

**GUIDELINES FOR RETIRING AND SPENDING PRIOR YEAR FUND BALANCES  
CHARTERED STUDENT ORGANIZATIONS  
STUDENT ACTIVITY FEES**

Santa Clara University operates on a fiscal calendar running from July 1 through June 30. Annually, the operating accounts of the Chartered Student Organizations (CSO) are closed to a separate non-operating reserve fund. Any deficit from that year's operations shall be retired by the responsible CSO in a timely manner in accordance with these guidelines. Any excess positive balance from that year's operations shall be retained for that CSO to spend in accordance with these guidelines. Early in the Fall quarter of the new fiscal year, final closing figures for the previous year will be available and distributed to the new CSO leaders. A staff member from the Center for Student Leadership will communicate final closing figures - either a surplus or deficit fund balance - in writing early in the Fall quarter.

**Deficit Fund Balance:** In the event that the final closing figures indicate a deficit fund balance, the responsible CSO leader will be required to draft a repayment plan that accommodates retiring the deficit and reflects any anticipated changes in the organization's operations budget for the current year. The CSO leader needs to seek approval of the plan from the Dean for Student Life or her designee. Should the repayment plan include a revised operating budget for the current year, the CSO leader needs to seek approval of the proposed modified budget from the Student Activity Fee Committee. Additionally, any income earned in the current year as a result of work completed in the prior year will be applied to and reflected in the *prior* year fund balance.

**Surplus Fund Balance:** Surplus funds from the prior year are available for purchase of equipment or other non-recurring expenses contingent on the approval of the request by the Dean for Student Life or her designee. The total amount of carry-forward dollars available to individual CSOs is the product of the total unspent amount less the following:

1. Year-to-date unpaid expenses, outstanding invoices, unposted accounts payable payments,
2. unposted internal allocations, and unpaid debt;
3. supplemental fee allocation received during the fiscal year;
4. unearned income expectations;
5. unspent student wages.

Requests for the use of surplus funds should be compiled into one single proposal and submitted to the Director of the Center for Student Leadership for review sixty (60) days from the date fund balances are communicated to CSO leaders. If the request includes the purchase of equipment, such plans should be made in accordance with the Acquisition of Capital Assets Guidelines.

Funds not requested by the deadline or available after the purchase of non-recurring expenses will be transferred to the Student Activity Fee Capital Assets Reserve. Additionally, any income earned in the current year as a result of work completed in the prior year will be applied to and reflected in the *prior* year fund balance.