### Table: Budget Details

<table>
<thead>
<tr>
<th>Account</th>
<th>Description (Account Title)</th>
<th>Submitted Budget 2019</th>
<th>Certified Budget 2019</th>
<th>Prior Year End 5/31/18 Rollover</th>
<th>Net Total Available to Spend</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-360091-12-0000</td>
<td>ACTIVITIES FEES INCOME</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>40-360014-12-0000</td>
<td>ROLLOVER BALANCE (total rollover was $142,740.19 is separated)</td>
<td>$2,629.21</td>
<td>$2,629.21</td>
<td>$2,629.21</td>
<td>$2,629.21</td>
<td></td>
</tr>
<tr>
<td>40-360014-12-0000</td>
<td>ROLLOVER BALANCE - 401(K) CLUBS</td>
<td>$1,087.50</td>
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<tr>
<td>40-360092-12-0000</td>
<td>CERTIFIED BUDGET</td>
<td>$232,245.38</td>
<td>$232,245.38</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### Program Expenses

- **STUDENT ACTIVITIES FEES:** $1,758.00
- **AMERICAN MEDICAL ASSOCIATION:** $1,758.00
- **CHINESE AMERICAN MEDICAL SOCIETY (CAM):** $1,758.00
- **ANNUAL MEETING:** $1,758.00
- **WINTER BALL / SPRING FLING:** $1,758.00
- **STUDENT INTEREST GROUP:** $1,758.00
- **SEX IN MEDICINE WEEK:** $1,758.00
- **PRIDE CLUB:** $1,758.00
- **MUSLIM STUDENTS ASSOCIATION (MSA):** $1,758.00
- **LATINO MEDICAL STUDENT ASSOCIATION:** $1,758.00
- **DOWNSTATE STUDENTS FOR CHOICE:** $1,758.00
- **DOWNSTATE ETHICS SOCIETY:** $1,758.00
- **RADIOLOGY INTEREST GROUP:** $1,758.00
- **DOWNSTATE STUDENTS FOR CHOICE:** $1,758.00
- **IRIG:** $1,758.00
- **CAMS:** $1,758.00
- **APAMSA:** $1,758.00

### Additional Notes
- MSC error - should be 'retains rollover'
- Any remaining bal after 9/30/18 to Class Reserve
- Retains any prior year rollover

### Total Income

- **Reserves:** $113,330.38
- **Available to Spend:** $113,330.38

---

See accompanying following pages:
1. Budget certification cover letter
2. Budget Authorized Signatures and Agreement
3. Meeting Minutes at which Council approved the submitted budget
TO: Elizabeth Moccia, President, Medical Student Council (MSC) via eMail and posted on FSA website.

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

SUBJECT: MSC Budget Certification for FY 2019 (6/1/18 thru 5/31/19).

Attached is a copy of MSC’s certified budget for Student Activity fees (SAF) for the fiscal year 2019 that began June 1, 2018. The MSC approved the submitted budget at their May 10, 2018 meeting, which has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines including the following adjustments:

1. **Activity Fee Income**: was revised to reflect prior year actual at $89,485.
2. **Rollover**: MSC’s actual rollover at 5/31/18 of $142,760.19 which is reflected as two separate amounts:
   - **Rollover Balance** of $28,830 represent funds reverted back to MSC to re-allocate, and
   - **Rollover Balance–Clubs** represent those accounts that retained their actual rollover; Total of $113,930.38.
3. **Total “Available to Spend”** column reflects each Club/Organization’s retained rollover income plus any new 2019 MSC allocation.
4. **Student Notetaking Service (SNS)**: MSC separately approved SNS2 2019 total funding near $16,000 but the 5/31/18 year end balances in both SNS1 and SNS2 available have been rolled into the 2019 SNS2 Certified budget, offsetting/reducing the additional MSC funding for SNS2 to $9,810.
5. **Reserve Fund**: The reserve was set as 10% of prior year actual expenses at $21,202.
6. **Programs & Projects**: The net remaining balance of all above adjustments was placed in this acct at $19,965.

Please be aware that:

- **Authorized Signators**: In accordance with the MSC bylaws, payment forms require joint signatures as follows:
  - General Med Council Accounts: Any two MSC Officers.
  - Club and Class Accounts: Any one MSC Officer, plus any one club/class officer.
  - Student Notetaking Service (SNS) Accounts: Any one MSC Officer, plus the SNS General Manager or, if unavailable, an Assistant Manager.
  - Yearbook Accounts: Any one MSC Officer, plus any one yearbook coordinator.
  
  MSC requires that whenever the MSC Treasurer is not the authorized signature on any payment form, the MSC officer signing/approving that payment form must provide the relevant details (payee, $ amount, purpose) to the MSC Treasurer within 3 business days of its submission to FSA.

- 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.

- **Programs & Projects and Reserve Fund** require meeting minutes approving use, since purpose is unknown at this time of certification.

- The Council may submit a revised budget for additional certification at any time during the year.
- [FSA Payment Form](link), [SAF Meeting Minutes Guidelines](link), and [other SAF documents](link) available online.

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

cc: Anthony Condoleo, FSA Interim Controller (w/original documents);
Daniel Minnock, Bookkeeper
via eMail:
  - Jordana Meisel, VP
  - Adriana Kavoussi, Secretary
  - Rabani Bharara, Treasurer
  - Peter Ljutic, Bursar (No SAF rate change; F/T Rate = $110./yr)

Jeffrey Putman, PhD, Advisor
Meg O'Sullivan, AVP Student Life
Amy Urqhart, Director, Student Center
SAF BUDGET REQUEST & AGREEMENT FORM

Date Completed: 5/10/2018

Instructions:
1. Complete this form. All Signatures on this form must be ORIGINAL signatures (pages 1 & 2). Blank forms are available on the FSA website.
2. Attach the detail 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, 2018 thru May 31, 2019

NAME OF STUDENT ORGANIZATION: Medical School Council

<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</td>
<td>Elizabeth Moccia</td>
<td>May 2019</td>
<td><a href="mailto:Elizabeth.moccia@downstate.edu">Elizabeth.moccia@downstate.edu</a></td>
<td>954-892-1610</td>
</tr>
<tr>
<td>Vice President</td>
<td>Jordana Meisel</td>
<td>May 2019</td>
<td><a href="mailto:Jordana.meisel@downstate.edu">Jordana.meisel@downstate.edu</a></td>
<td>201-675-7048</td>
</tr>
<tr>
<td>Secretary</td>
<td>Adriana Kavoussi</td>
<td>February 2019</td>
<td><a href="mailto:Adriana.kavoussi@downstate.edu">Adriana.kavoussi@downstate.edu</a></td>
<td>443-834-8779</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Rabani Bharara</td>
<td>February 2019</td>
<td><a href="mailto:Rabani.bharara@downstate.edu">Rabani.bharara@downstate.edu</a></td>
<td>516-784-9288</td>
</tr>
</tbody>
</table>

AUTHORIZED SIGNATURE(S) FOR PAYMENT FORMS (check your council bylaws - some have specific authorized signator requirements):

Check One: ☐ 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)

In accordance with the MSC bylaws, payment forms require joint signatures as follows:
- General Med Council Accounts: Any two MSC Officers.
- Club and Class Accounts: Any one MSC Officer, plus any one club/class officer.
- Student Notetaking Service (SNS) Accounts: Any one MSC Officer, plus the SNS General Manager or, if unavailable, an Assistant Manager.
- Yearbook Accounts: Any one MSC Officer, plus any one yearbook coordinator.

MSC requires that whenever the MSC Treasurer is not the authorized signature on any payment form, the MSC officer signing/approving that payment form must provide the relevant details (payee, $ amount, purpose) to the MSC Treasurer within 3 business days of its submission to FSA.

V.5/3/2018
SAF BUDGET REQUEST & AGREEMENT FORM

AGREEMENT Between
THE FACULTY STUDENT ASSOCIATION OF DOWNSTATE MEDICAL CENTER, INC.
And

Medical School Council

(The Name of the Medical Student Council (MSC))

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 recognition, 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

Applicant's Main Representative Signature

Date: 5/10/2018

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:

See certification comments and details of all revisions made in cover memo dated 8/24/18.

MSC-Student Notetaking Service (MSC-SNS) 2019 Budget is separately certified with its detail of all income and expense items

MSC Yearbook (MSC-YBK) 2019 Budget is separately certified with its detail of all income and expense items.

CERTIFIED BY

SIGNATURE

Date of Certification: 8/24/18

V 5/3/2018
ED COUNCIL
DOWNSTATE
COLLEGE OF MEDICINE

Medical Student Council Meeting
Thursday, MAY 10 2018 6:00 PM
Student Center Main Lounge

Attendance: Name (proxy for name)

Jonas Kwok, Ashraf Hussain, Bhanu Seth, Elizabeth Moccia, Jordana Meisel (Sarah Galler) Boey Li, Jonathan Leong (Pratik Chandra), Rabani Bharara (David Choueka) Adriana Kavoussi (Solomon Geizhals), Sejal Shah (Krystal Ealy), Marine Coste (Antonios Dimopoulos)

Minutes recorded by Adriana Kavoussi

Elizabeth presiding over meeting. Adriana is scribing the minutes.

1.) Approval of April Minutes
   a. Motion to approve April minutes made by Sejal Shah
   b. Seconded by Jordana Meisel
      i. Vote:
         1. For - 19
         2. Against - 0
         3. Abstain - 0

   Motion passes to approve April minutes

New Business

1.) Budget Requests
   a. Urology Club Match Panel- Samuel Gold
      i. Event
      ii. Requesting $119
   b. Downstate Students for Choice- Max Mecklenburg
      i. Multiple Events
         1. Event $45
            a. Abortion History movie screening
         2. Event $225
            a. Iud Insertion workshops
         3. Event $150
            a. No Scalpel Vasectomy Workshop
c. Justina Ray
   i. Conference- Travel to the American College of Physicians 2018 Research Symposium, Medical Student Poster Presentation and Competition. Competed won a competition in November- Most of trip was funded, but travel cost money.
      1. New Orleans
      2. Presenting
   ii. Total $ 420

   d. Maimonides Society- Jackie Benayoun
      i. Pizza for Chai time
      ii. Total $ 580.58

   e. Student Note taking Service Presentation
      i. Brought up survey that was given to to first years and think it would be a loss to get rid of it. Survey was extremely biased- frowny faces next to vote to defund it.
      ii. Medical council discussing defunding for new first years, continuing for second years and then ending the program.
      iii. Budget for First year total: $ 22,441
      iv. Budget for Second year: $ 16,588

Old Business

1.) Class Updates
   A.) 2018
      a. Senior week, going to 6 flags, have a banquet (monday for Ramadan), Picnic, Wine tour, bowling.
   B.) 2019
      a. Picked schedules for next year Life is SO good. Jonas has a shelf next friday. Gets to do his pediatric rotation,
   C.) 2020
      a. Half are happy half are sad. Medicine hours are not great. Transition to clerkship not helpful. Support with patient's passing away.
   D.) 2021
      a. Endocrine unit, Donor memorial went well

Trending Topics

1.) Topic
   a. SNS Budget
   b. Yearbook
   c. Annual Budget Approval
   d. Multiple Myeloma Letter

Closed Meeting:

   i. Motioned by Jonathan Leong
   ii. Seconded by Marine Coste

   iii. Meeting is now closed.
New Business

1) Budget presented and discussed by Medical Council during Spring 2018 Budget Meeting.
   b. Purpose of Vote- approving next year's budget
      1. Note: Conversation about clubs that have weekly meetings and how much they can spend
      2. Options: Fund in full or no funding
      3. Vote: Motion to approve budget made by Rabani Bharara, second by Sejal Shah
         a. For: 19
         b. Against: 0
         c. Abstain: 0

Motion passes to approve MSC 2018/2019 budget as attached.

2) Approving MSC yearbook budget for next year.
   c. Purpose of Vote
      1. Option to fund $5000 for yearbook, no funding
      2. Vote: Motion to fund $5000 made by Marine Coste, second by Ashraf Hussain
         a. For: 18
         b. Against: 1
         c. Abstain: 0

Motion passes to fund the MSC-Yearbook 2018/2019 as attached.

3) Approving Student Note taking Service (SNS) budget
   a. Options: to keep first year SNS, no funding
   b. Motion to not fund by Jonas Kwok, seconded by Rabani Bharara
   c. Vote:
      d. For - 19
      e. Against - 0
      f. Abstain - 0

Motion passes to defund first year note taking service.

v. SNS budget
   a. Options: to fund 16,588 for second year SNS, no funding
   b. Motion to fund in full Jonas Kwok, seconded by Rabani Bharara
   c. Vote:
      g. For - 14
      h. Against - 4
      i. Abstain - 1

Motion passes to fund 2nd Year Note taking as attached.

3) Budget Requests:
   i. Urology Club Match Panel
      3. Options: Fund in full ($119), no funding
      4. Motion to fund $119 made by Marine Coste, second by Sejal Shah
      5. Vote:
         a. For - 18
         b. Against - 0
         c. Abstain - 1
Motion passes to transfer $119 from Projects and Programs (40-70174-012-30001) to Urology Club
(40-70274-012-30001) Attachment 6

ii. Downstates student for choice
6. Options: Fund in full ($420), no funding
7. Motion to $420 made by Sejal Shah, second by Marine Coste
8. Vote:
   a. For – 18
   b. Against – 1
   c. Abstain – 0

Motion passes to transfer $420 from Projects and Programs (40-70174-012-30001) to Downstate Students for Choice (40-70268-012-30001) Attachment 7

iii. Justina Ray
a. Options: Fund in full ($580.58), no funding
b. Motion to $580.58 by Jonas Kwok, seconded by Rabani Bharara
c. Vote:
   d. For – 18
   e. Against – 1
   f. Abstain – 0

Motion passes to approve a reimbursement payment $580.58 from Projects and Programs (40-70174-012-30001) to Justina Ray for trip to the conference in New Orleans Attachment 8

iv. Maimonides Society
9. Options: Fund in full ($250), no funding
10. Motion to $250 made by Sejal Shah, second by Marine Coste
11. Vote:
   a. For – 18
   b. Against – 1
   c. Abstain – 0

Motion passes to transfer $250 from Projects and Programs (40-70174-012-30001) to Maimonides Society (40-70255-012-30001) Attachment 9

v. Fourth year gift
12. Options: Fund in full ($714), no funding
13. Motion to $714 made by Sejal Shah, second by Marine Coste
14. Vote:
   a. For – 18
   b. Against – 1
   c. Abstain – 0
Motion passes to transfer $714 from Projects and Programs (40-70174-012-30001) to the Class of 2019 (40-72019-012-30001)

Motion to end meeting by Jonathan Leong
Seconded by Marine Coste
Meeting Closed at 7:26 pm
Minutes were scribed by Adriana Kavoussi
Approved by Adriana Kavoussi - Medical Council Secretary
## Faculty Student Association of DMC-Student Activity Fund
### MEDICAL STUDENT COUNCIL (MSC)
#### Downstate Medical Center

**BUDGET PROPOSED & APPROVED BY MSC 5/10/18**

**FY 2019 = June 1, 2018 through May 31, 2019**

**MSC Minutes 5/10/18 Attachments 1&2**

### Account Descriptions

<table>
<thead>
<tr>
<th>Account</th>
<th>Description (Account Title in alpha sequence)</th>
<th>Certified Budget 2018</th>
<th>Retain Prior Year End Rollover</th>
<th>Fundraising Income as of 02/28/18</th>
<th>Net Total Available to Spend*</th>
<th>YTD Funds Spent as of 02/28/18</th>
<th>YTD Available Balance</th>
<th>Submitted Budget 2019</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-40001-012-3000</td>
<td>ACTIVITIES FEES INCOME</td>
<td>$86,755.00</td>
<td>-</td>
<td>$89,100.00</td>
<td>$89,100.00</td>
<td>-</td>
<td>$89,100.00</td>
<td>-</td>
<td>$1,758.00</td>
</tr>
<tr>
<td>40-70001-012-3000</td>
<td>YELLOW BALANCE</td>
<td>55,789.29</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>40-70001-012-3000</td>
<td>YELLOW BALANCE - CERTAIN CLUBS</td>
<td>72,697.83</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>72,697.83</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Total Income

| - | Total Income $211,942.13 | $10,000.00 | $10,000.00 | $1,050.00 | $15,010.25 | $1,758.00 |

### Program Expenses

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget 2018</th>
<th>Retain Prior Year End Rollover</th>
<th>Fundraising Income as of 02/28/18</th>
<th>Net Total Available to Spend*</th>
<th>YTD Funds Spent as of 02/28/18</th>
<th>YTD Available Balance</th>
<th>Submitted Budget 2019</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-70002-012-3000</td>
<td>ADMINISTRATION FEES</td>
<td>$1,717.00</td>
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<td>$1,717.00</td>
<td>$1,717.00</td>
<td>-</td>
<td>$1,717.00</td>
<td>-</td>
<td>$1,717.00</td>
</tr>
</tbody>
</table>

### Total Program Expense

| - | Total Program Expense 211,942.13 | $1,000.00 | $10,000.00 | $1,050.00 | $15,010.25 | $1,758.00 |

### Balance Before Reserves

| - | Balance Before Reserves $10,000.00 | - | - | - | - | - |

### Reserves

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget 2018</th>
<th>Retain Prior Year End Rollover</th>
<th>Fundraising Income as of 02/28/18</th>
<th>Net Total Available to Spend*</th>
<th>YTD Funds Spent as of 02/28/18</th>
<th>YTD Available Balance</th>
<th>Submitted Budget 2019</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-70001-012-3000</td>
<td>RESERVE FUND</td>
<td>10,000.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,000.00</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Total Reserves

| - | Total Reserves $10,000.00 | - | - | - | - | - |

### Total Expenses + Reserves

| - | Total Expenses + Reserves 211,942.13 | $10,000.00 | $10,000.00 | $1,050.00 | $15,010.25 | $1,758.00 |

### Net Income less Expenses + Reserves

| - | Net Income less Expenses + Reserves $10,000.00 | $10,000.00 | $10,000.00 | $1,050.00 | $15,010.25 | $1,758.00 |

### SUNY Reserve Guidelines

-5% to less than 50% of prior year actual expenses

### SUNY Reserve Guidelines

-5% to less than 100% of prior year actual expenses

*MSC Minutes 5/10/18 Attachments 1&2**
# Budget Request Form

Please check all that apply:

<table>
<thead>
<tr>
<th>University Council Funding</th>
<th>Med Council Funding</th>
<th>Date: 2/28/18</th>
</tr>
</thead>
</table>

**ORGANIZATION NAME:** CÔM Yearbook

**PRESIDENT:** Khushal Shah Phone 845-309-0785 **VICE PRESIDENT:** Patrick Eucalito Phone

**TREASURER:** Theresa Feng Phone .585-490-4205 **SECRETARY:** Smithy Jacob Phone

<table>
<thead>
<tr>
<th>PROJECT (Detail the program and expenses from this YR)</th>
<th>ATTENDANCE</th>
<th>EXPENSES</th>
<th>PROJECT (Detail the program and expenses for next YR)</th>
<th>EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearbook production</td>
<td>Books sent to all graduates, plus sponsors.</td>
<td>$27,500</td>
<td>Yearbook production</td>
<td>$27,500</td>
</tr>
</tbody>
</table>

WE ARE ONLY REQUESTING $5,000 as we do every year. Book pays for itself...we just request $5,000 as a back up in case of emergency. Anything left over is returned at the end of the year.
Once you insert the actual # of lectures for each year, the Excel formula will recalculate the total expenses of each year. Use caution - the green highlighted cells have Excel formula's that will auto-calculate. Don't erase or type over the formula.

Step 1: Insert the number of lectures for each year in cell# E31 and E67 yellow highlighted). This will autocalulate the lecture fee annual expense as well as the total annual expense.

Step 2: See the resulting net balance (1st yr in cell G42, 2nd yr in cell G78)

Step 3: Insert the resulting net balance from Step 1 as the MSC allocation (1st Yr in cell G15; 2nd yr in cell G55 -yellow highlighted)

The result will autocalculate and should produce a net balance for 1st yr and 2nd yr = 0 (a balanced budget)

Of course you can also modify other expense catagories if needed, then follow the same steps

### Student Activity Fund Budget Sheet

#### 1ST YR- Note Taking - 018

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Insert # lectures</th>
<th>@$60/lecture</th>
<th>Budget 2018 - 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>42990-05-018-000</td>
<td>1ST YR SNS Rollover</td>
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<td></td>
</tr>
<tr>
<td>71530-05-012-790</td>
<td>1ST YR. SNS allocation from MSC</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>71780-05-018-000</td>
<td>GENERAL MANAGER</td>
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</tr>
<tr>
<td>71790-05-018-000</td>
<td>CLASS MANAGER</td>
<td>1,250</td>
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<tr>
<td>71800-05-018-000</td>
<td>TRANSCRIPTOR SUPERVISOR</td>
<td>1,250</td>
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<tr>
<td>71850-05-019-000</td>
<td>PAYROLL SUPERVISOR</td>
<td>220</td>
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<td></td>
</tr>
<tr>
<td>71920-05-018-000</td>
<td>ACCOUNTING FEE</td>
<td>1,015</td>
<td></td>
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</tr>
<tr>
<td>71950-05-018-000</td>
<td>LECTURE FEE ($60)</td>
<td>280</td>
<td>$60.00</td>
<td>16,800</td>
</tr>
<tr>
<td><strong>Total Program Expense</strong></td>
<td></td>
<td></td>
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<td>21,415</td>
</tr>
<tr>
<td><strong>Total Net Income (loss)</strong></td>
<td></td>
<td></td>
<td></td>
<td>(21,415)</td>
</tr>
<tr>
<td>71910-05-018-000</td>
<td>Reserve Fund (Min Reserve is 5% prior yr actual expense)</td>
<td></td>
<td></td>
<td>1,026</td>
</tr>
<tr>
<td><strong>Net Balance</strong></td>
<td>=Income - Expenses + Reserve</td>
<td></td>
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<td>(22,441)</td>
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</tbody>
</table>

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

#### 2ND YR- Note Taking

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Insert # lectures</th>
<th>@$60/lecture</th>
<th>Budget 2018- 2019</th>
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<tr>
<td>42990-05-017-000</td>
<td>2ND YR SNS Rollover</td>
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<td>71530-05-012-795</td>
<td>2ND YR. SNS allocation from MSC</td>
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<tr>
<td>71910-05-018-000</td>
<td>Transfer From 1st Yr Prior Reserve</td>
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<tr>
<td><strong>Total Income</strong></td>
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<td>71610-05-017-000</td>
<td>GENERAL MANAGER</td>
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<td>CLASS MANAGER</td>
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<td>TRANSCRIPTOR SUPERVISOR</td>
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<td>71660-05-017-000</td>
<td>PAYROLL SUPERVISOR</td>
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<tr>
<td>71750-05-017-000</td>
<td>ACCOUNTING FEE</td>
<td>1,015</td>
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</tr>
<tr>
<td>71760-05-017-000</td>
<td>LECTURE FEE ($60)</td>
<td>185</td>
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<td>11,100</td>
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<td><strong>Total Program Expense</strong></td>
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<tr>
<td><strong>Total Net (Income) loss</strong></td>
<td></td>
<td></td>
<td></td>
<td>(15,915)</td>
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<tr>
<td>71760-03-021-000</td>
<td>Reserve Fund: Min Reserve is 5% prior yr actual expense</td>
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<td></td>
<td>673</td>
</tr>
<tr>
<td><strong>Net Balance</strong></td>
<td>=Income - Expenses + Reserve</td>
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<td>(16,588)</td>
</tr>
</tbody>
</table>

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

TOTAL MSC Allocation (1st + 2nd YR) Needed: 0.00
MSC Initial Allocation (1st +2nd Yr) 27,000.00
Med Council can either reduce its allocations, or add this amount to SNS reserves. 27,000.00