

Faculty Student Association of DMC-Student Activity Fund
Medical Student Council Student Notetaking Service 2nd YR (MSC-SNS2)

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

CERTIFIED 2019 BUDGET

red ink reflects revisions made during certification

Account	Description	FYE 5/31/18 Actual	Submitted Budget 2019	Certified Budget 2019	Comments
Income					
40-40001-018-30001	1ST YR SNS ROLLOVER			\$2,799	Actual SNS1 5/31/18 Rollover- Use for SNS2
40-40001-017-30001	2ND YR SNS ROLLOVER	\$ 4,021.00	\$ -	\$5,042	Actual SNS2 5/31/18 Rollover- Use for SNS2
40-70279-012-30001	2ND YR SNS ALLOCATION FROM MSC	12,997.00	-	\$9,810	Resulting Needed MSC Allocation
Total Income		\$ 17,018.00	\$ -	\$17,651	Formula cell (Don't change)
Program Expenses					
40-70108-017-30001	GENERAL MANAGER	660.00	880.00	\$880	
40-70042-017-30001	CLASS MANAGER	1,050.00	1,350.00	\$1,350	
40-70216-017-30001	TRANSCRIBER SUPERVISOR	1,050.00	1,350.00	\$1,350	
40-70159-017-30001	PAYROLL SUPERVISOR	40.00	220.00	\$220	
40-70009-017-30001	ADMINISTRATION FEE	1,015.00	1,015.00	\$2,079	Annual Fee was \$2,030 ; MSC historically split btwn SNS1&2
40-70127-017-30001	LECTURE FEE (Avg. \$60)	8,161.32	11,100.00	\$11,100	
Total Program Expense		\$ 11,976.32	\$ 15,915.00	\$16,979	Formula cell (Don't change)
Balance Before Reserves		5,041.68	(15,915.00)	\$672	Formula cell (Don't change)
Reserves:					
40-30008-017-30001	RESERVE FUND	-	673.00	\$672	=6% of prior year actual expenses of \$12,084
Total Reserves		\$ -	\$ 673.00	\$672	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ 5,041.68	\$ (16,588.00)	(\$0)	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					

Budget Certification Cover letter and MSC meeting minutes at which MSC approved the submitted budget are attached



Faculty Student Association of DOWNSTATE Medical Center

August 27, 2018

TO: Elizabeth Moccia, President and Rabani Bharara, Treasurer
Medical Student Council (MSC)
via eMail and posted on FSA website.

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

SUBJECT: MSC Student Notetaking Service (MSC-SNS) Budget Certification for **FY 2019** (6/1/18 thru 5/31/19).

Attached is a copy of MSC-SNS's certified budget for Student Activity fees (SAF) for the fiscal year (FY) 2019 that began June 1, 2018. The MSC approved the submitted budget at their 5/10/18 meeting, including the cessation of the SNS 1st Year service and funding for only SNS 2nd Year at \$16,588. The submitted budget been modified as noted below and certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines. Adjustments include:

- **Rollover:** Actual 5/31/18 rollover of unused SNS funds was **\$2,798.74** (1st Yr) plus **\$5,041.80** (2nd Yr) totaling **\$7,841**. This 5/31/18 rollover will lower the needed 2019 MSC allocation to **\$9,810**. and the grand total SNS 2nd Yr income has been revised to **\$17,651**.
- **Administrative Fee:** The SNS annual fee of \$2,030 was previously split between MSC1 and SNS.2, but since SNS1 has ceased, the full 2019 fee is reflected in SNS2 at **\$2,079**. (incl 2.4% CPI increase)
- **Reserve Fund:** MSC-SNS2's submitted a budget reflected Reserve Funds @ **\$672** which is 6% of prior year SNS2 actual expenses and within SUNY Guidelines.

Please be aware that:

- **Budget Request and Agreement** ([link to blank form](#)): This form has not yet been submitted designating the respective 2019 SNS Management incumbents, although Safanah Siddiqui, verbally advised FSA Business Office that she is the SNS General Manager and Hermione Gaw is assisting. MSC-SNS must prepare this form designating incumbent names, and upon approved by MSC, submit this completed form to the FSA Business Office **ASAP**.
- **Authorized Signators:** MSC's signature requirements designate one MSC-SNS Management signature plus one MSC Officer must co-sign all payment forms. However, **until the 2019 SNS Budget Request and Agreement document is submitted, TWO MSC signatures will be required.**
- 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.
- **Reserve Fund** 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 Form \(link\)](#), [SAF Meeting Minutes Guidelines \(link\)](#), and [other SAF documents \(link\)](#) are available online.

Please feel free to contact me at Ext. 2186 if you have questions or concerns.

cc: Chris Sena, FSA Interim Controller (w/original documents);
Daniel Minnock, FSA Bookkeeper
Safanah Siddiqui, Hermione Gaw, SNS Mgmt (pending MSC approval)
Jeffrey Putman, VP Student Affairs
Meg O'Sullivan, AVP Student Life
Amy Urghart, Director, Student Center
Carlos N. Pato, MD, Dean, College of Medicine



Date Completed: 9/4/18

- 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: Student Note-Taking Service

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:) General Manager	Safanah Siddiqui	May 31, 2019	safanah.siddiqui@downstate.edu	(917) 922-3875
Vice President (if other Title,specify:) Class Manager	Hermione Gaw	May 31, 2019	hermione.gaw@downstate.edu	
Secretary (if other Title,specify:)				
Treasurer (if other Title,specify:)				

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

Signature	X		Signature	X	
Pres Print Name	President	Safanah Siddiqui	Treas Print Name	Treasurer	
Signature	X		Signature	X	
Vice Pres Print Name	Vice President	Hermione Gaw	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)

MSC Requires Joint Signators ONE MSC Officer
PLUS ONE SNS Manager



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

Student Note-Taking Service

(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



9/4/18

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.

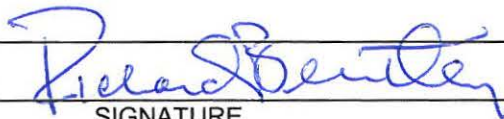
DO NOT WRITE BELOW THIS LINE (FSA USE ONLY)

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: Approved by MSC at their 5/10/18 meeting (all SNS1 + SNS2 rollover @ 5/31/18 will go to FY2019 SNS2; SNS ceases).

CERTIFIED BY



SIGNATURE

Date of Certification:

9/4/18



Medical Student Council Meeting
Thursday, **MAY 10** 2018 6:00 PM
Student Center Main Lounge
Minutes

Attendance: Name (proxy for name)



Jonas Kwok, Ashraf Hussain, Bhanu Seth, Elizabeth Moccia, Jordana Meisel (Sarah Galler) Boey Li,
Jonathan Leong (Pratik Chandra), Rabani Bharara (David Choueka) Adriana Kavoussi (Solomon Geizhals),
Sejal Shah (Krystal Ealy), Marine Coste (Antonios Dimopoulos)

Minutes recorded by Adriana Kavoussi

Elizabeth presiding over meeting. Adriana is scribing the minutes.

1.) Approval of April Minutes

- a. Motion to approve April minutes made by Sejal Shah
- b. Seconded by Jordana Meisel
 - i. Vote:
 1. For - 19
 2. Against - 0
 3. Abstain - 0

Motion passes to approve April minutes

New Business

1.) Budget Requests

- a. Urology Club Match Panel- Samuel Gold
 - i. Event
 - ii. Requesting \$119
- b. Downstate Students for Choice- Max Mecklenburg
 - i. Multiple Events
 1. Event \$45
 - a. Abortion History movie screening
 2. Event \$225
 - a. Iud insertion workshops
 3. Event \$150
 - a. No Scalpel Vasectomy Workshop

- ii. Requesting \$ 420
- c. Justina Ray
 - i. Conference- Travel to the American College of Physicians 2018 Research Symposium, Medical Student Poster Presentation and Competition. Competed won a competition in November- Most of trip was funded, but travel cost money.
 - 1. New Orleans
 - 2. Presenting
 - ii. Total \$ 580.58
- d. Maimonides Society- Jackie Benayoun
 - i. Pizza for Chai time
 - ii. Total \$250 for Pizza
- e. Student Note taking Service Presentation
 - i. Brought up survey that was given to to first years and think it would be a loss to get rid of it. Survey was extremely biased- frowny faces next to vote to defund it.
 - ii. Medical council discussing defunding for new first years, continuing for second years and then ending the program.
 - iii. Budget for First year total: \$22,441
 - iv. Budget for Second year: \$16,588

Old Business

1.) Class Updates

- A.) 2018
 - a. Senior week, going to 6 flags, have a banquet (monday for Ramadan), Picnic, Wine tour, bowling.
- B.) 2019
 - a. Picked schedules for next year Life is SO good. Jonas has a shelf next friday. Gets to do his pediatric rotation,
- C.) 2020
 - a. Half are happy half are sad. Medicine hours are not great. Transition to clerkship not helpful. Support with patient's passing away.
- D.) 2021
 - a. Endocrine unit, Donor memorial went well

Trending Topics

1.) Topic

- a. SNS Budget
- b. Yearbook
- c. Annual Budget Approval
- d. Multiple Myeloma Letter

Closed Meeting:

- i. Motioned by Jonathan Leong
- ii. Seconded by Marine Coste
- iii. Meeting is now closed.



New Business

1) Budget presented and discussed by Medical Council during Spring 2018 Budget Meeting.

- b. Purpose of Vote- approving next year's budget**
 - 1. Note: Conversation about clubs that have weekly meetings and how much they can spend
 - 2. Options: Fund in full or no funding
 - 3. Vote: Motion to approve budget made by Rabani Bharara , second by Sejal Shah
 - a. For: 19
 - b. Against: 0
 - c. Abstain: 0

Motion passes to approve MSC 2018/2019 budget as attached.

Attachment1/2

2) Approving MSC yearbook budget for next year.

- c. Purpose of Vote**
 - 1. Option to fund \$5000 for yearbook, no funding
 - 2. Vote: Motion to fund \$5000 made by Marine Coste, second by Ashraf Hussain
 - a. For: 18
 - b. Against: 1
 - c. Abstain: 0

Motion passes to fund the MSC-Yearbook 2018/2019 as attached

Attachment 3

3) Approving Student Note taking Service (SNS) budget

- a. Options: to keep first year SNS, no funding
- b. Motion to not fund by Jonas Kwok, seconded by Rabani Bharara
- c. Vote:
 - d. For - 19
 - e. Against - 0
 - f. Abstain - 0

Motion passes to defund first year note taking service.

Attached 4

v. SNS budget

- a. Options: to fund 16,588 for second year SNS, no funding
- b. Motion to fund by in full Jonas Kwok, seconded by Rabani Bharara
- c. Vote:
 - g. For - 14
 - h. Against - 4
 - i. Abstain - 1

Motion passes to fund 2nd Year Note taking as attached.

Attached 5

3) Budget Requests:

- i. Urology Club Match Panel**
 - 3. Options: Fund in full (\$119), no funding
 - 4. Motion to fund \$119 made by Marine Coste, second by Sejal Shah
 - 5. Vote:
 - a. For - 18
 - b. Against - 0
 - c. Abstain - 1

Motion passes to transfer \$119 from Projects and Programs (40-70174-012-30001) to Urology Club (40-70274-012-30001)
Attachment 6

- ii. Downstates student for choice
 - 6. Options: Fund in full (\$420), no funding
 - 7. Motion to \$420 made by Sejal Shah, second by Marine Coste
 - 8. Vote:
 - a. For – 18
 - b. Against – 1
 - c. Abstain – 0

Motion passes to transfer \$420 from Projects and Programs (40-70174-012-30001) to Downstate Students for Choice (40-70268-012-30001)
Attachment 7

- iii. Justina Ray
 - a. Options: Fund in full (\$ 580.58), no funding
 - b. Motion to \$580.58 by Jonas Kwok, seconded by Rabani Bharara
 - c. Vote:
 - d. For – 18
 - e. Against – 1
 - f. Abstain – 0

Motion passes to approve a reimbursement payment \$580.58 from Projects and Programs (40-70174-012-30001) to Justina Ray for trip to the conference in New Orleans
Attachment 8

- iv. Maimonides Society
 - 9. Options: Fund in full (\$250), no funding
 - 10. Motion to \$250 made by Sejal Shah, second by Marine Coste
 - 11. Vote:
 - a. For – 18
 - b. Against – 1
 - c. Abstain – 0

Motion passes to transfer \$250 from Projects and Programs (40-70174-012-30001) to Maimonides Society (40-70255-012-30001)
Attachment 9

- v. Fourth year gift
 - 12. Options: Fund in full (\$714), no funding
 - 13. Motion to \$714 made by Sejal Shah, second by Marine Coste
 - 14. Vote:
 - a. For – 18
 - b. Against – 1
 - c. Abstain – 0

Motion passes to transfer \$714 from Projects and Programs (40-70174-012-30001) to the Class of 2019 (40-72019-012-30001)

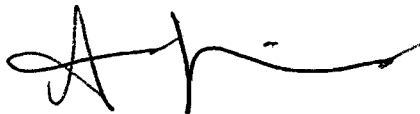
Motion to end meeting by Jonathan Leong

Seconded by Marine Coste

Meeting Closed at 7:26 pm

Minutes were scribed by Adriana Kavoussi

Approved by Adriana Kavoussi - Medical Council Secretary

A handwritten signature in black ink, appearing to be 'Adriana Kavoussi', with a stylized, flowing script.

Once you insert the actual # of lectures for each year, the Excel formula will recalculate the total expenses of each year.
Use caution - the green highlighted cells have Excel formula's that will auto-calculate. Don't erase or type over the formula.

Step 1: Insert the number of lectures for each year in cell# E31 and E67 yellow highlighted). This will autocalculate the lecture fee annual expense as well as the total annual expense.

Step 2: See the resulting net balance (1st yr in cell G42, 2nd yr in cell G78)

Step 3: Insert the resulting net balance from Step 1 as the MSC allocation (1st Yr in cell G15; 2nd yr in cell G55 -yellow highlighted)

The result will autocalculate and should produce a net balance for 1st yr and 2nd yr = 0 (a balanced budget)

Of course you can also modify other expense categories if needed, then follow the same steps

Student Activity Fund Budget Sheet

1ST YR- Note Taking - 018

Budget Planning 2018 - 2019

Account	Description	Insert # lectures	@\$60/ lecture	Budget 2018 - 2019
42090-05-018-000	1ST YR SNS Rollover			
71530-05-012-790	1ST YR. SNS allocation from MSC			
				0
Total Income				
Program Expenses				
71780-05-018-000	GENERAL MANAGER			880
71790-05-018-000	CLASS MANAGER			1,250
71800-05-018-000	TRANSCRIBER SUPERVISOR			1,250
71850-05-018-000	PAYROLL SUPERVISOR			220
71920-05-018-000	ACCOUNTING FEE			1,015
71950-05-018-000	LECTURE FEE (\$60)	280	\$60.00	16,800
Total Program Expense				21,415
Total Net Income (loss)				(21,415)
Reserve				
71910-05-018-000	Reserve Fund (Min Reserve is 5% prior yr actual expense)			1,026
Net Balance	=Income - Expenses + Reserve			-22,441
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses				

1st Year \$0 funding

Student Activity Fund Budget Sheet

2ND YR- Note Taking

Revised Budget Planning 2018 - 2019

Account	Description	Insert # lectures	@\$60/ lecture	Budget 2018 - 2019
Income				
42090-05-017-000	2ND YR. SNS Rollover			
71530-05-012-795	2nd YR. SNS allocation from MSC			
71910-05-018-000	Transfer From 1st Yr Prior Reserve			0
Total Income				
Program Expenses				
71610-05-017-000	GENERAL MANAGER			880
71620-05-017-000	CLASS MANAGER			1,350
71630-05-017-000	TRANSCRIBER SUPERVISOR			1,350
71680-05-017-000	PAYROLL SUPERVISOR			220
71750-05-017-000	ACCOUNTING FEE			1,015
71760-05-017-000	LECTURE FEE (\$60)	185	\$60.00	11,100
Total Program Expense				15,915
Total Net (Income) loss				(15,915)
Reserve				
71760-03-021-000	Reserve Fund: Min Reserve is 5% prior yr actual expense			673
Net Balance	=Income - Expenses + Reserve			(16,588)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses				

2nd Year:funded as proposed

TOTAL MSC Allocation (1st + 2nd YR) Needed 0.00

MSC Initial Allocation (1st +2nd Yr) 27,000.00

Med Council can either reduce its allocations, or add this amount to SNS reserves. 27,000.00

Daniel Minnock

From: Daniel Minnock
Sent: Friday, August 24, 2018 10:09 AM
To: Safanah Siddiqui; Hermione Gaw
Subject: Student Note Taking Service

Hello Safanah,

Congratulations on becoming the new manager for the Student Note Taking Service for 2018-2019. Please be advised that the planning for 2018-19 Student Activity Fee (SAF) budget is already in progress. Please kindly complete the sign the "SAF Budget Request & Agreement Form". You can use the link below.

The budget planning tools and forms are posted on the [FSA Forms & Documents, SAF Webpage \(link\)](#) under "Financial Documents", including:

- [SAF Budget Request & Agreement Form](#). Complete AND SIGN this form, attach your Council-Approved budget, and the meeting minutes showing the Council's approval of the budget being submitted.

Please submit the your remaining documents **as soon as possible** to the FSA Office.

Thank you and kind regards,

Daniel Minnock
Accountant
FSA Office
718-270-3187

Daniel Minnock
FSA Office
718-270-3187