

**Faculty Student Association of DMC-Student Activity Fund**

**MEDICAL STUDENT COUNCIL (MSC)**  
FY 2023 = June 1, 2022 through May 31, 2023

**CERTIFIED BUDGET**

Account	Description	Actual 5/31/22 Incl FYE adjustments	Submitted Budget 2022- 2023	Certified Budget 2022-2023	Retained Prior Year End Rollover	Current Year Net Total Available to Spend	Comments
<b>Income</b>							
40-49001-012-30001	ACTIVITIES FEES INCOME	\$ 88,915.00	\$ 89,000	\$ 88,740	0.00	88,740.00	
40-30014-012-30001	ROLLOVER BALANCE - MSC	76,854.49		91,455	0.00	91,454.86	
40-30014-012-30001	ROLLOVER BALANCE - YBK	6,072.77			0.00	0.00	
40-30014-012-30001	ROLLOVER BALANCE - CERTAIN CLUBS	180,656.28			165,631.52	165,631.52	
<b>Total Income</b>		<b>\$ 352,498.54</b>	<b>\$ 89,000</b>	<b>\$ 180,195</b>	<b>165,631.52</b>	<b>345,826.38</b>	Formula cell (Don't change)
<b>Program Expenses</b>							
Note: If a Club/Org does its own fundraising, Be sure to mark Column K comment- "Retains Any Prior Year Rollover".							
40-70009-012-30001	ADMINISTRATION FEE	1887.00	1887	2047	0.00	2,047.00	Formula cell (Don't change)
40-70245-012-30001	AMERICAN MEDICAL ASSOCIATION - MEDICAL SOC NYS (AMA-MSSNY)	0.00	0	0	0.00	0.00	
40-70016-012-30001	AMERICAN MEDICAL STUDENT ASSOCIATION (AMSA)	0.00	0	0	8,307.72	8,307.72	Retains Rollover
40-70244-012-30001	AMERICAN MEDICAL WOMEN'S ASSOCIATION (AMWA)	0.00	600	600	0.00	600.00	
40-70261-012-30001	ASIAN PACIFIC AMERICAN ASSOCIATION (APAMSA)	1232.44	1000	1000	435.13	1,435.13	Retains Rollover
40-70291-012-30001	ASSOCIATION OF WOMEN'S SURGEONS	40.00	600	600	0.00	600.00	
40-70391-012-30001	BLACK STUDENTS FOR EXCELLENCE	521.78	600	600	0.00	600.00	
40-70280-012-30001	BROOKLYN FREE CLINIC	42236.77	8000	8000	90,783.79	98,783.79	Retains Rollover
40-70032-012-30001	SERVICE IMPROVEMENTS	0.00	0	0	0.00	0.00	
40-70393-012-30001	BUILDING THE NEXT GENERATION OF AMERICAN PHYSICIANS	1507.00	400	400	0.00	400.00	
40-70281-012-30001	CHINESE AMERICAN MEDICAL SOCIETY (CAMS)	3281.79	1500	1500	2,144.78	3,644.78	Retains Rollover
40-72022-012-30001	CLASS 2022	-5214.30	0	0	0.00	0.00	Any remaining balance to Class Reserve
40-72023-012-30001	CLASS 2023	35.00	1500	1500	4,287.37	5,787.37	Retains Rollover
40-72024-012-30001	CLASS 2024	1463.51	1500	1500	1,456.49	2,956.49	Retains Rollover
40-72025-012-30001	CLASS 2025	310.77	1500	1500	1,189.23	2,689.23	Retains Rollover
40-72026-012-30001	CLASS 2026	0.00	1500	1500	0.00	1,500.00	Retains Rollover
40-72000-012-30001	CLASS RESERVE	-2000.00	0	0	33,573.26	33,573.26	Retains Rollover
40-70249-012-30001	DANIEL HALE WILLIAMS SOCIETY	2705.91	0	0	6,383.89	6,383.89	Retains Rollover
40-70367-012-30001	DIALYSIS SIDE KICKS	103.50	300	300	0.00	300.00	
40-70277-012-30001	DOWNSTATE ANESTHESIA SOCIETY	13.05	300	300	0.00	300.00	
40-70392-012-30001	DOWNSTATE ART INSTALLATION SOCIETY (DAIS)	-355.28	1500	1500	705.28	2,205.28	Retains Rollover
40-70378-012-30001	DOWNSTATE CHESS CLUB	100.00	0	0	0.00	0.00	
40-70248-012-30001	DOWNSTATE CHRISTIAN FELLOWSHIP (DCF)	2020.17	2500	2500	0.00	2,500.00	
40-70295-012-30001	DOWNSTATE DEVELOPMENTAL DISABILITIES	0.00	100	100	0.00	100.00	
40-70252-012-30001	DOWNSTATE ETHICS SOCIETY	360.00	0	0	0.00	0.00	
40-70382-012-30001	DOWNSTATE EVIDENCE BASED MEDICINE CLUB	-50.00	250	250	0.00	250.00	
40-70374-012-30001	DOWNSTATE INITIATIVE FOR NUTRITIONAL EMPOWERMENT	-2453.10	0	0	2,828.10	2,828.10	Retain Rollover
40-70350-012-30001	DOWNSTATE MEDICAL ENTREPRENEURSHIP CLUB (DMEC)	0.00	250	250	0.00	250.00	
40-70368-012-30001	DOWNSTATE MUSIC CLUB	86.00	250	250	0.00	250.00	
40-70258-012-30001	DOWNSTATE OBGYN SOCIETY	0.00	300	300	0.00	300.00	
40-70289-012-30001	DOWNSTATE ORGANIZATION OF SOUTH ASIANS	366.46	600	600	0.00	600.00	
40-70260-012-30001	DOWNSTATE ORTHOPAEDICS CLUB (AKA SPORTS MEDICINE)	281.00	500	500	0.00	500.00	
40-70384-012-30001	DOWNSTATE PLASTIC & RECONSTRUCTIVE SURGERY INTEREST GROUP	40.00	0	0	0.00	0.00	
40-70254-012-30001	DOWNSTATE PRIDE CLUB	-833.56	1000	1000	1,733.56	2,733.56	Retains Rollover
40-70381-012-30001	DOWNSTATE SOCCER CLUB	0.00	100	100	0.00	100.00	
40-70268-012-30001	DOWNSTATE STUDENTS FOR CHOICE	197.09	0	0	0.00	0.00	
40-70273-012-30001	DOWNSTATE SURGERY CLUB	484.70	600	600	0.00	600.00	
40-70274-012-30001	DOWNSTATE UROLOGY CLUB	0.00	0	0	0.00	0.00	
40-70365-012-30001	DOWNSTATE WELLNESS CLUB	0.00	700	700	0.00	700.00	
40-70075-012-30001	DOWNSTATE WHITE COATS FOR BLACK LIVES (DWC4BL)	20.00	1300	1300	0.00	1,300.00	
40-70251-012-30001	EMERGENCY MEDICINE INTEREST GROUP (EMIG)	0.00	0	0	0.00	0.00	
40-70154-012-30001	ENT/OTOLARYNGOLOGY CLUB	166.00	0	0	0.00	0.00	
40-70347-012-30001	FAMILY MEDICINE INTEREST GROUP (FMIG)	60.00	600	600	0.00	600.00	
40-70403-012-30001	GASTROENTEROLOGY INTEREST GROUP	-250.00	200	200	0.00	200.00	
40-70401-012-30001	GI INTEREST GROUP	200.00	0	0	0.00	0.00	
40-70284-012-30001	GLOBAL HEALTH CLUB	764.98	1000	1000	0.00	1,000.00	
40-70276-012-30001	INTERNAL MEDICINE INTEREST GROUP	191.00	0	0	0.00	0.00	
40-70290-012-30001	INTERVENTIONAL RADIOLOGY INTEREST GROUP (IRIG)	-263.62	500	500	0.00	500.00	
40-70266-012-30001	LATINO MEDICAL STUDENT ASSOCIATION	769.00	1200	1200	0.00	1,200.00	
40-70390-012-30001	LIFESTYLE MEDICINE INTEREST GROUP	73.75	0	0	0.00	0.00	
40-70255-012-30001	MAIMONIDES SOCIETY	2495.58	3000	3000	0.00	3,000.00	
40-70256-012-30001	MEDICAL ARTIST'S GUILD/BROOKLYN STORIES	-631.77	3500	3500	2,881.77	6,381.77	Retains Rollover
40-70359-012-30001	MEDICAL SPANISH INTEREST GROUP (MSIG)	0.00	0	0	0.00	0.00	
40-70135-012-30001	MEETINGS (FOOD AND BEVERAGE)	1160.65	3000	3000	0.00	3,000.00	
40-70257-012-30001	MUSLIM STUDENTS ASSOCIATION (MSA)	3000.00	3000	3000	0.00	3,000.00	
40-70361-012-30001	NATIONAL PERINATAL ASSOCIATION STUDENT SOCIETY (NPASS)	0.00	0	0	0.00	0.00	
40-70272-012-30001	ONCOLOGY CLUB	0.00	400	400	0.00	400.00	
40-70259-012-30001	OPHTHALMOLOGY CLUB	25.31	400	400	0.00	400.00	
40-70262-012-30001	PEDS'R'US	0.00	600	600	0.00	600.00	
40-70379-012-30001	PHOTOGRAPHY CLUB	55.43	150	150	0.00	150.00	
40-70394-012-30001	PLANETARY HEALTH CLUB	295.18	0	0	0.00	0.00	
40-70397-012-30001	PM&R INTEREST GROUP	0.00	400	400	0.00	400.00	
40-70395-012-30001	PRIMARY CARE SPORTS MEDICINE INTEREST GROUP	167.00	300	300	0.00	300.00	
40-70174-012-30001	PROGRAMS AND PROJECTS	29343.85	13463	94485	0.00	94,484.86	
40-70294-012-30001	PROJECT TEACH	35.35	300	300	0.00	300.00	
40-70263-012-30001	PSYCHIATRY STUDENT INTEREST GROUP (PHYCHSIG)	94.79	300	300	0.00	300.00	
40-70282-012-30001	RADIOLOGY INTEREST GROUP	0.00	0	0	0.00	0.00	
40-70398-012-30001	SENIOR WEEK	2115.00	6000	6000	1,885.00	7,885.00	Retains Rollover
40-70287-012-30001	SEX IN MEDICINE WEEK	0.00	0	0	0.00	0.00	
40-70404-012-30001	SEXUAL HEALTH, EDUCATION & ADVOCACY	0.00	200	200	0.00	200.00	
40-70269-012-30001	STUDENT FOR SOCIAL RESPONSIBILITY (SSR)	232.31	0	0	0.00	0.00	
40-70270-012-30001	STUDENT INTEREST GROUP IN RADIOLOGY (SIGN)	0.00	300	300	0.00	300.00	
40-70388-012-30001	STUDENT ORGANIZATION LEADERSHIP TRAINING	675.00	2000	2000	0.00	2,000.00	
40-70293-012-30001	STUDENT TRAUMA INTEREST GROUP	0.00	300	300	0.00	300.00	
40-70264-012-30001	STUDENTS FOR A NATIONAL HEALTH PROG (SNAHP)	0.00	500	500	0.00	500.00	
40-70362-012-30001	STUDENTS PARTNERING AND REACHING KIDS (SPARK)	0.00	250	250	0.00	250.00	
40-70369-012-30001	SUNY DOWNSTATE CHAPTER OF PHYSICIANS FOR HUMAN RIGHTS	-4619.73	750	750	6,619.73	7,369.73	Retains Rollover
40-70250-012-30001	SUNY DOWNSTATE DERMATOLOGY CLUB	0.00	300	300	0.00	300.00	
40-70370-012-30001	SUNY DOWNSTATE STREET MEDICINE OUTREACH ASSOCIATION	383.58	400	400	416.42	816.42	Retains Rollover
40-70387-012-30001	THE COALITION OF OCCUPATIONAL THERAPY ADVOCATES FOR DIVERSITY	0.00	0	0	0.00	0.00	
40-70396-012-30001	ULTRASOUND INTEREST GROUP	0.00	0	0	0.00	0.00	
40-70286-012-30001	WILDERNESS MEDICINE	-36.95	0	0	0.00	0.00	
40-70226-012-30001	WINTER BALL / SPRING FLING	0.00	10000	10000	0.00	10,000.00	
40-70351-012-30001	YEARBOOK ALLOCATION	10522.77	0	0	0.00	0.00	
40-70227-012-30001	YEARBOOK PUBLISHER	0.00	0	0	0.00	0.00	
40-70022-016-30001	BADMINTON CLUB	0.00	100	100	0.00	100.00	
40-70400-012-30001	GLOBAL SURGERY STUDENT ALLIANCE AT SUNY DOWNSTATE	0.00	150	150	0.00	150.00	
40-70399-012-30001	AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS	0.00	250	250	0.00	250.00	
40-70373-012-30001	DOWNSTATE BOOK CLUB	0.00	250	250	0.00	250.00	
40-70407-012-30001	CRITICAL CARE MEDICINE INTEREST GROUP	0.00	300	300	0.00	300.00	
40-70406-012-30001	HEALTH POLICY STUDENT INTEREST GROUP	0.00	1000	1000	0.00	1,000.00	
40-70409-012-30001	BLOCK PARTY	0.00	2000	2000	0.00	2,000.00	
40-70410-012-30001	SUTURING EQUIPMENT	0.00	500	500	0.00	500.00	
<b>Total Program Expense</b>		<b>\$ 95,412.16</b>	<b>\$ 89,000.00</b>	<b>\$ 170,182</b>	<b>165,631.52</b>	<b>335,813.38</b>	Formula cell (Don't change)
<b>Balance Before Reserves</b>		<b>\$ 257,086.38</b>	<b>\$ -</b>	<b>\$ 10,013</b>	<b>0.00</b>	<b>10,013.00</b>	Formula cell (Don't change)
<b>Reserves:</b>							
40-30008-012-30001	RESERVE FUND*			10,013	0.00	10,013.00	
<b>Total Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>10,013</b>	<b>0.00</b>	<b>10,013.00</b>	Formula cell (Don't change)
<b>Total Expenses + Reserves</b>		<b>95,412.16</b>	<b>89,000.00</b>	<b>180,195</b>	<b>165,631.52</b>	<b>345,826.38</b>	Formula cell (Don't change)
<b>Total Net Income less Expenses + Reserves</b>		<b>\$ 257,086.38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	Formula cell (Don't change)

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

August 23, 2022

TO: Alexandra Greenberg, 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 2023 (6/1/22 thru 5/31/23).

Attached is a copy of MSC's certified budget for Student Activity fees (SAF) for the fiscal year 2023 that began June 1, 2022. The MSC Budget approved the submitted budget at their May 5<sup>th</sup>, 2022 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 **\$ 88,740**
2. **Rollover:** MSC's actual rollover at 5/31/22 of **\$257,086.38** which is reflected as two separate accounts:
  - "Rollover Balance" of **\$ 91,454.86** represent funds reverted back to MSC to re-allocate, and
  - "Rollover Balance-Clubs" represent those accounts that retained their actual rollover; Total of **\$165,631.52**
3. **Total "Available to Spend"** column reflects each Club/Organization's retained **rollover income plus** any new 2023 MSC allocation
4. **Reserve Fund:** The reserve was set as 10.5% of prior year actual expenses at **\$ 10,013**
5. **Programs and Projects:** The net remaining balance of all above adjustments was placed in this account at **\$ 94,484.86**

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.  
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

Srishty Amarnani, VP

Lulu Wei, Secretary

Rachel Baum, Treasurer

Charles Brunicardi, MD, Dean COM

Jeffrey Putman, PhD, Advisor

Schuyler Hooke, Interim Director, StuCtr

Adam Burgman, Asst Dir, StuC

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



Date Completed: 04/15/2023

- 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<sup>22</sup> thru May 31, 20<sup>23</sup>**

NAME 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:)	Alexandra Greenberg	April 15, 2023	alexandra.greenberg@downstate.edu	917-733-7997
Vice President (if other Title,specify:)	Srishty Amarnani	April 15, 2023	srishty.amarnani@downstate.edu	310-384-9026
Secretary(if other Title,specify:)	Lulu Wei	February 15, 2023	lulu.wei@downstate.edu	718-730-5668
Treasurer (if other Title,specify:)	Rachel Baum	February 15, 2023	rachel.baum@downstate.edu	

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

Signature	X		Signature	X	
Pres Print Name	President	Alexandra Greenberg	Treas Print Name	Treasurer	Rachel Baum
Signature	X		Signature	X	
VP Print Name	Vice President	Srishty Amarnani	Secy Print Name	Secretary	Lulu Wei

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)

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.

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 SAF and 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

06/21/2022

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 (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:

See certification details as provided in certification cover letter dated 8/23/22

CERTIFIED BY

Date of Certification:

8/23/22