



SUNY DOWNSTATE Medical Center

**President
Faculty Student Association
of Downstate Medical Center, Inc**

April 11, 2011

TO: All Student Activity Fee Organizations
Presidents and Treasurers

FROM: Richard J. Bentley, President
Faculty Student Association (FSA)

RE: 11-12 Student Activity Fee (SAF) Budget Deadline; May 16, 2011.

The SUNY Board of Trustee SAF Guidelines require that "the representative student organization shall prepare and approve a budget governing expenditures from student activity fees in accordance with its constitution and bylaws, and consistent with the principles of equal opportunity PRIOR to the registration for the new term. The budget will be presented prior to the registration for the term, for review and certification". **The FSA fiscal year 2011-2012 begins on June 1, 2011.** If you have not done so already, I urge all SAF organizations to start their 11/12 budget process as soon as possible.

To allow sufficient time for the SAF budget certification process and enable the collection of the fee by the Bursar, each SAF organization must submit their fiscal year 11-12 budget to Sheila Duffy, FSA Director of Finance (Box 1219) no later than May 16, 2011. Ms. Duffy will review and proof your documents for accuracy and forward them to me for final certification. Enclosed to assist you in developing your budget are:

- [SAF Budget Instructions](#)
- A current print out of your council's accounts, and
- Enrollment projections for your college from the DMC registrar, and
- The [SAF Budget Request form](#) to be completed and submitted. Be sure to submit the SIGNED meeting minutes from your Council meeting at which the Council approved the budget being submitted.
- [Guidelines for SAF meeting minutes](#): Your Council's budget package to be submitted requires the signed meeting minutes at which they approved the budget being submitted.

Sheila Duffy is available at Ext. 3148 (Student Center Room 2-09) if you have questions or need to review data relating to your current account balances. I may be reached at Ext. 2186 for any questions, concerns or other assistance.

xc w/ blank forms: Residence Hall Council, Graduate Student Council, Health Related Professions Student Council, Medical Student Council; MSC Student Notetaking Service; MSC Yearbook; Nursing Student Council; Public Health Student Council, Student Center Governing Board; and University Student Council.

xc w/o forms: Deans of Graduate Studies, Health Related Professions, Medicine, Nursing and Public Health; Ivan Lisnitzer; Lorraine Terracina; Sheila Duffy; Meg O'Sullivan; Paul Davis, Charles Conway