



Student Services Fee (SSF) Process & Procedures

Revised: August 2014

Reserve Analysis Policy

Objective

The reserve balance is intended to ensure adequate funding for all approved projects in the event that fees collected are less than anticipated. This is necessary because funds are allocated in advance of collections and collections vary based on enrollment. At the time funding is allocated by the Board, the year-end reserve balance is an estimated amount. In an effort to distribute as much of the Student Fees collected in a given year as possible, the Senior Vice President for Student Affairs and Enrollment Management (SVP) may make allocations from the reserve in addition to those approved by the Board as detailed below.

Process

At the beginning of the fiscal year the reserve account will be analyzed to verify the adequacy of the reserve balance. If the balance is determined to be inadequate a plan will be established to replenish the reserve to the appropriate amount. If the balance is determined to exceed the necessary reserve, the SVP will take the following steps.

- Review any recommendations from the SSF Board of suggested projects to fund if additional monies are available.
- Reach out to Student Affairs personnel to determine other projects which may have funding needs that have changed since the application process.
- Assess the merits of these projects and any other opportunities within Student Affairs and Enrollment Management and determine which best meet the purpose of the Student Services Fee as specified in the SSF Governing Documents which is:

Purpose

The fee will be allocated to departments within the division of Student Affairs with the mission of improving services to all students and improving the student university experience.

- Allocate funds as appropriate

Allocations made by the SVP will be recorded on the website. All affected budgets and project goals and objectives will be updated and recorded as appropriate on the website. The SVP or the Director of Finance will advise the SSF Board of any additional allocations when the Board convenes for meetings in the Fall semester. If no allocations are made by the SVP any excess reserve funds will be included in the funds the Board allocates with the next round of project funding.