



# STUDENT FEE ADVISORY COMMITTEE

## **Student Fee Advisory Committee SFAC Award Disbursement Policy and Guidelines**

### Instructions for Award Disbursement

Effective September 1, 2024, awards issued by the Student Fee Advisory Committee (SFAC) will be allocated to departments by September of each fiscal year. This policy outlines the process and the responsibilities of awardees and the Division of Student Affairs and Success (DSAS) Divisional Office.

#### Scope

This policy applies to departments receiving funding from the Student Fee Advisory Committee.

#### Process and Timeline

The following is the process and timeline:

- Applicants are notified in early Spring Quarter of funding awards and issued a funding allocation letter for award confirmation.
- By September of each fiscal year, DSAS Budget and Financial Management (BFM) transfers funds to department and student organization budgets based on the FOAPAL(s) provided by the Financial Contact. The fund must match the fund number for funds that are awarded. Questions related to the transfer of funds should be directed to [dsasfinancial@ucsc.edu](mailto:dsasfinancial@ucsc.edu).

#### Reporting Requirements

- By June 30th, Budget Directors or assigned Financial Contacts report final actual year-end spending on its funding awards.
- Before Period 12 close, and utilizing the submitted end-of-year report, the BFM Team will retrieve any unused funds based on the FOAPAL(s) provided at the beginning of the fiscal year.

## Use of Funds

- Spending Guidelines: Departments and student organizations must use the allocated funds strictly in line with the purpose specified in the award letter.
  - For SFAC Awards, the committee must review and approve any requests to modify existing spending plans. Please submit a detailed request via email to [larojas@ucsc.edu](mailto:larojas@ucsc.edu) and [dsasfinancial@ucsc.edu](mailto:dsasfinancial@ucsc.edu).
  - Please note that the committee meets weekly throughout fall, winter and spring quarters and will consider requests as they are submitted.
- Documentation: Departments must maintain proper records of expenditures to demonstrate compliance with award conditions.
- Unused Funds: At the end of the fiscal year, any remaining funds will be returned to the Student Fee Advisory Committee (SFAC), based on the source of the award.

## Compliance and Auditing

- The Student Fee Advisory Committee (SFAC) may conduct internal audits to ensure compliance with funding award guidelines.