

Faculty Student Association of DMC-Student Activity Fund

Graduate School Student Council (GSSC)

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

INTERIM CERTIFIED BUDGET ; GSSC has not yet approved a 2019 Budget

red ink= revisions that were necessary to balance budget.


	Description	Actual Prior Year End @ 5/31/18	Submitted Budget 2019	Certified Interim Budget 2019 (expires 10/15/18)	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	Formula Cell- Do not alter
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	Net of all revisions placed in this account
40-70243-011-30001	STUDENT LOUNGE	\$ -	\$ 400	\$ 400	
Total Program Expense		\$ 1,740.00	\$ 3,408	\$ 3,028	Formula Cell- Do not alter
Balance Before Reserves		\$ 1,499.52	\$ -	\$ 92	Formula Cell- Do not alter
Reserves:					
40-30008-011-30001	RESERVE FUND **	\$ -	\$ 92	\$ 92	5.3% of prior yr actual spend
Total Reserves		\$ -	\$ 92	\$ 92	Formula Cell- Do not alter
Total Expenses + Reserves		\$ 1,740.00	\$ 3,500	\$ 3,120	Formula Cell- Do not alter
Total Net Income less Expenses + Reserves		\$ 1,499.52	\$ (92)	\$ -	Formula Cell- Do not alter
* 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					



Faculty Student Association of DOWNSTATE Medical Center

August 29, 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 **INTERIM** Budget Certification for Fiscal Year 2019 (June 1, 2018 to May 31, 2019) **Expires 10/15/18.**

Attached is GSSC's **INTERIM** certified budget for Student Activity Fees (SAF) for the fiscal year 2019 that began June 1, 2018. This is based on an unapproved 2019 budget submitted by GSSC officers, and has been certified on an INTERIM basis to **provide time for GSSC to meet at start of the Fall 2018 semester to present and approve a 2019 Budget**. The submitted [5/29/18 meeting minutes \(link\)](#) do not meet SAF Meeting Minutes Guidelines; No specific 2019 budget was either presented nor was there any motion to approve a 2019 budget. This INTERIM budget has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees SAF Guidelines with the following revisions:

- **Activity Fee Income:** GSSC had overestimated SAF income at \$ 1,800 which has been adjusted to the actual SAF income at **\$1,620** which is based on prior year income.
- **Rollover:** GSSC had overestimated the rollover of unused funds at 5/31/18 and has adjusted to the Actual 5/31/18 at **\$1,500**.
- **Meeting Expense:** In prior year, GSSC submitted many payment forms for expenses in account "meetings", but the actual expenses were more accurately EVENT related expenses. A nominal \$200 has been retained in this "Meetings" account.
- **Administration Fee:** FSA caps SAF Council accounting fee increases to CPI at 2.4% which for GSSC is \$111.
- **Events:** The net balances from above adjustments were placed in this account, as it appears that this more accurately reflects the majority of GSSC's true spending.
- **Reserve Fund** at **\$92** represents 5.3% of GSSC's prior year actual expenses and meets SUNY guidelines.

Please be aware that:

- **GSSC must meet ASAP and approve, then submit a 2019 Budget with meeting minutes before 10/15/18.** GSSC can make any desired changes to this INTERIM 2019 certified budget.
- **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 meeting minutes approving 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
Peter Ljusic, Bursar (no SAF rate increase: Current flat rate=\$20/yr)

Meg O'Sullivan AVP Student Life
Amy Urquhart, Director Student Center
Dr. Mark Stewart, Dean, School of Graduate Studies



Date Completed: 5/31/2018

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, 20¹⁹NAME OF STUDENT ORGANIZATION: ~~School of Graduate Studies Council~~ *Graduate School Student Council (GSSC)*

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)

GSSC requests joint signatures, and the GSSC constitution requires the GSSC Treasurer must sign all payment requests. Thus, all payment forms require signature of the GSSC Treasurer plus 1 other 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 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  6/1/18
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)

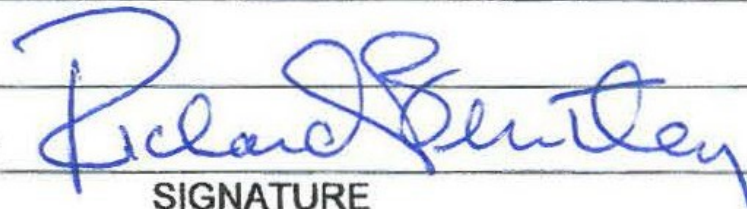
CERTIFICATION

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:

This Interim budget certification expires 10/15/18 in order to provide additional time for GSSC to meet, present, and approve a 2019 budget. GSSC must submit a 2019 Budget to FSA with meeting minutes that conform to SAF Meeting Minutes Guidelines. Details of budget line item changes that have been made in this INTERIM budget certification are explicated in cover memo dated 8/29/18.

CERTIFIED BY


SIGNATURE

Date of Certification:

Interim
8/29/18

Note: GSSC never approved a 2019 GSSC budget; These minutes do not conform to DMC Meeting Minutes Guidelines: Provide no detail of whether a 2019 budget was actually presented at the meeting, no attachment, and no motion to approve a specific 2019 budget.

May Meeting Minutes

Graduate School Student Council Meeting

5/29/2018, 4:00 PM. Graduate Lounge, 3rd Floor, BSB

**In attendance: Michael Cupelli (President), Stacey Subbie (Vice-President), Julie Parato (Secretary),
Natasha Bobrowski-Kouri**

Newly elected GSSC members met to discuss Budget

Motion: To update the budget to account for rollover and new students.

Motion was moved by Natasha Bobrowski-Kouri and seconded by Stacey Subbie.

Motion was carried unanimously.

Motion: To consider having a volunteer event in summer at Gallop NYC to increase student outreach.

Motion was moved by Julie Parato and seconded by Michael Cupelli.

Motion was carried unanimously.

Motion: To adjourn.

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

Motion was carried unanimously.

Secretary Signature:

