

2020 CERTIFIED BUDGET


**SUNY Reserve Guidelines >5% and <100% of prior year actual expenses*



Faculty Student Association of DOWNSTATE Medical Center

October 30, 2019

TO: Jordana Schmidt-Swartz, 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 2020** (6/1/19 thru 5/31/20).

Attached is a copy of MSC-YBK's certified budget for Student Activity fees (SAF) for the fiscal year (FY) 2020 that began June 1, 2019. The submitted budget was approved at the MSC 5/9/19 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
Krystal Ealy, Vice-President
Mostafa Balboul, Secretary
Cindy Tsui, Treasurer
Schuyler Hooke, MSC-YBK Advisor
Jeffrey Putman, VP Student Affairs
Meg O'Sullivan, AVP Student Life
Amy Urquhart, Director, Student Center



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, 2019 thru May 31, 2020NAME OF STUDENT ORGANIZATION: COM Yearbook

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: <u>Co-Editor</u>)	Jordana Schmidt-Swartz	5.31.20	@downstate.edu	201-675-7048
Vice-President (if other Title,specify: <u>Co-Editor</u>)	Krystal Ealy	5.31.20	@downstate.edu	585-369-3813
Secretary (if other Title,specify: <u>Co Designer</u>)	Mostafa Balboul	5.31.20	@downstate.edu	201-675-7928
Treasurer (if other Title,specify: <u>Co Designer</u>)	Cindy Tsui	5.31.20	@downstate.edu	347-565-5088

AUTHORIZED SIGNATURE(S) FOR PAYMENT FORMS (check your Council Constitution -Bylaws ; Most have specific authorized signator requirements):

Signature	X	<u>Jordana Schmidt-Swartz</u>	Signature	X	<u>Mostafa Balboul</u>
Pres Print Name	President	Jordana Schmidt-Swartz	Treas Print Name	Treasurer	Mostafa Balboul
Signature	X	<u>Krystal Ealy</u>	Signature	X	<u>Cindy Tsui</u>
VP-Print-Name	Vice-President	Krystal Ealy	Secy Print Name	Secretary	Cindy Tsui

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)

Additional Club Officer Auth Signator: Schuyler Hooke, club advisor

MSC Constitution requires Joint signatures ⁽¹⁾ one MSC Officer, ⁽²⁾ and one Club Officer or S. Hooke.

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

Med Council Yearbook MSC-YBK
(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 *Jedana Dimit-shatz* _____
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 above linked documents FSA Policies and Procedures and SUNY Board of Trustee Guidelines. Certification Comments:

Initially submitted requiring only 1 Auth signature for payment forms. Updated to conform w/ MSC Constitution requirement of joint (2) signatures

CERTIFIED BY

R. B. Little
SIGNATURE

Date of Certification: 10/30/2019



Medical Student Council Meeting
Thursday, May 9th 2019 6:00 PM
Student Center Main Lounge
Minutes

Attendance: Name (proxy for name)

Jordana Meisel, Jonathan Leong, Rabani Bharara (Jonas Kwok), Adriana Kavoussi (Boey Li), Sejal Shah (Marine Coste), Elaine Fletcher (Elizabeth Moccia), Alice Herchek (Krystal Ealy), Aaron Conway (Kingsley Cruickshank), Alfonso Caetta (Brandon Adelson), Aaron Huang (Kurnvir Singh), Dr. Luchessi

Minutes recorded by Aaron Huang

Jordana presiding over meeting. Aaron is scribing the minutes.

New Business

1.) Budget Requests

- a. Poster presentation at American Surgical Education Society in Chicago - Inkyu Lee
 - i. Conference
 - 1. Chicago (Surgical Education Week 2019)
 - 2. Presenting at Chicago
 - ii. Requesting \$379.94 total from MC
- b. Urology Club - Samuel Gold
 - i. Urology Boot Camp from 3/23
 - 1. For rising subls, they had 5 or 6 more people come than expected so went over budget
 - ii. Requesting \$26.30 total from MC
- c. Emory Global Health Case Competition - Rabani Bharara
 - i. Get a scenario, make presentation, different lectures about global health scenarios, interdisciplinary experience 2 from public health, 1 from nursing, and 2 med students (coming a year now bc of miscommunication of funding so alumni was unable to fund) - global health club didn't plan money correctly either from budget requests so just lots of miscommunication
 - ii. Requesting \$640.86 total from MC

- d. PRIDE Club - Martin John
 - i. Buttons and faculty award - buttons now 55\$
 - ii. Order for buttons need to be cancelled - 60\$
 - iii. Requesting \$100 total from MC

Old Business

- 1.) Class Updates
 - A.) 2019
 - a. Not here lol
 - B.) 2020
 - a. Make departments feel like they care about their students for the away rotations (surgery seems like they're taking care of them better)
 - C.) 2021
 - a. Start rotations, Sejal and Dree at meeting with CEC (curriculum eval committee); recently another incident at Kings- with typing screen so now can't draw blood; St George and Sophie Davis students take up spots at our hospital
 - D.) 2022
 - a. SLC had meeting with all deans about accreditation - look for student involvement - don't use survey as gripe form; actual class gripe is access to counseling and mental health services - Dr Tam is psychologist not psychiatrist but this process is not happening apparently; wants more structure to help with communication more

Trending Topics

- 1.) Alumni Association
 - a. Thinking of inviting us to meeting twice a year - they're extremely upset that students don't give back to school that much; what we want is networking which they don't provide at the moment; they're just not visible
 - b. Weird thing of trying to make things mandatory on iPad so needs to be more transparent
- 2.) Goals for Next Year
 - a. Want to move to Slack for communication
 - b. Know other councils - meeting of the councils better for intercommunication and doing events; others not participating donor memorial
 - c. Donor memorial next year start earlier - better outline
- 3.) UWorld bulk orders
 - a. Did one through academic development (40\$ + tax), and tried for step 2; hoping for better help each year so people could be taken care of
- 4.) Yearly budget approval

Closed Meeting:

- i. Motioned by Rabani Bharara
- ii. Seconded by Sejal Shah
- iii. **Meeting is now closed.**

New Business

1.) Approval of April Minutes

- a. Motion to approve April minutes made by Sejal Shah
- b. Seconded by Rabani Bharara
 - i. Vote:
 1. For - 17
 2. Against - 0
 3. Abstain - 0

Motion passes to approve April minutes

1) Yearly budget approval

2) Budget Requests:

- i. Inkyu Lee – Presentation at American Surgical Education Society in Chicago
 1. Options: Fund in full (\$379.94), no funding
 2. Motion to fund in full by Aaron Huang, seconded by Rabani Bharara
 3. Vote:
 - a. For - 17
 - b. Against - 0
 - c. Abstain - 0

Motion passes to approve a reimbursement payment \$379.94 from Projects and Programs (40-70174-012-30001) to Inkyu Lee for trip to the conference in Chicago Att. 1

ii. Urology Club - Samuel Gold

4. Options: Fund in full (\$26.30), no funding
5. Motion to fund in full made by Rabani Bharara, second by Adrianna Kavoussi
6. Vote:
 - a. For - 17
 - b. Against - 0
 - c. Abstain - 0

Motion passes to transfer \$26.30 from Projects and Programs (40-70174-012-30001) to Urology Club (40-70274-012-30001) Att. 2

iii. Rabani Bharara – Emory Global Health Case Competition

7. Options: Fund in full (\$640.86), no funding
8. Motion to fund in full by Jonathan Leong, seconded by Adrianna Kavoussi
9. Vote:
 - a. For - 16
 - b. Against - 0

c. Abstain - 1

Motion passes to approve a reimbursement payment \$640.86 from Projects and Programs (40-70174-012-30001) to Rabani Bharara for trip to the Global Health Case Competition in Atlanta

Att. 3

iv. PRIDE Club - Martin John

10. Options: Fund in full (\$155), fund 140\$ (the decrease of 15\$ from the faculty award and include stipulations for award being bought from bookstore and pins not being used for fundraising), no funding

11. Motion to fund \$140 made by Aaron Huang, second by Rabani Bharara

12. Vote:

a. For - 17

b. Against - 0

c. Abstain - 0

Motion passes to transfer \$140 from Projects and Programs (40-70174-012-30001) to PRIDE Club (40-70254-012-30001)

Att. 4

Motion to end meeting by Adrianna Kavoussi

Seconded by Sejal Shah

Meeting Closed at 7:31

Due to the annual budget not available at the time, the yearly budget vote was done over email and the names of the votes (sent to the emails of Jordana Meisel and Aaron Huang) will be scribed here. See Attachment 5

Annual Budget approval (done over email): For - 14

Against - 0

Abstain - 0

Motion passes to approve the annual budget for next school year 2019-2020.

Minutes were scribed by Aaron Huang

Approved by Aaron Huang - Medical Council Secretary



Budget Request Form

Please check all that apply:

☐

University Council Funding

☒

Med Council Funding

Date: 2/28/19

ORGANIZATION NAME: COM Yearbook

PRESIDENT: Emily Carbaugh Phone _____ VICE PRESIDENT: Elizabeth Moccia Phone _____

TREASURER: Jonas Kwok Phone 585-490-4205 SECRETARY: James Messina Phone _____

PROJECT (Detail the program and expenses from this YR)			PROJECT (Detail the program and expenses for next YR)	
		ATTENDANCE	EXPENSES	EXPENSES
Yearbook production		Books sent to all graduates, plus sponsors.	\$27,000	Yearbook production \$27,000
Meeting expenses			\$500.00	\$500.00
				WE ARE ONLY REQUESTING \$5,000 as we do every year. Book pays for itself... we just request \$5,000 as a back up in case of emergency.

PLEASE TYPE ALL INFORMATION

MEDICAL STUDENT COUNCIL Yearbook (MSC-YBK)**FY 2019 = June 1, 2019 through May 31, 2020****BUDGET TEMPLATE**For each Council account, Column C = the Council's current Yr Certified Budget, Column D= Actual 10 months Year to Date amounts. Insert Council's Proposed FYE 2020 Budget in Column E.

Add/Insert rows for any needed New Accounts (insert title, leave account # "TBD")

Account	Description	Certified Budget 2018 - 2019	Current YTD as of 03/31/19	Proposed Budget 2019 - 2020	Comments
Income					
40-70227-012-30001	MSC ALLOCATION	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
40-30014-012-30001	YEARBOOK ROLLOVER	22,549.00	22,548.34	27,242.13	
40-70227-012-30001	ADVERTISING	25,175.00	3,150.00	21,000.00	
		\$ 52,724.00	\$ 30,698.34	\$ 53,242.13	Formula cell (Don't change)
Total Income					
Program Expenses					
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.					
40-70227-012-30001	MEETING EXPENSES	\$ 700.00	\$ 59.00	\$ 500.00	
40-70227-012-30001	YEARBOOK PUBLISHER - CURRENT YEAR	28,516.00	-	26,290.25	
40-70227-012-30001	YEARBOOK PUBLISHER - PRIOR YEAR	22,000.00	8,447.21	25,208.88	
	Total Program Expense	\$ 51,216.00	\$ 8,506.21	\$ 51,999.13	Formula cell (Don't change)
Balance Before Reserves		1,508.00	22,192.13	1,243.00	Formula cell (Don't change)
Reserves:					
	RESERVE FUND	1,508.00	-	1,243.00	=5% of prior year actual spend \$24,856
Total Reserves		\$ 1,508.00	\$ -	\$ 1,243.00	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ -	\$ 22,192.13	\$ -	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					