

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 Vice President for Student Support*; Esperanza Bautista-Ulerio, *Assistant Director of Student Activity Fee Accounts Office*

Date: July 1, 2024

Re: 2024-2025 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 organization's registration on SharkHub. **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.**

Register/Re-Register Student Organization

Beginning in 2023, all student-organization accounts migrated to the SharkHub platform. In that, registration for financial trainings has merged with the registration/re-registration process in SharkHub. Please be sure that all organizations in your college complete their **registration no later than July 31, 2024**. This step is necessary for college SGA executive boards as well. **The presidents, treasurers, and advisors listed in the registration will be automatically enrolled in the online training course.** **Access will begin July 15th**. If you would like additional members of your organization to be trained who are NOT the president or treasurer, please send an email request with the members' names and email addresses to studente@nova.edu. **Organizations who register/re-register on SharkHub will be financially inactive until the registration is submitted.**

Fiscal Year (FY) 2025 Activity Fee Timeline

- **July 1st – BEGINNING OF FY25** – Organization-raised funding that has rolled over is available for use.
- **July 15th – ONLINE TRAINING MODULE OPENS** - Trainings becomes available with FY25 Updates
- **November 25th – December 6th – PCARD Appointments not available** for end of semester bookkeeping.
- **April 21st – May 2nd - PCARD Appointments not available** for end of semester bookkeeping.
- **May 7th – SGA ALLOCATIONS SWEEPS** – All SGA allocations are swept from organizations on the first Wednesday of May. 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 FY25**