

**Faculty Student Association of DMC-Student Activity Fund**

**MEDICAL STUDENT COUNCIL Yearbook (MSC-YBK)**

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

**CERTIFIED BUDGET**

**YELLOW HIGHLIGHTS REPRESENT CHANGES THAT WERE NECESSARY**


<b>Account</b>	<b>Description</b>	<b>Prior FY Actual @ 5/31/17</b>	<b>Submitted Budget 2018</b>	<b>Certified Budget 2018</b>	<b>Comments</b>
<b>Income</b>					
40-70227-012-30001	MSC ALLOCATION	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	this is also reflected on MSC 18 Budget
40-70227-012-30001	YEARBOOK ROLLOVER	\$ 39,344.00	\$ 24,750.00	<b>\$23,692.00</b>	FY 17 5/31/17 Actual
40-70227-012-30001	ADVERTISING	27,435.00	27,000.00	27,000.00	
		<b>\$ 71,779.00</b>	<b>\$ 56,750.00</b>	<b>\$55,692.00</b>	Formula Cell- Do not alter
<b>Total Income</b>					
<b>Program Expenses</b>					
40-70227-012-30001	MEETING EXPENSES	628.27	700.00	700.00	
40-70227-012-30001	TRANSFER TO MSC	22,574.00	-	-	
40-70227-012-30001	YEARBOOK PUBLISHER - CURRENT YEAR	\$ 4,000.00	\$ 27,500.00	\$27,500.00	
40-70227-012-30001	YEARBOOK PUBLISHER - PRIOR YEAR	20,884.92	23,500.00	23,500.00	
<b>Total Program Expense</b>		<b>\$ 48,087.19</b>	<b>\$ 51,700.00</b>	<b>\$51,700.00</b>	Formula Cell- Do not alter
<b>Balance Before Reserves</b>		<b>23,691.81</b>	<b>5,050.00</b>	<b>3,992.00</b>	Formula Cell- Do not alter
<b>Reserves:</b>					
	RESERVE FUND	-	5,050.00	<b>3,992.00</b>	
<b>Total Reserves</b>		<b>\$ -</b>	<b>\$ 5,050.00</b>	<b>\$ 3,992.00</b>	Formula Cell- Do not alter
<b>Total Net Income less Expenses + Reserves</b>		<b>\$ 23,691.81</b>	<b>\$ -</b>	<b>\$ -</b>	Formula Cell- Do not alter
<b>*SUNY Reserve Guidelines &gt;5% and &lt;100% of prior year actual expenses</b>					



# Faculty Student Association of DOWNSTATE Medical Center

September 28, 2017

TO: Khushal Shah, President  
Medical Student Council Yearbook (MSC-YBK), aka "Iatros"

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

SUBJECT: MSC-YBK Budget Certification for FY 2017 (6/1/17 thru 5/31/18).

Attached is the MSC-YBK's certified budget for the fiscal year 2017 that began June 1, 2017 which supersedes the prior interim certification (expiring 9/30/17) which provided additional time for MSC-YBK to submit a Budget Request and Agreement Form with current officers and has now been submitted.

The MSC approved the submitted MSC-YBK budget at their 05/15/17 meeting and has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines. The following two minor adjustments have been made:

- **Rollover Balance**: Estimated amount of **\$24,750** has been adjusted to 5/31/17 FYE actual of **\$23,692**.
- **Reserve fund**: Amount has been adjusted from estimated **\$5,050** to actual net balance of **\$3,992**.

Please be aware that:

- **Authorized Signators**: The form initially submitted has signature parameters that conflict with MSC's Constitution and has been adjusted accordingly to comply with MSC Constitution Article X.3.D: **Joint signatures - any one MSC-YBK officer 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.

cc: Chris Sena, FSA Interim Controller (w/original documents);  
all via eMail:

Theresa Feng, MSC-YBK VP  
Sam Einbinder, MSC-YBK Secy  
Patrick Eucalitto, MSC-YBK Treas  
Schuyler Hooke, Yearbook Advisor  
Zachary Feurer, MSC President  
Krystal Ealy, MSC Treasurer  
Jeffrey Putman, VP Student Affairs  
Meg O'Sullivan, AVP Student Life  
Amy Urquhart, Director, Student Center



Date Completed: 8/28/17

**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, 20<sup>17</sup> thru May 31, 20<sup>18</sup>NAME OF STUDENT ORGANIZATION: latros Yearbook

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:) Editor	Khushal Shah	6/30/18	khushal.shah@downstate.edu	
Vice President (if other Title,specify:) Editor	Theresa Feng	6/30/18	theresa.feng@downstate.edu	
Secretary(if other Title,specify: Editor	Sam Einbinder	6/30/18	samuel.einbender@downstate.edu	
Treasurer (if other Title,specify:) Editor	Patrick Eucalitto	6/30/18	patrick.eucalitto@downstate.edu	

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

Signature	X	Signature	X
Pres Print Name	President Khushal Shah	Treas Print Name	Treasurer Patrick Eucalitto
Signature	X	Signature	X
VP Print Name	Vice President Theresa Feng	Secy Print Name	Secretary Sam Einbinder

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)

Schuyler Hooke, as the advisor to the group is also authorized to sign for this account.

As per MSC signature requirements - Constitution Article X.3.D  
Any one yearbook officer plus any one MSC Officer.



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

**Iatros Yearbook**

(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 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

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 5/15/17 mtg. interim certification issued to provide addl time for submitting this form (exp 9/30/18).  
Signature requirements have been updated to match MSC Constitution requirements (Article X.3.D).

CERTIFIED BY

SIGNATURE

Date of Certification:

9/28/17



**Medical Student Council Special Meeting**  
**Monday, May 15<sup>th</sup>, 2017 at 6pm\*\***  
 Student Center Main Lounge

\*\*\*Minutes\*\*\*

**Attendance (proxies):** Jordana Meisel (Kurn Singh), Krystal Ealy (Maxwell Thomas), Sarah Galler (Michael Levine), Antonios Dimopoulos (Jonas Kwok), Pratik Chandra (Demitri Dedouris), Boey Li (Brandon Adelson), Elizabeth Moccia (Sam Einbender), Sol Geizhals (Omid Amidi), Zachary Feuer (Bhanu Seth)

Zach Feuer served as chair, and Jordana Meisel served as recording secretary for this meeting.

Zach Feuer called this meeting to order because that the Med Council had not previously formally approved the needed Budgets for Med Council, its Student Notetaking Service (SNS) and Iatros (Yearbook) for the fiscal year 2018 that begins June 1, 2017 and ends May 31, 2018. These budgets are now past due to be submitted to FSA for certification. This special meeting became necessary on an emergency basis to complete this requirement.

- 1.) **Closed Meeting:** The meeting to review and approve 2018 budgets. A motion to go into Executive Session (closed meeting) was introduced by Pratik Chandra and seconded by Boey Li and unanimously approved

Meeting is now closed.

**2.) Budget Approvals**

- a. MSC – Student Note Taking Service
  1. Proposed SNS budget as attached
  2. Options: Approval, modification in funding, disapproval
  3. Motion to approve the 2018 MSC-SNS budget in full made by Krystal Ealy, second by Antonios Dimopoulos
    - a. For: 17
    - b. Against: 0
    - c. Abstain: 0

Motion unanimously passes to approve the MSC SNS MS1 2018 budget and MSC SNS MS2 2018 budget as attached (See attachment 1).

b. MSC

1. Budget was initially presented and discussed by Med Council during its Spring 2017 budget planning process, as attached.
2. Options: Approval, modification, disapproval
3. Motion to approve in full made by Pratik Chandra, second by Sol Giezhals

4. Vote:
  - a. For – 17
  - b. Against – 0
  - c. Abstain – 0

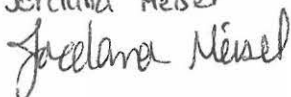
**Motion passes to approve the MSC 2018 budget as attached.(See attachment 2).**

- c. MSC – Yearbook
  1. Proposed budget as attached.
  2. Options: Approval, modification, disapproval
  3. Motion to approve the MSC-Yearbook budget in full made by Boey Li, second by Elizabeth Moccia
    - a. For: 17
    - b. Against: 0
    - c. Abstain: 0

**Motion passes to approve the MSC-Yearbook 2018 budget as attached (See attachment 3).**

**3.) Adjournment:**

- a. A Motion to end meeting at 6:30pm was introduced by Sol Giezhals, Seconded by Boey Li, and unanimously approved.

Minutes submitted by: Jordana Meisel  


Jordana Meisel, Medical Council Secretary

## Faculty Student Association of DMC-Student Activity Fund

## MEDICAL STUDENT COUNCIL Yearbook (MSC-YBK)

FY 2018 = June 1, 2017 through May 31, 2018 (RJB Revs 5/25/17)

Instructions: Fill in **Column E (Budget)**. Insert additional rows where necessary-Any needed new account #s will be inserted when budget is certified. Subtotal and Total fields have calculated formulas- do not alter these fields.

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.

Account	Description	Certified Budget FYE 2017	Curent YTD Actual @ 3/31/17	Budget FYE 2018	Comments
<b>Income</b>					
40-70227-012-30001	MSC Yearbook ALLOCATION	\$5,000	\$ 5,000.00	\$5,000	this is also reflected on MSC 18 Budget
40-70227-012-30001	YEARBOOK ROLLOVER	\$39,344	\$ 39,344.00	\$24,750	Estimate any current yr funds not spent as of 5/31/17 - If a 2017 yrbk payment is anticipated after 5/31/17, insert that amount in Yrbk Publisher- prior yr expense row.
40-70227-012-30001	ADVERTISING	\$27,000	24,590.00	\$27,000	
		<b>\$71,344</b>	<b>\$ 68,934.00</b>	<b>\$56,750</b>	Formula Cell- Do not alter
<b>Total Income</b>					
<b>Program Expenses</b>					
40-70227-012-30001	ACCOUNTING FEE	\$0	—	\$0	line item not necess; incl in MSC fee
40-70227-012-30001	MEETING EXPENSES	\$400	628.27	\$700	
40-70227-012-30001	SUPPLIES	\$200	—	\$0	line item not necess
40-70227-012-30001	TRANSFER TO MSC	\$0	-22,574.00	\$0	line item not necess
40-70227-012-30001	YEARBOOK PUBLISHER- <i>latros Current Yr</i>	\$27,500	\$ 4,000.00	\$27,500	revise title
40-70227-012-30001	YEARBOOK PUBLISHER- <i>latros Prior Yr</i>	\$19,420	20,884.92	\$23,500	revise title
<b>Total Program Expense</b>		<b>\$47,520</b>	<b>\$ 48,087.19</b>	<b>\$51,700</b>	Formula Cell- Do not alter
<b>Balance Before Reserves</b>		<b>\$23,824</b>	<b>20,846.81</b>	<b>\$5,050</b>	Formula Cell- Do not alter
<b>Reserves:</b>					
	RESERVE FUND	\$1,250	-	\$5,050	= 10.5% of prior yr expenses
<b>Total Reserves</b>		<b>\$1,250</b>	<b>\$ -</b>	<b>\$5,050</b>	Formula Cell- Do not alter
<b>Total Net Income less Expenses + Reserves</b>		<b>\$22,574</b>	<b>\$ 20,846.81</b>	<b>\$0</b>	Formula Cell- Do not alter
<b>*SUNY Reserve Guidelines &gt;5% and &lt;100% of prior year actual expenses</b>					