

Faculty Student Association of DMC-Student Activity Fund					
Residence Hall Council (RHC)					
FY 2020 = June 1, 2019 through May 31, 2020					
FY 2020 CERTIFIED BUDGET					
Account	Description	Prior FY 2019 @ 5/31/1 Actual	Submitted Budget FY 2020	Certified Budget 2019 - 2020	Comments
Income					
40-42092-009-30001	ACTIVITIES FEES INCOME	\$ 4,530	\$ 4,470	\$ 4,530	Based on actual prior year
40-49001-009-30001	ROLLOVER BALANCE	\$ 2,064	\$ 2,000	\$ 3,107	Actual FY Funds not spent as of 5/31/19
Total Income		\$ 6,594	\$ 6,470	\$ 7,637	Formula cell (Don't change)
Program Expenses	Note: If a Club/Org does its own fundraising, Be sure to mark Column F comment= "Retains Any Prior Year Rollover".				
40-70009-009-30001	ADMINISTRATION FEE	\$ 242	\$ 248	\$ 248	Formula cell (Don't change)
40-71000-009-30001	FLOOR ALLOTMENTS	862	1,207	\$ 1,207	
40-70135-009-30001	MEETINGS	1,398	1,850	\$ 1,850	
40-70173-009-30001	PROGRAMS & PROJECTS	985	2,789	\$ 3,956	Net Result of all other revisions placed here
Total Program Expense		\$ 3,486	\$ 6,094	\$ 7,261	Formula cell (Don't change)
Balance Before Reserves		3,107	\$ 376	376.46	Formula cell (Don't change)
Reserves:					
40-30008-009-30001	RESERVE FUND		376	376	Minimum 10% prior yr actual expenses
Total Reserves		\$ -	\$ 376	\$ 376	Formula cell (Don't change)
Total Expenses + Reserves		\$ 3,486	\$ 6,470	\$ 7,637	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ 3,107	\$ -	\$ 0	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					



Faculty Student Association of DOWNSTATE Medical Center

July 18, 2019

TO: Patrick Flanagan, President
Residence Hall Council (RHC) via eMail and posted on [FSA website \(link\)](#)

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

SUBJECT: RHC Budget Certification for Fiscal Year 2020 (June 1, 2019 to May 31, 2020).

Attached is a copy of RHC's certified budget for Student Activity Fees (SAF) for the fiscal year 2020 that began June 1, 2019 pursuant to the budget that the RHC approved on 5/8/19. This budget has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees SAF Guidelines. The following changes were made to the submitted budget:

- **Activity Fee Income:** was revised to reflect prior year actual at **\$ 4,530**
- **Rollover Balance:** The RHC's actual year end unused funds at 5/31/19 was **\$3,107**. RHC must make efforts to increase its program and activities to spend its annual SAF income by May 31st or consider reducing its future fee rate.
- **Administration Fee:** The FSA fee was increased by CPA of 2.4% from \$242 to **\$248**.
- **Programs & Projects:** The net of the above revisions results has been made in this account being adjusted to **\$3,956** in order to balance RHC's budget (bottom line net to zero).
- **Reserve Fund:** The reserve was set as 10% of prior year actual expenses at **\$3,486**

Please be aware that:

- **Payments signature requirements:** In accordance with the RHC bylaws, the Treasurer plus one other RHC officer shall sign all payment requests.
- **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 RHC meeting minutes approving use, since purpose is undesignated at this time of certification.
- The Council may submit a revised budget for additional certification at any time during the year.
- [FSA Payment forms \(link\)](#), [SAF Meeting Minutes Guidelines \(link\)](#), [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, bookkeeper
Mario Otuada, VP
Robin Ochei, Treasurer
Michael Huaman, Secretary
Justin Alger, Dir, Residential Life and Services
Meg O'Sullivan AVP Student Life
Amy Urquhart, Director Student Center
Peter Ljutic, Bursar (no SAF rate increase: Current flat rate=\$20/yr)



Date Completed: 5.8.19

- 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, 20¹⁸ thru May 31, 20¹⁹NAME OF STUDENT ORGANIZATION: Residence Hall 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:)	Patrick Flanagan	4.30.20	patrick.flanagan@downstate.edu	(845) 803-1987
Vice President (if other Title,specify:)	Mario Otuada	4.30.20	marioghae.otuada@downstate.edu	(347) 357-3130
Secretary(if other Title,specify:)	Michael Huaman	4.30.20	michael.huaman@downstate.edu	(646) 5737791
Treasurer (if other Title,specify:)	Robin Ochei	4.30.20	robin.ochei@downstate.edu	(631) 922-4949

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 Patrick Flanagan	Treas Print Name	Treasurer Robin Ochei
Signature	X	Signature	X
VP Print Name	Vice President Mario Otuada	Secy Print Name	Secretary Michael Huaman

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)

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

Residence Hall Council

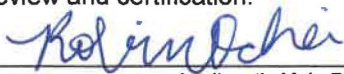
(Insert Name of Student Organization)

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 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  5.8.19
Applicant's Main Representative Signature Date

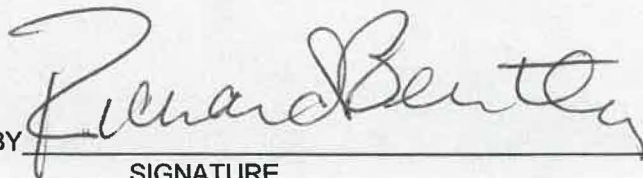
Send (1) This form with all original signatures, (2) The Budget Worksheet (detail), and (3) the Council's SIGNED MEETING MINUTES showing their approval of this budget, to the FSA Business Office (DMC Mail Stop 1219); A copy will be returned after certification.

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:

CERTIFIED BY



SIGNATURE

Date of Certification:

7/18/19

RHC Meeting
Date: May 8, 2019; Time: 6:00pm
Location: 825 Lounge

Minutes

Minutes recorded by Michael Huaman, let residents grab food then start at 6:10

Warm welcome – by Patrick Flanagan

Introduction of E-board:

- President – Patrick Flanagan
- Vice President – Mario Otuada
- Secretary - Michael Huaman
- Treasurer - Robin Ochei
- Advisor - Dr. Justin Alger

Motion: Approval of minutes from last meeting (April 10, 2019)

- Motion
 - Diona Symester motioned. Billy Yang seconded. Motion passed unanimously

Old Business:

- *Shoutout to Downstate Olympics Participants*
 - Thank you for making the event possible we had a lot of fun, and we'd love any and all feedback to make it better next year.
- Lavender Graduation
 - PRIDE club is hosting a Lavender Graduation to honor LGBTQ+ students and allies who are graduating Downstate this year. If interested in attending, volunteering, walking, or even just supporting the Lavender Graduation, we will be sending out an email with a survey for you to fill out

New Business:

- Budget: Current balance = \$2,768.90
 - Vote to approve budget:
 - Motion
 - Rabani Bharara motioned. Billy Yang seconded. Motion passed unanimously
- Budget: Resident Life Presentation with Justin
- Lifeguard for hire
- Summer Project with RA Rabani
 - Making a housing video for residents with instructions on operating heat valves in the dorms
 - Let us know after the meeting or reach out to Rabani directly
- Vote for the 2019-2020 budget
 - Motion: Ratification of the 2019-2020 budget
 - Motion
 - Rabani Bharara motioned. Seconded by Billy Yang. Motion passed unanimously

- **Budget and Attendance sheet attached**
- Upcoming events
 - Tentative Blood Drive July 18th
 - Those living with us over the summer will receive an email about it as the date nears
 - Emphasis on donations during the summer as these are the hardest months to get donations
- Taking Project Suggestions/Recommendations as we won't have a meeting until the second Wednesday of September
 - Personal Ideas:
 - Bottle Filler/Water Fountain in the dorms

Open discussion for Residents to make suggestions about what they would like to see the RHC do in the future

- N/A

Advisor, Dr. Justin Alger, Comments:

- Entry door will be reprogrammed so that students will enter by scanning their ideas
- On Friday 5/10/19 from 10am-4pm, the hot water will be shut down in both residence halls
- Reminder for those getting deliveries, the delivery people should not be let in through the entrance in 825

Attendance (attached):

A quorum of 10% of voting members was achieved with 31 voting members (19 from 825 and 12 from 811)

A handwritten signature in black ink, appearing to read "Michael F. Alger". The signature is fluid and cursive, with a long horizontal line extending from the end.



DOWNSTATE

Marine Center

STUDENT COUNCIL/ CLUB MEETING MINUTES ATTENDANCE COVER SHEET

COUNCIL / CLUB NAME: Res Hall Council

Date Meeting Was Held: 5/8/2019

Time Meeting Was Held: 6 PM

Place Meeting Was Held: 825 Lounge

Print Name of Member or Guest (can customize to pre-print voting member names)	Present ✓	Voting Member (Yes/No)	Signature (*if Bylaws permit, when present by proxy, insert name of person holding proxy)
		Building	
Patrick Flanagan	✓	811	<i>Patrick Flanagan</i>
Justin Albr	✓	Advisor	
Marcoshae Okada	✓	825	<i>Marcoshae Okada</i>
Michael Huaman	✓	811	<i>Michael Huaman</i>
Heidi Sosa	✓	825	<i>Heidi Sosa</i>
LISA SCOTT	✓	825	<i>Lisa Scott</i>
Bertilia Tavares	✓	825	<i>Bertilia Tavares</i>
Sharon Guzman	✓	825	<i>Sharon Guzman</i>
Samantha Williams	✓	825	
John Perotti	✓	825	
Chris Garnett	✓	811	
Diona Symester	✓	811	
Donna Lee	✓	811	
Michael Freilich	✓	825	
Rohan Maini	✓	811	
Nelga Pierre-Louis	✓	825	<i>NBP</i>
Fabienne Mendez	✓	825	
Syal Shah	✓	825	<i>Syal Shah</i>
Neha Gupta	✓	825	<i>Neha</i>
Ana Diaz	✓	811	<i>Ana Diaz</i>
Billy Zank	✓	825	
William Young	✓	825	
NASANI KAPOTA	✓	825	

Use additional sheets if necessary, or continue on reverse side

Ian Wilkings

Vincent Wong

George Papadopoulos

✓ 825

✓ 825

✓ 825

Justin

George

Priyanka Wadgaonkar 811

Tara Wetzler 825

Masha Kolesnikova 811

José Simon 811

Jack Berpett 811

Dylan Off 811





AAK



PROPOSED BUDGET

Add/insert rows for any needed New Accounts (insert title, leave account # "TBD")

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