

**Faculty Student Association of DMC-Student Activity Fund
College of Health Related Professions Student Council (CHRP)**

FY 2018 = June 1, 2017 through May 31, 2018

CERTIFIED BUDGET

Yellow highlights show revisions that were necessary

Account	Description	Proposed Budget 2018	Certified Budget 2018	Comments
Income				
40-49001-010-30001	ACTIVITY FEES INCOME	\$ 17,313.00	17,295	based on prior yr actual
40-40001-010-30001	ROLLOVER BALANCE	8,677.00	8,006	FY '17 funds not spent as of 5/31/17 (becomes FY 2018 income).
40-40002-010-30001	Y/BOOK CURRENT-ADVERT INCOME	2,000.00	2,000	5/31/17 balance (for 2017 Yearbook) rolls over to Yearbook Prior Acct
Total Income		\$ 27,990.00	27,301	<i>Formula Cell- Do not alter</i>
Program Expenses (in title alpha sequence)				
40-70009-010-30001	ADMINISTRATION FEE	\$ 237.00	237	
TBD	BROOKLYN FREE CLINIC	500.00	500	CHRP donation to BFC or used to run an event with the BFC.
40-70230-010-30001	club DIAGNOSTIC MEDICAL IMAGING	300.00	300	
40-70134-010-30001	club MEDICAL INFORMATICS	500.00	500	
40-70136-010-30001	club MIDWIFERY	300.00	300	
40-70240-010-30001	club OCCUPATIONAL THERAPY (OT)	500.00	500	
40-70233-010-30001	club ORTHOPEDICS JOURNAL	140.00	140	
40-70231-010-30001	club PHYSICAL THERAPY (PT)	500.00	500	
40-70232-010-30001	club PHYSICIAN ASSISTANT (PA)	1,000.00	1,000	Acct Retains 5/31 rollover ; \$500 to be used for summer 2017 white coat ceremony + \$500 for 2018.
40-70217-010-30001	CONFERENCES	1,000.00	1,000	
40-70234-010-30001	CONVOCATION	5,000.00	5,000	for May 2018 event
40-70135-010-30001	MEETINGS	3,100.00	3,308	Acct Retains any 5/31/17 rollover
40-70173-010-30001	PROGRAMS AND PROJECTS	3,262.00	2,365	Any rollover not otherwise specified will be placed in this account.
40-70097-010-30001	SPRING FLING	1,000.00	1,000	Special Events rename acct to Spring Fling; To SCGB towards Spring Fling event.
40-70235-010-30001	WELCOME RECEPTION	2,000.00	2,000	Fall Welcome Reception rename to Welcome Reception. Retains rollover (\$1000) to be used for summer welcome events.
40-70227-010-30001	YEARBOOK CURRENT	2,000.00	2,000	5/31/17 Rollover goes into YearBook Prior
40-70241-010-30001	YEARBOOK PRIOR	5,400.00	5,400	After the 5/9/17 Planned TFRS, Retains 5/31/17 Rollover from yearbook current (Publisher Pmt occurs after 5/31/17)
40-30008-010-30001	RESERVE FUND *	1,251.00	1,251	*SUNY Requires Minimum of 5% and Maximum of 100% of prior year actual expenses
Total Expenses + Reserves		\$ 27,990.00	27,301	<i>Formula Cell- Do not alter</i>
Total Net Income less Expenses + Reserves		\$ -	\$ -	<i>Formula Cell- Do not alter (A balanced budget will net to \$ZERO)</i>
All Other Dormant CHRP Council accts to be CLOSED				



Faculty Student Association of DOWNSTATE Medical Center

August 1, 2017

TO: Charandy Baptiste, President
College of Health Related Professions Student Council (CHRP)
via eMail and posted on FSA website.

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

SUBJECT: CHRP Budget Certification for FY 2018 (6/1/17 thru 5/31/18).

Attached is a copy of CHRP's certified budget for Student Activity fees (SAF) for the fiscal year 2018 that began June 1, 2017. The CHRP Council approved the submitted budget at their 5/9/17 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 with the following adjustments:

- **Rollover:** has been reduced by \$671 to the actual rollover at 5/31/17 at **\$8,006**. This results in a revised grand total income of **\$27,301**.
- **Meetings:** Council requested this account keeps its 5/31/17 rollover; Submitted allocation has been increased accordingly by **\$208** to **\$3,308**.
- **Programs & Projects:** The net change of the above adjustments at **\$897** has been added to this account.

Please be aware that:

- **Authorized Signators:** CHRP's Constitution requires CHRP President and Treasurer must sign all payment requests. The 'signature restriction' section has been revised accordingly.
- 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.
- [FSA Payment Form \(link\)](#), [SAF Meeting Minutes Guidelines \(link\)](#), and [other SAF documents \(link\)](#) are available online.

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

cc: Chris Sena, FSA Interim Controller (w/original documents);
Deshawn Hilliard

via eMail:

Jason Cheung, VP
Natalia Grinkina, Secretary
Adebisi Ojudun, Treasurer
Philip Bones, Faculty Advisor
Peter Ljutic, Bursar (No SAF rate change; \$55/yr)

Jeffrey Putman, VP Student Affairs
Meg O'Sullivan, AVP Student Life
Amy Urqhart, Director, Student Center
Allen Lewis, PhD, Dean, CHRP



Date Completed: 5/9/17

- 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 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, 20¹⁷ thru May 31, 20¹⁸NAME OF STUDENT ORGANIZATION: CHRP Student Council

Officer	Print Name	Term of Office until (end date)	eMail (best way to reach you)	Phone # (best way to reach you)
President (if other Title,specify:)	CHARANDY JEAN BAPTISTE	05/31/18	Charandy21@gmail.com	347 293 9844
Vice President (if other Title,specify:)	Jason Cheung	05/31/18	JasonC1282@gmail.com	917-648-3666
Secretary(if other Title,specify:)	Natalia Grinkina	05/31/18	svoisredi4ugih@gmail.com	646-229-9981
Treasurer (if other Title,specify:)	Adebisi Ojudun	05/31/18	adebisi.ojudun@gmail.com	646-731-7659

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

Signature	X	Signature	X
Pres Print Name	President	Treas Print Name	Treasurer
Signature	X	Signature	X
VP Print Name	Vice President	Secy Print Name	Secretary

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)

As per CHRP Student Council Constitution, Pres & Treasurers must sign all payment request forms.

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

CHRP Student Council

(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 Cherand Jean Baptiste 5/9/17
 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: Rollover @ 5/31/17 = \$8,006. CHRP Council approved its
submitted budget for FY 2018 at their meeting 5/9/17.
Resulting revisions made in certification process detailed in
8/1/17 cover memo.

CERTIFIED BY Richard Bentley Date of Certification: 8/1/17
 SIGNATURE

CHRP Student Council
Meeting Agenda
May 9, 2017
12:00pm-1:00 pm
Student Center, Main Lounge

Meeting Facilitators: CHRP Council

Invitees: ALL OF CHRP!! (DMI, Medical Informatics, Midwifery, PA, PT, OT students!)

Attendance attached

Call the meeting into order:

Motioned to Open by: Janeane Humprey

Seconded by: Alvin So

I. Appreciation to those who Attended Monthly CHRP Meeting.

A special thank you was made for individuals who participated in student activities throughout the semester. Students were encouraged to continue to participate in future events

II. Open Floor for Budget Requests for 2017 FY.

Motion to vote on 2017 Budget Request by: Stephanie Ngan

Seconded by: Alex Basca

- ***Motion to approve the transfer of \$3,075 into Yearbook Current, transfers as follow:***
 - Motion to transfer \$140.00 from Ortho Journal Club/ account # 40-70233-010-30001 to YEARBOOK CURRENT/ account # 40-70227-010-30001
 - Motion to transfer \$147.00 from Meetings/ account # 40-70135-010-30001 to YEARBOOK CURRENT/ account # 40-70227-010-30001
 - Motion to transfer \$2,000.00 from Conferences/account # 40-70217-010-30001 to YEARBOOK CURRENT/ account # 40-70227-010-30001
 - Motion to transfer \$500.00 from Study Breaks/ account # 40-70204-010-30001 to YEARBOOK CURRENT/ account # 40-70227-010-30001
 - Motion to transfer \$288.00 from Programs and Projects/ account # 40-70173-010-30001 to YEARBOOK CURRENT/ account # 40-70227-010-30001

***Decision:** MOTION to approve the transfer of \$3,075 into Yearbook Current PASSES– Unanimous*

Motion to vote on 2018 FY Budget request by: Stephanie Ngan

Seconded by: Alex Basca

● ***Motion to approve the Proposed 2018 FY Budget, Proposal as follow:***

- *As of 5/8/17 CHRP Council funds account remains at \$14,511.00. CHRP Council estimates an additional cost of \$5,833.00 will be deducted from the current account, leaving an estimated balance of \$8,677.00 to remain for the 2018 FY.*

***Decision :** MOTION to approve 2018 budget proposal PASSES – Unanimous
2018 Budget approval: See attached document*

III. Upcoming Student Center Events.

Students were informed of upcoming events in the Student Center including: Coffee House on Tuesday, 5/9/2017 at 6pm and the Ping Pong Tournament on Thursday 5/11/17 at 6pm.

IV. Next CHRP Meeting/ Welcoming Event

Students were informed that the next CHRP meeting will take place in the Student Center on Tuesday, June 13th at 12pm. Students were encouraged to attend.

V. Special “Happy Birthday” presentation to May birthdays.

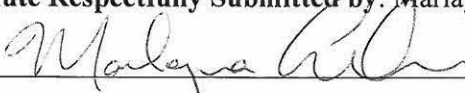
As a means of getting to know our fellow classmates, a special acknowledgement was made to all individuals born in May. Those individuals were asked to stand up and share their name, program, and birthday date. Each student received a homemade CHRP F.I.R.S.T. ID badge.

VI. Adjournment of End of Semester CHRP Meeting

Motion to adjourn by : Charandy Baptise

Motion seconded by: Rachel Minchuk

Minute Respectfully Submitted by: Marlayna Leader



Faculty Student Association of DMC-Student Activity Fund
College of Health Related Professions Student Council (CHRP)
FY 2018 = June 1, 2017 through May 31, 2018

PROPOSED BUDGET

Submit for certification by deadline: Fri May 5, 2017. Submit to FSA Office (1) this budget with (2) completed [Budget Agreement Form](#) (link) and (3) [signed meeting minutes](#) at which the council approved this budget. FSA will return a certified budget to the Council officers once final fiscal year end (May 31) balances are known.

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All Other Dormant CHRP Council accts to be CLOSED			



SUNY
DOWNSTATE
Medical Center

STUDENT COUNCIL/ CLUB MEETING MINUTES
ATTENDANCE COVER SHEET

COUNCIL / CLUB NAME: Student Council

Date Meeting Was Held: 5/9/17 Time Meeting Was Held: 12pm

Place Meeting Was Held: Student Center

Print Name of Member or Guest (can customize to pre-print voting member names)	Present ✓	Voting Member (Yes/No)	Signature (*if Bylaws permit, when present by proxy, insert name of person holding proxy)
Melanie Moore	✓		Melanie Moore
Yaelle Mishaum	✓		Yaelle Mishaum
Marvin Weiss	✓		Marvin Weiss
Jackie Driscoll	✓		Jackie Driscoll
Jennifer Grossman			Jennifer Grossman
Flaine Dellinger	✓		Flaine Dellinger
Sam Saul	✓		Sam Saul
Alex Tate	✓		Alex Tate
Jonathan Smith	✓		Jonathan Smith
Cassandra Fein	✓		Cassandra Fein
Aditya Mohan	✓		Aditya Mohan
Patricia Peralta			Patricia Peralta
Kaitie Kulik	✓		Kaitie Kulik
Shoshana Menagel	✓		Shoshana Menagel
Carol Cas	✓		Carol Cas
Avery Bralman	✓		Avery Bralman
David Weiss	✓		David Weiss
Mohit Mittal			Mohit Mittal
Zerin Koth			Zerin Koth
Subrena Man			Subrena Man
Natasha Maslov	✓		Natasha Maslov
Jing Xiao	✓		Jing Xiao
Mojib Balbani	✓		Mojib Balbani
Ikenna Ezeke			Ikenna Ezeke

Use additional sheets if necessary, or continue on reverse side



SUNY
DOWNSTATE
Medical Center

STUDENT COUNCIL/ CLUB MEETING MINUTES
ATTENDANCE COVER SHEET

COUNCIL / CLUB NAME: CHRP Student council

Date Meeting Was Held: 5/9/17 Time Meeting Was Held: 12pm

Place Meeting Was Held: Student ~~Council~~ Center

Print Name of Member or Guest (can customize to pre-print voting member names)	Present ✓	Voting Member (Yes/No)	Signature (*if Bylaws permit, when present by proxy, insert name of person holding proxy)
Erica Brucard	✓	yes	
Ming Zhu	✓		
Rach Umib	✓		
Omoakhe Tisor	✓		
LESTER Kim	✓		
Yuval Bussi	✓		
ZHAN Wu	✓		
Yogesh Patel	✓		
JJ Li	✓		
Phap Lam	✓		
York Teng	✓		
Stephanie Ngan	✓		
Hai Pei Li	✓		
Share Olaszski	✓		
DAMES Chen	✓		
Julien Yui	✓		
Arin Solomon	✓		
Aysha Sultana	✓		
Natasha Antony	✓		
Zachary Ann	✓		
ANIK NATTA	✓		
Marc Emus	✓		
Ane Dm	✓		
Alex Boser	✓		

Use additional sheets if necessary, or continue on reverse side



SUNY
DOWNSTATE
Medical Center

STUDENT COUNCIL/ CLUB MEETING MINUTES
ATTENDANCE COVER SHEET

COUNCIL / CLUB NAME: CHRP Student Council

Date Meeting Was Held: 5/9/17 Time Meeting Was Held: 12pm

Place Meeting Was Held: Student Center

Print Name of Member or Guest (can customize to pre-print voting member names)	Present ✓	Voting Member (Yes/No)	Signature (*if Bylaws permit, when present by proxy, insert name of person holding proxy)
Yunan Shen	✓	No	
Rocio Romero	✓	Yes	Rocio R.
Micheline Gluck	✓	yes	
David Hyman	✓	No	
Patrick Yoo	✓	No	
Lucy Tan	✓	No	
Harry Lu	✓	No	
Andrew Fonte	✓	No	
Tom Burchfield	✓	No	
Katze Lee	✓	No	
Maria Kohlbrener	✓	No	
Rinasu	✓	No	
Valeria Motta Monzon	✓	?	
Tamar Costa	✓	?	T. Costa
Jonathan Abramov	✓	No	
Brandon Chin	✓	No	
Harjot Singh	✓	No	
Emilia Whickham	✓	No	
Arlene Castillo	✓	No	Arlene Castillo
Christina Leong	✓	No	
Connet Lu	✓	No	
James Kim	✓	No	
Alex Wang	✓	No	
Anh Vuong	✓	Yes	Anh Vuong

Use additional sheets if necessary, or continue on reverse side



SUNY
DOWNSTATE
Medical Center

STUDENT COUNCIL/ CLUB MEETING MINUTES
ATTENDANCE COVER SHEET

COUNCIL / CLUB NAME: Student Council

Date Meeting Was Held: 5/9/17 Time Meeting Was Held: 12pm

Place Meeting Was Held: Student Center

Print Name of Member or Guest (can customize to pre-print voting member names)	Present ✓	Voting Member (Yes/No)	Signature (*if Bylaws permit, when present by proxy, insert name of person holding proxy)
Courtesy Cheryl	✓	NO	
Chris King	✓	NO	
George Mo	✓	NO	
RICHARD YU	✓	NO	
Francisco Martinez	✓	X	
Miguel N	✓	NO	
Kristen Pearson	✓	NO	
Regina Zick	✓	Y	
Arielle Brown	✓	NO	
Akin Jones	✓		
Enca Perez	✓	YES	
Toni-Shay Chandler	✓	YES	
Rachel Minchak	✓	YES	
Elena Israel	✓	YES	
Alan So	✓	YES	
Stacy Brown	✓	NO	
Amrita Mukherji	✓	NO	
Rakim Mella	✓	NO	
Mallory Perez	✓	YES	
Erin Horky	✓	YES	
Amit Sheth	✓	YES	

Use additional sheets if necessary, or continue on reverse side



SUNY
DOWNSTATE
Medical Center

STUDENT COUNCIL/ CLUB MEETING MINUTES
ATTENDANCE COVER SHEET

COUNCIL / CLUB NAME: CHRP Student Council

Date Meeting Was Held: Student 5/9/17 Time Meeting Was Held: 12pm

Place Meeting Was Held: Student Center

Print Name of Member or Guest (can customize to pre-print voting member names)	Present ✓	Voting Member (Yes/No)	Signature (*if Bylaws permit, when present by proxy, insert name of person holding proxy)
Sally Liu	✓		Sally Liu
Nicole Guerrero	✓		Nicole Guerrero
Samantha Hinds	✓		S. Hinds
Christopher Tenorio	✓		Chris Tenorio
Ackkash Vanna	✓		Ackkash Vanna
Jessica Christolin	✓		Jessica Christolin
Janeane Humphrey	✓		Janeane Humphrey
Natasha Antoin	✓		Natasha Antoin
Sean Mooney	✓		Sean Mooney
Connor Berta	✓		Connor Berta
Josh W. Becan	✓		Josh W. Becan
Tanvi Vipul	✓		Tanvi Vipul
KARTHIK KREEDHARA	✓		Karthik Kreedhara
Rifat Ahmed			Rifat Ahmed
Roshini Shidani	✓		Roshini Shidani
Claudia Zmijewski	✓		Claudia Zmijewski
Madonna DiBella	✓		Madonna DiBella
Michael Ferrigno			Michael Ferrigno

Use additional sheets if necessary, or continue on reverse side

