


Faculty Student Association of DMC-Student Activity Fund					
Graduate School Student Council (GSSC)					
FY 2026 = June 1, 2025 through May 31, 2026					
CERTIFIED BUDGET					
	Description	Actual Prior Year End 5/31/25	Proposed Budget 2025- 2026	Certified Budget 2025-2026	Comments
Income					
40-49001-011-30001	ACTIVITIES FEES INCOME	\$ 1,905.00	\$ 1,710.00	\$ 1,710.00	<i>Based on Prior Year Actual Actual Prior Year Funds not spent as of 5/31/25</i>
40-40001-011-30001	ROLLOVER BALANCE	376.39	-	797.43	
Total Income		\$ 2,281.39	\$ 1,710.00	\$ 2,507.43	
Program Expenses	in Title alpha sequence				
40-70009-011-30001	ADMINISTRATION FEE	\$ 136.00	\$ 139.00	\$ 139.00	
40-70135-011-30001	MEETINGS	-	100.00	\$ 100.00	
40-70097-011-30001	SPECIAL EVENTS	715.03	601.00	1,389.43	<i>Net of all adjustments placed here</i>
40-70243-011-30001	STUDENT LOUNGE	-	190.00	190.00	
40-70149-011-30001	WELCOME EVENTS	632.93	600.00	600.00	
Total Program Expense		\$ 1,483.96	\$ 1,630.00	\$ 2,418.43	<i>Formula Cell- Do not alter</i>
Balance Before Reserves		797.43	80.00	89.00	<i>Formula Cell- Do not alter</i>
Reserves:					
40-30008-011-30001	RESERVE FUND	-	80.00	89.00	<i>6% of Prior Year Expenses</i>
Total Reserves		\$ -	\$ 80.00	\$ 89.00	<i>Formula Cell- Do not alter</i>
Total Expenses + Reserves		\$ 1,483.96	\$ 1,710.00	\$ 2,507.43	<i>Formula Cell- Do not alter</i>
Total Net Income less Expenses + Reserves		\$ 797.43	\$ -	\$ -	<i>Formula Cell- Do not alter</i>
<i>*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses</i>					

September 6, 2025

TO: Syamantak Mukherjee
Graduate School Student Council (GSSC), via eMail and posted on FSA webpage

FROM: Dr. Jeffrey Putman, President 
Faculty Student Association (FSA)

SUBJECT: GSSC Budget Certification for Fiscal Year 2026 (June 1, 2025 to May 31, 2026)

Attached is a copy of GSSC's certified budget for Student Activity Fees (SAF) for the fiscal year 2026 that began June 1, 2025. The GSSC approved the submitted budget at their 5/9/25 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 5/31/25 was **\$797.43**.
- **Reserve Fund:** GSSC initially submitted a \$80 Reserve Fund, which has been revised to 6% pf Prior Year Expenses, which is at **\$89**. 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 **\$1,389.43**. 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.

cc: Anthony Condoleo, FSA Interim Controller (w/original documents)
Daniel Minnock, FSA Staff Accountant
Dativo Sanchez Gonzalez, Vice-President
Anushka Phadnis, Treasurer
Rana Azab, Secretary
Adam Burgman, Director Student Center
Dr. David Christini, Dean, School of Graduate Studies
Deanne Kennedy-Lorde, Bursar (no SAF rate increase: Current flat rate=\$20/yr)