	Faculty Student Association of			of DMC-St		ivity i unu	
ATE	OWNSTATE——	OWNSTATE FY 2025 = June 1, 2024 through May 31, 2025 FY 2025 = CERTIFIED BUDGET (Yellow highlights= FSA revisions made)					
		Actual 5/31/24	Submitted		Retained Prior	Current Year Net	
	Description	Including FYE Adjustments	Budget 2024- 2025	Certified Budget 2024-2025	Year-End Rollover	Total Available to Spend	Comments
-30001	ACTIVITIES FEES INCOME	\$ 89,871.31	\$ 90,299.52	\$ 90,299.52		\$ 90,299.52	
-30001 -30001	ROLLOVER BALANCE - MSC ROLLOVER BALANCE - RETAINED by CERTAIN CLUBS	80,914.31 152,493.67	tbd tbd	77,888.52 195,333,15	195.333.15	77,888.52 195,333,15	Rollover total \$273,221.67 less retained club rollovers
	7	\$ 323,279.29	\$ 90,299.52	\$ 363,521.19	\$ 195,333.15	\$ 363,521.19	Formula cell (Don't change)
enses	Note: If a Club/Org does its own fundraising, Be sure to mark Column K comment= "Retains Any Pric	or Year Rollover".	•		•		
-30001	ADMINISTRATION FEE AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS	\$ 2,096.00 152.62	300.00	\$ 2,146.00 300.00	\$.	\$ 2,146.00	Formula cell (Don't change)
-30001	AMERICAN MEDICAL STUDENT ASSOCIATION (AMSA) AMERICAN MEDICAL WOMEN'S ASSOCIATIONA (AMWA)	(175.00) (154.57)	600.00	600.00		600.00	Desctivate acct; TFR 5-31-24 bal \$8K to Reserve (awaiting AMSA ns
	ANESTHESIA SOCIETY ART INSTALLATION SOCIETY (DAIS)	189.91	300.00 600.00	300.00 600.00	2,157.62	300.00 2,757.62	Retains Rollover (Up to \$2,157.62)
-30001 -30001	ASIAN PACIFIC AMERICAN ASSOCIATION (APAMSA) ASSOCIATION OF WOMEN'S SURGEONS	738.81 (115.00)	1,500.00 500.00	1,500.00 500.00	-	1,500.00 500.00	
-30001	BADMINTON CLUB BLACK STUDENTS FOR EXCELLENCE	303.75 160.22	150.00	150.00		150.00	Delete Account
-30001	BOOK CLUB AT DOWNSTATE BROOKLYN FREE CLINIC	(41,464.53)	8,000.00	8,000.00	123,445.80	131 445 80	Delete Account Retains Rollover
-30001 -30001	BUILDING THE NEXT GENERATION OF AMERICAN PHYSICIANS CHESS CLUB AT DOWNSTATE	759.71	900.00	900.00	123,440.00	900.00	Delate Account
-30001	CHINESE AMERICAN MEDICAL SOCIETY (CAMS)	3,780.24	3,000.00	3,000.00		3,000.00	Delete Account
	CHINESE STUDENT SCHOLAR ASSOCIATION CHRISTIAN FELLOWSHIP (DCF) AT DOWNSTATE	191.00 2,160.12	3,000.00	3,000.00		3,000.00	Delete Account
-30001 -30001	CLASS 2024 CLASS 2025	8,029.77	1,500.00	1,500.00	3,711.30	5,211.30	Deactivate Account and transfer to Class Reserve Retains Rollover
	CLASS 2026 CLASS 2027	520.00 969.88	1,500.00 1,500.00	1,500.00 1,500.00	1,945.23 530.12	2,030.12	Retains Rollover Retains Rollover
-30001	CLASS 2028 CLASS RESERVE	3,538.59	1,500.00	1,500.00	29,247.51		Retains Rollover Retains Rollover
-30001 -30001	CONFERENCE FUNDING CRITICAL CARE MEDICINE INTEREST GROUP	(7,408.63) 112.00	150.00	150.00	7,408.63		Retains Rollover
-30001 -30001	DANIEL HALE WILLIAMS SOCIETY (DHWS) DERMATOGTOLOGY CLUB	3,543.16 (18.00)	2,000.00	2,000.00	4,963.36		Retains Rollover (Up to \$4,894)
-30001	DIALYSIS SIDEKICKS EMERGENCY MEDICINE INTEREST GROUP (EMIG)		250.00	250.00		250.00	
-30001 -30001	ENT/ OTOLARYNGOLOGY CLUB	242.30 (494.00)	250.00 300.00	250.00 300.00		250.00 300.00	
-30001	ETHICS SOCIETY AT DOWNSTATE FAMILY MEDICINE INTEREST GROUP (FMIG)	74.00 238.00	250.00 200.00	250.00 200.00		250.00 200.00	
-30001 -30001	GI INTEREST GROUP GLOBAL HEALTH CLUB	(29.17) 855.00	250.00 1,000.00	250.00 1,000.00		250.00 1,000.00	
-30001 -30001	GLOBAL SURGERY STUDENT ALLIANCE AT SUNY DOWNSTATE HAITIAN CREOLE CLUB	534.40	450.00	450.00		450.00	Keep Account
-30001 -30001	INITIATIVE FOR NUTRITIONAL EMPOWERMENT INNOVATE MEDICINE INTEREST GROUP (INNOVATE-MED)	422.20 (103.43)	200.00	200.00	2,229.83	2,429.83	Retains Rollover (Up to \$2,352) Delete Account
-30001 -30001	INTERNAL MEDICINE INTEREST GROUP (IMIG) INTERVENTIONAL RADIOLOGY INTEREST GROUP (IRIG)	757.22	300.00	300.00		300.00	Delete Account
-30001	LATINO MEDICAL STUDENT ASSOCIATION	0.80	1,500.00	1,500.00		1,500.00	Dolo Frodu K
-30001	LIFESTYLE MEDICINE INTEREST GROUP MAIMONIDES SOCIETY	295.71 3,260.87	400.00 3,000.00	400.00 3,000.00		400.00 3,000.00	
-30001 -30001	MAKERS CLUB MEDICAL ARTISTS GUILD/BROOKLN STORIES	(200.00) 3,220.91	300.00 3,500.00	300.00 3,500.00		300.00 3,500.00	
-30001	MEDICAL ENTREPRENEURSHIP CLUB AT DOWNSTATE (MEC) MEETINGS (FOOD AND BEVERAGE)	(15.20) 2,168.02	345.00 3,000.00	345.00 3,000.00		345.00 3,000.00	
	MUSIC CLUB AT DOWNSTATE MUSLIM STUDENTS ASSOCIATION (MSA)	2,918.97	3,000.00	200.00 3,000.00		200.00 3,000.00	
-30001 -30001	OB/GYN SOCIETY ONCOLOGY CLUB	(199.50)	300.00 300.00	300.00 300.00		300.00 300.00	
-30001	OPTHALMOLOGY CLUB ORGANIZATION OF SOUTH ASIANS	(359.44) 248.52	600.00	600.00		600.00	Keep Account
-30001 -30001	ORTHOPAEDICS CLUB AND SPORTS MEDICINE PEDS'R'US	(326.00) (290.30)	400.00 200.00	400.00 200.00		400.00 200.00	
-30001	PHOTOGRAPHY CLUB PHYSICIANS FOR HUMAN RIGHTS AT DOWNSTATE	1,557.26	200.00	200.00	5,487.47	200.00	Retains Rollover
-30001	PLANETARY HEALTH CLUB PLASTIC & RECONSTRUCTIVE SURGERY INTEREST GROUP	43.00 294.00	350.00	350.00	3,407.47	350.00	Keep Account
-30001	PM&R INTEREST GROUP	273.00	400.00	400.00		400.00	
	PRIDE CLUB AT DOWNSTATE PRIMARY CARE SPORTS MEDICINE INTEREST GROUP	1,072.00 143.00	1,500.00	1,500.00	3,725.70		Retains Rollover Keep Account
	PROGRAMS AND PROJECTS PROJECT TEACH	45,720.86 18.34	12,704.52 100.00	80,325.73 100.00		80,325.73 100.00	
-30001	PSYCHIATRY STUDENT INTEREST GROUP (PHYCHSIG) RADIOLOGY CLUB	(127.37) (750.00)				-	Keep Account
	RADIOLOGY INTEREST GROUP SENIOR PARTY	(131.89) 2,201.36					Delete Account Delete Account (Rollover to Senior Week)
-30001	SENIOR WEEK SEX IN MEDICINE WEEK	(279.67) (500.00)	6,000.00	6,000.00	9,873.31		Retains Rollover Keep Account
-30001	SEXUAL HEALTH,EDUCATION & ADVOCACY STREET MEDICINE OUTREACH ASSOCIATION AT DOWNSTATE	135.00	250.00 500.00	250.00 500.00	607.27	250.00	
	STUDENT ACTIVITIES FAIR STUDENT FOR SOCIAL RESPONSIBILITY	689.87 (16.94)	900.00 250.00	900.00 250.00	-	900.00 250.00	
-30001 -30001	STUDENT INTEREST GROUP IN NEUROLOGY (SIGN) STUDENT ORGANIZATION LEADERSHIP TRAINING	161.78 1,500.00	200.00 1,500.00	200.00 1,500.00		200.00 1,500.00	
-30001	STUDENTS FOR A NATIONAL HEALTH PROG (SNAHP)	107.98	300.00	300.00		300.00	
-30001 -30001	STUDENTS FOR CHOICE AT DOWNSTATE STUDENTS WITH DISABILITIES AND CHRONIC ILLNESS AT DOWNSTATE	100.00 (400.00)	250.00	250.00		250.00	Keep Account
-30001 -30001	SURGICAL CLUB AT DOWNSTATE SUTURING EQUIPMENT	119.60 860.90	400.00 500.00	400.00 500.00		400.00 500.00	
-30001	VASCULAR SURGERY INTEREST GROUP	(200.06)	800.00	800.00		800.00	Keep Account
-30001 -30001	WELLNESS CLUB AT DOWNSTATE WHITE COATS FOR BLACK LIVES (DWC4BL)	299.41	350.00	350.00		350.00	Delete Account
-30001	WILDERNESS MEDICINE WINTER BALL / SPRING FLING	(113.74) 6,000.00	10,000.00	10,000.00		10,000.00	Delete Account
-30001	ZOOM ACCOUNT	150.00 \$ 50,057.62	150.00	150.00	\$ 195,333.15	150.00	Formula cell (Don't change)
n Expens					ψ 1σ0,000.10		
re Reserv	/es	\$ 273,221.67	\$ 5,000.00	\$ 208,454.46	\$ -	\$ 13,121.31	Formula cell (Don't change)
-30001	RESERVE FUND		5.000.00	10 101 01		10 101 01	represents 26% of prior year actual expenses (incl \$8,12)
-30001 9 s	NEGENVE I UND	\$ -	\$ 5,000.00	13,121.31		13,121.31 \$ 13,121.31	awaiting AMSA Nat'l reply) Formula cell (Don't change)
	YUAP	7					
es + Rese		50,057.62	90,299.52	168,188.04	195,333.15		Formula cell (Don't change)
	Expenses + Reserves	\$ 273,221.67	\$ -	\$ 195,333.15	\$ -	\$ -	Formula cell (Don't change)



Aug 24, 2024

TO: Rachel Baum, 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 2025 (6/1/24 thru 5/31/25).

Attached is a copy of MSC's certified budget for Student Activity fees (SAF) for the fiscal year 2025 that began June 1, 2024. The MSC Budget approved the submitted budget at their May ^{2nd}, 2024 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. Rollover: MSC's actual rollover at 5/31/24 of \$273,221.67 which is reflected as two separate accounts:
 - "Rollover Balance" of \$77,888.52 represent funds reverted back to MSC to re-allocate, and
 - "Rollover Balance-Clubs" represent those accounts that retained their actual rollover; Total of \$195,333.15
- 2. <u>Total "Available to Spend"</u> column reflects each Club/Organization's retained rollover income plus any new 2023 MSC allocation
- 3. <u>AMSA</u>: Dormant club- 5/31/24 balance of \$8,121.31 has been transferred to Reserve pending response from AMSA National on use of funds vs need to return funds to AMSA National.
- **4.** Reserve Fund: The reserve was submitted as 10% of prior year actual expenses at \$ 5,000.00 plus the AMSA acct 5/31/24 balance which remains pending AMSA National response on use vs return of \$8,121.31 (funds originally received from AMSA National); Net 26% Reserve Fund.
- 5. <u>Programs and Projects:</u> The net remaining balance of all above adjustments was placed in this account at \$80,325.73

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 Charles Brunicardi, MD, Dean COM Michel Liu, VP Jeffrey Putman, PhD, Advisor

Amanda Azmi, Secretary

Schuyler Hooke, Director, Student Life
Eric Acosta, Treasurer

Schuyler Hooke, Director, Student Life
Adam Burgman, Dir, Student Center

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



Date Completed: 2/5/2025

- 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 24 thru May 31, 20 25

NAME OF STUDENT ORGANIZATION: Medical School 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:)	Rachel Baum	5/2025	rachel. baum Polounstall	rdu 516-281-4096
Vice President (if other Title,specify:)	Michel Liu		michel.liu@downstate.edu	
Secretary(if other Title,specify:	Shadman Kazi	2/1/2026	Shadman.Kazi@downstate.edu	9179604790
Treasurer (if other Title,specify:)	Mohammad	2/1/2026	Mohammed.Shah@downstate.edu	607-972-8391

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

Signature	* Sach Bern	Signature	X Mohammed Shah		
Pres Print Name	President Rachel Baum	Treas Print Name	Treasurer	Mohammad Shah	
Signature	* Mill di	Signature	* Jarn		
VP Print Name	Vice President Michel Liu	Secy Print Name	Secretary	Shadman Kazi	
VIONE ON ONE DOMATURES ARE REQUIRED FOR BIODURGENENTS					

| 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.

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 School Council

(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 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		2/3/	
Applica	nt's Main Representative Signature	Dat	e
Send (1) This form with all original signature	es (2) The Budget Worksheet (detail)	and (3) the Coun	icil's SIGNED MEETIN

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.

CERTIFICATION Approved in accordance with the above linked documents FSA Policies and Procedures and SUNY Board of Trustee Guidelines. Certification Comments: Intially certified 8/24/24.. this update reflects recent MSC Officer changes CERTIFIED BY Date of Certification: Date of Certification: