

Faculty Student Association of DMC-Student Activity Fund

Graduate School Student Council (GSSC)

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

CERTIFIED BUDGET; Approved by GSSC at their 9/31/18 meeting

Acct #	Description	Actual Prior Year End @ 5/31/18	Submitted Budget 2019	Certified Budget 2019	Comments
Income					
40-49001-011-30001	ACTIVITIES FEES INCOME	\$ 1,620.00	\$ 1,800	\$ 1,620	Based on prior yr actual (Students enrolled in dual colleges students pay the activity fee of their majority coursework)
40-40001-011-30001	ROLLOVER BALANCE	\$ 1,619.52	\$ 1,608	\$ 1,500	Actual Prior yr funds not spent as of 5/31/18 .
Total Income		\$ 3,239.52	\$ 3,408	\$ 3,120	<i>Formula Cell- Do not alter</i>
Program Expenses	in Title alpha sequence				
40-70009-011-30001	ADMINISTRATION FEE	\$ 108.00	\$ 111	\$ 111	
40-70135-011-30001	MEETINGS	\$ -	\$ 2,697	\$ 200	
40-70097-011-30001	SPECIAL EVENTS*	\$ 1,632.00	\$ 200	\$ 2,317	<i>Net of all revisions placed in this account</i>
40-70243-011-30001	STUDENT LOUNGE	\$ -	\$ 400	\$ 400	
Total Program Expense		\$ 1,740.00	\$ 3,408	\$ 3,028	<i>Formula Cell- Do not alter</i>
Balance Before Reserves		\$ 1,499.52	\$ -	\$ 92	<i>Formula Cell- Do not alter</i>
Reserves:					
40-30008-011-30001	RESERVE FUND **	\$ -	\$ 92	\$ 92	<i>5.3% of prior yr actual spend</i>
Total Reserves		\$ -	\$ 92	\$ 92	<i>Formula Cell- Do not alter</i>
Total Expenses + Reserves		\$ 1,740.00	\$ 3,500	\$ 3,120	<i>Formula Cell- Do not alter</i>
Total Net Income less Expenses + Reserves		\$ 1,499.52	\$ (92)	\$ -	<i>Formula Cell- Do not alter</i>
* In prior fiscal year ended 5/31/18, GSSC submitted all payment forms charging the "Meetings" Account, but were actually all "Event"-related expenses.					
**SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					

See accompanying following pages:

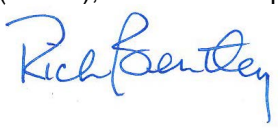
1. Budget certification cover letter,
2. Budget Authorized Signatures and Agreement,
3. Meeting Minutes at which Council approved the submitted budget.



Faculty Student Association of DOWNSTATE Medical Center

October 9, 2018

TO: Michael Cupelli, President
Graduate School Student Council (GSSC), via eMail and posted on FSA webpage

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

SUBJECT: GSSC Budget Certification for Fiscal Year 2019 (June 1, 2018 to May 31, 2019)

GSSC officers had previously submitted a FY2019 Budget that had not been formally approved at a GSSC meeting. FSA made adjustments to that submitted budget and certified it on an interim basis expiring 10/15/18 to provide time for GSSC to meet and approve a FY 2019 budget.

Attached is a copy of GSSC's revised certified budget for Student Activity Fees (SAF) for the fiscal year 2019 that began June 1, 2018. The GSSC approved the submitted budget at their 9/31/18 meeting which has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees SAF Guidelines. Please be aware that:

- **Payment Signature Requirements:** GSSC has requested joint signatures for disbursement, and GSSC constitution requires the GSSC Treasurer must sign all payment requests. The "signature restriction" section adjusted to reflect that the GSSC Treasurer plus one other GSSC officer must sign all payment vouchers.
- **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.
- **Event and Reserve Funds** require GSSC meeting minutes approving each use, since purpose is undesignated at this time of certification.
- The Council may submit a revised budget for additional certification at any time during the year.
- [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.

cc: Anthony Condoleo, FSA Interim Controller (w/original documents)
Daniel Minnock, FSA Bookkeeper
Stacey Subbie, VP
Natasha Bobrowski-Khoury, Treasurer
Jenny Paredes, Secretary
Jeffrey Putman, VP Student Affairs
Meg O'Sullivan AVP Student Life
Amy Urquhart, Director Student Center
Dr. Mark Stewart, Dean, School of Graduate Studies
Peter Ljusic, Bursar (no SAF rate increase: Current flat rate=\$20/yr)



Date Completed: 9/31/2018

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, 20¹⁸ thru May 31, 20¹⁹

School of Graduate Studies Council
NAME OF STUDENT ORGANIZATION: _____

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:)	Michael Cupelli	5/31/2019	michael.cupelli@downstate.edu	516-849-3127
Vice President (if other Title,specify:)	Stacey Subbie	5/31/2019	stacey.subbie@downstate.edu	908-590-2317
Secretary(if other Title,specify:)	Julie Parato	5/31/2019	julie.parato@downstate.edu	718-208-5528
Treasurer (if other Title,specify:)	Natasha Bobrowski-Khoury	5/31/2019	natasha.bobrowski-khoury@downstate.edu	516-554-7820

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

Signature	X	Signature	X
Pres Print Name	President Michael Cupelli	Treas Print Name	Treasurer Natasha Bobrowski-Khoury
Signature	X	Signature	X
VP Print Name	Vice President Stacey Subbie	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 GSSC Constitution - Payment Forms must be signed by GSSC Treasurer, so joint signature requirements are GSSC Treasurer plus 1 additional GSSC Officer.

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

GRADUATE SCHOOL STUDENT COUNCIL (GSSC)
 (Insert Name of Student Organization)

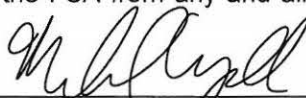
The Faculty Student Association (FSA) is allowed to receive, hold, and disburse monies as agent for recognized Student Activity Fee organizations on the SUNY Downstate Medical Center campus and is performing in accordance with the established "Policies and Procedures for Trust and Agency (T&A) Accounts"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



9/31/2018

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.

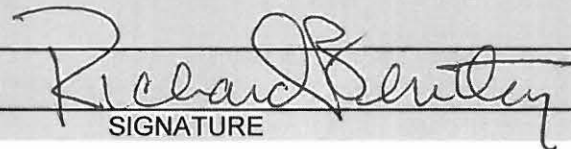
DO NOT WRITE BELOW THIS LINE (FSA USE ONLY)

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: See accompanying cover memo dated Oct 9, 2018

CERTIFIED BY


 SIGNATURE

Date of Certification:

10/9/18

September 2018 Meeting Minutes

Graduate School Student Council Meeting

9/31/2018, 4:00 PM. Graduate Lounge, 3rd Floor, BSB

Attendance: Michael Cupelli, Julie Parato, Stacey Subbie, Natasha Bobrowski-Khoury

GSSC members met to approve the 2018-2019 budget and to plan the October activity.

Call to order: Michael Cupelli called the meeting to order at 4:00PM.

Motion: To approve the 2018-19 budget that was presented by Natasha Bobowski-Khoury that is attached as EXHIBIT 1.

Motion was moved by Julie Parato and seconded by Stacey Subbie.

Motion was carried unanimously.

Motion: To have a Halloween event involving pumpkin painting and refreshments on 9/23/2018.

Motion was moved by Stacey Subbie and seconded by Michael Cupelli.

Motion was carried unanimously.

Adjournment: Michael Cupelli adjourned the meeting 4:47PM.

Motion was carried unanimously.

A handwritten signature in black ink, appearing to read "Julie Parato", with a long horizontal line extending to the right.

Faculty Student Association of DMC-Student Activity Fund

Graduate School Student Council (GSSC)

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

BUDGET

For each Council account, Column C = the Council's current Yr Certified Budget, Column D= Actual 9 months Year to Date amounts.

Add/Insert rows for any needed New Accounts (insert title, leave account # "TBD")

Account	Description	Budget 2017-2018	Interim Budget 2019 (expires 10/15/18)	Budget 2018-2019	Comments
Income					
40-49001-011-30001	ACTIVITIES FEES INCOME	\$ 1,695.00	\$1,620.00	\$1,620	
40-40001-011-30001	ROLLOVER BALANCE	1,620.00	1,500.00	1,500.00	
Total Income		\$ 3,315.00	\$3,120.00	\$ 3,120.00	Formula cell (Don't change)
Program Expenses					
<i>Note: If a Club/Org does its own fundraising, Be sure to mark Column F comment= "Retains Any Prior Year Rollover".</i>					
40-70009-011-30001	ADMINISTRATION FEE	\$ 108.00	\$ 111.00	\$ 111.00	Formula cell (Don't change)
40-70135-011-30001	MEETINGS	2,470.00	200.00	200.00	
40-70097-011-30001	SPECIAL EVENT	-	2,317.00	2,317.00	
40-70243-011-30001	STUDENT LOUNGE	645.00	400.00	400.00	
Total Program Expense		\$ 3,223.00	\$ 3,028.00	\$ 3,028.00	Formula cell (Don't change)
Balance Before Reserves		92.00	\$92.00	92.00	Formula cell (Don't change)
Reserves:					
40-30008-011-30001	RESERVE FUND	92.00	92.00	92.00	
Total Reserves		\$ 92.00	\$ 92.00	\$ 92.00	Formula cell (Don't change)
Total Expenses + Reserves		\$ 3,315.00	\$ 3,120.00	\$ 3,120.00	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ -	\$ -	\$ -	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					
Exhibit 1					