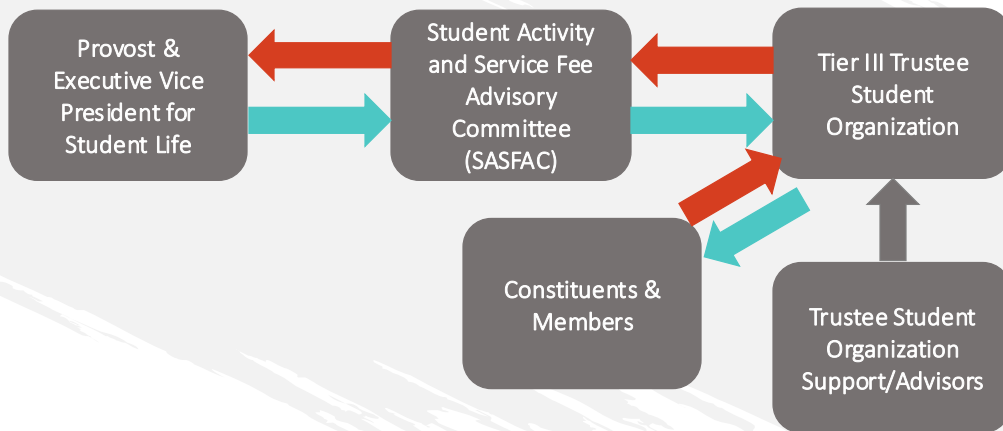
Stakeholders in SASFAC Budget Process



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Who has a stake in the SASFAC Budget process? There are many people, organizations, and offices involved in the budget approval process:

Stakeholders in Budget Approval Process



Let's start with the University Provost and Chief Financial Officer & Executive Vice President for Student Life. These entities will review the recommendations with the University's President and then determine what recommendation they will forward to the Board of Trustees about Student Activity Organization Fees. To gather campus feedback, they created and charged the Student Activity and Service Fee Advisory Committee (SASFAC) to provide recommendations and advice surrounding a fee structure. To be able to provide enough detailed and fair recommendations, SASFAC requests certain information from Trustee Student Organizations and they hold hearings to understand how student fee money is being used. Student Organizations in turn evaluate their budgets, engage constituents and members for input on budget, and then they approve a multi-year budget projection. To do this, Trustee Student Organizations consult and are supported by their advisors and fiscal officers on the regional campuses and Trustee Student Organization Support on the Storrs campus. The Organization's advisors can provide more context and explain details of student budgets, so trustee organizations are adequately prepared to present their budget projections to SASFAC in the annual budget hearings. Once Trustee Organizations have prepared and approved a multi-year budget, they submit the prepared budget documents to SASFAC and present their reasoning during SASFAC budget hearings. Again, this is to ensure that SASFAC understands how organizations are carrying themselves as stewards of student fee money. Once SASFAC has gathered enough information and has been able to devise their recommendations, SASFAC then presents their recommendations.



Timeline Overview



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Now we're going to briefly show the remaining timeline of the SASFAC process and go into each milestone in more detail throughout the rest of this presentation.

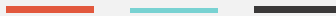
Month	Date	Action Item
October	By October 20th	Budget packets emailed to Organizations with SASFAC Deadlines.
		We advise you to hold Budget Forums where input is sought from ideally constituents and members.
November	By November 15 th	President & Treasurer construct draft of all budget documents and submit to advisors for review and comment
	By November 25 th	Advisors will return comment to Organizations in order they were received from the organizations
December	By December 6 th	Considering TSOS 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
January	Week of January 27 th	Organizations can participate in practice SASFAC presentations with staff and will be able to give and get feedback.
February	Week of February 10 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

Please note that the year specific due dates and hearing dates will be communicated directly to the president of each Tier 3 organization by SASFAC. Your Organization has already passed an operating budget for this fiscal year, note that if you want or need to make changes, you should do so before November 18th.

However, TSOS has suggested interim milestones to ensure:

- 1) There is sufficient time and attention paid to each step.
- 2) The workload is manageable allowing student leaders to prioritize their academics.
- 3) TSOS has sufficient time to support all the organizations through the entire process.

SASFAC 'PACKET'



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Now, what specific documents will your Organization need as it completes the SASFAC process?

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

Reminder – your organization has already voted on its current year operating budget in the Spring.

Starting now, you can hold open budget forums to hear from both your constituents and your members on your budget projections. No budget presentation is expected – simply the opportunity for people to be heard regarding your budget. This step is not required, but strongly encouraged as a way of demonstrating stewardship.

SASFAC will email the budget documents on or about the end of October, but this training will teach you what information is being sought and you can be ready to fill the form out when it is sent.

Minimally, the President and Treasurer should be working on the draft submission and all three types of information here are needed: basic information questions, budget and programming narrative questions and budget actuals and projections. We're now going to walk you through the what's expected of a SASFAC submission. Remember, the draft doesn't go to your organization for a vote until after your advisors have reviewed it and replied with comments.



Basic Information



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The Basic Organization Information is, for the most part, the collection of facts. While many members of the Committee are familiar with the Trustee Organizations, some are not, so we suggest you write as if they are not familiar at all with your organizations.

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? *	

History and Mission is the opportunity to share who you are, what you do and why. Much of this information exists either in previous year's submissions or your governing documents. Initial snapshot of revenue: your student fees, dollar amount per student per year. And any other source of income like advertisements, ticket sales, etc.

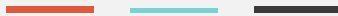
Organizational Structure will be answered by submitting some existing documents: your Org's hierarchy chart and supplemental excel (if you're a storrs group). TSOS can help you find these documents if they're missing from your files.

It is also important for the Student Activity and Service Fee Advisory Committee to understand who is being paid (if anyone), review the rationale behind these payments, how the rates are determined, and what internal oversight exists within the organization to oversee these payments.

If you pay student officers or other student positions and/or any member of your Board of Directors (whether they are students or community members), you'll have to explain the rationale as well.

Student Organizations will have access to Fact Sheets submitted last year. Certainly review the information rather than reinventing the wheel. However, we encourage you to ensure it is accurate, update it and improve upon it wherever you can. Do not just submit a previous year's document as organizations evolve and change and not only that, SFAC will update their questions as well.

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

What programs and services do you provide and who can participate?



Financials

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The Budget Narrative tries to hit on the most common questions the Committee would need to have answers to in order to interpret the financial documents that you provided to them.

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. *

What programs and services do you provide and who can participate?

Revenue and Expenses

Revenue

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

[Strom Undergraduate Fees](#)
[Regional Undergraduate Fees](#)
[GSU 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? *

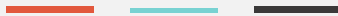
12) How are these expenses similar to or different from the previous year? *

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?

What programs and services do you provide and who can participate?

Budget Projections



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The Budget Projections and associated questions are the final piece of the packet.

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. *

How will you spend in future years and what's your Ideal Minimum Fund Balance?

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/expense? *

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

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. *

How will you spend in future years and what's your Ideal Minimum Fund Balance?



Budget Spreadsheet

[illegible]

The first shaded column is last year's actuals and will be provided by Staff
The 2nd shaded column was what last year's eboard projected for the current year and will be provided by Staff
The 3rd is your current year operating budget approved in the spring and will be provided by Staff
The 4th shaded column was what last year's eboard projected for next year and will be provided by Staff
The first clear column is your organization's budget projection for next year
The 2nd clear column is your organizations budget projection two years out

The Actuals Column will have last year's starting fund balance
The 2nd shaded column should have the starting balance that was projected by last year's board
The rest of the total cells and rows will calculate automatically.

As explained, the shaded columns are all out of your control. Therefore the only new work is the last two clear columns where you are projecting for next year and two years out.

Storrs Budget Sheet Excel Workbook: INCREASE

University of Connecticut Student Activity and Service Fee Advisory Committee Activity Fee Budget Update & Projection Form - Fiscal Year 24-27						Organization: Contact Person: Phone:		
		FY24 Actual	FY25 Original	FY25 Updated	FY26 Original	FY26 Updated	FY27 Projected	FY27 Projected
Code Description		Amount	Amount	Amount	Amount	Amount	W/O Increase	W/ Increase
Total Expenditures		-	-	-	-	-	-	-
Revenues-Expenditures = Change in Fund Balance		-	-	-	-	-	-	-
Fund Balance at Start of Year				-	-	-	-	-
Fund Balance at End of Year		-	-	-	-	-	-	-

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Regional Budget Sheet Excel Workbook

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

You advisors will be working with Gayle (Stamford) to pull together a similar spreadsheet that compiles last year's actuals, this year's operating budget, last year's packet projections. You'll still need to do the budget projections for FY26 and FY27, and if seeking a fee increase, FY27 w/ and w/o that increase.

Ask Gayle: anything else to add?



Remaining Timeline



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While you are not responsible for the values in the shaded columns, the Committee Member will want to understand why if:

- 1) Your budgeted values vary greatly from your actuals
- 2) Your budgeted values vary greatly from those submitted by last year's board
- 3) Your budgeted values show a sharp increase or decrease
- 4) There is a high or increasing fund balance
- 5) There are high values for certain types of expenditures e.g. gifts

Advisor Budget Review & Comment

Month	Date	Action Item
November	November 15 th	Construct draft of all budget documents and submit all to TSOS for review and comment
	November 25 th	Advisors will return comment to Organizations in order they were received.

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At this point, it is on or before November 15th and the President and Treasurer (with Org input) have completed the SASFAC documents. Submit through the online form and they will go to your Organization's advisors for review and comment BEFORE they are presented to your Organization for approval.

It is not our role to suggest to you how to spend student fee money. While the timeline above speaks to our first formal role involving your budget numbers for the SASFAC process, your advisors are here to help you in any way we can all along the way! What will organizations receive back?

- We will bring your attention to errors in fact e.g. mistakes in actuals, fund balances or budget number submitted by last year's officers
- We will read the information you are providing and bring your attention if your words are not reflected in the submitted budget numbers
- We will highlight what we believe SASFAC will question.

Our goal is to ensure your SASFAC Documents are as accurate as they can be and that you are as prepared as possible to present them.

Organization Vote and Final Submission

Month	Date	Action Item
December	By December 6 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

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It's now the end of November and you've received feedback from your advisors on the draft budget documents. Now what?

Review comments in detail. If you realize you've made an error, fix it. If your information is correct, prepare to explain it in your presentation to head off questions. If you need more information from TSOS, seek it out in a timely manner. If you want us to review your draft again prior to presenting it to your organization for approval, please let us know.

By December 9th, present your proposed SFAC budget documents to your organization in a public meeting. Budget Documents should be approved by a formal vote.

Once approved, go back into the form to add date of vote and draft or finalized minutes.

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 SFAC 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

If you're not seeking an increase, you have no December activities.

If you ARE seeking an increase, you will be contacted by SASFAC for next steps!

In January, TSOS will invite up peer organizations to practice presentations to ensure you are highly prepared for the hearings.

In early February, SASFAC holds an open forum. If anything comes up for your org, we will let you know but you are also welcome to attend.

In mid-February, SASFAC will schedule hearing times for all the organizations.

If you have a conflict for the assigned time, let SASFAC know, they will try to accommodate.

Traditionally –

Presentations simply mean student leaders speaking to SASFAC (no powerpoints needed)

President presents the fact sheet and narrative overview

Treasurer digs into the specific numbers presenting the Budget Projection Form

You are well prepared and we know you all will represent your organizations well!

Reminders

<https://trusteeorgsupport.uconn.edu/sasfac/>

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Remember, this is a relationship between the Trustee Organizations and SASFAC. TSOS and advisors support the Organizations in order to maximize their preparedness.

The bulk of time spent on your budget will be the projections for future years.

Don't put it off, get right on it and engage staff support right away if you have any questions at all.

TSOS looks forward to working with you throughout the fall and winter!