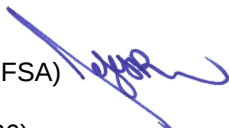


Oct 18, 2025

TO: Kunika Chahal, President, Medical Student Council (MSC)
via eMail and posted on FSA website.

FROM: Jeffrey Putman, President, Faculty Student Association (FSA) 

SUBJECT: MSC Budget Certification for FY 2026 (6/1/25 thru 5/31/26).

Attached is a copy of MSC's certified budget for Student Activity fees (SAF) for the fiscal year 2026 that began June 1, 2025. The MSC Budget approved the submitted budget at their August 26th, 2025 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 5/31/25 of **\$243,568.43** which is reflected as two separate accounts:
 - "Rollover Balance" of **\$54,502.26** represent funds reverted back to MSC to re-allocate, and
 - "Rollover Balance-Clubs" represent those accounts that retained their actual rollover; Total of **\$176,646.72**
 - "Rollover Balance-Transfer to SCGB and UC represents club that are being transferred to other Councils, a total of **\$12,419.45**
2. **Total "Available to Spend"** column reflects each Club/Organization's retained **rollover income plus** any new 2026 MSC allocation
3. **Reserve Fund:** MSC initially submitted a **\$10,000** Reserve Fund, which has been revised to 5% of Prior Year Expenses, which is at **\$11,623.18**. SUNY Guidelines require a minimum of 5%, but no more than 100% of prior year's actual expenses
4. **Programs and Projects:** The net remaining balance of all above adjustments was placed in this account at **\$69,720.97**

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.

cc: Anthony Condoleo, FSA Interim Controller (w/original documents);
Daniel Minnock, FSA Bookkeeper
Christopher Montalvo, VP
Shadman Kazi, Secretary
Mohammed Shah, Treasurer

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

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