# STUDENT ACTIVITY FUND BUDGET SHEET

**MSC Yearbook**

**Certified Budget FY 2017 (6/1/16 to 5/31/17)**

<table>
<thead>
<tr>
<th>Old Account No.</th>
<th>New Account No.</th>
<th>Description</th>
<th>Submitted Budget 2016-17</th>
<th>Certified Budget 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>71580-05-012-745</td>
<td>40-70227-012-30001</td>
<td>MSC SAF Allocation</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>71540-05-012-735</td>
<td>40-70227-012-30001</td>
<td>Yearbook Bal Prior (rollover bal)</td>
<td>$39,344</td>
<td>$39,344</td>
</tr>
<tr>
<td>40003-05-012-740</td>
<td>40-70227-012-30001</td>
<td>Advertising (incl family sponsorships)</td>
<td>$27,000</td>
<td>$27,000</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td></td>
<td><strong>$71,344</strong></td>
<td><strong>$71,344</strong></td>
</tr>
</tbody>
</table>

**Program Expenses (have now been consolidated into ONE expense account)**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>40-70227-012-30001</td>
<td>Yearbook Publisher (Iatros 2016)</td>
<td>$27,500</td>
</tr>
<tr>
<td>71540-05-012-735</td>
<td>Yearbook Publisher-Prior (2015)</td>
<td>$19,420</td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>MEETING EXPENSES</td>
<td>$400</td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>SUPPLIES</td>
<td>$200</td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>Accounting Fee</td>
<td>-$</td>
</tr>
<tr>
<td><strong>Total Program Expense</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Balance Before Reserve**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>$23,824</strong></td>
</tr>
</tbody>
</table>

**Reserves**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RESERVE FUND</td>
<td><strong>$1,250</strong></td>
</tr>
</tbody>
</table>

**Total Reserves**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>6%</strong></td>
</tr>
</tbody>
</table>

**Total Expenses + Reserves**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>$48,770</strong></td>
</tr>
</tbody>
</table>

**Total Net Income less Expenses + Reserves (resulting surplus from prior yearS cumulative rollover balances)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>$22,574</strong></td>
</tr>
</tbody>
</table>

*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses*
TO: Kelly Gilgeours, Jun Yuan Tan, Faria Hasan, and Jacqueline Tin
Co-Editors
Medical Student Council Yearbook (MSC-YBK), aka "latros"

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

SUBJECT: MSC-YBK Budget Certification for FY 2017 (6/1/16 thru 5/31/17).

Attached is a copy of MSC-YBK’s certified budget for Student Activity fees (SAF) for the fiscal year 2017 that began June 1, 2016. The MSC approved the submitted budget at their 10/13/16 meeting, which has been modified as needed and has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines.

The proposed budget had been previously reviewed with the FSA Business Office so that all amounts were already accurately reflected and thus, no subsequent revisions are necessary. This budget results in a net Yearbook account surplus of $22,574 that had accumulated from multiple past rollover balances. MSC approved this surplus to be transferred to the MSC “Program and Projects” account for MSC’s redistribution to other student activities. Please be aware that:

- **New account numbers have been assigned** as a result of FSA’s implemented a new accounting system (Blackbaud) effective 6/1/16. The certified budget shows the new as well as the prior account numbers.
- **Authorized Signators**: Currently, there are 4 Yearbook Co-Editors designated on the MSC-YBK’s Budget Request and Agreement Form. Pursuant to MSC’s signature requirements, any one MSC-YBK signature plus one MSC Officer must co-sign all payment forms.
- Expenses may be drawn from appropriate accounts in accordance with this certified budget, dependent on the positive cash balance of the account at the time of disbursements.
- The Council may submit a revised budget for additional certification at any time during the year.
- This Certified MSC-YBK Budget (link) as well as FSA Payment Form (link), SAF Meeting Minutes Guidelines (link), and other SAF documents (link) are posted on FSA website.

I congratulate and thank all Yearbook CoEditors and MSC Officers, Mr. Hooke and Mr. Sena for their work which resolves this long overdue matter. Please feel free to contact me at Ext. 2186 if you have questions or concerns.

cc: Chris Sena, FSA Interim Controller (w/original documents);
all via eMail:
Schuyler Hooke, Yearbook Advisor
Omid Amid, MSC President
Elizabeth Moccia, MSC Treasurer
Jeffrey Putman, VP Student Affairs
Meg O’Sullivan, AVP Student Life
Amy Urquhart, Director, Student Center
Carlos N. Pato, MD, Dean, College of Medicine
# SAF Budget Request & Agreement Form

**Instructions:**
1. Complete this form. All Signatures on this form must be ORIGINAL signatures (pages 1 & 2). Blank form avail on [FSA website](#).
2. Attach the detailed SAF Budget Worksheet as approved by the student council.
3. Attach the SIGNED meeting minutes showing the budget detail was approved by the student council.
Submit all 3 documents to FSA Business Office (Mail Stop 1219) by SAF Budget deadline (see annual cover letter for May date).

**SAF Budget Request and Agreement for Fiscal Year:** **June 1, 2016** thru May 31, 2017

**Name of Student Organization:** [Com Yearbook]

<table>
<thead>
<tr>
<th>Officer</th>
<th>Print Name</th>
<th>Term of Office until (end date)</th>
<th>Email (best way to reach you)</th>
<th>Phone # (best way to reach you)</th>
</tr>
</thead>
<tbody>
<tr>
<td>President (if other Title,specify)</td>
<td>Co-Editor</td>
<td>7-31-17</td>
<td>@downstate.edu</td>
<td>(516) 643-1027</td>
</tr>
<tr>
<td>Vice President (if other Title,specify)</td>
<td>Co-Editor</td>
<td>7-31-17</td>
<td></td>
<td>(917) 967-4744</td>
</tr>
<tr>
<td>Secretary (if other Title,specify)</td>
<td>Co-Editor</td>
<td>7-31-17</td>
<td></td>
<td>(646) 460-3045</td>
</tr>
<tr>
<td>Treasurer (if other Title,specify)</td>
<td>Co-Editor</td>
<td>7-31-17</td>
<td></td>
<td>(466) 706-8958</td>
</tr>
</tbody>
</table>

**Authorized Signature(s) for Payment Forms** (check your council bylaws – some have specific authorized signer requirements):

- [Pres Print Name](#) [Signature](#)
- [Treas Print Name](#) [Signature](#)
- [Secy Print Name](#) [Signature](#)

Check One: **[X]** Joint or **[ ]** Single Signatures are required for disbursements.

**Other signature restrictions, if any** (insert any special instructions such as club accounts which may have different authorized signature requirements)

*As per MSC Signature Requirements: One MSC-Yearbook Signature (above) Plus One MSC Officer*
AGREEMENT Between
THE FACULTY STUDENT ASSOCIATION OF DOWNSTATE MEDICAL CENTER, INC.
And

[Insert Name of Student Organization]

The Faculty Student Association (FSA) is allowed to receive, hold, and disburse monies as agent for recognized Student Activity Fee organizations on the SUNY Downstate Medical Center campus and is performing in accordance with the established "Policies and Procedures for Trust and Agency (T&A) Accounts" and the SUNY Board of Trustee "Guidelines on Student Activity Fees" documents.

In consideration thereof, the applicant above hereinafter referred to as "depositor" requests and authorizes the FSA to act as its agent for the receipt, custody, and disbursement of funds pursuant to those documents. The depositor hereby agrees to pay an administrative fee to FSA as determined annually by the FSA Board of Directors. This amount shall be deducted from the depositor's account(s) at the start of each fiscal year.

As the designated agent, FSA will endeavor to maintain accounts consistent with the purposes and within the scope and authorizations set forth by the depositor in this Budget Request. Disbursements will be processed in accordance with FSA Business Office procedures provided the appropriate signatories have executed the payment request. FSA reserves the right to refuse to pay out any funds that, in its own recognizance, FSA feels are unauthorized or improper.

Depositor recognizes that FSA acts in a fiduciary capacity with T&A Accounts and insofar as depositor's account is a T&A Account, FSA assumes no liability for depositor's actions and/or agreements or commitments with any third parties. FSA assumes liability only with respect to its duties as an agent for custody and disposal of funds. Depositor agrees to hold harmless the FSA from any and all actions against it resulting from actions of depositor. In recognition thereof, this application is presented for review and certification.

Agreed and Accepted: X

[Signature]

Applicant's Main Representative Signature

Date

Send (1) This form with all original signatures, (2) The Budget Worksheet (detail), and (3) the Council's SIGNED MEETING MINUTES showing their approval of this budget, to the FSA Business Office (DMC Mail Stop 1219); A copy will be returned after certification.

DO NOT WRITE BELOW THIS LINE (FSA USE ONLY)

CERTIFICATION

Approved in accordance with the FSA guidelines entitled "Policies and Procedures for Trust and Agency Accounts" and "SUNY Board of Trustee Guidelines on Student Activity Fees".

Certification Comments: Approved by MSC at their 10/13/16 meeting. The resulting surplus of $22,574 to be transferred to MSC Programmes Projects Account.

CERTIFIED BY [Signature]

Date of Certification: 10/21/16
Minutes recorded by Brandon Adelson

Omid presiding over meeting. Brandon is scribing the minutes.

1.) Approval of September Minutes
   a. Motion to approve September minutes made by Jonas
   b. Seconded by Jordana
      i. Vote:
         1. For - 15
         2. Against - 0
         3. Abstain - 0

Motion passes

2.) New Business

   a. AMA symposium – Demitri Dedousis
      i. Conference in Florida
   b. Muslim Students’ Association – Safanah Siddiqui
      i. $620 for meals until December
      ii. 60 people showed up for their Eid event
   c. Student Interest Group in Neurology – Allen Yevtukhov
      i. Event – Series of lectures based on addiction (2)
      ii. Nov 7 or 14
      iii. SIGN and psychiatry
         1. Neuroscience of addiction and psychiatric side
      iv. 35-45 people estimated to be in attendance
         1. $120 per event
   d. ENT Club – Fahd Yazdanie
      i. 2 events for ENT club
         1. Meet with ENT faculty and guest lecturer come in for how to approach ENT
            a. Expecting 20 people ($160)
         2. Audiology screening
a. With real patients and free screenings
b. Need money for food and posters
   
   ii. Requesting a total of $350

   e. Ophthalmology
      
      i. New meeting this year and want to be reimbursed for the event (Joint surgery meeting) - $63
      
      ii. Ordered a pediatric vision chart (total $54.69) for vision screening
          1. Penlights
          2. Tape
          3. Charts
      
      iin. Total: $117

f. 2017 MSC-Yearbook Budget

Old Business

a.  
   
   A.) 2017
      a.  
   
   B.) 2018
      a.  
   
   C.) 2019
      a.  
   
   D.) 2020
      a. Bathroom problems in the women's restroom
      b. Can we see our test answers?

3.) Closed Meeting:

   i. Motioned by
   ii. Seconded by Sam

   iii. Meeting is now closed.

b. Budget Requests:
   
   i. AMA - Demitri
      1. Told to wait until he hears back from the Alumni Association for funding, and to come back otherwise

   ii. MSA - Safannah Siddiqui
      1. Options: Fund in full ($620), fund half ($310), fund same as University Council ($430), no funding
      2. Motion to fund in full by Jordana, seconded by Antonios
      3. Vote:

         a. For - 17
         b. Against - 0
         c. Deferred - 0

Motion passes to transfer $620 from Projects and Programs (40-70174-012-30001) to MSA (40-70257-012-30001)
iii. ENT – Fahd Yazdanie
   1. Options: Fund in full, Fund($70), no funding
   2. Motion to fund in full by Maxwell, seconded by Jonas
   3. Vote:
      a. For - 17
      b. Against - 0
      c. Deferred - 0

Motion passes to transfer $70 from Projects and Programs (40-70174-012-30001) to ENT (40-70154-012-30001)

iv. 2016/2017 Yearbook Budget
   1. Options: Fund in full as presented, no funding
   2. Motion to approve the 2016/17 MSC Yearbook Budget dated 10/13/16 as presented (attached), with its resulting cumulative surplus rollover funds of $22,574 to be transferred from MSC-Yearbook to the MSC-Program and Projects Account # 40-70174-012-30001 by Elizabeth, seconded by Boey
   3. Vote:
      a. For - 17
      b. Against - 0
      c. Deferred - 0

Motion passes to approve the 2016/17 MSC Yearbook Budget dated 10/13/16 as presented (attached), with its resulting cumulative surplus rollover funds of $22,574 to be transferred from MSC-Yearbook to the MSC-Program and Projects Account # 40-70174-012-30001

v. Motion to approve a transfer of $10,000. from MSC Programs and Projects Account # 40-70174-012-30001 to UC’s Programs and Projects Account # 40-70173-016-30001 to fund center-wide clubs and organizations
   1. Motion to approve made by Mike, seconded by Sarah
   2. Vote:
      a. For - 17
      b. Against - 0
      c. Deferred - 0

Motion passes to approve a transfer of $10,000. from MSC Programs and Projects Account # 40-70174-012-30001 to UC’s Programs and Projects Account # 40-70173-016-30001 to fund centerwide clubs and organizations

Motion to end meeting: Sam
Seconded by Pratik
Meeting Closed at 7:30

Minutes were scribed by Brandon Adelson

Approved by Brandon Adelson - Med Council Secretary
## STUDENT ACTIVITY FUND BUDGET SHEET

**MSC Yearbook**

Proposed Budget FY 2017 (6/1/16 to 5/31/17) as of 10/13/16

<table>
<thead>
<tr>
<th>Old Account No.</th>
<th>New Account No.</th>
<th>Description</th>
<th>Draft Budget 2016-17</th>
<th>Proposed Budget 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>71580-05-012-745</td>
<td>40-70227-012-30001</td>
<td>MSC SAF Allocation</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>71540-05-012-735</td>
<td>40-70227-012-30001</td>
<td>Yearbook Ball Prior (rollover bal)</td>
<td>$16,879</td>
<td>$39,344</td>
</tr>
<tr>
<td>40003-05-012-740</td>
<td>40-70227-012-30001</td>
<td>Advertising (incl family sponsorships)</td>
<td>$27,000</td>
<td>$27,000</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td></td>
<td><strong>$48,979</strong></td>
<td><strong>$71,344</strong></td>
</tr>
</tbody>
</table>

### Program Expenses (have now been consolidated into ONE expense account!)

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Description</th>
<th>Draft Budget 2016-17</th>
<th>Proposed Budget 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-70227-012-30001</td>
<td>Yearbook Publisher (latro's 2016)</td>
<td>$27,500</td>
<td>$27,500</td>
</tr>
<tr>
<td>71540-05-012-735</td>
<td>Yearbook Publisher-Prior (2015)</td>
<td>$19,420</td>
<td>$19,420</td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>MEETING EXPENSES</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>SUPPLIES</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>Accounting Fee</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Total Program Expense</strong></td>
<td></td>
<td></td>
<td><strong>$47,520</strong></td>
</tr>
</tbody>
</table>

**Balance Before Reserve**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Draft Budget 2016-17</th>
<th>Proposed Budget 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reserves</strong></td>
<td>RESERVE FUND</td>
<td>$1,459</td>
<td>$1,250</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses + Reserves</strong></td>
<td></td>
<td></td>
<td><strong>$48,979</strong></td>
</tr>
</tbody>
</table>

**Total Net Income less Expenses + Reserves**

(remaining surplus from prior year's cumulative rollover balances)

<table>
<thead>
<tr>
<th></th>
<th>Draft Budget 2016-17</th>
<th>Proposed Budget 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$ -</strong></td>
<td></td>
<td><strong>$22,574</strong></td>
</tr>
</tbody>
</table>

* SUNY Reserve Guidelines >5% and <100% of prior year actual expenses

Transfer to MSC Prog & Proj