

MEMORANDUM

To: All Clubs, Organizations, Student Government Associations, and Advisors

From: Bryan Roberts, *Director of Finance and Student Activity Fee Accounts Office*

CC: Eddie Jitraphai, *Associate Dean of Student Affairs*; Esperanza Bautista-Ulerio, *Assistant Director of Finance & Student Activity Fee Accounts*

Date: June 7, 2023

Re: 2023-2024 Activity Fee Timeline and Updates

Financial Trainings

Per policy, all registered Treasurers and Presidents must be trained at least once, **annually**, by the Student Activity Fee Accounts Office. This training is valid from July 15th – June 30th of each year, to coincide with the fiscal year. The Student Activity Fee Accounts Office will add officers to this training module as they submit their roster of upcoming officers. **The Student Activity Fee Accounts Office will NOT process any transactions/request for funds until the Treasurer and the President of the student organization has completed the required training per stated above.**

Submitting Executive Board Contact Information

To provide the Student Activity Fee Accounts Office with your executive board for the upcoming year, please have all organizations in your college complete the following form - <https://forms.microsoft.com/r/u86hv82yex>. For accounting purposes, only the contact information of the President, Treasurer, and Advisor are needed. This step is necessary for college SGA executive boards as well. **The individuals listed on the form will be automatically enrolled in the online training course.** **Access will begin July 14th.** If you would like additional members of your organization to be trained, please be sure to add their names and email addresses at the end of the online form. **Organizations who do not complete the webform will be considered financially inactive until the updated roster is submitted.**

Fiscal Year (FY) 2024 Activity Fee Timeline

- **June 6th – PANSGA Transition Meeting** – NEW College SGAs will officially approve their FY24 budgets. Allocations to programs/organizations for the new academic year may begin after the SGA President and Treasurer have completed the updated training.
- **July 1st – BEGINNING OF FY24** – Organization-raised funding that has rolled over is available for use.
- **July 14th – ONLINE TRAINING MODULE OPENS** - Trainings becomes available with FY24 Updates
- **November 27th – December 8th – PCARD Appointments not available** for end of semester bookkeeping.
- **April 15th – April 26th - PCARD Appointments not available** for end of semester bookkeeping.
- **May 1st – SGA ALLOCATIONS SWEEPS** – All SGA allocations are swept from organizations. Organizations still have full access to organization-raised funding and may also ask their SGA executive board to fulfill transactions on their behalf.
- **June 15th – LAST DAY FOR TRANSACTIONS.** June 15th is the last day of the fiscal year to conduct transactions with the Student Activity Fee Accounts Office. After this date, RFF processing, PCard Appointments, and use of Activity Fee resources will be suspended until the new fiscal year begins on July 1st. Any remaining of the college SGA funds will be swept back to the general ledger account – SGA funds do not rollover.
- **June 30th – LAST DAY OF FY24**