

**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**  
**As of November 30, 2018 (6 months; 06/01/18 thru 11/30/18)**

This page (first report) shows the Council's current Certified Budget compared to Actual Year to Date amounts, with its respective variance. The following pages (second report) show the actual transactions processed within each account.

| Account                                                                                                                                                                                                                                                      | Description                                                                                                                                                                 | Certified Budget<br>2018 - 2019 | Curent YTD         | Variance           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|--------------------|
| <b>Income</b>                                                                                                                                                                                                                                                |                                                                                                                                                                             |                                 |                    |                    |
| 40-29000-017-30001                                                                                                                                                                                                                                           | 1ST YR SNS ROLLOVER BALANCE                                                                                                                                                 | \$ 2,799.00                     | \$ 2,797.74        | \$ (1.26)          |
|                                                                                                                                                                                                                                                              | 2ND YR SNS ROLLOVER BALANCE (note: actual prior FY rollover variance caused by prior FY2018 \$108 Lecture Fee to Tanmal Shah was deducted after FY2019 budget was prepared) | 5,042.00                        | 4,933.80           | (108.20)           |
| 40-29000-017-30001                                                                                                                                                                                                                                           |                                                                                                                                                                             | 9,810.00                        | -                  | (9,810.00)         |
| 40-49279-017-30001                                                                                                                                                                                                                                           | 2ND YR SNS ALLOCATION FROM MSC                                                                                                                                              | \$ 17,651.00                    | \$ 7,731.54        | \$ (9,919.46)      |
| <b>Total Income</b>                                                                                                                                                                                                                                          |                                                                                                                                                                             |                                 |                    |                    |
|                                                                                                                                                                                                                                                              |                                                                                                                                                                             |                                 |                    |                    |
|                                                                                                                                                                                                                                                              |                                                                                                                                                                             |                                 |                    |                    |
| <b>Program Expenses</b> Note: In this section, the last column is the variance. On each individual expense row, a positive variance indicates remaining funds available. A negative variance (amount displayed in brackets) means the account is in deficit. |                                                                                                                                                                             |                                 |                    |                    |
| 40-70009-017-30001                                                                                                                                                                                                                                           | ADMINISTRATION FEE                                                                                                                                                          | \$ 2,079.00                     | \$ -               | \$ 2,079.00        |
| 40-70108-017-30001                                                                                                                                                                                                                                           | GENERAL MANAGER                                                                                                                                                             | 880.00                          | 300.00             | 580.00             |
| 40-70042-017-30001                                                                                                                                                                                                                                           | CLASS MANAGER                                                                                                                                                               | 1,350.00                        | 450.00             | 900.00             |
| 40-70216-017-30001                                                                                                                                                                                                                                           | TRANSCRIBER SUPERVISOR                                                                                                                                                      | 1,350.00                        | 450.00             | 900.00             |
| 40-70159-017-30001                                                                                                                                                                                                                                           | PAYROLL SUPERVISOR                                                                                                                                                          | 220.00                          | -                  | 220.00             |
| 40-70127-017-30001                                                                                                                                                                                                                                           | LECTURE FEE (Avg. \$60)                                                                                                                                                     | 11,100.00                       | 5,414.88           | 5,685.12           |
| <b>Total Program Expense</b>                                                                                                                                                                                                                                 |                                                                                                                                                                             | \$ 16,979.00                    | \$ 6,614.88        | \$ (10,364.12)     |
|                                                                                                                                                                                                                                                              |                                                                                                                                                                             |                                 |                    |                    |
| <b>Balance Before Reserves</b>                                                                                                                                                                                                                               |                                                                                                                                                                             | <b>672.00</b>                   | <b>1,116.66</b>    | <b>444.66</b>      |
|                                                                                                                                                                                                                                                              |                                                                                                                                                                             |                                 |                    |                    |
| <b>Reserves:</b>                                                                                                                                                                                                                                             |                                                                                                                                                                             |                                 |                    |                    |
| 40-30008-017-30001                                                                                                                                                                                                                                           | RESERVE FUND                                                                                                                                                                | 672.00                          | -                  | 672.00             |
| <b>Total Reserves</b>                                                                                                                                                                                                                                        |                                                                                                                                                                             | \$ 672.00                       | \$ -               | \$ 672.00          |
|                                                                                                                                                                                                                                                              |                                                                                                                                                                             |                                 |                    |                    |
| <b>Total Net Income less Expenses + Reserves</b>                                                                                                                                                                                                             |                                                                                                                                                                             | <b>\$ -</b>                     | <b>\$ 1,116.66</b> | <b>\$ 1,116.66</b> |
|                                                                                                                                                                                                                                                              |                                                                                                                                                                             |                                 |                    |                    |
| <b>*SUNY Reserve Guidelines &gt;5% and &lt;100% of prior year actual expenses</b>                                                                                                                                                                            |                                                                                                                                                                             |                                 |                    |                    |

Faculty Student Association of Downstate Medical Center  
2nd YR - Student Notetaking Svc (SNS) - 017 (formerly MS2)  
As of November 30, 2018 (6 months; 06/01/18 thru 11/30/18)

**Notes regarding this account detailed transaction statement**

1. Accounts with zero balances and no activity during period are omitted.
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| <u>Date</u>                                                 | <u>Trans.</u> | <u>Journal</u> | <u>Reference</u>                        | <u>Debit<br/>Amount</u> | <u>Credit<br/>Amount</u> | <u>Balance</u> |
|-------------------------------------------------------------|---------------|----------------|-----------------------------------------|-------------------------|--------------------------|----------------|
| <b>40-29000-017</b>                                         |               |                |                                         |                         |                          |                |
| <b>Account: 40-29000-017 (Funds held in Trust)</b>          |               |                |                                         |                         |                          |                |
| 6/1/2018                                                    |               |                | Account Beginning Balance               |                         |                          | (\$4,021.12)   |
| 6/1/2018                                                    | 1254-40       | Journal Entry  | RECLASS PY ACTIVITY TO ROLLOVER BALANCE |                         | \$2,797.74               |                |
| 6/1/2018                                                    | 1254-41       | Journal Entry  | RECLASS PY ACTIVITY TO ROLLOVER BALANCE | \$4,021.12              |                          |                |
| 6/1/2018                                                    | 1254-44       | Journal Entry  | RECLASS TO LIABILITY                    |                         | \$4,933.80               |                |
|                                                             |               |                | Period 1 subtotals                      | \$4,021.12              | \$7,731.54               |                |
|                                                             |               |                | Account Subtotals                       | \$4,021.12              | \$7,731.54               |                |
| 11/30/2018                                                  |               |                | Account Net Change                      |                         |                          | (\$3,710.42)   |
| 11/30/2018                                                  |               |                | Account Ending Balance                  |                         |                          | (\$7,731.54)   |
| <b>40-30014-017</b>                                         |               |                |                                         |                         |                          |                |
| <b>Account: 40-30014-017 (RETAINED EARNINGS - PRIOR YR)</b> |               |                |                                         |                         |                          |                |
| 6/1/2018                                                    |               |                | Account Beginning Balance               |                         |                          | (\$912.68)     |
| 6/1/2018                                                    | 1254-42       | Journal Entry  | RECLASS PY ACTIVITY TO ROLLOVER BALANCE |                         | \$4,021.12               |                |
| 6/1/2018                                                    | 1254-43       | Journal Entry  | RECLASS TO LIABILITY                    | \$4,933.80              |                          |                |
|                                                             |               |                | Period 1 subtotals                      | \$4,933.80              | \$4,021.12               |                |
|                                                             |               |                | Account Subtotals                       | \$4,933.80              | \$4,021.12               |                |
| 11/30/2018                                                  |               |                | Account Net Change                      |                         |                          | \$912.68       |
| 11/30/2018                                                  |               |                | Account Ending Balance                  |                         |                          | \$0.00         |
| <b>40-70042-017</b>                                         |               |                |                                         |                         |                          |                |
| <b>Account: 40-70042-017 (CLASS MANAGER)</b>                |               |                |                                         |                         |                          |                |
| 6/1/2018                                                    |               |                | Account Beginning Balance               |                         |                          | \$0.00         |

**Faculty Student Association of Downstate Medical Center**  
**2nd YR - Student Notetaking Svc (SNS) - 017 (formerly MS2)**  
As of November 30, 2018 (6 months; 06/01/18 thru 11/30/18)

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| <u>Date</u>               | <u>Trans.</u> | <u>Journal</u>   | <u>Reference</u>              | <u>Debit<br/>Amount</u> | <u>Credit<br/>Amount</u> | <u>Balance</u>         |
|---------------------------|---------------|------------------|-------------------------------|-------------------------|--------------------------|------------------------|
| 11/16/2018                | 1344-66       | Accounts Payable | Hermione Gaw-102218-2         | \$150.00                |                          |                        |
| 11/16/2018                | 1344-71       | Accounts Payable | Hermione Gaw-102218-4         | \$150.00                |                          |                        |
| 11/29/2018                | 1357-58       | Accounts Payable | Hermione Gaw-11032018-2       | \$150.00                |                          |                        |
| <i>Period 6 subtotals</i> |               |                  |                               | <u>\$450.00</u>         | <u>\$0.00</u>            |                        |
| <i>Account Subtotals</i>  |               |                  |                               | <u>\$450.00</u>         | <u>\$0.00</u>            |                        |
| 11/30/2018                |               |                  | <i>Account Net Change</i>     |                         |                          | <u>\$450.00</u>        |
| 11/30/2018                |               |                  | <i>Account Ending Balance</i> |                         |                          | <u><u>\$450.00</u></u> |

**40-70108-017**

**Account: 40-70108-017 (GENERAL MANAGER)**

|                           |         |                  |                                  |                 |               |                        |
|---------------------------|---------|------------------|----------------------------------|-----------------|---------------|------------------------|
| 6/1/2018                  |         |                  | <i>Account Beginning Balance</i> |                 |               | \$0.00                 |
| 11/16/2018                | 1344-65 | Accounts Payable | Safanah Siddiqui-102218-1        | \$100.00        |               |                        |
| 11/16/2018                | 1344-70 | Accounts Payable | Safanah Siddiqui-102218-3        | \$100.00        |               |                        |
| 11/29/2018                | 1357-57 | Accounts Payable | Safanah Siddiqui-11032018-1      | \$100.00        |               |                        |
| <i>Period 6 subtotals</i> |         |                  |                                  | <u>\$300.00</u> | <u>\$0.00</u> |                        |
| <i>Account Subtotals</i>  |         |                  |                                  | <u>\$300.00</u> | <u>\$0.00</u> |                        |
| 11/30/2018                |         |                  | <i>Account Net Change</i>        |                 |               | <u>\$300.00</u>        |
| 11/30/2018                |         |                  | <i>Account Ending Balance</i>    |                 |               | <u><u>\$300.00</u></u> |

**40-70127-017**

**Account: 40-70127-017 (LECTURE FEE)**

|                           |          |                  |                                  |                 |               |        |
|---------------------------|----------|------------------|----------------------------------|-----------------|---------------|--------|
| 6/1/2018                  |          |                  | <i>Account Beginning Balance</i> |                 |               | \$0.00 |
| 8/17/2018                 | 1217-226 | Accounts Payable | Michael Brodsky-08172018         | \$108.00        |               |        |
| 8/17/2018                 | 1217-231 | Accounts Payable | Shari Gurusinghe-08172018        | \$45.12         |               |        |
| 8/17/2018                 | 1217-236 | Accounts Payable | Nicolle Siegart-08172018         | \$169.44        |               |        |
| <i>Period 3 subtotals</i> |          |                  |                                  | <u>\$322.56</u> | <u>\$0.00</u> |        |
| 10/4/2018                 | 1370-1   | Journal Entry    | Richie Chen-10042018             | \$28.32         |               |        |

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|---------------------------|---------------|----------------|-------------------------------|-------------------------|--------------------------|----------------|
| <i>Period 5 subtotals</i> |               |                |                               | \$28.32                 | \$0.00                   |                |
| 11/16/2018                | 1370-3        | Journal Entry  | Nicolle Siegart-10212018-1    | \$372.00                |                          |                |
| 11/16/2018                | 1370-4        | Journal Entry  | Hermione Gaw-10212018-2       | \$121.50                |                          |                |
| 11/16/2018                | 1370-5        | Journal Entry  | Dylan Ofri-10212018-3         | \$405.00                |                          |                |
| 11/16/2018                | 1370-6        | Journal Entry  | Carla Kuzmyak-10212018-4      | \$158.00                |                          |                |
| 11/16/2018                | 1370-7        | Journal Entry  | Matthew Moy-10212018-5        | \$148.50                |                          |                |
| 11/16/2018                | 1370-8        | Journal Entry  | Yvonne Huang-10212018-6       | \$81.00                 |                          |                |
| 11/16/2018                | 1370-9        | Journal Entry  | John Heard-10212018-7         | \$105.00                |                          |                |
| 11/16/2018                | 1370-10       | Journal Entry  | Tracey Yee-10212018-8         | \$229.50                |                          |                |
| 11/16/2018                | 1370-11       | Journal Entry  | Leanna Smith-10212018-9       | \$40.50                 |                          |                |
| 11/16/2018                | 1370-12       | Journal Entry  | Julie Kim-10212018-10         | \$121.50                |                          |                |
| 11/16/2018                | 1370-13       | Journal Entry  | Tobias Atkin-10212018-11      | \$202.50                |                          |                |
| 11/16/2018                | 1370-14       | Journal Entry  | Jessica Delahanty-10212018-12 | \$225.50                |                          |                |
| 11/16/2018                | 1370-15       | Journal Entry  | Kerry Adler-10212018-13       | \$288.00                |                          |                |
| 11/16/2018                | 1370-16       | Journal Entry  | Jonathan Leong-10212018-14    | \$54.00                 |                          |                |
| 11/16/2018                | 1370-17       | Journal Entry  | Jonathan Leong-10212018-14    | \$94.50                 |                          |                |
| 11/16/2018                | 1370-18       | Journal Entry  | Shelly Thai-10212018-16       | \$54.00                 |                          |                |
| 11/29/2018                | 1370-20       | Journal Entry  | Hermione Gaw-11142018-1       | \$81.00                 |                          |                |
| 11/29/2018                | 1370-21       | Journal Entry  | Safanah Siddiqui-11142018-2   | \$171.50                |                          |                |
| 11/29/2018                | 1370-22       | Journal Entry  | Thomas Monaghan-11142018-3    | \$67.50                 |                          |                |
| 11/29/2018                | 1370-23       | Journal Entry  | Kerry Adler-11142018-4        | \$67.50                 |                          |                |
| 11/29/2018                | 1370-24       | Journal Entry  | John Heard-10312018-1         | \$229.50                |                          |                |
| 11/29/2018                | 1370-25       | Journal Entry  | Carla Kuzmyak-10312018-2      | \$62.50                 |                          |                |
| 11/29/2018                | 1370-26       | Journal Entry  | Dylan Ofri-10312018-3         | \$216.00                |                          |                |
| 11/29/2018                | 1370-27       | Journal Entry  | Shelly Thai-10312018-4        | \$324.00                |                          |                |
| 11/29/2018                | 1370-28       | Journal Entry  | Jessica Delahanty-10312018-5  | \$54.00                 |                          |                |
| 11/29/2018                | 1370-29       | Journal Entry  | Hermione Gaw-10312018-6       | \$256.50                |                          |                |
| 11/29/2018                | 1370-30       | Journal Entry  | Nicolle Siegart-10312018-7    | \$121.50                |                          |                |
| 11/29/2018                | 1370-31       | Journal Entry  | Kerry Adler-10312018-8        | \$387.50                |                          |                |
| 11/29/2018                | 1370-32       | Journal Entry  | Thomas Monaghan-10312018-9    | \$216.00                |                          |                |
| 11/29/2018                | 1370-33       | Journal Entry  | Fanny S. Chan-10312018-10     | \$54.00                 |                          |                |
| 11/29/2018                | 1370-34       | Journal Entry  | Christina Ellison-10312018-11 | \$54.00                 |                          |                |
| <i>Period 6 subtotals</i> |               |                |                               | \$5,064.00              | \$0.00                   |                |
| <i>Account Subtotals</i>  |               |                |                               | \$5,414.88              | \$0.00                   |                |
| 11/30/2018                |               |                | <i>Account Net Change</i>     |                         |                          | \$5,414.88     |
| 11/30/2018                |               |                | <i>Account Ending Balance</i> |                         |                          | \$5,414.88     |

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2nd YR - Student Notetaking Svc (SNS) - 017 (formerly MS2)  
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| <u>Date</u>                                           | <u>Trans.</u> | <u>Journal</u>   | <u>Reference</u>                     | <u>Debit<br/>Amount</u> | <u>Credit<br/>Amount</u> | <u>Balance</u> |
|-------------------------------------------------------|---------------|------------------|--------------------------------------|-------------------------|--------------------------|----------------|
| <b>Account: 40-70216-017 (TRANSCRIBER SUPERVISOR)</b> |               |                  |                                      |                         |                          |                |
| 6/1/2018                                              |               |                  | <i>Account Beginning Balance</i>     |                         |                          | \$0.00         |
| 11/16/2018                                            | 1344-63       | Accounts Payable | Safanah Siddiqui-102218-1            | \$150.00                |                          |                |
| 11/16/2018                                            | 1344-68       | Accounts Payable | Safanah Siddiqui-102218-3            | \$150.00                |                          |                |
| 11/29/2018                                            | 1357-55       | Accounts Payable | Safanah Siddiqui-11032018-1          | \$150.00                |                          |                |
|                                                       |               |                  | <i>Period 6 subtotals</i>            | \$450.00                | \$0.00                   |                |
|                                                       |               |                  | <i>Account Subtotals</i>             | \$450.00                | \$0.00                   |                |
| 11/30/2018                                            |               |                  | <i>Account Net Change</i>            |                         |                          | \$450.00       |
| 11/30/2018                                            |               |                  | <i>Account Ending Balance</i>        |                         |                          | \$450.00       |
| 6/1/2018                                              |               |                  | <i>Grand Total Beginning Balance</i> |                         |                          | (\$4,933.80)   |
| 11/30/2018                                            |               |                  | <i>Grand Total Net Change</i>        |                         |                          | \$3,817.14     |
| 11/30/2018                                            |               |                  | <i>Grand Total Ending Balance</i>    |                         |                          | (\$1,116.66)   |