 Faculty Student Association of DOWNSTATE Medical Center		Faculty Student Association of DMC-Student Activity Fund MEDICAL STUDENT COUNCIL (MSC) FY 2019 = June 1, 2018 through May 31, 2019 FY 2019 Certified Budget; updated 11/8/18 to reflect adjustments after initial certification			
Account	Description (Account Title in alpha sequence)	C MSC FY2019 Approved Submitted Allocation	D MSC Approved Retained Prior Year End Rollover	E (= C + D) MSC FY2019 Certified Budget	Comments
Income					
40-49001-012	ACTIVITIES FEES INCOME	\$ 89,485.00		\$ 89,485.00	based on prior year actual
40-30014-012	ROLLOVER BALANCE (SNS rollover reflected in separate SNS Certified Budget)	47,206.44		47,206.44	based on Actual as of 5/31/18
40-30014-012	ROLLOVER BALANCE - DESIGNATED CLUBS		126,760.61	126,760.61	based on Actual as of 5/31/18
Total Income		\$ 136,691.44	\$ 126,760.61	\$263,452.05	
Program Expenses					
40-70009-012	ADMINISTRATION FEE	\$ 1,758.00	\$ -	\$ 1,758.00	
40-70245-012	AMERICAN MEDICAL ASSOCIATION - MEDICAL SOC NYS (AMA-MSSNY)	1,725.00	-	1,725.00	
40-70244-012	AMERICAN MEDICAL WOMEN'S ASSOCIATIONA (AMWA)	750.00	-	750.00	
40-70261-012	ASIAN PACIFIC AMERICAN ASSOCIATION (APAMSA)	1,106.25	1,695.60	2,801.85	retains rollover
40-70280-012	BROOKLYN FREE CLINIC	6,000.00	74,300.99	80,300.99	retains rollover
40-70281-012	CHINESE AMERICAN MEDICAL SOCIETY (CAMS)	1,650.00	7,633.36	9,283.36	retains rollover
40-72018-012	CLASS 2018	-	2,010.64	2,010.64	TRF to Class Reserve
40-72019-012	CLASS 2019	1,500.00	4,302.36	5,802.36	After 9/30/18, TFR to Class Reserve
40-72020-012	CLASS 2020	1,500.00	2,629.21	4,129.21	retains rollover
40-72021-012	CLASS 2021	1,500.00	1,899.10	3,399.10	retains rollover
40-72022-012	CLASS 2022	1,500.00	-	1,500.00	MSC left blank; Should be \$1500
40-72000-012	CLASS RESERVE	-	5,028.27	5,028.27	retains rollover
40-70249-012	DANIEL HALE WILLIAMS SOCIETY (DHWS)	1,500.00	4,406.30	5,906.30	retains rollover
40-70277-012	DOWNSTATE ANESTHESIA SOCIETY	300.00	-	300.00	
40-70248-012	DOWNSTATE CHRISTIAN FELLOWSHIP (DCF)	3,300.00	-	3,300.00	
40-70295-012	DOWNSTATE DEVELOPMENTAL DISABILITIES	2,325.00	-	2,325.00	
40-70075-012	DOWNSTATE DIALOGUES	1,125.00	-	1,125.00	
40-70350-012	DOWNSTATE MEDICAL ENTREPRENEURSHIP CLUB (DMEC)	750.00	-	750.00	
40-70258-012	DOWNSTATE OB/GYN SOCIETY	375.00	-	375.00	
40-70260-012	DOWNSTATE ORTHOPAEDICS CLUB (AKA SPORTS MEDICINE)	525.00	-	525.00	
40-70282-012	RADIOLOGY INTEREST GROUP	375.00	-	375.00	
40-70268-012	DOWNSTATE STUDENTS FOR CHOICE	900.00	-	900.00	
40-70273-012	DOWNSTATE SURGERY CLUB	225.00	-	225.00	
40-70274-012	DOWNSTATE UROLOGY CLUB	225.00	-	225.00	
40-70251-012	EMERGENCY MEDICINE INTEREST GROUP (EMIG)	750.00	-	750.00	
40-70154-012	ENT/ OTOLARYNGOLOGY CLUB	600.00	-	600.00	
40-70347-012	FAMILY MEDICINE INTEREST GROUP (FMIG)	244.50	-	244.50	
40-70284-012	GLOBAL HEALTH CLUB	1,747.50	-	1,747.50	
40-70363-012	HAITIAN CREOLE CLUB	563.00	-	563.00	
40-70290-012	INTERVENTIONAL RADIOLOGY INTEREST GROUP (IRIG)	378.75	-	378.75	
40-70266-012	LATINO MEDICAL STUDENT ASSOCIATION (LMSA)	225.00	-	225.00	
40-70255-012	MAIMONIDES SOCIETY	1,950.00	-	1,950.00	
40-70256-012	MEDICAL ARTISTS GUILD/BROOKLYN STORIES	1,875.00	-	1,875.00	
40-70359-012	MEDICAL SPANISH INTEREST GROUP (MSIG)	562.50	-	562.50	
40-70135-012	MEETINGS (FOOD AND BEVERAGE)	1,500.00	-	1,500.00	
40-70257-012	MUSLIM STUDENTS ASSOCIATION (MSA)	4,500.00	-	4,500.00	
40-70361-012	NATIONAL PERINATAL ASSOCIATION STUDENT SOCIETY (NPASS)	187.50	-	187.50	
40-70272-012	ONCOLOGY CLUB	300.00	-	300.00	
40-70259-012	OPHTHALMOLOGY CLUB	615.00	-	615.00	
40-70262-012	PEDS'R'US	1,087.50	-	1,087.50	
40-70254-012	PRIDE CLUB	1,312.50	-	1,312.50	
40-70365-012	DOWNSTATE WELLNESS CLUB	-	-	-	
40-70174-012	PROGRAMS AND PROJECTS	38,341.44	-	38,341.44	net of all revisions placed here
40-70294-012	PROJECT TEACH	487.50	-	487.50	
40-70263-012	PSYCHIATRY STUDENT INTEREST GROUP (PSYCHSIG)	150.00	-	150.00	
40-70287-012	SEX IN MEDICINE WEEK	-	306.44	306.44	retains rollover
40-70269-012	STUDENT FOR SOCIAL RESPONSIBILITY (SSR)	2,700.00	-	2,700.00	
40-70270-012	STUDENT INTEREST GROUP IN NEUROLOGY (SIGN)	-	-	-	
40-70279-012	STUDENT NOTETAKING SERVICE (SNS) 2nd Yr	9,810.00	-	9,810.00	See separate MSC-SNS Budget
40-70293-012	STUDENT TRAUMA INTEREST GROUP	375.00	-	375.00	
40-70264-012	STUDENTS FOR A NATIONAL HEALTH PROG (SNAHP)	450.00	-	450.00	
40-70362-012	STUDENTS PARTNERING & REACHING KIDS (SPARK)	300.00	-	300.00	
40-70250-012	SUNY DOWNSTATE DERMATOLOGY CLUB	337.50	-	337.50	
40-70286-012	WILDERNESS MEDICINE	225.00	-	225.00	
40-70226-012	WINTER BALL / SPRING FLING	8,000.00	-	8,000.00	TRF to SCGB 70194-015
40-70351-012	YEARBOOK IATROS SENIOR	5,000.00	22,548.34	27,548.34	retains rollover; See separate MSC-YBK Budget
Total Program Expense		\$ 115,489.44	\$ 126,760.61	\$242,250.05	
Balance Before Reserves		\$ 21,202.00	\$ -	\$ 21,202.00	
Reserves:					
40-30008-012	RESERVE FUND	21,202.00		21,202.00	
Total Reserves		\$ 21,202.00	\$ -	\$ 21,202.00	
Total Expenses + Reserves		136,691.44	126,760.61	263,452.05	
Total Net Income less Expenses + Reserves		\$ -	\$ -	\$ -	
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					



Faculty Student Association of DOWNSTATE Medical Center

Updated 11/8/18 to reflect MSC revisions
made after 8/24/18.

August 24, 2018

TO: Elizabeth Moccia, 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 2019 (6/1/18 thru 5/31/19).

Attached is a copy of MSC's certified budget for Student Activity fees (SAF) for the fiscal year 2019 that began June 1, 2018. The MSC approved the submitted budget at their May 10, 2018 meeting, which has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines including the following adjustments:

1. **Activity Fee Income:** was revised to reflect prior year actual at **\$89,485.**
2. **Rollover:** MSC's actual rollover at 5/31/18 of **\$173,967.05** which is reflected as two separate amounts:
 - "Rollover Balance" of **\$47,206.44** represent funds reverted back to MSC to re-allocate, and
 - "Rollover Balance—Clubs" represent those accounts that retained their actual rollover"; Total of **\$126,760.61.**
3. **Total "Available to Spend"** column reflects each Club/Organization's retained **rollover income plus** any new 2019 MSC allocation.
4. **Student Notetaking Service (SNS):** MSC separately approved **SNS2 2019 total funding near \$16,000** but the 5/31/18 year end balances in both SNS1 and SNS2 available have been rolled into the 2019 SNS2 Certified budget (reflected in the separate MSC-SNS certification), offsetting/reducing the additional MSC funding for SNS2 to **\$9,810.**
5. **Reserve Fund:** The reserve was set as 10% of prior year actual expenses at **\$21,212..**
6. **Programs & Projects:** The net remaining balance of all above adjustments was placed in this acct at **\$38,341.44.**

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.
- **Programs & Projects** and **Reserve Fund** require meeting minutes approving use, since purpose is unknown at this time of certification.
- The Council may submit a revised budget for additional certification at any time during the year.
- [FSA Payment Form \(link\)](#), [SAF Meeting Minutes Guidelines \(link\)](#), and [other SAF documents \(link\)](#) 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, Bookkeeper

via eMail:

Jordana Meisel, VP
Adriana Kavoussi, Secretary
Rabani Bharara, Treasurer
Peter Ljusic, Bursar (No SAF rate change; F/T Rate = \$110./yr)

Jeffrey Putman, PhD, Advisor
Meg O'Sullivan, AVP Student Life
Amy Urqhart, Director, Student Center

SAF BUDGET REQUEST & AGREEMENT FORM



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: Med Council Medical Student Council (MSC)

AFFECTED FSA SAF Account(s): all Med Council Accts

The FSA - Student Activity Fee Certified Budget and Agreement dated 5/10/18 is hereby amended as follows:

☒ Remove the following Authorized Signator(s) as of _____:

Print Name(s) to be Removed	Prior Title
<u>Adriana Karoussi</u>	<u>Secretary</u>
<u>Rabani Bharara</u>	<u>Treasurer</u>

☒ 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)
<u>Treasurer</u>	<u>Alice Herchek</u>	<u>Jan 2019-2020</u>	<u>678-687-9933</u>	<u>[Signature]</u>
<u>Secretary</u>	<u>Aaron Hurry</u>	<u>Jan 2019-2020</u>	<u>914-602-8051</u>	<u>[Signature]</u>

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)

Gen Med Council Accts: any two MSC officers

Club & Class Accts: One MSC officer plus one Club/Class officer

SNS - One MSC officer plus one SNS gen'l Mgr or asst Mgr.

Yearbook - One MSC officer plus any one Yearbook officer

X [Signature]
Applicant's Main Representative Signature

1/17/19
Date

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:

[Signature]
FSA Approval SIGNATURE

Date: 1/17/19



Date Completed: 5/10/2018

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 School Council~~ **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:)	Elizabeth Moccia	May 2019	Elizabeth.moccia@downstate.edu	954-892-1610
Vice President (if other Title,specify:)	Jordana Meisel	May 2019	Jordana.meisel@downstate.edu	201-675-7048
Secretary(if other Title,specify:)	Adriana Kavoussi see update Jan 2019	February 2019	Adriana.kavoussi@downstate.edu	443-834-8779
Treasurer (if other Title,specify:)	Rabani Bharara see update Jan 2019	February 2019	Rabani.bharara@downstate.edu	516-784-9288

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

Signature	X	Signature	X see update Jan 2019
Pres Print Name	President Elizabeth Moccia	Treas Print Name	Treasurer Rabani Bharara
Signature	X	Signature	X see update Jan 2019
VP Print Name	Vice President Jordana Meisel	Secy Print Name	Secretary Adriana Kavoussi

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)*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.

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

~~X~~ ~~Medical School Council~~ *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 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  5/10/2018
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

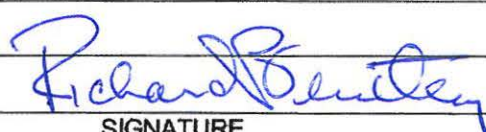
Approved in accordance with the FSA guidelines entitled "[Policies and Procedures for Trust and Agency Accounts](#)" and "[SUNY Board of Trustee Guidelines on Student Activity Fees](#)".

Certification Comments:

See certification comments and details of all revisions made in cover memo dated 8/24/18.

MSC-Student Notetaking Service (MSC-SNS) 2019 Budget is separately certified with its detail of all income and expense items

MSC Yearbook (MSC-YBK) 2019 Budget is separately certified with its detail of all income and expense items.

CERTIFIED BY  Date of Certification: 8/24/18
SIGNATURE



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

Attendance: Name (proxy for name)



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

Minutes recorded by Adriana Kavoussi

Elizabeth presiding over meeting. Adriana is scribing the minutes.

1.) Approval of April Minutes

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

Motion passes to approve April minutes

New Business

1.) Budget Requests

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

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

Old Business

1.) Class Updates

A.) 2018

- a. Senior week, going to 6 flags, have a banquet (monday for Ramadan), Picnic, Wine tour, bowling.

B.) 2019

- a. Picked schedules for next year Life is SO good. Jonas has a shelf next friday. Gets to do his pediatric rotation,

C.) 2020

- a. Half are happy half are sad. Medicine hours are not great. Transition to clerkship not helpful. Support with patient's passing away.

D.) 2021

- a. Endocrine unit, Donor memorial went well

Trending Topics

1.) Topic

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

Closed Meeting:

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



New Business

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

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

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

Attachment1/2

2) Approving MSC yearbook budget for next year.

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

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

Attachment 3

3) Approving Student Note taking Service (SNS) budget

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

Motion passes to defund first year note taking service.

Attached 4

v. SNS budget

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

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

Attached 5

3) Budget Requests:

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

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

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

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

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

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

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

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

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

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

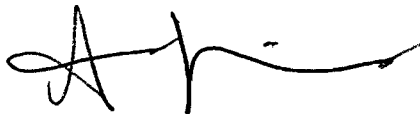
Motion to end meeting by Jonathan Leong


Seconded by Marine Coste

Meeting Closed at 7:26 pm

Minutes were scribed by Adriana Kavoussi

Approved by Adriana Kavoussi - Medical Council Secretary

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

<div>  <div> Faculty Student Association of Downstate Medical Center </div> </div> <div> Faculty Student Association of DMC-Student Activity Fund MEDICAL STUDENT COUNCIL (MSC) FY 2019 = June 1, 2018 through May 31, 2019 BUDGET PROPOSED & APPROVED BY MSC 5/10/18 </div>									
For each Council account, Column C = the Council's current Yr Certified Budget, Column D & G = Actual 9 months Year to Date amounts. <i>Insert Council's Proposed FYE 2019 Budget in Column J.</i> Add/insert rows for any needed New Accounts (insert title, leave account # "TBD")									
Account	Description (Account Title in alpha sequence)	C Certified Budget 2018	D Retained Prior Year End Rollover	E Fundsng Income as of 02/28/18	F Net Total "Available to Spend"	G YTD Funds Spent as of 02/28/18	H YTD Available Balance	Submitted Budget 2019	Comments
Income									
40-49001-012-3000	ACTIVITIES FEES INCOME	\$ 86,735.00		\$89,100.00	\$ 89,100.00		\$ 89,100.00		
40-30014-012-3000	ROLLOVER BALANCE	55,939.29					55,939.29		
40-30014-012-3000	ROLLOVER BALANCE - CERTAIN CLUBS	79,267.83							
Total Income		\$ 221,942.12	\$ -	\$ 89,100.00	\$ 89,100.00	\$ -	\$ 145,039.29	\$ -	Formula cell (Don't change)
Program Expenses <i>Note: If a Club/Org does its own fundraising, Be sure to mark Column K comment= "Retains Any Prior Year Rollover"</i>									
40-70009-012-3000	ADMINISTRATION FEE	\$ 1,717.00	\$ -	\$ -	\$ 1,717.00	\$ -	\$ 1,717.00	\$ 1,758.00	Formula cell (Don't change)
40-70292-012-3000	ADVOCATES FOR INTEGRATIVE MEDICINE (AIM)	739.00	-	-	739.00	-	739.00	-	
40-70245-012-3000	AMERICAN MEDICAL ASSOCIATION - MEDICAL SOC NYS (AMA-MSSNY)	750.00	-	55.00	805.00	706.00	99.00	1,725.00	
40-70244-012-3000	AMERICAN MEDICAL WOMEN'S ASSOCIATION (AMWA)	330.00	-	650.00	1,025.00	1,025.00		750.00	
40-70277-012-3000	ANESTHESIA SOCIETY	113.00	-	247.00	360.00	202.00	158.00	300.00	
40-70261-012-3000	ASIAN PACIFIC AMERICAN ASSOCIATION (APAMSA)	1,198.00	1,525.00	-	2,723.00	479.00	2,244.00	1,106.25	Retains any prior year rollover
40-70280-012-3000	BROOKLYN FREE CLINIC	2,310.00	50,896.00	65,448.00	118,654.00	39,213.00	79,441.00	6,000.00	Retains any prior year rollover
40-70281-012-3000	CHINESE AMERICAN MEDICAL SOCIETY (CAMS)	1,650.00	7,123.00	-	8,773.00	1,661.00	7,112.00	1,650.00	Retains any prior year rollover
40-72017-012-3000	CLASS 2017	-	3,136.00	-	3,136.00	1,155.00	1,981.00	-	
40-72018-012-3000	CLASS 2018	1,500.00	4,440.00	8,800.00	14,740.00	13.00	14,727.00	-	Any remaining bal to Class Reserve
40-72019-012-3000	CLASS 2019	1,500.00	2,802.00	-	4,302.00	-	4,302.00	1,500.00	Retains Rollover
40-72020-012-3000	CLASS 2020	1,500.00	1,335.00	-	2,835.00	-	2,835.00	1,500.00	Retains Rollover
40-72021-012-3000	CLASS 2021	1,500.00	-	-	1,500.00	-	1,500.00	1,500.00	Retains Rollover
40-72000-012-3000	CLASS RESERVE	-	3,547.00	-	3,547.00	-	3,547.00	-	Retains Rollover
40-70249-012-3000	DANIEL HALE WILLIAMS SOCIETY	1,125.00	387.00	3,920.00	5,432.00	500.00	4,932.00	1,500.00	
40-70248-012-3000	DOWNSTATE CHRISTIAN FELLOWSHIP (DCF)	2,689.00	-	344.00	3,033.00	1,925.00	1,108.00	3,300.00	
40-70285-012-3000	DOWNSTATE DEVELOPMENTAL DISABILITIES	2,258.00	2,031.00	-	4,289.00	1,692.00	2,597.00	2,325.00	
40-70075-012-3000	DOWNSTATE DIALOGUES	444.00	-	-	244.00	59.00	195.00	1,125.00	
40-70350-012-3000	DOWNSTATE MEDICAL ENTREPRENEURSHIP CLUB (DMEC)	413.00	-	370.00	783.00	413.00	370.00	750.00	
40-70260-012-3000	DOWNSTATE ORTHOPAEDICS CLUB	300.00	-	-	300.00	135.00	165.00	525.00	
40-70282-012-3000	DOWNSTATE RADIOLOGY	188.00	-	470.00	658.00	605.00	53.00	375.00	
40-70268-012-3000	DOWNSTATE STUDENTS FOR CHOICE	525.00	-	-	525.00	333.00	192.00	900.00	
40-70273-012-3000	DOWNSTATE SURGERY SOCIETY	-	-	550.00	550.00	70.00	480.00	225.00	
40-70251-012-3000	EMERGENCY MEDICINE INTEREST GROUP (EMIG)	750.00	-	-	750.00	382.00	368.00	750.00	
40-70154-012-3000	ENT/ OTOLARYNGOLOGY CLUB	458.00	-	-	458.00	269.00	189.00	600.00	
40-70347-012-3000	FAMILY MEDICINE INTEREST GROUP (FMIG)	600.00	-	-	600.00	374.00	226.00	244.50	
40-70253-012-3000	FAMILY PRACTICE	-	-	-	-	13.00	(13.00)	-	
40-70284-012-3000	GLOBAL HEALTH	1,515.00	-	785.00	2,300.00	1,560.00	740.00	1,747.50	
40-70360-012-3000	HUMANS OF DOWNSTATE	-	-	250.00	250.00	444.00	(194.00)	-	
40-70276-012-3000	INTERNAL MEDICINE INTEREST	-	644.00	200.00	844.00	443.00	401.00	-	
40-70290-012-3000	INTERVENTIONAL RADIOLOGY INTEREST GROUP	360.00	-	-	360.00	183.00	177.00	378.75	
40-70266-012-3000	LATINO MEDICAL STUDENT ASSOCIATION	-	-	450.00	450.00	235.00	215.00	225.00	
40-70255-012-3000	MAIMONIDES SOCIETY	1,425.00	-	-	1,425.00	723.00	702.00	1,950.00	
40-70256-012-3000	MEDICAL ARTISTS GUILD	1,556.00	-	1,250.00	2,806.00	-	2,806.00	1,875.00	
40-70135-012-3000	MEETINGS (FOOD AND BEVERAGE)	1,500.00	-	-	1,500.00	263.00	1,237.00	1,500.00	
40-70257-012-3000	MUSLIM STUDENTS ASSOCIATION (MSA)	3,750.00	-	1,770.00	5,520.00	3,901.00	1,619.00	4,500.00	
40-70361-012-3000	NATIONAL PERINATAL ASSOCIATION	-	-	250.00	250.00	-	250.00	187.50	
40-70272-012-3000	ONCOLOGY CLUB	300.00	1,305.00	500.00	2,105.00	95.00	2,010.00	300.00	
40-70259-012-3000	OPHTHALMOLOGY CLUB	555.00	-	-	555.00	176.00	379.00	615.00	
40-70262-012-3000	PEDS/RUS	1,050.00	-	-	1,050.00	627.00	423.00	1,087.50	
40-70254-012-3000	PRIDE CLUB	773.00	-	-	773.00	-	773.00	1,312.50	
40-70174-012-3000	PROGRAMS AND PROJECTS	128,877.12	(79,268.00)	-	49,609.12	10,209.00	39,400.12	-	
40-70294-012-3000	PROJECT TEACH	370.00	-	-	370.00	192.00	178.00	487.50	
40-70263-012-3000	PSYCHIATRY INTEREST GROUP	150.00	-	-	150.00	125.00	25.00	150.00	
40-70287-012-3000	SEX IN MEDICINE WEEK	-	-	3,176.00	3,176.00	2,870.00	306.00	-	
40-70269-012-3000	STUDENT FOR SOCIAL RESPONSIBILITY (SSR)	2,700.00	-	-	2,700.00	2,200.00	500.00	2,700.00	
40-70278-012-3000	STUDENT NOTETAKING SERVICE (SNS) 1st Yr	15,303.00	-	-	15,303.00	15,303.00	-	-	
40-70279-012-3000	STUDENT NOTETAKING SERVICE (SNS) 2nd Yr	12,997.00	-	-	12,997.00	12,997.00	-	16,588.00	Retains Rollover: Needs separate complete budget
40-70293-012-3000	STUDENT TRAUMA INTEREST GROUP	345.00	-	-	345.00	198.00	147.00	375.00	
40-70264-012-3000	STUDENTS FOR A NATIONAL HEALTH PROG (SNAHP)	225.00	-	-	225.00	272.00	(47.00)	450.00	
40-70362-012-3000	STUDENTS PARTNERING & REACHING KIDS	-	-	250.00	250.00	151.00	99.00	300.00	
40-70250-012-3000	SUNY DOWNSTATE DERMATOLOGY CLUB	188.00	96.00	-	284.00	-	284.00	337.50	
40-70359-012-3000	THE MEDICAL SPANISH INTEREST GROUP	-	-	250.00	250.00	186.00	64.00	562.50	
40-70274-012-3000	UROLOGY	188.00	-	-	188.00	308.00	(120.00)	225.00	
40-70286-012-3000	WILDERNESS MEDICINE	413.00	-	-	413.00	60.00	353.00	225.00	
40-70226-012-3000	WINTER BALL / SPRING FLING	8,000.00	-	-	8,000.00	8,000.00	-	8,000.00	
40-70351-012-3000	YEARBOOK IATROS SENIOR	5,000.00	-	-	5,000.00	5,000.00	-	5,000.00	needs separate complete budget
Total Program Expense		\$ 211,942.12	\$ (1.00)	\$ 89,985.00	\$ 301,926.12	\$ 117,945.00	\$ 183,981.12	\$ 81,488.00	Formula cell (Don't change)
Balance Before Reserves		\$ 10,000.00						\$ (81,488.00)	Formula cell (Don't change)
Reserves:									
40-30008-012-3000	RESERVE FUND	10,000.00						10,000.00	
Total Reserves		\$ 10,000.00	\$ -					\$ 10,000.00	Formula cell (Don't change)
Total Expenses + Reserves		221,942.12	(1.00)	89,985.00	301,926.12	117,945.00	183,981.12	91,488.00	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ -	\$ 1.00	\$ (885.00)	\$ (212,826.12)	\$ (117,945.00)	\$ (38,941.83)	\$ (91,488.00)	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses									
40-70258-012-3000	Downstate OBGYN Society							375.00	
40-70363-012-3000	Italian Creole Club							562.50	
40-70222-012-3000	CLASS 2022								new class
	Yearbook balance prior								Retains rollover

Budget Request Form

Please check all that apply:

University Council Funding	Med Council Funding	Date:	2/28/18
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ORGANIZATION NAME: COM Yearbook

PRESIDENT: Khushal Shah Phone 845-309-0785 VICE PRESIDENT: Patrick Eucalito Phone

TREASURER: Theresa Feng Phone 585-490-4205 SECRETARY: Smrithy Jacob Phone

PROJECT (Detail the program and expenses from this YR)	ATTENDANCE	EXPENSES	PROJECT (Detail the program and expenses for next YR)	EXPENSES
Yearbook production	Books sent to all graduates, plus sponsors.	\$27,500	Yearbook production	\$27,500
			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. Anything left over is returned at the end of the year.	

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

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

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

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

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

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

Student Activity Fund Budget Sheet

1ST YR- Note Taking - 018

Budget Planning 2018 - 2019

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

1st Year \$0 funding

Student Activity Fund Budget Sheet

2ND YR- Note Taking

Revised Budget Planning 2018 - 2019

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

2nd Year:funded as proposed

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

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

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