<table>
<thead>
<tr>
<th>Account#</th>
<th>OLD Prior FY 2016</th>
<th>Description</th>
<th>RHC Submitted Budget 2016-17</th>
<th>Certified Budget 2016 - 2017</th>
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<tr>
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<td>$4,810.00</td>
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<td>$2,017.00</td>
<td>$2,017.00</td>
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<tr>
<td>Total Income</td>
<td></td>
<td></td>
<td>$6,827.00</td>
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<tr>
<td>Program Expenses</td>
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<td>Balance Before Reserves</td>
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<td>$6,827.00</td>
<td>$6,827.00</td>
</tr>
<tr>
<td>Total Net Income less Expenses + Reserves</td>
<td></td>
<td></td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses
TO: Michelle Garcia, President
   Residence Hall Council (RHC)

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

SUBJECT: RHC Budget Certification for 2015/16.

Attached is a copy of RHC’s certified budget for Student Activity Fees (SAF) for the fiscal year 2015/16 that began June 1, 2016 pursuant to the budget that the RHC approved via an eMail vote on 6/17-22/16 and submitted on 6/23/16 (late). This budget has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees SAF Guidelines. Please note:

- FSA implemented a new Accounting System (Blackbaud) effective 6/1/16 and new account numbers have been assigned! The certified budget shows the new as well as the prior account numbers.
- SAF Income: The RHC submitted an SAF income estimate of $4,710 has been adjusted to reflect the prior year’s actual SAF income at $4,660.
- Rollover Balance: The actual year end 5/31/16 unused funds were $2,017 which represents an excess near 42% of RHC’s annual fee income. RHC must make conscious efforts to increase its program and activities to spend its annual SAF income or consider reducing its future fee rate.
- The Reserve Fund was set at $641. Which represents 19% of RHC’s prior year actual expenses and meets SUNY guidelines (minimum of 5%; maximum 100% of prior year actual expenses).

Please be aware that:

- The RHC must approve a motion at its first Fall 2016 meeting to “ratify the results of this 2017 budget that was approved and conducted via eMail on 6/22/16 and timely submit said meeting minutes.
- Payments signature requirements: In accordance with the RHC bylaws, the Treasurer plus one other RHC officer shall sign all payment requests. The original Budget Request and Agreement form submitted contained only the RHC Treasurer’s signature. Remaining RHC Officers (President, Vice President and Secretary) must visit the FSA Business Office ASAP to place their signatures on the original form.
- 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 budget is posted on the FSA webpage, Forms and Document (link) FSA Payment forms(link), SAF Meeting Minutes Guidelines (link), other SAF documents (link) are available online.

Please feel free to contact me at Ext. 2186 if you have questions or concerns.

c: Chris Sena, FSA Interim Controller (w/original documents)
via eMail: Michael Chen, VP
         Edwin Jimenez, Treasurer
         Izumi Watanabe, Secretary
         Justin Alger, Dir, Residential Life and Services
         Meg O'Sullivan AVP Student Life
         Amy Urqhart, Director Student Center
         Peter Ljutic, Bursar (no SAF rate increase: Current flat rate=$20/yr)
Rich,

As we discussed, the RHC had unfortunately failed to take action to adopt/approve a 2016/17 RHC Budget during the Spring 2016 semester and present it to FSA for certification by the May 9, 2016 deadline as required, and residents are currently already on summer break. With no other immediate alternatives available, I have supervised the RHC officers in conducting an RHC vote via eMail sent to all student residents with a proposed 2016/17 budget. The proposed budget was developed on the basis of the prior 2015/16 year budget and adjusted with the actual 2015/16 income and expenditures as of the fiscal year ended 5/31/16.

On June 17, 2016 the attached email and its attached proposed budget was sent from the Residential Life Email account (with a reminder email on 6/21) to all 189 Spring 2016 student residents of 811 & 825 New York Avenue, for the students' vote response replying "yes" or "no" due by Noon on June 22, 2016. A quorum of 10% voting members was achieved with 27 voting members (11 from 811, 16 from 825) and the vote to approve the attached budget resulted in majority vote of 24 yes and 3 no. Those voting no provided no reasons or rationale for voting this way. This eMail vote will be placed on the agenda of the first formal RHC meeting of the Fall 2016 semester, at which a motion to ratify this eMail vote will be presented and voted upon.

I again sincerely apologize for my tardiness on assuring this budget process be completed by the deadline. I will bring the original documents to the FSA Office today.

Thanks,
Justin

Justin M. Alger Ph.D.
Director of Residential Life and Services
SUNY Downstate Medical Center
450 Clarkson Ave
Brooklyn, NY 11203-2098
Phone: (718) 270-2798
Fax: (718) 270-1467
Email: Justin.Alger@downstate.edu

RHC Budget, Vote, and Tally 16-17.pdf
From: ResidentialLife/Downstate
To: 811 2nd Fl., Sheng Ri Nan/Downstate @ Downstate, Alam Ahmed/Downstate @ Downstate, Meg O'Sullivan/Downstate @ Downstate, Philip Wan/Downstate @ Downstate, Haylie Farr/Downstate @ Downstate, Christina Trinh/Downstate @ Downstate, Swati Kumar/Downstate @ Downstate, Theresa Feng/Downstate @ Downstate, Diona Symsyster/Downstate @ Downstate, Devin Grupe/Downstate @ Downstate, Nicole Jensen/Downstate @ Downstate, Shila Chowdhury/Downstate @ Downstate, Sharee Knox/Downstate @ Downstate, Akshay Bhatt/Downstate @ Downstate, Samhita Bhat/Downstate @ Downstate, Syeda Hasan/Downstate @ Downstate, Afsha Rahman/Downstate @ Downstate, Debashree Sengupta/Downstate @ Downstate, James Leonard/Downstate @ Downstate, Niloufar Dabirpanah/Downstate @ Downstate, Rahima Nayeem/Downstate @ Downstate, Soumya Rajendren/Downstate @ Downstate, Kimberly Bernard/Downstate @ Downstate, Chanel Delisser/Downstate @ Downstate, Rebecca Wax/Downstate @ Downstate, Bilyck Lieni/Downstate @ Downstate, Felicity Nosike/Downstate @ Downstate, Matthew Vitale/Downstate @ Downstate, Michael Levine/Downstate @ Downstate, Benjamin Parines/Downstate @ Downstate, Brian Picciano/Downstate @ Downstate, Andrew Danziger/Downstate @ Downstate, Marvi Rizwan/Downstate @ Downstate, Renee Mcdonald-Fleming/Downstate @ Downstate, Sangmi Julie Park/Downstate @ Downstate, Kurnvir Singh/Downstate @ Downstate, Omar Moussa/Downstate @ Downstate, Robert Kim/Downstate @ Downstate, Tianyuan Liu/Downstate @ Downstate, Demitrios Dedouvis/Downstate @ Downstate, Robert S itu/Downstate @ Downstate, Stephanie Hong/Downstate @ Downstate, Connie Park/Downstate @ Downstate, Sean Keller/Downstate @ Downstate, Jeremy Blumstein/Downstate @ Downstate, Shajoti Rahman/Downstate @ Downstate, Abhishek Shenoy/Downstate @ Downstate, Gino Agnese/Downstate @ Downstate, Jacqueline Tin/Downstate @ Downstate, Zhihang Zhang/Downstate @ Downstate, Michael Christie/Downstate @ Downstate, Katherine Rimpel/Downstate @ Downstate, Karim Shuaib/Downstate @ Downstate, Michael Chen COM2018/Downstate @ Downstate, Joshua Beyer/Downstate @ Downstate, Aishat Bakare/Downstate @ Downstate, Brian Picciano/Downstate @ Downstate, Russell Salzman/Downstate @ Downstate, Samantha Williams/Downstate @ Downstate, Cassandre Fecu/Downstate @ Downstate, Kathleen Giacobbe/Downstate @ Downstate, Karishma Deonarain/Downstate @ Downstate, Stephanie Wong/Downstate @ Downstate, Mena Jowaheer/Downstate @ Downstate, Janeane Humphrey/Downstate @ Downstate, Andrea Birnbaum/Downstate @ Downstate, Yelise Delva/Downstate @ Downstate, Cindy Medrano/Downstate @ Downstate, Faria Hasan/Downstate @ Downstate, Cindy Tsui/Downstate @ Downstate, Kenneth Ng/Downstate @ Downstate, Prateek Baghel/Downstate @ Downstate, Sujay Alvencar/Downstate @ Downstate, Alexander Augustyniak/Downstate @ Downstate, Syed Rahmatullah/Downstate @ Downstate, Richie Chen/Downstate @ Downstate, Joshua Gorski/Downstate @ Downstate, Timothy Kita/Downstate @ Downstate, Nicholas Tobey/Downstate @ Downstate, Dean Perfetti/Downstate @ Downstate, Ayesha Arif/Downstate @ Downstate, Samuel Einbinder/Downstate @ Downstate, Genevieve Leclerc/Downstate @ Downstate, Michael Chen COM2019/Downstate @ Downstate, Rebecca Eichenbaum/Downstate @ Downstate, Kaliee Kulik/Downstate @ Downstate, Koby Herman/Downstate @ Downstate, Erica Waples/Downstate @ Downstate, Emily Harris/Downstate @ Downstate, Uzair Qazi/Downstate @ Downstate, Zohib Qazi/Downstate @ Downstate, Jesse Sengillo/Downstate @ Downstate, Jared Ditkowsky/Downstate @ Downstate, Rocio Romero/Downstate @ Downstate, Tasnim Mahalimin/Downstate @ Downstate, Puja Patel/Downstate @ Downstate, France Fung/Downstate @ Downstate, Katrina Sawyers/Downstate @ Downstate, Taylor LaRosa/Downstate @ Downstate, Ilen Oseni/Downstate @ Downstate, Jaya Isaac/Downstate @ Downstate, Gabrielle Fridman/Downstate @ Downstate, Zev Stomel/Downstate @ Downstate, David Frankel/Downstate @ Downstate, Khushal Shah/Downstate @ Downstate, Richard
Date: Tuesday, June 21, 2016 11:46AM
Subject: Reminder: Cast Your Vote for the Residence Hall Council Today - Please Reply!

Dear Residents,

As incoming President of our Residence Hall Council, I hope you're having an enjoyable summer! Today I'm writing to seek your approval for our Residence Hall Council Budget for 2016-2017. Our RHC will strive in the next academic year to provide programming and advocacy on your behalf. Without a budget, our RHC does not exist. According to Article VII, Section C, of our Constitution and Bylaws: "The annual budget for SAF shall be adopted in accordance with Article VI.B.4.d-f, and may be revised during the year, as needed, by a simple majority vote of the voting members." To vote the attached budget, simply reply to this email with a yes or no. Please submit your vote by 12pm on June 22 and contact the Residential Life & Services Office at 718-270-1466 with questions.

Sincerely,
Michelle Garcia,
Incoming RHC President

-----Forwarded by ResidentialLife/Downstate on 06/21/2016 11:34AM-----

To: Justin Alger/Downstate@Downstate
From: ResidentialLife/Downstate
Date: 06/17/2016 12:46PM
Cc: Sherice Fields/Downstate@Downstate
Subject: Cast Your Vote for the Residence Hall Council - Please Reply - Attachment Added

(See attached file: RHC Budget 16-17.pdf)

Please see the added attachment of proposed budget for the upcoming year.

Dear Residents,

As incoming President of our Residence Hall Council, I hope you're having an enjoyable summer! Today I'm writing to seek your approval for our Residence Hall Council Budget for 2016-2017. Our RHC will strive in the next academic year to provide programming and advocacy on your behalf. Without a budget, our RHC does not exist. According to Article VII, Section C, of our Constitution and Bylaws: "The annual budget for SAF shall be adopted in accordance with Article VI.B.4.d-f, and may be revised during the year, as needed, by a simple majority vote of the voting members." To vote the attached budget, simply reply to this email with a yes or no. Please submit your vote by 5pm on June 21 and contact the...
Residential Life & Services Office at 718-270-1466 with questions.

Sincerely,
Michelle Garcia,
Incoming RHC President

Attachments:
RHC Budget 16-17.pdf
Student Activity Fund
RESIDENCE HALL COUNCIL
Proposed Budget Draft for Fiscal Year 2017 (June 1, 2016 thru May 31, 2017) 6-16-16

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget 2015-16</th>
<th>Actual FY2015-16 as of 5/31/16</th>
<th>Proposed Budget 2016-2017</th>
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<tbody>
<tr>
<td>40000-05-009-000</td>
<td>EST SAF ACTIVITY FEE INCOME:</td>
<td>$ 4,660.00</td>
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<td>$ 236.00</td>
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<td><strong>Total Program Expense</strong></td>
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<td><strong>Total Reserves</strong></td>
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<td><strong>Total Expenses + Reserves</strong></td>
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<td><strong>$ 6,827.00</strong></td>
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<td><strong>Total Net Income less Expenses + Reserves</strong></td>
<td><strong>-$</strong></td>
<td><strong>$ 2,017.49</strong></td>
<td><strong>-$</strong></td>
</tr>
</tbody>
</table>

*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses*
RHC Budget Vote 2016-17 Tally

Yes
Debashree Sengupta
Theresa Feng
Richard Pongvitayapanu
Alvin Ho
Robert Situ
Jesse Sengillo
Kailee Kulik
Christina Trinh
Janeane Humphrey
Michelle Garcia
Jacqueline Tin
Andrew Danziger
Michael Chen
Jared Ditkowski
Ankuri Desai
Samuel Einbinder
Khushal Shah
Sangmi Park
Edwin Jimenez
Matthew Vitale
Michael Levine
Andrea Birnbaum
Diona Symsester
Genevieve Leclerc

No
Nicholas Tobey
Alam Ahmed
Sean Keller