



# Student Services Fee (SSF) Process Guidelines

Revised: October 2023

## Reserve Analysis Guideline

### **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 each year as possible, the Provost may designate 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 Board Advisors will take the one or more of the following steps and make recommendations to the Provost.

- Review any recommendations from the SSF Board of suggested projects to fund if additional monies are available.
- Reach out to funded project managers 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 the University 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 with the mission of delivering new or improving existing support services to all students in ways that promote success and enhance the overall quality of the student experience.*

- Allocate funds as appropriate

Allocations made by the Provost 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 Provost or a Board Advisor 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 Provost any excess reserve funds will be included in the funds the Board allocates with the next round of project funding.