

**UConn Student Activity Fee**  
**Regional Campus Budget Preparation Guidelines**

Please note the following guidelines for preparing your budget packet for review by the Student Activity and Service Fee Advisory Committee:

**Timetable:**

<b>Prior to 11/22/19</b>	Review of Budget Packet at public meeting and sign off by Organization CEO and CFO
<b>11/22/19</b>	<b>Deadline for submission</b> of budget packet to Office of the Vice President for Student Affairs
<b>12/06/19</b>	<b>Deadline to review Fee Increase with Committee Chair – if applicable</b>
<b>01/24/20</b>	<b>Deadline to submit signed petition documents</b> to the Office of the Vice President for Student Affairs – if requesting a fee increase
<b>02/03/20</b>	<b>Open Forum</b> with Student Activity and Service Fee Advisory Committee for students to ask questions of the Committee prior to the scheduled public hearings
<b>02/13/20</b>	<b>Public Hearings</b> to be conducted
<b>Late Spring, 2020</b>	<b>Recommendations</b> on total fee package to be submitted to the Provost and the Executive Vice President for Administration and Chief Financial Officer
<b>FY21</b>	<b>Board of Trustee Fee Approval</b>

**Cycle for Fee Increases:** University Administration traditionally considers requests for increases in student fees during the annual budget cycle.

**Authority and Approvals:** The Student Activity and Service Fee Advisory Committee makes recommendations regarding student fees to the Provost and the Executive Vice President for Administration and Chief Financial Officer for their consideration in the University's overall biennial budgeting planning process. If the recommendations are endorsed by the University Administration, they are forwarded to the Board of Trustees as part of the budget workshop. Ultimately, the Board of Trustees has final authority for the assessment or increase of a student fee on the fee bill.

**The Budget Packet:** Please provide the full financial information as requested in the packet, respond to the narrative questions, and complete the Fact Sheet provided in this packet (use whatever space is necessary to answer the questions appropriately, but limit the Fact Sheet to one page). *Do not include other supporting materials at this time.* You are welcome to bring additional materials to the hearing to explain further your budget and programs and services provided, but only the requested materials in this packet will be copied for the committee to review in advance of the hearing. Usually the committee is interested in reviewing summary information about your budget and excessive detail is unnecessary.

**Request for an increase in Fees:** If you are proposing an increase in your fee, please refer to the above timetable and *Guidelines for FY22 Student Activity Fee Annual Budget Proposal* (the entire set of Guidelines is included for your review as well).

**Additional information to be considered:** The committee will have at their disposal any internal audit reports by the Office of Audit, Compliance and Ethics, and required materials that are on file with the Department of Student Activities (such as your constitution and by-laws). This will enable us to understand better your efforts to be fiscally responsible and to insure that your funds are being spent for the purposes for which they were intended.

**Assistance in preparing your budget packet:** Kimberly Miller and the staff in the Student Activities Business Services Office on the Storrs campus will contact you about some preliminary training to assist you in preparing your budget packet. Please feel free to call the Student Activities Business Services Office with specific questions and concerns.