

**CERTIFIED BUDGET**

Yellow Highlights Represent Changes Made by FSA during Certification


		Actual Prior Year End @ 5/31/17	Submitted Budget 2018	Certified Budget 2018	Retained Prior Year End Rollover	Year Net Total "Available to Spend"	
Account	Description						comments
Income							
40-490001-012-30001	ACTIVITIES FEES INCOME	87,010	86,735	\$ 86,735		\$ 86,735	
40-30014-012-30001	ROLLOVER BALANCE	\$ 87,120.00	\$15,500	55,939		55,939	Total Rollover 5/31/17 was \$135,208 of which \$79,268 was retained by designated Clubs.
40-30014-012-30001	ROLLOVER BALANCE (CLUBS THAT RETAIN ROLLOVER)	53,874.16			\$79,268	\$79,268	
Total Income		\$140,994.16	102,235	\$ 142,674	\$79,268	\$ 221,942	\$ -
Program Expenses	(Account Title in alphabetical sequence)						
40-70009-012-30001	ADMINISTRATION FEE	1,677	1,717	\$ 1,717	\$0	\$1,717	
40-70292-012-30001	ADVOCATES FOR INTEGRATIVE MEDICINE (AIM)	(558)	739	\$ 739	\$0	\$739	
40-70245-012-30001	AMERICAN MEDICAL ASSOCIATION MEDICAL SOC NYS (AMA-MSSNY)	531	750	\$ 750	\$0	\$750	
40-70244-012-30001	AMERICAN MEDICAL WOMEN'S ASSOCIATIONA (AMWA)	400	375	\$ 375	\$0	\$375	not on Registered Student Org list
40-70277-012-30001	ANESTHESIA SOCIETY	(148)	113	\$ 113	\$0	\$113	not on Registered Student Org list
40-70261-012-30001	ASIAN PACIFIC AMERICAN ASSOCIATION (APAMSA)	(340)	1,198	\$ 1,198	\$1,525	\$2,723	
40-70280-012-30001	BROOKLYN FREE CLINIC	(\$49,396.11)	\$2,310.00	\$ 2,310	\$50,896	\$53,206	
40-70246-012-30001	CARDIOLOGY CLUB			\$ -	\$0	\$0	not on Registered Student Org list
40-70281-012-30001	CHINESE AMERICAN MEDICAL SOCIETY (CAMS)	(5,263)	1,650	\$ 1,650	\$7,123	\$8,773	
40-72017-012-30001	CLASS 2017	(3,136)	-	\$ -	\$3,136	\$3,136	
40-72018-012-30001	CLASS 2018	(4,440)	1,500	\$ 1,500	\$4,440	\$5,940	
40-72019-012-30001	CLASS 2019	(2,802)	1,500	\$ 1,500	\$2,802	\$4,302	
40-72020-012-30001	CLASS 2020	165	1,500	\$ 1,500	\$1,335	\$2,835	
40-72021-012-30001	CLASS 2021	-	1,500	\$ 1,500	\$0	\$1,500	
40-72000-012-30001	CLASS RESERVE	(3,547)		\$ -	\$3,547	\$3,547	
40-70249-012-30001	DANIEL HALE WILLIAMS SOCIETY	1,113	1,125	\$ 1,125	\$387	\$1,512	
40-70248-012-30001	DOWNSTATE CHRISTIAN FELLOWSHIP (DCF)	1,672	2,689	\$ 2,689	\$0	\$2,689	
40-70295-012-30001	DOWNSTATE DEVELOPMENTAL DISABILITIES	(2,031)	2,258	\$ 2,258	\$2,031	\$4,289	
40-70075-012-30001	DOWNSTATE DIALOGUES	980	244	\$ 244	\$0	\$244	
40-70350-012-30001	DOWNSTATE MEDICAL ENTREPRENEURSHIP CLUB (DMEC)	(7)	413	\$ 413	\$0	\$413	
40-70260-012-30001	DOWNSTATE ORTHOPAEDICS CLUB	655	300	\$ 300	\$0	\$300	
40-70282-012-30001	DOWNSTATE RADIOLOGY	-	188	\$ 188	\$0	\$188	Is this= "Radiology Interest Group"?
40-70268-012-30001	DOWNSTATE STUDENTS FOR CHOICE	-	525	\$ 525	\$0	\$525	
40-70251-012-30001	EMERGENCY MEDICINE INTEREST GROUP (EMIG)	-	750	\$ 750	\$0	\$750	
40-70154-012-30001	ENT / OTOLARYNGOLOGY CLUB	475	458	\$ 458	\$0	\$458	
40-70252-012-30001	ETHICS SOCIETY	249		\$ -	\$0	\$0	No Initial FY2018 funding From MSC
40-70374-012-30001	FAMILY MEDICINE INTEREST GROUP (FMIG)	-	600	\$ 600	\$0	\$600	
40-70253-012-30001	FAMILY PRACTICE	8					No Initial FY2018 funding From MSC
40-70284-012-30001	GLOBAL HEALTH	1,095	1,515	\$ 1,515	\$0	\$1,515	
40-70276-012-30001	INTERNAL MEDICINE INTEREST	(644)		\$ -	\$644	\$644	
40-70290-012-30001	INTERVENTIONAL RADIOLOGY INTEREST GROUP	(64)	360	\$ 360	\$0	\$360	
40-70255-012-30001	MAIMONIDES SOCIETY	1,413	1,425	\$ 1,425	\$0	\$1,425	
40-70256-012-30001	MEDICAL ARTISTS GUILD	1,006	1,556	\$ 1,556	\$0	\$1,556	
40-70285-012-30001	MEDICAL STUDENTS FOR CHOICE	520					No Initial FY2018 funding From MSC
40-70135-012-30001	MEETINGS (FOOD AND BEVERAGE) prior acct="Council Dinners 70299"	1,809	1,500	\$ 1,500	\$0	\$1,500	
40-70257-012-30001	MUSLIM STUDENTS ASSOCIATION (MSA)	1,289	3,750	\$ 3,750	\$0	\$3,750	
40-70272-012-30001	ONCOLOGY CLUB	(380)	300	\$ 300	\$1,305	\$1,605	
40-70259-012-30001	OPHTHALMOLOGY CLUB	590	555	\$ 555	\$0	\$555	
40-70262-012-30001	PEDS'R'US	893	1,050	\$ 1,050	\$0	\$1,050	
40-70254-012-30001	PRIDE CLUB	218	773	\$ 773	\$0	\$773	
40-70174-012-30001	PROGRAMS AND PROJECTS	6,780	-	\$ 38,575		\$38,575	Place any net excess in this account
40-70294-012-30001	PROJECT TEACH	75	375	\$ 375	\$0	\$375	
40-70263-012-30001	PSYCHIATRY INTEREST GROUP	(62)	150	\$ 150	\$0	\$150	
40-70287-012-30001	SEX IN MEDICINE WEEK	(1,214)					No Initial FY2018 funding From MSC
40-70269-012-30001	STUDENT FOR SOCIAL RESPONSIBILITY (SSR)	1,742	2,700	\$ 2,700	\$0	\$2,700	
40-70270-012-30001	STUDENT INTEREST GROUP NEUROLOGY	639					No Initial FY2018 funding From MSC
40-70278-012-30001	STUDENT NOTETAKING SERVICE (SNS) 1st Yr	22,441	22,441	\$ 22,441	\$0	\$22,441	Retains rollover; Not on Registered Student Org list; See separate detailed budget
40-70279-012-30001	STUDENT NOTETAKING SERVICE (SNS) 2nd Yr	16,888	16,888	\$ 16,888	\$0	\$16,888	Retains Rollover; not on Registered Student Org list; See separate detailed budget
40-70273-012-30001	SURGERY SOCIETY	465					No Initial FY2018 funding From MSC
40-70293-012-30001	STUDENT TRAUMA INTEREST GROUP	327	345	\$ 345	\$0	\$345	
40-70264-012-30001	STUDENTS FOR A NATIONAL HEALTH PROG (SNAHP)	325	225	\$ 225	\$0	\$225	
40-70250-012-30001	SUNY DOWNSTATE DERMATOLOGY CLUB	154	188	\$ 188	\$96	\$284	
40-70274-012-30001	UROLOGY	(155)	188	\$ 188	\$0	\$188	
40-70286-012-30001	WILDERNESS MEDICINE	382	413	\$ 413	\$0	\$413	
40-70226-012-30001	WINTER BALL / SPRING FLING	8,000	8,000	\$ 8,000	\$0	\$8,000	
40-70351-012-30001	YEARBOOK IATROS SENIOR	5,000	5,000	\$ 5,000	\$0	\$5,000	Retains Rollover; See separate detailed budget
Total Program Expense		5,787	94,099	\$ 132,674	\$79,268	\$211,942	
Balance Before Reserves		135,208	8,136	\$ 10,000			
Reserves:							
40-30008-012-30001	RESERVE FUND	-	\$8,141	\$ 10,000	\$0	\$10,000	Adjust after actual 5/31/17 amts are known
Total Reserves				\$ 10,000			
Total Expenses + Reserves		5,787	102,235	\$ 142,674	\$79,268	\$ 221,942	
Total Net Income less Expenses + Reserves		135,208	\$ -	\$ 0	\$0	\$ -	
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses							



Faculty Student Association of DOWNSTATE Medical Center

August 1, 2017

TO: Zachary Feurer, President
Medical Student Council (MSC)
via eMail and posted on FSA website.

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

SUBJECT: MSC Budget Certification for FY 2018 (6/1/17 thru 5/31/18).

Attached is a copy of MSC's certified budget for Student Activity fees (SAF) for the fiscal year 2017 that began June 1, 2017. The MSC approved the submitted budget at their May 15, 2017 meeting, which has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines including the following adjustments:

- **Activity Fee Income:** was revised to reflect prior year actual at **\$86,735**.
- **Rollover:** MSC had estimated the rollover of unused funds at **\$15,500**, now revised to the actual rollover at 5/31/17 of **\$135,207 which has been reflected** as two separate rows: "Rollover balance" @ **\$55,939** (representing what reverted back to MSC, and "Rollover Balance—Clubs That Retain Rollover" at **\$79,268**. The resulting estimated Total "available to spend" is **\$221,942**.
- **Reserve Fund:** The reserve was retained at the same prior year reserve amount of **\$10,000**. FSA's discretion the amount was revised to **\$10,000** to match that of reserves allocated to MSC in previous Years.
- **Programs & Projects:** The net remaining balance of above adjustments was placed in this account, revised to **\$38,575**.

Please be aware that:

- **Authorized Signators:** In accordance with the MSC bylaws, payment forms require joint signatures as follows:
 - General Med Council Accounts: Any two MSC Officers.
 - Club and Class Accounts: Any one MSC Officer, plus any one club/class officer.
 - Student Notetaking Service (SNS) Accounts: Any one MSC Officer, plus the SNS General Manager or, if unavailable, an Assistant Manager.
 - Yearbook Accounts: Any one MSC Officer, plus any one yearbook coordinator.MSC requires that whenever the MSC Treasurer is not the authorized signature on any payment form, the MSC officer signing/approving that payment form must provide the relevant details (payee, \$ amount, purpose) to the MSC Treasurer within **3 business days** of its submission to FSA.
- 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 \(link\)](#) 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);
Deshawn Hilliard, Bookkeeper
via eMail:

Elizabeth Moccia, VP
Jordana Meisel, Secretary
Krystal Ealy, Treasurer
Jeffrey Putman, PhD, Advisor
Meg O'Sullivan, AVP Student Life
Amy Urghart, Director, Student Center
Peter Ljusic, Bursar (No SAF rate change; F/T Rate = \$110./yr)

SAF BUDGET REQUEST & AGREEMENT FORM



**SUNY
DOWNSTATE**
Medical Center

FACULTY STUDENT ASSOCIATION
OF DOWNSTATE MEDICAL CENTER, INC.

SAF Account Authorized Signature Update Form

Instructions:

Use this Form ONLY to update authorized signators on SAF Accounts

1. Complete this form.

2. Attach the relevant meeting minutes showing the election of new officers being changed.

Submit both documents to FSA Business Office (Box 1219; Student Center Room 2-09).

NAME OF STUDENT ORGANIZATION: Medical Student Council

AFFECTED FSA SAF Account(s): All MSC Accts (40-XXXXX-012-XXXXX)

The FSA - Student Activity Fee Certified Budget and Agreement dated 5/26/17 is hereby amended as follows:



Remove the following Authorized Signator(s) as of 3/1/18:

Print Name(s) to be Removed	Prior Title
Krystal Ealy	Treasurer
Jordana Meisel	Secretary



Add the following NEW Authorized Signator(s):

Officer Title	Print Name	Term of Office Ends (date)	Phone # (best way to reach you)	Signature (must be submitted as an original signature)
Treasurer	Rabbani Bharara	February 2019	516-784-9288	
Secretary	Adriana Kavoussi	February 2019	443-834-8779	
(continuing)	Zachary Feuer, Pres	February 2019	516-455-6202	
(continuing)	Elizabeth Mocchia	February 2019	954-892-1610	
		February 2019		on file

Check One: ☒ JOINT or ☐ SINGLE SIGNATURES REQUIRED FOR DISBURSEMENTS.

Other signature restrictions, if any (check your council bylaws – some do specify authorized signator requirements; insert any special instructions such as club accounts which may have different authorized signatures)

General MSC Accounts: require any TWO MSC Officer signatures.

All MSC Club Accounts: Any ONE MSC Officer signature PLUS Any ONE Club Officer Signature.

All MSC-SNS Accounts: Any ONE MSC Officer signature PLUS SNS Gen Mrg or Asst Mgr.

All MSC-YRBK Accounts: Any ONE MSC Officer signature PLUS Any ONE YRBK Officer Signature.

Whenever MSC Treasurer is NOT the MSC Officer signature, the MSC Officer signing a payment form must provide copy to MSC Treasurer within 3 Business days

Zachary Feuer

X

Applicant's Main Representative Signature

Date

3/13/2018

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"; Insert comments, if any:

FSA Approval SIGNATURE

Date: 3/13/2018



Date Completed: 5/26/2017

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, 20¹⁷ thru May 31, 20¹⁸NAME OF STUDENT ORGANIZATION: Medical Student Council (MSC)

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:)	Zachary Feuer	April 2018	zachary.feuer@downstate.edu	(516) 455-6202
Vice President (if other Title,specify:)	Elizabeth Moccia	April 2018	elizabeth.moccia@downstate.edu	(954) 892-1610
Secretary(if other Title,specify:)	Jordana Meisel	February 2018	jordana.meisel@downstate.edu	(201) 675-7084
Treasurer (if other Title,specify:)	Krystal Ealy	February 2018	krystal.ealy@downstate.edu	(585) 369-3813

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

Signature	X	Signature	X
Pres Print Name	President Zachary Feuer	Treas Print Name	Treasurer Krystal Ealy
Signature	X	Signature	X
VP Print Name	Vice President Elizabeth Moccia	Secy Print Name	Secretary Jordana Meisel

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)

General MSC accts: Any 2 MSC Officers
 Club and Class accts: Any 1 MSC Officer plus any one Club/Class Officer
 MSC-SNS: Any one MSC Officer plus SNS gen Mgr or Asst Mgr
 MSC-YBK: Any one MSC Officer plus any one YRBK Officer.
 * Whenever MSC Treasurer is NOT the signature, the MSC Officer signing a payment form must provide copy to Treasurer within 3 business days.

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

Medical Student Council (MSC)

(Insert Name of Student Organization)

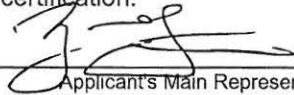
The Faculty Student Association (FSA) is allowed to receive, hold, and disburse monies as agent for recognized Student Activity Fee organizations on the SUNY Downstate Medical Center campus and is performing in accordance with the established "Policies and Procedures for Trust and Agency (T&A) Accounts" 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



5/26/2017

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)

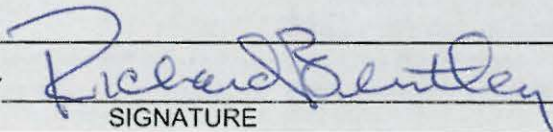
CERTIFICATION

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 5/15/17 meeting, then adjusted by FSA once actual 5/31/17 amounts were known

CERTIFIED BY



SIGNATURE

Date of Certification: 8/1/17



Medical Student Council Special Meeting
Monday, May 15th, 2017 at 6pm**
 Student Center Main Lounge

Minutes

Attendance (proxies): Jordana Meisel (Kurn Singh), Krystal Ealy (Maxwell Thomas), Sarah Galler (Michael Levine), Antonios Dimopoulos (Jonas Kwok), Pratik Chandra (Demitri Dedouris), Boey Li (Brandon Adelson), Elizabeth Moccia (Sam Einbender), Sol Geizhals (Omid Amidi), Zachary Feuer (Bhanu Seth)

Zach Feuer served as chair, and Jordana Meisel served as recording secretary for this meeting.

Zach Feuer called this meeting to order because that the Med Council had not previously formally approved the needed Budgets for Med Council, its Student Notetaking Service (SNS) and Iatros (Yearbook) for the fiscal year 2018 that begins June 1, 2017 and ends May 31, 2018. These budgets are now past due to be submitted to FSA for certification. This special meeting became necessary on an emergency basis to complete this requirement.

- 1.) **Closed Meeting:** The meeting to review and approve 2018 budgets. A motion to go into Executive Session (closed meeting) was introduced by Pratik Chandra and seconded by Boey Li and unanimously approved

Meeting is now closed.

2.) Budget Approvals

- a. MSC – Student Note Taking Service
 1. Proposed SNS budget as attached
 2. Options: Approval, modification in funding, disapproval
 3. Motion to approve the 2018 MSC-SNS budget in full made by Krystal Ealy, second by Antonios Dimopoulos
 - a. For: 17
 - b. Against: 0
 - c. Abstain: 0

Motion unanimously passes to approve the MSC SNS MS1 2018 budget and MSC SNS MS2 2018 budget as attached (See attachment 1).

- b. MSC
 1. Budget was initially presented and discussed by Med Council during its Spring 2017 budget planning process, as attached.
 2. Options: Approval, modification, disapproval
 3. Motion to approve in full made by Pratik Chandra, second by Sol Giezhals

4. Vote:
 - a. For – 17
 - b. Against – 0
 - c. Abstain – 0

Motion passes to approve the MSC 2018 budget as attached.(See attachment 2).

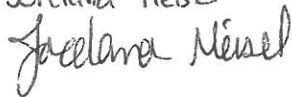
- c. MSC – Yearbook
 1. Proposed budget as attached.
 2. Options: Approval, modification, disapproval
 3. Motion to approve the MSC-Yearbook budget in full made by Boey Li, second by Elizabeth Moccia
 - a. For: 17
 - b. Against: 0
 - c. Abstain: 0

Motion passes to approve the MSC-Yearbook 2018 budget as attached (See attachment 3).

3.) Adjournment:

- a. A Motion to end meeting at 6:30pm was introduced by Sol Giezhals, Seconded by Boey Li, and unanimously approved.

Minutes submitted by: Jordana Meisel



Jordana Meisel, Medical Council Secretary

Faculty Student Association of DMC-Student Activity Fund

Medical Student Council Student Notetaking Service 1st YR (MSC-SNS1) **RJB Rev**

FY 2018 = June 1, 2017 through May 31, 2018

Instructions: Fill in **Column E (Budget)**. Insert additional rows where necessary-Any needed new account #s will be inserted when budget is certified. Subtotal and Total fields have calculated formulas- do not alter these fields.
 Submit for certification by deadline: Fri May 5, 2017. Submit to FSA Office (1) this budget with (2) completed [Budget Agreement Form \(link\)](#) and (3) [signed meeting minutes](#) at which the council approved this budget. FSA will return a certified budget to the Council officers once final fiscal year end (May 31) balances are known.

Account	Description	Certified Budget 2016-2017	Curent YTD @ 3/31/17	Budget FYE 2018	Comments
Income					
40-40001-018-30001	1ST YR SNS ROLLOVER	\$ 3,165.00	\$ 3,164.89	\$ 3,165	estimate any current yr funds not spent as of 5/31/17 . If a current year expense will be paid after 5/31/17, be sure to add an expense row for it.
40-70278-012-30001	1ST YR SNS ALLOCATION FROM MSC	22,441.00	22,441.00	\$ 22,441	
Total Income		\$ 25,606.00	\$ 25,605.89	\$ 25,606	<i>Formula Cell- Do not alter</i>
Program Expenses					
40-70108-018-30001	GENERAL MANAGER	\$ 880.00	\$ 400.00	\$ 880	
40-70042-018-30001	CLASS MANAGER	1,250.00	1,000.00	\$ 1,250	
40-70216-018-30001	TRANSCRIBER SUPERVISOR	1,250.00	1,400.00	\$ 1,250	
40-70159-018-30001	PAYROLL SUPERVISOR	220.00	-	\$ 220	
40-70008-018-30001	ACCOUNTING FEE	1,015.00	1,015.00	\$ 1,015	
40-70127-018-30001	LECTURE FEE (Avg. \$60)	16,800.00	10,606.03	\$ 16,800	
Total Program Expense		\$ 21,415.00	\$ 14,421.03	\$ 21,415	<i>Formula Cell- Do not alter</i>
Balance Before Reserves		4,191.00	11,184.86	\$ 4,191	<i>Formula Cell- Do not alter</i>
Reserves:					
40-30008-018-30001	RESERVE FUND	4,191.00	-	\$ 4,191	
Total Reserves		\$ 4,191.00	\$ -	\$ 4,191	<i>Formula Cell- Do not alter</i>
Total Expenses + Reserves		\$ 25,606.00	\$ 14,421.03	\$ 25,606	<i>Formula Cell- Do not alter</i>
Total Net Income less Expenses + Reserves		\$ -	\$ 11,184.86	\$ (0)	<i>Formula Cell- Do not alter</i>

Faculty Student Association of DMC-Student Activity Fund

Medical Student Council Student Notetaking Service 2nd YR (MSC-SNS2)

FY 2018 = June 1, 2017 through May 31, 2018

Instructions: Fill in **Column E (Budget)**. Insert additional rows where necessary-Any needed new account #s will be inserted when budget is certified. Subtotal and Total fields have calculated formulas- do not alter these fields.
 Submit for certification by deadline: Fri May 5, 2017. Submit to FSA Office (1) this budget with (2) completed [Budget Agreement Form \(link\)](#) and (3) [signed meeting minutes](#) at which the council approved

Account	Description	Certified Budget FYE 2017	Curent YTD Actual @3/31/17	Budget FYE 2018	Comments
Income					
40-40001-017-30001	2ND YR SNS ROLLOVER	\$ 3,183.00	\$ 3,182.88	\$ 3,183	estimate any current yr funds not spent as of 5/31/17 . If a current year expense will be paid after 5/31/17, be sure to add an expense row for it.
40-70279-012-30001	2ND YR SNS ALLOCATION FROM MSC	16,888.00	16,888.00	\$ 16,888	
Total Income		\$ 20,071.00	\$ 20,070.88	\$ 20,071	<i>Formula Cell- Do not alter</i>
Program Expenses					
40-70108-017-30001	GENERAL MANAGER	\$ 880.00	\$ 400.00	\$ 880	
40-70042-017-30001	CLASS MANAGER	1,500.00	1,050.00	\$ 1,500	
40-70216-017-30001	TRANSCRIBER SUPERVISOR	1,500.00	1,600.00	\$ 1,500	
40-70159-017-30001	PAYROLL SUPERVISOR	220.00	-	\$ 220	
40-70008-017-30001	ACCOUNTING FEE	1,015.00	1,015.00	\$ 1,015	
40-70127-017-30001	LECTURE FEE (Avg. \$60)	11,100.00	8,392.50	\$ 11,100	
Total Program Expense		\$ 16,215.00	\$ 12,457.50	\$ 16,215	<i>Formula Cell- Do not alter</i>
Balance Before Reserves		3,856.00	7,613.38	\$ 3,856	<i>Formula Cell- Do not alter</i>
Reserves:					
40-30008-017-30001	RESERVE FUND	3,856.00	-	\$ 3,856	
Total Reserves		\$ 3,856.00	\$ -	\$ 3,856	<i>Formula Cell- Do not alter</i>
Total Net Income less Expenses + Reserves		\$ -	\$ 7,613.38	\$ (0)	<i>Formula Cell- Do not alter</i>

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

2018 Budget MSC & UC Joint Planning Held in Spring 2017

FY 2018 (6/1/17 to 5/31/18)

Name	Total Budget	UC Budget	MC Budget
Yearbook	\$ 5,000	\$ -	\$ 5,000
SNAHP	\$ 300	\$ 75	\$ 225
Global Health Club	\$ 2,020	\$ 505	\$ 1,515
Student Trauma Interest Group	\$ 460	\$ 115	\$ 345
Medical Artist Guild	\$ 2,075	\$ 519	\$ 1,556
AIM	\$ 985	\$ 246	\$ 739
IR Interest Group	\$ 480	\$ 120	\$ 360
Anesthesia society	\$ 150	\$ 38	\$ 113
Ortho Club	\$ 400	\$ 100	\$ 300
DMEC	\$ 550	\$ 138	\$ 413
Ophthalmology Club	\$ 740	\$ 185	\$ 555
Daniel Hale Williams Society	\$ 1,500	\$ 375	\$ 1,125
BFC	\$ 3,080	\$ 770	\$ 2,310
APAMSA	\$ 1,597	\$ 399	\$ 1,198
Family Med Int Group	\$ 800	\$ 200	\$ 600
DCF	\$ 3,585	\$ 896	\$ 2,689
Downstate Develop Disability	\$ 3,010	\$ 753	\$ 2,258
Downstate Pride	\$ 1,030	\$ 258	\$ 773
Downstate students for choice	\$ 700	\$ 175	\$ 525
Downstate oncology club	\$ 400	\$ 100	\$ 300
Psych Interest group	\$ 200	\$ 50	\$ 150
CAMS	\$ 2,200	\$ 550	\$ 1,650
SSR	\$ 3,600	\$ 900	\$ 2,700
ENT Interest group	\$ 610	\$ 153	\$ 458
Wilderness med club	\$ 550	\$ 138	\$ 413
Project TEACH	\$ 500	\$ 125	\$ 375
Maimonides Society	\$ 1,900	\$ 475	\$ 1,425
AMA- MSSNY	\$ 1,000	\$ 250	\$ 750
SUNY Downstate Derm Club	\$ 250	\$ 63	\$ 188
MSA	\$ 5,000	\$ 1,250	\$ 3,750
Peds R Us	\$ 1,400	\$ 350	\$ 1,050
EMIG	\$ 1,000	\$ 250	\$ 750
Radiology Club	\$ 250	\$ 63	\$ 188
AMWA	\$ 500	\$ 125	\$ 375
Urology	\$ 250	\$ 63	\$ 188
Downstate Dialogues	\$ 325	\$ 81	\$ 244
MSC-SNS MS1	\$ 22,441	\$ -	\$ 22,441
MSC-SNS MS2	\$ 16,888	\$ -	\$ 16,888
Total	\$ 43,397	\$ 10,849	\$ 76,877

rounded to nearest whole \$

All marked Yellow = MedCouncil Accts that Retain Rollover

	UC Budget	Additional charges	
	Winter/Spring Events	8000	8000
	Administration Fee	1500	
	Thanksgiving Dinner	2000	
Program and Projects	Yearbook Ad	2000	
		13500	
			20000
	6500 Advocacy		-13500
	Food for meetings		6500
	Multicultural fair		

Faculty Student Association of DMC-Student Activity Fund			
BUDGET - MEDICAL STUDENT COUNCIL (MSC)			
FY 2018 = June 1, 2017 through May 31, 2018 (as of 5/15/17)			
Instructions: Fill in Column F (Budget). SAF income has been pre-filled with prior year actual. FSA Admin Fee is increased by 2.4% (CPI). Insert additional rows where necessary-Any needed new account #s will be inserted when budget is certified. Subtotal and Total fields have calculated formulas- do not alter these fields.			
Submit for certification by deadline: Fri May 5, 2017. Submit to FSA Office (1) this budget with (2) completed Budget Agreement Form (link) and (3) signed meeting minutes at which the council approved this budget. FSA will return a certified budget to the Council officers once final fiscal year end (May 31) balances are known.			
Account	Description (Alpha by Title) Suggested title revisions in red to "match" MSC 2015-05-15 minutes and to registered Club name	Budget FYE 2018	Comment (note any account that retains its own year end balance/rollover, note any account Title change needed, or acct closed)
Income			
40-490001-012-30001	ACTIVITIES FEES INCOME BALANCE	\$86,735	based on current yr actual
40-400001-012-30001	ROLLOVER BALANCE	\$15,500	Est. Please any actual 5/31/17 rollover into Programs & Projects acct
Total Income		\$102,235	Formula Cell- Do not alter
Program Expenses in Title alpha sequence			
40-70009-012-30001	ADMINISTRATION FEE	\$1,717	
40-70292-012-30001	ADVOCATES FOR INTEGRATIVE MEDICINE (AIM)	\$739	
40-70245-012-30001	AMERICAN MEDICAL ASSOCIATION-Medical Society State of NY (AMA-MSSNY)	\$750	
40-70016-012-30001	American Medical Student Assn (AMSA)	\$0	
40-70244-012-30001	AMERICAN MEDICAL WOMEN'S ASSOC (AMWA)	\$375	
40-70277-012-30001	ANESTHESIA SOCIETY	\$113	
40-70261-012-30001	ASIAN PACIFIC AMERICAN ASSOCIATION (APAMSA)	\$1,198	retains rollover
40-70291-012-30001	ASSOCIATION OF WOMEN'S SURGEONS	\$0	
40-70024-012-30001	BENJAMIN RUSH INSTITUTE	\$0	
40-70280-012-30001	BROOKLYN FREE CLINIC	\$2,310	retains rollover
40-70296-012-30001	BROOKLYN STORIES	\$0	
40-70246-012-30001	CARDIOLOGY CLUB	\$0	
40-70281-012-30001	CHINESE AMERICAN MEDICAL SOCIETY (CAMS)	\$1,650	retains rollover
40-70247-012-30001	CHINESE STUDENTS	\$0	
40-72016-012-30001	CLASS 2016	\$0	Any remain bal to Class Reserve; & gets returned to Class of 2021
40-72017-012-30001	CLASS 2017	\$0	After All t. expenses paid, T+R rem bal to Class Reserve
40-72018-012-30001	CLASS 2018	\$1,500	retains rollover
40-72019-012-30001	CLASS 2019	\$1,500	retains rollover
40-72020-012-30001	CLASS 2020	\$1,500	retains rollover
40-72016-012-30001	CLASS 2021	\$1,500	new class: verify acct# to be set up
40-72000-012-30001	CLASS RESERVE	\$0	retains rollover
40-70249-012-30001	DANIEL HALE WILLIAMS	\$1,125	retains rollover
40-70248-012-30001	Downstate CHRISTIAN FELLOWSHIP (DCF)	\$2,689	
40-70295-012-30001	DOWNSTATE DEVELOPMENTAL DISABILITIES	\$2,258	
40-70075-012-30001	DOWNSTATE DIALOGUES	\$244	
40-70290-012-30001	DOWNSTATE INTERVENTIONAL RADIOLOGY Interest Grp	\$360	
40-70350-012-30001	Downstate Medical Entrepreneurship Club (DMEC)	\$413	
40-70080-012-30001	DOWNSTATE MUSIC CLUB	\$0	
40-70272-012-30001	Downstate ONCOLOGY CLUB	\$300	retains rollover
40-70254-012-30001	DOWNSTATE PRIDE CLUB	\$773	
40-70282-012-30001	DOWNSTATE RADIOLOGY	\$188	
40-70268-012-30001	Downstate STUDENT FOR CHOICE	\$525	
40-70251-012-30001	EMERGENCY MEDICINE Interest Group (EMIG)	\$750	
40-70252-012-30001	ETHICS SOCIETY	\$0	
New TBD (JC 70347)	Family Medicine Interest Group	\$600	
40-70253-012-30001	FAMILY PRACTICE	\$0	
40-70284-012-30001	GLOBAL HEALTH	\$1,515	
40-70288-012-30001	INFECTIOUS DISEASE INTEREST	\$0	
40-70276-012-30001	INTERNAL MEDICINE INTEREST	\$0	
40-70266-012-30001	LATINO MEDICAL STUDENT ASSOCIATION	\$0	
40-70255-012-30001	MAIMONIDES Society	\$1,425	
40-70256-012-30001	MEDICAL ARTISTS GUILD	\$1,556	retains rollover
40-70285-012-30001	MEDICAL STUDENT FOR CHOICE	\$0	
40-70299-012-30001	Meeting Food & Bev Council Dinners	\$1,500	
40-70267-012-30001	MUSLIM STUDENTS ASSOC (MSA)	\$3,750	
40-70141-012-30001	NEUROLOGICAL SURGERY	\$0	
40-70258-012-30001	OB/GYN	\$0	
40-70259-012-30001	OPHTHALMOLOGY Club	\$555	
40-70289-012-30001	ORIG. OF SOUTH ASIAN STUDENT	\$0	
40-70260-012-30001	ORTHOPAEDICS CLUB	\$300	
40-70154-012-30001	OTOLARYNGOLOGY/ENT CLUB ENT Interest Group	\$458	
40-70262-012-30001	PEDS/RUS	\$1,050	
40-70174-012-30001	PROGRAMS & PROJECTS	\$0	Place any net balance in this account
40-70294-012-30001	PROJECT TEACH	\$375	
40-70263-012-30001	PSYCHIATRY CLUB (Psych Interest Group)	\$150	
40-70265-012-30001	SAAB	\$0	
40-70267-012-30001	SENIOR PARTY	\$0	
40-70287-012-30001	SEX IN MEDICINE WEEK	\$0	
40-70278-012-30001	SNS MS1 NOTETAKING	\$22,441	retains rollover
40-70279-012-30001	SNS MS2 NOTETAKING	\$16,888	retains rollover
40-70196-012-30001	SPORTS MEDICINE CLUB	\$0	
40-70269-012-30001	STUDENT FOR SOCIAL RESPONSIBILITY (SSR)	\$2,700	
40-70270-012-30001	STUDENT INTEREST GROUP NEUROLOGY	\$0	
40-70293-012-30001	STUDENT TRAUMA INTEREST GROUP	\$345	
40-70264-012-30001	Students for a NATIONAL HEALTH (SNAHP)	\$225	
40-70250-012-30001	SUNY Downstate DERMATOLOGY CLUB-OF-DOWNSTATE	\$188	retains rollover
40-70273-012-30001	SURGERY SOCIETY	\$0	
40-70271-012-30001	ULTRASOUND SOCIETY	\$0	
40-70274-012-30001	UROLOGY	\$188	
40-70286-012-30001	WILDERNESS MEDICINE	\$413	
40-70226-012-30001	WINTER BALL/Spring Fling	\$8,000	
40-70300-012-30001	YEARBOOK-lates BALANCE PRIOR	\$0	Not needed in MSC; appears in MSC-YRBK
40-70351-012-30001	YEARBOOK-lates SENIOR	\$5,000	Rollover to Yearbook Prior. Separate complete YRBK budget
Total Program Expense		\$94,094	Formula Cell- Do not alter
Balance Before Reserves		\$8,141	Formula Cell- Do not alter
Reserves:			
40-30008-012-30001	RESERVE FUND*	\$8,141	Adjust to 5% once actual 5/31 amounts are known
Total Reserves		\$8,141	Formula Cell- Do not alter
Total Expenses + Reserves		\$102,235	Formula Cell- Do not alter
Total Net Income less Expenses + Reserves		\$0	Formula Cell- Do not alter. A Balanced Budget will net to Zero
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses			

Faculty Student Association of DMC-Student Activity Fund

MEDICAL STUDENT COUNCIL Yearbook (MSC-YBK)

FY 2018 = June 1, 2017 through May 31, 2018 (RJB Revs 5/25/17)

Instructions: Fill in **Column E (Budget)**. Insert additional rows where necessary-Any needed new account #s will be inserted when budget is certified. Subtotal and Total fields have calculated formulas- do not alter these fields.

Submit for certification by deadline: Fri May 5, 2017. Submit to FSA Office (1) this budget with (2) completed [Budget Agreement Form \(link\)](#) and (3) signed meeting minutes at which the council approved this budget. FSA will return a certified budget to the Council officers once final fiscal year end (May 31) balances are known.

Account	Description	Certified Budget FYE 2017	Curent YTD Actual @ 3/31/17	Budget FYE 2018	Comments
Income					
40-70227-012-30001	MSC Yearbook ALLOCATION	\$5,000	\$ 5,000.00	\$5,000	this is also reflected on MSC 18 Budget
40-70227-012-30001	YEARBOOK ROLLOVER	\$39,344	\$ 39,344.00	\$24,750	Estimate any current yr funds not spent as of 5/31/17 - If a 2017 yrbk payment is anticipated after 5/31/17, insert that amount in Yrbk Publisher- prior yr expense row.
40-70227-012-30001	ADVERTISING	\$27,000	24,590.00	\$27,000	
		\$71,344	\$ 68,934.00	\$56,750	Formula Cell- Do not alter
Total Income					
Program Expenses					
40-70227-012-30001	ACCOUNTING FEE	\$0	—	\$0	line item not necess; incl in MSC fee
40-70227-012-30001	MEETING EXPENSES	\$400	628.27	\$700	
40-70227-012-30001	SUPPLIES	\$200	—	\$0	line item not necess
40-70227-012-30001	TRANSFER TO MSC	\$0	-22,574.00	\$0	line item not necess
40-70227-012-30001	YEARBOOK PUBLISHER- <i>latros Current Yr</i>	\$27,500	\$ 4,000.00	\$27,500	revise title
40-70227-012-30001	YEARBOOK PUBLISHER- <i>latros Prior Yr</i>	\$19,420	20,884.92	\$23,500	revise title
Total Program Expense		\$47,520	\$ 48,087.19	\$51,700	Formula Cell- Do not alter
Balance Before Reserves		\$23,824	20,846.81	\$5,050	Formula Cell- Do not alter
Reserves:					
	RESERVE FUND	\$1,250	-	\$5,050	= 10.5% of prior yr expenses
Total Reserves		\$1,250	\$ -	\$5,050	Formula Cell- Do not alter
Total Net Income less Expenses + Reserves		\$22,574	\$ 20,846.81	\$0	Formula Cell- Do not alter
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					