

# Faculty Student Association of DMC-Student Activity Fund

## Graduate School Student Council (GSSC)


FY 2025 = June 1, 2024 through May 31, 2025

**REVISED CERTIFIED BUDGET** (amounts in yellow highlight indicate FSA adjustments made)

	Description	Actual Prior Year End 5/31/24	Submitted Budget 2024- 2025	Certified Budget 2024-2025	Comments
<b>Income</b>					
40-49001-011-30001	ACTIVITIES FEES INCOME	\$ 1,710.00	\$ 3,480.00	\$ 1,710	<i>based on prior year actual</i>
40-40001-011-30001	ROLLOVER BALANCE	986.17	-	\$ 242	<i>based on actual FYE5/31/24 actual</i>
<b>Total Income</b>		<b>\$ 2,696.17</b>	<b>\$ 3,480.00</b>	<b>\$ 1,952</b>	
<b>Program Expenses</b> in Title alpha sequence					
40-70009-011-30001	ADMINISTRATION FEE	\$ 133.00	\$ 130.00	\$ 136	
40-70135-011-30001	MEETINGS	72.38	150.00	\$ 150	
40-70097-011-30001	SPECIAL EVENTS	1,297.08	2,000.00	\$ 550	<i>net of all adjustments placed here</i>
40-70243-011-30001	STUDENT LOUNGE	142.00	200.00	\$ 200	
40-70149-011-30001	WELCOME EVENTS	675.32	1,000.00	\$ 800	
<b>Total Program Expense</b>		<b>\$ 2,319.78</b>	<b>\$ 3,480.00</b>	<b>\$ 1,836</b>	<i>Formula Cell- Do not alter</i>
<b>Balance Before Reserves</b>		<b>376.39</b>	<b>-</b>	<b>\$ 116</b>	<i>Formula Cell- Do not alter</i>
<b>Reserves:</b>					
40-30008-011-30001	RESERVE FUND	134.60	-	\$ 116	<i>minimum 5% of prior yr actual expense</i>
<b>Total Reserves</b>		<b>\$ 134.60</b>	<b>\$ -</b>	<b>\$ 116</b>	<i>Formula Cell- Do not alter</i>
<b>Total Expenses + Reserves</b>		<b>\$ 2,454.38</b>	<b>\$ 3,480.00</b>	<b>\$ 1,952</b>	<i>Formula Cell- Do not alter</i>
<b>Total Net Income less Expenses + Reserves</b>		<b>\$ 241.79</b>	<b>\$ -</b>	<b>0.00</b>	<i>Formula Cell- Do not alter</i>
<b>*SUNY Reserve Guidelines &gt;5% and &lt;100% of prior year actual expenses</b>					

August 12, 2024

TO: Radhika Singh, 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 2025 (June 1, 2024 to May 31, 2025)

Attached is a copy of GSSC's certified budget for Student Activity Fees (SAF) for the fiscal year 2025 that began June 1, 2024. The GSSC approved the submitted budget at their 5/29/24 meeting which has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees SAF Guidelines. The following changes were made to the submitted budget:

- **Rollover Balance:** The GSSC's actual year end unused funds at 5/31/24 was **\$241.79**.
- **Reserve Fund:** GSSC initially submitted a \$0 Reserve Fund, which has been revised to the minimum required at **\$116**. SUNY Guidelines require a minimum 5% but no more than 100% of prior year's actual expenses.
- **Special Events:** The net of the above revisions results has been made in this account being adjusted to **\$1,350**. in order to balance GSSC's budget (bottom line net to zero)

Please be aware that:

- **Payment Signature Requirements:** GSSC constitution requires the GSSC Treasurer must sign all payment requests. The "signature restriction" section adjusted to reflect that the GSSC Treasurer 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 Staff Accountant  
Shreya Desikan, Vice-President  
Molly Leitner, Treasurer  
Riley Morrone, Secretary  
Jeffrey Putman, VP Student Affairs  
Schuyler Hooke, Interim Director Student Center  
Dr. David Christini, Interim Dean, School of Graduate Studies  
Deanne Kennedy-Lorde, Bursar (no SAF rate increase: Current flat rate=\$20/yr)

Date Completed:


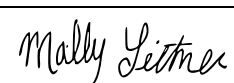


**Instructions:** 1. Complete this form All Signatures on this form must be ORIGINAL signatures (pages 1 & 2). blank form avail on [FSA website](#),  
 2. Attach the detail SAF Budget Worksheet as approved by the student council,  
 3. Attach the SIGNED meeting minutes showing the budget detail was approved by the student council.  
**Submit all 3 documents together 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 thru May 31, 20

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:)				
Vice President (if other Title,specify:)				
Secretary(if other Title,specify:)				
Treasurer (if other Title,specify:)				

AUTHORIZED SIGNATURE(S) FOR PAYMENT FORMS (check your Council Constitution -Bylaws ; Most 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 (Often specified in Council's Constitution-Bylaws. insert any additional special instructions or signature requirements that are applicable)

**GSSC constitution requires the GSSC Treasurer must sign all payment requests**

