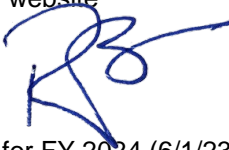


Faculty Student Association of DMC-Student Activity Fund							
Nursing Student Council (NSC)							
FY 2024 = June 1, 2023 through May 31, 2024							
Certified Revised FY 2024 Budget							
Account	Description	Prior Year End @ 5/31/23	Submitted Budget 2023	Certified Interim Budget 2023 - 2024	Re-Submitted Budget 2024	Certified Budget 2023 - 2024	Comments
Income							
40-49001-014-30001	ACTIVITIES FEES INCOME	\$ 16,538.57	\$ 15,723.29	\$ 16,538.57	\$ 16,538.57	\$ 16,538.57	Based on Prior Year Actual
40-40001-014-30001	ROLLOVER BALANCE	27,323.18	-	19,130.01	\$ 19,130.01	19,130.01	Actual FY23 funds not spent as of 5/31/23
Total Income		\$ 43,861.75	\$ 15,723.29	\$ 35,668.58	\$ 35,668.58	\$ 35,668.58	Formula cell (Don't change)
Program Expenses <small>Note: If a Club/Org does its own fundraising, Be sure to mark Column F comment= "Retains Any Prior Year Rollover".</small>							
40-70009-014-30001	ADMINISTRATION FEE	\$ 244.13	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	Formula cell (Don't change)
40-70318-014-30001	SUMMER CONVOCATION	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	Rename to "Summer Convocation"
40-70301-014-30001	WINTER CONVOCATION	5,599.00	4,000.00	4,000.00	4,000.00	4,000.00	Rename to "Winter Convocation"
40-70302-014-30001	CONVOCATION MAY PRIOR FY	-	-	-	-	-	Delete Account
40-70371-014-30001	DOWNSTATE STUDENT NURSING ASSOCIATION (DSNA)	-	300.00	300.00	300.00	300.00	
40-70304-014-30001	EDUC CONFERENCES & RESEARCH ACTIVITIES	-	500.00	500.00	500.00	500.00	
40-70097-014-30001	CON WHITE COAT CEREMONY	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
40-70173-014-30001	PROGRAMS & PROJECTS	13,061.15	2,173.29	9,752.71	9,752.71	9,752.71	Place any net excess in this account
40-70305-014-30001	SOCIAL ACTIVITIES	327.46	1,000.00	1,000.00	1,000.00	1,000.00	
40-70280-014-30001	SUPPORT TO BROOKLYN FREE CLINIC	2,000.00	500.00	500.00	500.00	500.00	
40-70348-014-30001	WINTER/SPRING EVENTS	1,000.00	500.00	500.00	500.00	500.00	
Total Program Expense		\$ 24,731.74	\$ 15,723.29	\$ 23,302.71	\$ 23,302.71	\$ 23,302.71	Formula cell (Don't change)
Balance Before Reserves		19,130.01	-	12,365.87			Formula cell (Don't change)
Reserves:							
40-70181-014-30001	RESERVE FUND	-	-	12,365.87	12,365.87	12,365.87	50% Prior Year Actual Expenses (within guidelines)
Total Reserves		\$ -	\$ -	\$ 12,365.87	\$ 12,365.87	\$ 12,365.87	Formula cell (Don't change)
Total Expenses + Reserves		\$ 24,731.74	\$ 15,723.29	\$ 35,668.58	\$ 35,668.58	\$ 35,668.58	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ 19,130.01	\$ -	\$ -	\$ -	\$ -	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses							

May 13, 2024

TO: Amayra Choudhury, President
Nursing Student Council (NSC)
Via eMail and posted on FSA-SAF website

FROM: Richard J. Bentley, President,
Faculty Student Association (FSA) 

SUBJECT: NSC Revised Budget Certification for FY 2024 (6/1/23 thru 5/31/24).

Attached is NSC's certified fiscal year (FY) 2024 Revised Budget for Student Activity fees (SAF) for the FY 2024 that began on June 1, 2023. The NSC had initially approved and submitted a NSC FY 2024 budget at their May 15, 2023 meeting which was certified as an Interim Budget requiring NSC to submit a revised FY 2024 budget on or before Oct 10, 2023 addressing NSC's excessive reserve. The NSC approved their FY 2023/24 revised budget at their September 19, 2023 meeting. This attached NSC FY 2024 Revised Budget was then certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines with the following adjustments:

1. **SAF Income:** NSC initially budgeted \$15,723.29 and the prior year actual as of 5/31/23 was \$16,538.57. FY2024 estimated SAF revenue has been **adjusted to \$16,538.57**.
2. **Rollover Balance:** The NSC's actual year end unused funds at 5/31/23 was **\$19,130.01** which represents **115%** of its annual SAF income and by SUNY Board of Trustee guidelines **is excessive**. At their September 19, 2023 meeting, NSC agreed to take actions to either increase its programs and activities to spend its annual SAF income by May 31st, 2024
3. **Reserve Fund:** NSC initially submitted a **\$ 500** Reserve Fund. In light of the excessive 2023 rollover, reserve has been revised to the Reserve Fund of **\$ 12,365.87**. (50% of prior year's actual expenses). SUNY Guidelines requires a 5% but no more than 100% of prior year's actual expenses.
4. **Programs & Projects:** The net of the above revisions results has been made in this account being adjusted to **\$ 9,752.71** in order to balance NSC's budget (bottom line net to zero).

Please be aware that:

- **Authorized Signatures:** NSC's Constitution requires that the Treasurer plus one other NSC officer sign all payment forms.
- **Programs & Projects and Reserve Fund** require meeting minutes approving use, since purpose is undesignated at this time of certification.
- 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.
- [FSA Payment Form \(link\)](#), [SAF Meeting Minutes Guidelines \(link\)](#), and [other SAF documents \(link\)](#) are 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 Staff Accountant
James Freire, VP
Tatiana Keeby, Secretary
Freda Nokaly, Treasurer
Lori Escallier, Dean, College of Nursing
Deanne Kennedy-Lorde, Interim Bursar (No SAF rate change; NSC rate=\$40./yr)

Dr. Barbara Kitchener, Faculty Advisor
Jeffrey Putman, VP Academic & Student Affairs
Adam Burgman, Asst Director, Student Center
Schuyler Hooke, Director, Student Life

Date Completed: 5/30/23



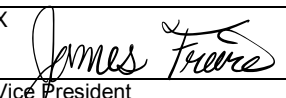
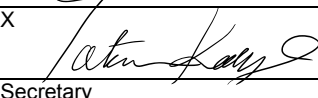
- Instructions:**
1. Complete this form All Signatures on this form must be ORIGINAL signatures (pages 1 & 2). blank form avail on [FSA website](#),
 2. Attach the detail SAF Budget Worksheet as approved by the student council,
 3. Attach the SIGNED meeting minutes showing the budget detail was approved 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, 20 23 thru May 31, 20 24**

NAME OF STUDENT ORGANIZATION: _____

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:)		10/2023 xx		
Vice President (if other Title,specify:)		10/2023 xxx		
Secretary(if other Title,specify:)		10/2023 xxx		
Treasurer (if other Title,specify:)		10/2023 xxx	freda.nokaly@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	Treas Print Name	Treasurer
Signature	X 	Signature	X 
VP Print Name	Vice President	Secy Print Name	Secretary

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)

(NSC Officer Elections are held in Oct and Terms of Office begin/end in Oct of each year)

AGREEMENT Between
THE FACULTY STUDENT ASSOCIATION OF DOWNSTATE MEDICAL CENTER, INC.
And

Nursing Student Council (NSC)

(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 Freda Nokaly  5/30/23
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 (Mail Stop 1219); A copy will be returned after certification.

DO NOT WRITE BELOW THIS LINE (FSA USE ONLY)

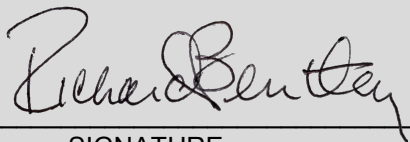
CERTIFICATION

Approved in accordance with the above linked documents FSA Policies and Procedures and SUNY Board of Trustee Guidelines. Certification Comments:

NSC Officer's Terms of office updated

See accompanying cover letter

CERTIFIED BY



SIGNATURE

Date of Certification: _____

Nursing Student Council
September 19, 2023 04:00 PM

Zoom Meeting

Meeting Attendees:

Dr. Barbara Kitchener

Richard Bentley

Daniel Minnock

Amayra Choudhury

James Freire

Tatiana Keeby

Freda Nokaly

Jamelia Small

Diane Torsell

With a quorum present, **Amayra Choudhury** calls the meeting to order at **4:10 PM**.

1. **Amayra Choudhury** initiates by welcoming Mr. Bentley and Mr. Minnock from FSA, who were invited to participate in the meeting.
2. **Amayra Choudhury** announces the first order of business is to clarify the NSC budget. She clarifies the following:
 - a. NSC's current proposed budget correctly reflects an appropriate plan for tackling excessive rollover fees while maintaining sustainable spending plans.

- b. NSC has allocated 23,300 of the anticipated 16,500 Activity Fee, which is about 150% of the current budget.
- c. Excess funds are coming from rollovers that NSC is required to spend ASAP.
- d. Prior year NSC spent 8,200 of the 27,300 rollover budget. This is planned to occur again such that NSC uses the fund without spending it inappropriately.
- e. NSC expects to consider an increase in Activity Fee in 2 years if budget adjustments are not made (upon full expenditure of the rollover budget.)
- f. The submitted budget is the final budget. NSC will move money from the reserve to other accounts as needed during the school year.

3. **Amayra Choudhury** states 2023-2024 Budget Proposal

- a. Rollover balance: 19,130.01
- b. Admin fee: 250
- c. Summer Convocation (Renamed from Accelerated Program Pinning and Awards):
4,000
- d. Winter Convocation (Renamed from RN-BS Grad Convo Current FY):
4,000
- e. Delete account “Convocation May Prior”
- f. DSNA: 300
- g. Edu Conferences and Research Activities: 500
- h. CON White Coat Ceremony: 2,500
- i. Programs and Projects: (ANY NET EXCESS) 9,752.71
- j. Social activities: 1,000

k. Support to BFC: 500

l. Winter/Spring Events: 500

Total Program Expenses: 23,302.71

Balance before reserves: 12,365.87

Total (with reserves): 35,668.58

Motion: To approve the 2023-2024 budget as presented

Seconded: by **James Freire**

Vote: Unanimously approved

4. **Mr. Bentley** states that given this explanation of expenditures, NSC may resubmit their budget to FSA for approval.
5. **Amayra Choudhury** announces the second order of business is to clarify the Cafe 101 invoice that was sent to NSC on July 20th by Karen Thomas-Lovell (Executive Assistant to the Dean) of \$8,142. **Amayra** clarifies the following:
 - a. NSC allocated a budget for July 2023 Summer Convocation catering of 4,000.
 - b. Members of the Convocation planning team (inclusive of some CON staff, administrative faculty, NSC Leaders, and personnel from Student Life) discussed the menu for the event based on the students' RSVP responses that approx. 150 students plus their guests will be attending the ceremony. Based on this information the order for food as discussed among the Convocation Planning Team was placed with Café 1.
 - c. There was no verification of the cost for food until the invoice of \$8,142 was presented for payment from the NSC funds. The NSC Leadership Team felt that

this amount was inappropriately excessive considering the budgeted amount for the event was \$4000.

- d. Although there is sufficient rollover to pay this invoice, NSC will not be able to sustain such spending in the future. In an effort to emphasize this, NSC will only be covering 6,000 of the 8,142 (150% of the original intended budget), with the expectation that the CON will cover the balance of \$2,142. Dr. Kitchener will update the CON financial administrators on this matter.
 - e. Notably, catering for such events relies on NSC budget but is planned for by primarily CON faculty. NSC suggests that it may be more appropriate to finance White Coat and Convocation official college ceremonies as opposed to student activities.
6. **Dr. Kitchener** points out that the invoice amount of over \$8000 from Café 1 to the NSC did not include the elaborate fresh-flowers centerpieces, and that historically as in the case for the July 13th Convocation NSC was billed only for the food She also mentions that NSC was invited to the planning meeting, and a couple students were present.
- Amayra** acknowledges that while NSC does not pay for the whole ceremony, the amount spent on food is nonetheless inappropriately over-budget and thus greater efforts must be made to ensure such an issue does not happen again. She elaborates that due to scheduling, the majority of NSC was not present at the planning meeting.
7. **Amayra Choudhury** verifies with **Mr. Bentley** and **Mr. Minnock** that **Ernie** (Cafe 101) will be able to receive split payments of 6,000 from NSC and the remaining balance from CON. **Mr. Minnock** confirms that this should not be an issue.

8. **Dr. Kitchener** will update the CON Financial Administrator (Ms. Thomany) of the discussion re NSC payment of \$6000 to Cafe 1 and request the CON consideration for payment of the \$2142 balance.
9. **Mr. Minnock** and **Mr. Bentley** agree that they have no other concerns with NSC on behalf of FSA, and exit the meeting.
10. **Amayra Choudhury** announces that transition of power is officially underway. An email with details regarding nomination has been sent to all CON students on 9/18, which confirms that nomination submissions will close 9/29 and official ballots will take place 10/4-10/6. **Dr. Kitchener** urges program representatives to spread the word among students and encourage participation.
11. **Dr. Kitchener** inquires as to how budgeting issues can be avoided in the future. **Freda** voices concern regarding the lack of transparency from Cafe 101 regarding how the money will be spent, as well as adhering to a quote. **Jamelia Smalls** voices concern regarding the items that are chosen during faculty planning meetings, as well as dismissal of student opinion during said meeting. **Freda and Amayra** clarify that there are technical barriers that prevent events from being catered for by outside vendors.
12. **Amayra Choudhury** announces that due to updated student life guidelines all NSC meetings must be scheduled through the Student Life Zoom Accounts (as per Adam Burgman) in order to ensure proper documentation of student activities.
13. **Dr. Kitchener** addresses the upcoming White Coat Ceremony in November and Convocation/Pinning in December and clarifies their dates and planning meetings.
14. **Amayra Choudhury** motions to end the meeting.

Seconded by James Freire.

Meeting adjourned at 5:00 PM.

Amayra Choudhury

President of NSC

A handwritten signature in black ink, appearing to read 'Amayra Choudhury'.

09/19/2023