

Faculty Student Association of DMC-Student Activity Fund						
MEDICAL STUDENT COUNCIL Yearbook (MSC-YBK)						
FY 2019 = June 1, 2018 through May 31, 2019						
2019 CERTIFIED BUDGET; MSC Approved 9/20/18 minutes attachment 6						
Note: YBK2019 needs to consider either reducing publishing cost (page reductions?), or increase Ad rates to cover full cost near \$29K. Otherwise, YBK will continue to NEED and use the entire annual MSC \$5K allocation						
Account	Description	Certified Budget 2017 - 2018	ACTUAL FYE 5/31/18	Submitted Budget 2019	Certified Budget 2019	Comments
Income						
40-70227-012-30001	MSC CURRENT YR ALLOCATION	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$5,000	per MSC approved 2019 Budget
40-70227-012-30001	YEARBOOK ROLLOVER	23,692.00	23,692.00	22,548.53	\$22,549	actual 5/31/18 rollover
40-70227-012-30001	ADVERTISING INCOME	27,000.00	24,025.00	25,175.00	\$25,175	Est based on prior year ad revenue
Total Income		\$ 55,692.00	\$ 52,717.00	\$ 52,723.53	\$52,724	Formula cell (Don't change)
Program Expenses						
40-70227-012-30001	MEETING EXPENSES	\$ 700.00	\$ 474.47	\$ 700.00	\$700	planned misc expenses for FY 2019
40-70227-012-30001	YEARBOOK PUBLISHER - CURRENT YEAR	27,500.00	29,694.00	28,515.53	\$28,516	As budgeted, Class of 2019 yearbook has only \$28.5K total publishing expense available. A \$7K deposit payment is planned/made prior to 5/31/19 and remaining balance will become the rollover and paid in FY 2020.
40-70227-012-30001	YEARBOOK PUBLISHER - PRIOR YEAR	27,500.00		22,000.00	\$22,000	Remaining expenses for Claass of 2018 yearbook that are paid after 6/1/18
Total Program Expense		\$ 55,700.00	\$ 30,168.47	\$ 51,215.53	\$51,216	Formula cell (Don't change)
Balance Before Reserves						
		(8.00)	22,548.53	1,508.00	\$1,508	Formula cell (Don't change)
Reserves:						
40-70227-012-30001	RESERVE FUND*	3,992.00	-	1,508.00	\$1,508	=5% of prior year actual spend \$30,168
Total Reserves		\$ 3,992.00	\$ -		\$1,508	Formula cell (Don't change)
Total Net Income less Expenses + Reserves (bottom line = \$0 in a balanced budget)		\$ (4,000.00)	\$ 22,548.53	\$ -	\$0	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses						

See accompanying following pages:


1. Budget certification cover letter,
2. Budget Authorized Signatures and Agreement,
3. Meeting Minutes at which Council approved the submitted budget



Faculty Student Association of
DOWNSTATE
Medical Center

October 2, 2018

TO: Margaret Guzikowski, Medical Student Council Yearbook (MSC-YBK)
via eMail and posted on FSA website.

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

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

Attached is a copy of MSC-YBK's certified budget for Student Activity fees (SAF) for the fiscal year (FY) 2019 that began June 1, 2018. The submitted budget was approved at the MSC 9/20/18 meeting and has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines.:

Please be aware that:

- **Administrative Fee:** The yearbook accounting fee is included in annual MSC administrative fee.
- **Authorized Signators:** MSC's signature requirements designate that one MSC-YBK Management signature PLUS one MSC Officer must co-sign all payment forms.
- **Reserve Fund:** MSC-YBK needed minimum reserve is **\$1,508** which is 5% of prior year actual expenses and within SUNY Guidelines. Use requires meeting minutes approving use, since purpose is undesignated at this time of certification.
- 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.
- 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: Anthony Condoleo, FSA Interim Controller (w/original documents);
Daniel Minnock, FSA Bookkeeper
Elizabeth Moccia, Vice-President
Emily Carbaugh, Secretary
Yeon Joo Lee, Treasurer
Schuyler Hooke, MSC-YBK Advisor
Jeffrey Putman, VP Student Affairs
Meg O'Sullivan, AVP Student Life
Amy Urquhart, Director, Student Center



Date Completed: 9/20/18

- 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: Medical Student Council - Yearbook (2018-2019)

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:)	Margaret Guzikowski	5/31/19	maggieg0603@gmail	301 943-2274
Vice President (if other Title,specify:)	Elizabeth Moccia	5/31/19	elizabeth.moccia@downstate.edu	(454) 892-1610
Secretary (if other Title,specify:)	Emily Carbaugh	5/31/19	emily.carbaugh@downstate.edu	(717) 658-3761
Treasurer (if other Title,specify:)	Yeon Joo Lee	5/31/19	yeonjoo-lee@downstate.edu	(516) 974-5808

AUTHORIZED SIGNATURE(S) FOR PAYMENT FORMS (check your council bylaws – some 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 (insert any special instructions such as club accounts which may have different authorized signature requirements)

MSC required one MSC signature
PLUS one MSC yearbook officer signature

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

Medical Student Council - Yearbook (2018-2019)

(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 _____

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: As detailed in certification cover memo dated 10/2/18.

Approved by MSC at their 9/20/18 meeting (attachment #6)

CERTIFIED BY _____

SIGNATURE

Date of Certification: _____



Medical Student Council Meeting
Thursday, **September 20th** 2018 6:00 PM
Student Center Main Lounge
Minutes

9/27/18 NOTE: DRAFT copy-
revisions are in process by MSC Secy
Adriana Kavoussi. RJB

Attendance: Name (proxy for name)

Elizabeth Moccia, Pratik Chandra (Antonios Dimopoulos), Sarah Galler (Jordana Meisel), Jonathan Leong (Boey Yi), Rabani Bharara, David Choueka (Jonas Kwok), Adriana Kavoussi, Sejal Shah, Marine Coste, Elaine Fletcher, Alice Herchek, Aaron Conway, Kingsley Cruickshank, Alfonso Caetta and Aaron Huang

Minutes recorded by Adriana Kavoussi

Elizabeth presiding over meeting. Adriana is scribing the minutes.

New Business

1.) Budget Requests

- a. Medical Spanish Interest Group- Angel Jiang
 - i. Lesson 1 pizza- 260 (240 for pizza and 20 or bookstore)
 - ii. Lesson 2 Pizza-260 (240 for pizza and 20 or bookstore)
 - iii. Lesson 3 Pizza- 260 (240 for pizza and 20 or bookstore)
 - iv. Lesson 4 Pizza- 260 (240 for pizza and 20 or bookstore)
 - 1. Requesting \$ 1040
- b. Downstate OB/GYN- Society- Myanna Olsen
 - i. No show
 - ii. Food for " Meet the Candidates- A forum addressing Elections"
 - 1. \$150
 - iii. Screening of ted talk food
 - 1. \$200
 - iv. Suture workshop- food and supplies.
 - 1. \$200
 - A. Total is \$550
- c. Asian Pacific American Medical Student Association- Tasnia Mahmud
 - i. Required to attend conference as an active National Chapter- seeking money for

iii. Asian Pacific American Medical Student Association- Tasnia Mahmud

7. Options: Fund in full (\$170), no funding, fund \$85
8. Motion to nothing fund nothing by Elaine Fletcher , seconded by Sarah Galler
9. Vote:
 - a. For - 13
 - b. Against - 3
 - c. Abstain - 2

Motion passes to approve a reimbursement payment \$170 from Projects and Programs (40-70174-012-30001) to APMSA (40-70261-012-30001) for trip to the conference in St. Louis

Attachment 4-5

1) Approving MSC yearbook budget for year.

a. Purpose of Vote

1. Option to fund in full for yearbook, no funding
2. Vote: Motion to fund in full made by Pratik Chandra, second by Marine Coste
 - a. For: 18
 - b. Against: 0
 - c. Abstain: 0

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

Attachment

6

Others:

iv. Motion to update the current SNS Payroll and Job description.

1. Motion to fund in full David Choueka, seconded by Sejal Shah

10. Vote:

- a. For - 18
- b. Against - 0
- c. Abstain - 0

v. Family Medical Interest Group:

11. Motion to correct a prior budget planning oversight that restores FMIG's 5/13/18 rollover balance of \$826 from prior FMIG Fundraising efforts. Transfer \$825 From Reserve acct 30008-012 TO FMIG acct 70347-012 by Marine Coste, seconded by Sejal Shah

12. Vote:

- a. For - 18
- b. Against - 0
- c. Abstain - 0

Motion to end meeting by Adriana Kavoussi

Seconded by Jonathan Leong

Meeting Closed at 7:40pm

Minutes were scribed by Adriana Kavoussi

Approved by Adriana Kavoussi - Medical Council Secretary



