



Faculty Student Assoc of DMC-Student Activity Fund

MEDICAL STUDENT COUNCIL (MSC)
FY 2022 = June 1, 2021 through May 31, 2022

CERTIFIED BUDGET

Account	Description	Actual as of 05/31/21	Submitted Budget 2021 - 2022	Certified Budget 2021 - 2022	Retained Prior Year End Roll-over	Current Year Net Total "Available to Spend"	Comments
Income							
40-49001-012-30001	ACTIVITIES FEES INCOME	\$ 91,135.00	\$ 88,740.00	\$88,740.00		\$88,740.00	Based on Prior Year Actual
40-49001-012-30001	80% REFUND OF SAF FALL 2020 MSC FEE; MSC approved 2/11/2021	(36,652.00)	-	-		-	Net FY2021 SAF Income = \$52,088
40-30014-012-30001	ROLLOVER BALANCE - MSC	63,948.92		76,854.29		76,854.29	
40-30014-012-30001	ROLLOVER BALANCE - YBK	14,504.25			6,072.77	6,072.77	Total Rollover @ 6/1/20 =
40-30014-012-30001	ROLLOVER BALANCE - CERTAIN CLUBS	150,881.89			180,656.28	180,656.28	263,583.34
Total Income		\$ 283,818.06	\$ 88,740.00	\$ 165,594.29	\$ 186,729.05	\$352,323.34	Formula cell (Don't change)
Program Expenses							
40-70009-012-30001	ADMINISTRATION FEE	\$ 1,843.00	\$ 1,887.00	\$ 1,887.00		\$ 1,887.00	
40-70245-012-30001	AMERICAN MEDICAL ASSOCIATION - MEDICAL SOC NYS (AMA-MSSNY)	231.00	500.00	500.00		500.00	
40-70016-012-30001	AMERICAN MEDICAL STUDENT ASSOCIATION (AMSA)				8,307.72	8,307.72	Retains rollover
40-70244-012-30001	AMERICAN MEDICAL WOMEN'S ASSOCIATION (AMWA)	482.90	600.00	600.00		600.00	
40-70392-012-30001	DOWNSTATE ART INSTALLATION SOCIETY		350.00	350.00		350.00	
40-70261-012-30001	ASIAN PACIFIC AMERICAN ASSOCIATION (APAMSA)	1,461.67	900.00	900.00	767.57	1,667.57	Retains rollover
40-70291-012-30001	ASSOCIATION OF WOMEN'S SURGEONS	125.86	600.00	600.00		600.00	
40-70280-012-30001	BROOKLYN FREE CLINIC	(29,218.04)	5,250.00	5,250.00	127,770.56	133,020.56	Retains rollover
40-70391-012-30001	BLACK STUDENTS FOR EXCELLANCE		650.00	650.00		650.00	
40-70393-012-30001	BUILDING THE NEXT GENERATION OF AMERICAN PHYSICIANS		1,500.00	1,500.00		1,500.00	
40-70281-012-30001	CHINESE AMERICAN MEDICAL SOCIETY (CAMS)	2,217.48	1,500.00	1,500.00	3,926.57	5,426.57	Retains rollover
40-70201-012-30001	CLASS 2021	2,522.60	1,500.00	1,500.00	3,216.01	4,716.01	Any remaining balance to Class Reserve
40-70202-012-30001	CLASS 2022		1,500.00	1,500.00	1,679.66	3,179.66	Retains rollover
40-70203-012-30001	CLASS 2023		1,500.00	1,500.00	2,822.37	4,322.37	Retains rollover
40-70204-012-30001	CLASS 2024	80.00	1,500.00	1,500.00	1,420.00	2,920.00	Retains rollover
40-70205-012-30001	CLASS 2025		1,500.00	1,500.00		1,500.00	Retains rollover
40-72000-012-30001	CLASS RESERVE	754.04			18,463.29	18,463.29	Retains rollover
40-70249-012-30001	DANIEL HALE WILLIAMS SOCIETY	2,356.17	2,000.00	2,000.00	7,089.80	9,089.80	Retains rollover
40-70367-012-30001	DIALYSIS SIDE KICKS		250.00	250.00		250.00	
40-70277-012-30001	DOWNSTATE ANESTHESIA SOCIETY		350.00	350.00		350.00	
40-70378-012-30001	DOWNSTATE CHESS CLUB		250.00	250.00		250.00	
40-70248-012-30001	DOWNSTATE CHRISTIAN FELLOWSHIP (DCF)	173.28	2,500.00	2,500.00		2,500.00	
40-70295-012-30001	DOWNSTATE DEVELOPMENTAL DISABILITIES		75.00	75.00		75.00	
40-70252-012-30001	DOWNSTATE ETHICS SOCIETY		450.00	450.00		450.00	
40-70382-012-30001	DOWNSTATE EVIDENCE BASED MEDICINE CLUB		250.00	250.00		250.00	
40-70374-012-30001	DOWNSTATE INITIATIVE FOR NUTRITIONAL EMPOWERMENT		375.00	375.00		375.00	
40-70350-012-30001	DOWNSTATE MEDICAL ENTREPRENEURSHIP CLUB (DMEC)		600.00	600.00		600.00	
40-70368-012-30001	DOWNSTATE MUSIC CLUB		100.00	100.00		100.00	
40-70258-012-30001	DOWNSTATE OB/GYN SOCIETY		450.00	450.00		450.00	
40-70289-012-30001	DOWNSTATE ORGANIZATION OF SOUTH ASIANS		450.00	450.00		450.00	
40-70260-012-30001	DOWNSTATE ORTHOPAEDICS CLUB (AKA SPORTS MEDICINE)	(140.00)	400.00	400.00		400.00	
40-70384-012-30001	DOWNSTATE PLASTIC & RECONSTRUCTIVE SURGERY INTEREST GROUP	159.83	300.00	300.00		300.00	
40-70254-012-30001	DOWNSTATE PRIDE CLUB	200.00	900.00	900.00		900.00	
40-70381-012-30001	DOWNSTATE SOCCER CLUB		150.00	150.00		150.00	
40-70268-012-30001	DOWNSTATE STUDENTS FOR CHOICE	50.00	900.00	900.00		900.00	
40-70273-012-30001	DOWNSTATE SURGERY CLUB	329.68	550.00	550.00		550.00	
40-70274-012-30001	DOWNSTATE UROLOGY CLUB		500.00	500.00		500.00	
40-70365-012-30001	DOWNSTATE WELLNESS CLUB		600.00	600.00		600.00	
40-70075-012-30001	DOWNSTATE WHITE COATS FOR BLACK LIVES (DWC4BL)	100.00	1,500.00	1,500.00		1,500.00	
40-70251-012-30001	EMERGENCY MEDICINE INTEREST GROUP (EMIG)		230.00	230.00		230.00	
40-70154-012-30001	ENT/ OTOLARYNGOLOGY CLUB		450.00	450.00		450.00	
40-70347-012-30001	FAMILY MEDICINE INTEREST GROUP (FMIG)	(83.21)			632.71	632.71	Retains rollover
40-70284-012-30001	GLOBAL HEALTH CLUB	920.00	1,000.00	1,000.00		1,000.00	
40-70276-012-30001	INTERNAL MEDICINE INTEREST GROUP	(668.00)			1,444.29	1,444.29	Retains rollover
40-70290-012-30001	INTERVENTIONAL RADIOLOGY INTEREST GROUP (IRIG)		450.00	450.00		450.00	
40-70266-012-30001	LATINO MEDICAL STUDENT ASSOCIATION	(10.00)	1,200.00	1,200.00		1,200.00	
40-70390-012-30001	LIFESTYLE MEDICINE INTEREST GROUP		300.00	300.00		300.00	
40-70255-012-30001	MAIMONIDES SOCIETY	1,983.36	2,500.00	2,500.00		2,500.00	
40-70256-012-30001	MEDICAL ARTISTS GUILD/BROOKLN STORIES	850.00	2,250.00	2,250.00		2,250.00	
40-70359-012-30001	MEDICAL SPANISH INTEREST GROUP (MSIG)	350.00	350.00	350.00		350.00	
40-70135-012-30001	MEETINGS (FOOD AND BEVERAGE)		2,000.00	2,000.00		2,000.00	
40-70257-012-30001	MUSLIM STUDENTS ASSOCIATION (MSA)	1,701.59	3,000.00	3,000.00		3,000.00	
40-70361-012-30001	NATIONAL PERINATAL ASSOCIATION STUDENT SOCIETY (NPASS)	(159.24)	450.00	450.00		450.00	
40-70272-012-30001	ONCOLOGY CLUB	(200.00)					
40-70259-012-30001	OPHTHALMOLOGY CLUB		300.00	300.00		300.00	
40-70262-012-30001	PEDS'R'US		450.00	450.00		450.00	
40-70379-012-30001	PHOTOGRAPHY CLUB		200.00	200.00		200.00	
40-70394-012-30001	PLANETARY HEALTH CLUB		300.00	300.00		300.00	
40-70395-012-30001	PRIMARY CARE SPORTS MEDICINE INTEREST GROUP		200.00	200.00		200.00	
40-70174-012-30001	PROGRAMS AND PROJECTS	10,018.45	7,058.00	83,912.29		82,520.29	Place net of all rollover here
40-70294-012-30001	PROJECT TEACH	52.90	300.00	300.00	608.65	908.65	Retains rollover
40-70263-012-30001	PSYCHIATRY STUDENT INTEREST GROUP (PHYCHSIG)		300.00	300.00		300.00	
40-70282-012-30001	RADIOLOGY INTEREST GROUP		400.00	400.00		400.00	
40-70287-012-30001	SEX IN MEDICINE WEEK	300.00			357.08	357.08	Retains rollover
40-70269-012-30001	STUDENT FOR SOCIAL RESPONSIBILITY (SSR)		2,850.00	2,850.00		2,850.00	
40-70270-012-30001	STUDENT INTEREST GROUP IN NEUROLOGY (SIGN)		200.00	200.00		200.00	
40-70388-012-30001	STUDENT LEADERSHIP TRAINING		1,500.00	1,500.00	1,500.00	3,000.00	Retains rollover
40-70293-012-30001	STUDENT TRAUMA INTEREST GROUP	161.84	350.00	350.00		350.00	
40-70264-012-30001	STUDENTS FOR A NATIONAL HEALTH PROG (SNAHP)	39.93	400.00	400.00		400.00	
40-70369-012-30001	SUNY DOWNSTATE CHAPTER OF PHYSICIANS FOR HUMAN RIGHTS	(4,133.85)	2,000.00	2,000.00		2,000.00	
40-70362-012-30001	STUDENTS PARTNERING AND REACHING KIDS (SPARK)		75.00	75.00	150.00	225.00	Retains rollover
40-70250-012-30001	SUNY DOWNSTATE DERMATOLOGY CLUB		340.00	340.00		340.00	
40-70370-012-30001	SUNY DOWNSTATE STREET MEDICINE OUTREACH ASSOCIATION		300.00	300.00	500.00	800.00	Retains rollover
40-70387-012-30001	THE COALITION OF OCCUPATIONAL THERAPY ADVOCATES FOR DIVERSITY		250.00	250.00		250.00	
40-70396-012-30001	ULTRASOUND INTEREST GROUP		250.00	250.00		250.00	
40-70397-012-30001	PM&R INTEREST GROUP		250.00	250.00		250.00	
40-70286-012-30001	WILDERNESS MEDICINE	(50.00)	150.00	150.00		150.00	
40-70226-012-30001	WINTER BALL / SPRING FLING		8,000.00	8,000.00		8,000.00	
40-70351-012-30001	YEARBOOK IATROS SENIOR		5,000.00	5,000.00	6,072.77	11,072.77	Retains rollover
40-70227-012-30001	YEARBOOK PUBLISHER	25,431.48					
40-70398-012-30001	SENIOR WEEK		4,000.00	4,000.00		4,000.00	
Total Program Expense		\$ 20,234.72	\$ 84,740.00	\$ 161,594.29	\$ 186,729.05	\$ 346,931.34	Formula cell (Don't change)
Balance Before Reserves		\$ 263,583.34	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 5,392.00	Formula cell (Don't change)
Reserves:							
40-30008-012-30001	RESERVE FUND		4,000.00	4,000.00		5,392.00	Based on prior year actual
Total Reserves		\$ -	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 5,392.00	Formula cell (Don't change)
Total Expenses + Reserves		20,234.72	88,740.00	165,594.29	186,729.05	352,323.34	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ 263,583.34	\$ -	\$ -	\$ -	\$ -	Formula cell (Don't change)

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



Faculty Student Association of DOWNSTATE

August 19, 2021

TO: Alfonso Caetta, 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 2022 (6/1/21 thru 5/31/22).

Attached is a copy of MSC's certified budget for Student Activity fees (SAF) for the fiscal year 2022 that began June 1, 2020. The MS Council had submitted and voted to refund 80% of the Fall 2020 SAF at their February 11, 2021 meeting. The MSC Budget approved the submitted budget at their May 19th, 2021 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 **\$88,740**
- Rollover:** MSC's actual rollover at 5/31/21 of **\$186,729.05** which is reflected as two separate accounts:
 - "Rollover Balance" of **\$76,854.29** represent funds reverted back to MSC to re-allocate, and
 - "Rollover Balance-Clubs" represent those accounts that retained their actual rollover; Total of **\$180,656.28**
- Total "Available to Spend"** column reflects each Club/Organization's retained **rollover income plus** any new 2022 MSC allocation
- Reserve Fund:** The reserve was set as 5% of prior year actual expenses at **\$5,392**
- The cumulative Class Reserve account is now excessive** (exceeds 100% of their total prior annual expense). Historically this account is where any remaining excess balance of each prior year graduating class has been placed. During Fall 2021, MSC will need to plan alternative use of funds or reallocation to other programs to reduce this reserve to a more reasonable amount.
- Programs and Projects:** The net remaining balance of all above adjustments was placed in this account at **\$82,520.29**

Please be aware that:

- Authorized Signatures:** 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.
 - 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, FSA Bookkeeper
 Alexandra Greenberg, VP
 Priscilla Varghese, Secretary
 Hamza Khilji, Treasurer

Jeffrey Putman, PhD, Advisor
 Schuyler Hooke, Interim Director, Student Center
 Adam Burgman, Assistant Dir Student Center

DeAnne Kennedy-Lorde, Bursar (No SAF rate change; F/T Rate = \$110 /year)

Date Completed: 5/24/21

- 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, 20 thru May 31, 20

NAME OF STUDENT ORGANIZATION: ~~Greater Medical 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:)	Alfonso Caetta	April 2022	alfonso.caetta@downstate.edu	917-497-3655
Vice President (if other Title,specify:)	Alexandra Greenberg	April 2022	alexandra.greenberg@downstate.edu	917-733-7997
Secretary (if other Title,specify:)	Priscilla Varghese	February 2022	priscilla.varghese@downstate.edu	516-233-9884
Treasurer (if other Title,specify:)	Hamza Khilji	February 2022	hamza.khilji@downstate.edu	347-653-0472

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

Signature	X	<i>Alfonso Caetta</i>	Signature	X	<i>Hamza Khilji</i>
Pres Print Name	President	Alfonso Caetta	Treas Print Name	Treasurer	Hamza Khilji
Signature	X	<i>Alexandra Greenberg</i>	Signature	X	<i>Priscilla Varghese</i>
VP Print Name	Vice President	Alexandra Greenberg	Secy Print Name	Secretary	Priscilla Varghese

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)

Authorized Signatures: 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.

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
Medical Student Council (MSC)

(Insert Name of Student Organization)

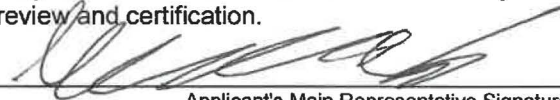
The Faculty Student Association (FSA) is allowed to receive, hold, and disburse monies as agent for recognized Student Activity Fee organizations on the SUNY Downstate Medical Center campus and is performing in accordance with the established "[Policies and Procedures for Trust and Agency \(T&A\) Accounts](#)"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



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:

Revisions made based on actual 5/31/21 fiscal year end amounts with its associated updates as detailed in cover letter dated 8/19/21.

CERTIFIED BY _____

SIGNATURE



Date of Certification: 8/19/21