

CERTIFIED BUDGET

Account	Description	Actual 5/31/23 Including FYE Adjustments	Submitted Budget 2023- 2024	Certified Budget 2023-2024	Retained Prior Year-End Rollover	Current Year Net Total Available to Spend	Comments
Income							
40-49001-012-30001	ACTIVITIES FEES INCOME	\$ 88,772.62	\$ 88,740.00	\$ 88,740.00		\$ 88,772.62	
40-30014-012-30001	ROLLOVER BALANCE - MSC	90,904.86		78,910.14		80,914.31	Total rollover 6/1/23=\$233,407.98
40-30014-012-30001	ROLLOVER BALANCE - CERTAIN CLUBS	165,631.52			152,493.67	152,493.67	
Total Income		\$ 345,309.00	\$ 88,740.00	\$ 167,650.14	\$ 152,493.67	\$ 322,180.60	Formula cell (Don't change)
Program Expenses							
<i>Note: If a Club/Org does its own fundraising, Be sure to mark Column H comment= "Retains Any Prior Year Rollover".</i>							
40-70009-012-30001	ADMINISTRATION FEE	\$ 2,047.00	\$ 2,096.00	\$ 2,096.00	\$ -	\$ 2,096.00	Formula cell (Don't change)
40-70399-012-30001	AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS	75.00	250.00	250.00	-	250.00	
40-70016-012-30001	AMERICAN MEDICAL STUDENT ASSOCIATION (AMSA)	186.41	-	-	8,121.31	8,121.31	Account Frozen
40-70244-012-30001	AMERICAN MEDICAL WOMEN'S ASSOCIATION (AMWA)	57.10	-	-	-	-	
40-70277-012-30001	ANESTHESIA SOCIETY	-	300.00	300.00	-	300.00	
40-70392-012-30001	ART INSTALLATION SOCIETY (DAIS)	47.66	1,200.00	1,200.00	2,157.62	3,357.62	Retains Rollover
40-70261-012-30001	ASIAN PACIFIC AMERICAN ASSOCIATION (APAMSA)	870.17	2,250.00	2,250.00	-	2,250.00	
40-70291-012-30001	ASSOCIATION OF WOMEN'S SURGEONS	65.34	-	-	-	-	
40-70022-012-30001	BADMINTON CLUB	100.00	450.00	450.00	-	450.00	
40-70391-012-30001	BLACK STUDENTS FOR EXCELLENCE	247.18	600.00	600.00	352.82	952.82	Retains Rollover
40-70409-012-30001	BLOCK PARTY	-	-	-	-	-	Delete Account
40-70373-012-30001	BOOK CLUB AT DOWNSTATE	-	175.00	175.00	-	175.00	
40-70280-012-30001	BROOKLYN FREE CLINIC	24,802.52	8,000.00	8,000.00	73,981.27	81,981.27	Retains Rollover
40-70393-012-30001	BUILDING THE NEXT GENERATION OF AMERICAN PHYSICIANS	305.00	1,200.00	1,200.00	-	1,200.00	
40-70378-012-30001	CHESS CLUB AT DOWNSTATE	-	175.00	175.00	-	175.00	
40-70281-012-30001	CHINESE AMERICAN MEDICAL SOCIETY (CAMS)	2,205.57	3,750.00	3,750.00	-	3,750.00	
40-70248-012-30001	CHRISTIAN FELLOWSHIP (DCF) AT DOWNSTATE	2,492.16	3,000.00	3,000.00	-	3,000.00	
40-72023-012-30001	CLASS 2023	2,847.74	-	-	-	-	Move Remaining to Class Reserves
40-72024-012-30001	CLASS 2024	153.51	1,500.00	1,500.00	2,802.98	4,302.98	Retains Rollover
40-72025-012-30001	CLASS 2025	477.93	1,500.00	1,500.00	2,211.30	3,711.30	Retains Rollover
40-72026-012-30001	CLASS 2026	534.77	1,500.00	1,500.00	965.23	2,465.23	Retains Rollover
40-72027-012-30001	CLASS 2027	-	1,500.00	1,500.00	-	1,500.00	
40-72000-012-30001	CLASS RESERVE	-	-	-	36,512.89	36,512.89	Retains Rollover
40-70416-012-30001	CONFERENCE FUNDING	(10,000.00)	-	-	-	-	
40-70407-012-30001	CRITICAL CARE MEDICINE INTEREST GROUP	(78.00)	250.00	250.00	-	250.00	
40-70249-012-30001	DANIEL HALE WILLIAMS SOCIETY	(622.63)	1,500.00	1,500.00	7,006.52	8,506.52	Retains Rollover
40-70295-012-30001	DEVELOPMENTAL DISABILITIES	-	-	-	-	-	
40-70367-012-30001	DIALYSIS SIDEKICKS	71.27	300.00	300.00	-	300.00	
40-70251-012-30001	EMERGENCY MEDICINE INTEREST GROUP (EMIG)	-	250.00	250.00	-	250.00	
40-70154-012-30001	ENT/ OTOLARYNGOLOGY CLUB	(1,204.00)	400.00	400.00	-	400.00	
40-70252-012-30001	ETHICS SOCIETY AT DOWNSTATE	(225.02)	225.00	225.00	-	225.00	
40-70382-012-30001	EVIDENCE BASED MEDICINE CLUB	-	-	-	-	-	
40-70347-012-30001	FAMILY MEDICINE INTEREST GROUP (FMIG)	286.50	225.00	225.00	-	225.00	
40-70403-012-30001	GASTROENTEROLOGY INTEREST GROUP	-	-	-	-	-	
40-70284-012-30001	GLOBAL HEALTH CLUB	746.00	1,000.00	1,000.00	-	1,000.00	
40-70400-012-30001	GLOBAL SURGERY STUDENT ALLIANCE AT SUNY DOWNSTATE	150.00	450.00	450.00	-	450.00	
40-70363-012-30001	HAITIAN CREOLE CLUB	(150.00)	375.00	375.00	-	375.00	
40-70406-012-30001	HEALTH POLICY STUDENT INTEREST GROUP	1,000.00	-	-	-	-	
40-70374-012-30001	INITIATIVE FOR NUTRITIONAL EMPOWERMENT	476.07	300.00	300.00	2,352.03	2,652.03	Retains Rollover
40-70276-012-30001	INTERNAL MEDICINE INTEREST GROUP	-	-	-	-	-	Retains Rollover
40-70290-012-30001	INTERVENTIONAL RADIOLOGY INTEREST GROUP (IRIG)	-	-	-	-	-	
40-70266-012-30001	LATINO MEDICAL STUDENT ASSOCIATION (LMSA)	1,107.15	1,500.00	1,500.00	-	1,500.00	
40-70390-012-30001	LIFESTYLE MEDICINE INTEREST GROUP	-	250.00	250.00	-	250.00	
40-70255-012-30001	MAIMONIDES SOCIETY	2,952.47	3,000.00	3,000.00	-	3,000.00	
40-70256-012-30001	MEDICAL ARTISTS GUILD/BROOKLN STORIES	6,381.77	3,500.00	3,500.00	-	3,500.00	Retains Rollover
40-70350-012-30001	MEDICAL ENTREPRENEURSHIP CLUB (DMEC)	-	-	-	-	-	
40-70414-012-30001	MEDICAL HISTORY CLUB	(300.00)	-	-	-	-	
40-70135-012-30001	MEETINGS (FOOD AND BEVERAGE)	2,593.15	3,000.00	3,000.00	-	3,000.00	
40-70136-012-30001	MIDWIFERY CLUB	126.98	-	-	-	-	
40-70368-012-30001	MUSIC CLUB AT DOWNSTATE	(249.01)	375.00	375.00	-	375.00	
40-70257-012-30001	MUSLIM STUDENTS ASSOCIATION (MSA)	2,802.66	3,000.00	3,000.00	-	3,000.00	
40-70258-012-30001	OB/GYN SOCIETY	65.34	-	-	-	-	
40-70272-012-30001	ONCOLOGY CLUB	-	300.00	300.00	-	300.00	
40-70259-012-30001	OPHTHALMOLOGY CLUB	142.87	-	-	-	-	
40-70289-012-30001	ORGANIZATION OF SOUTH ASIANS	602.87	600.00	600.00	-	600.00	
40-70260-012-30001	ORTHOPAEDICS AND SPORTS MEDICINE CLUB	452.09	400.00	400.00	-	400.00	



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40-70262-012-30001	PEDS'R'US	64.92	175.00	175.00	-	175.00	
40-70379-012-30001	PHOTOGRAPHY CLUB	-	-	-	-	-	
40-70369-012-30001	PHYSICIANS FOR HUMAN RIGHTS AT DOWNSTATE	325.00	-	-	7,044.73	7,044.73	Retains Rollover
40-70384-012-30001	PLASTIC & RECONSTRUCTIVE SURGERY INTEREST GROUP	-	250.00	250.00	-	250.00	
40-70397-012-30001	PM&R INTEREST GROUP	325.86	300.00	300.00	-	300.00	
40-70254-012-30001	PRIDE CLUB AT DOWNSTATE	135.86	2,200.00	2,200.00	2,597.70	4,797.70	Retains Rollover
40-70395-012-30001	PRIMARY CARE SPORTS MEDICINE INTEREST GROUP	214.00	225.00	225.00	-	225.00	
40-70174-012-30001	PROGRAMS AND PROJECTS	54,603.69	269.00	79,179.14	-	85,620.88	
40-70294-012-30001	PROJECT TEACH	-	300.00	300.00	-	300.00	
40-70263-012-30001	PSYCHIATRY STUDENT INTEREST GROUP (PHYCHSIG)	103.29	350.00	350.00	-	350.00	
40-70398-012-30001	SENIOR WEEK	4,090.00	6,000.00	6,000.00	3,795.00	9,795.00	Retains Rollover
40-70307-012-30001	SERVICE IMPROVEMENTS	7,500.00	-	-	-	-	Delete Account
40-70287-012-30001	SEX IN MEDICINE WEEK	(2,000.00)	-	-	2,000.00	2,000.00	Retains Rollover
40-70404-012-30001	SEXUAL HEALTH, EDUCATION & ADVOCACY	-	150.00	150.00	-	150.00	
40-70381-012-30001	SOCCER CLUB	-	-	-	-	-	
40-70370-012-30001	STREET MEDICINE OUTREACH ASSOCIATION AT DOWNSTATE	224.15	150.00	150.00	592.27	742.27	Retains Rollover
40-70411-012-30001	STUDENT ACTIVITIES FAIR	(547.45)	900.00	900.00	-	900.00	
40-70270-012-30001	STUDENT INTEREST GROUP IN NEUROLOGY (SIGN)	-	300.00	300.00	-	300.00	
40-70388-012-30001	STUDENT ORGANIZATION LEADERSHIP TRAINING	1,693.55	1,500.00	1,500.00	-	1,500.00	
40-70293-012-30001	STUDENT TRAUMA INTEREST GROUP	65.34	-	-	-	-	
40-70264-012-30001	STUDENTS FOR A NATIONAL HEALTH PROG (SNAHP)	482.76	600.00	600.00	-	600.00	
40-70268-012-30001	STUDENTS FOR CHOICE AT DOWNSTATE	-	300.00	300.00	-	300.00	
40-70362-012-30001	STUDENTS PARTNERING AND REACHING KIDS (SPARK)	-	-	-	-	-	
40-70250-012-30001	SUNY DOWNSTATE DERMATOLOGY CLUB	21.00	-	-	-	-	
40-70273-012-30001	SURGICAL SOCIETY AT DOWNSTATE	486.30	900.00	900.00	-	900.00	
40-70410-012-30001	SUTURING EQUIPMENT	-	500.00	500.00	-	500.00	
40-70387-012-30001	THE COALITION OF OCCUPATIONAL THERAPY ADVOCATES FOR DIVERSITY	(300.00)	-	-	-	-	
40-70274-012-30001	UROLOGY CLUB	(181.85)	650.00	650.00	-	650.00	
40-70412-012-30001	VASCULAR SURGERY INTEREST GROUP	(99.00)	250.00	250.00	-	250.00	
40-70415-012-30001	VOLLEYBALL CLUB	(132.00)	-	-	-	-	
40-70365-012-30001	WELLNESS CLUB AT DOWNSTATE	-	300.00	300.00	-	300.00	
40-70075-012-30001	WHITE COATS FOR BLACK LIVES (DWC4BL)	182.01	1,300.00	1,300.00	-	1,300.00	
40-70286-012-30001	WILDERNESS MEDICINE	-	75.00	75.00	-	75.00	
40-70226-012-30001	WINTER BALL / SPRING FLING	-	10,000.00	10,000.00	-	10,000.00	
40-70413-012-30001	ZOOM ACCOUNT	-	150.00	150.00	-	150.00	
Total Program Expense		\$ 111,901.02	\$ 78,740.00	\$ 157,650.14	\$ 152,493.67	\$ 316,585.55	Formula cell (Don't change)
Balance Before Reserves		\$ 233,407.98	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 5,595.05	Formula cell (Don't change)
Reserves:							
40-30008-012-30001	RESERVE FUND	-	10,000.00	10,000.00	-	5,595.05	5% of prior year actual expenses
Total Reserves		\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 5,595.05	Formula cell (Don't change)
Total Expenses + Reserves		111,901.02	88,740.00	167,650.14	152,493.67	322,180.60	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ 233,407.98	\$ -	\$ -	\$ -	\$ -	Formula cell (Don't change)

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

July 28, 2023

TO: Amanda Jirgal, 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 2024 (6/1/23 thru 5/31/24).

Attached is a copy of MSC's certified budget for Student Activity fees (SAF) for the fiscal year 2024 that began June 1, 2023. The MSC Budget approved the submitted budget at their May 3rd, 2023 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 **\$ 88,772.62**
2. **Rollover:** MSC's actual rollover at 5/31/22 of **\$233,407.98** which is reflected as two separate accounts:
 - "Rollover Balance" of **\$ 80,914.31** represent funds reverted back to MSC to re-allocate, and
 - "Rollover Balance-Clubs" represent those accounts that retained their actual rollover; Total of **\$152,493.67**
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 5% of prior year actual expenses at **\$ 5,595.05**
5. **Programs and Projects:** The net remaining balance of all above adjustments was placed in this account at **\$ 85,620.88**

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.
- **Reminder that all meeting minutes and FSA payment forms need to reflect the approved organization name as per its Constitution and Bylaws. The MSC Constitution specifies its name as **Medical Student Council (MSC)** or **Med Council****
- 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
Lulu Wei, VP
Hannah Brown, Secretary
Carl Janvier, Treasurer
DeAnne Kennedy-Lorde, Bursar (No SAF rate change; F/T Rate = \$110 /year)

Charles Brunicardi, MD, Dean COM
Jeffrey Putman, PhD, Advisor
Schuyler Hooke, Director, Student Life
Adam Burgman, Dir, Student Center

Date Completed: 5/3/23

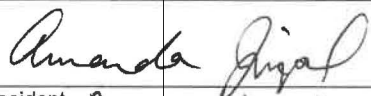


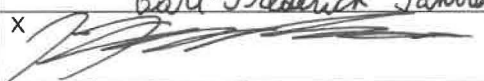
- Instructions:**
1. Complete this form All Signatures on this form must be ORIGINAL signatures (pages 1 & 2). blank form avail on FSA website,
 2. Attach the detail SAF Budget Worksheet as approved by the student council,
 3. Attach the SIGNED meeting minutes showing the budget detail was approved by 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, 2023 thru May 31, 2024

NAME OF STUDENT ORGANIZATION: Medical Student Council

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:)	Amanda Jirgal	05/2024	amanda.jirgal@downstate.edu	845-825-6648
Vice President (if other Title,specify:)	Wu Wei	05/2024	wu.wei@downstate.edu	718-730-5668
Secretary (if other Title,specify:)	Hannah Brown	01/2024	hannah.brown@downstate.edu	914-980-2451
Treasurer (if other Title,specify:)	CARL JANVIER	01/2024	Carl-Frederick.Janvier@downstate.edu	786-252-9565

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	Amanda Jirgal	Treas Print Name	Treasurer	Carl-Frederick Janvier
Signature	X		Signature	X	
VP Print Name	Vice President	Wu Wei	Secy Print Name	Secretary	Hannah Brown

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

5/3/2023

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:

Necessary revisions to the budget submitted by MSC are highlighted in the accompanying budget certification letter dated 7/28/23.

CERTIFIED BY



SIGNATURE

Date of Certification: 7/28/23