

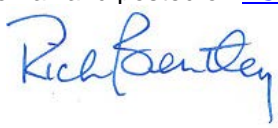
Faculty Student Association of DMC-Student Activity Fund					
Residence Hall Council (RHC)					
FY 2021 = June 1, 2020 through May 31, 2021					
CERTIFIED REVISED BUDGET @ 11/30/20					
Account	Description	Prior FY 20 @ 5/31/20	Submitted Budget FY 2021	Certified Budget 2020 - 2021	Comments
Income					
40-42092-009-30001	ACTIVITIES FEES INCOME	\$ 3,770	\$ 3,860	\$ -	Waived Fall 2020 and Spring 2021 Fees
40-49001-009-30001	ROLLOVER BALANCE	\$ 3,107	\$ 3,873	\$ 3,625	Actual FY Funds not spent as of 5/31/20
Total Income		\$ 6,877	\$ 7,733	\$ 3,625	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	\$ 248	\$ 248	\$ 254	Formula cell (Don't change)
40-71000-009-30001	FLOOR ALLOTMENTS	1,212	2,470	\$ -	
40-70135-009-30001	MEETINGS	1,623	1,850	\$ -	
40-70173-009-30001	PROGRAMS & PROJECTS	170	2,789	\$ 3,046	Net Result of all other revisions placed here
Total Program Expense		\$ 3,253	\$ 7,357	\$ 3,300	Formula cell (Don't change)
Balance Before Reserves		3,625	\$ 376	325.00	Formula cell (Don't change)
Reserves:					
40-30008-009-30001	RESERVE FUND		376	325	10% prior yr actual expenses
Total Reserves		\$ -	\$ 376	\$ 325	Formula cell (Don't change)
Total Expenses + Reserves		\$ 3,253	\$ 7,733	\$ 3,625	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ 3,625	\$ -	\$ -	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					



Faculty Student Association of DOWNSTATE Medical Center

November 30, 2020

TO: Justin Alger, Advisor
Residence Hall Council (RHC) via eMail and posted on [FSA website \(link\)](#)

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

SUBJECT: RHC REVISED Budget Certification for Fiscal Year 2021 (June 1, 2020 to May 31, 2021).

The RHC's certified REVISED budget for Student Activity fees (SAF) for the fiscal year 2021 that began June 1, 20120 is now posted.

The RHC's certified budget for Student Activity Fees (SAF) for the fiscal year 2021 that began June 1, 2020 pursuant to the budget that the RHC approved on 4/29/20 required substantial revisions resulting from Residence Hall Council's inability to obtain quorum and the student occupancy reductions caused by the current pandemic. Accordingly, the RHC has a reasonable prior rollover income to adequately sustain desired programming and activities, allowing the waiving of Fall 2020 and Spring 2021 RHC Student Activity Fees (\$20/yr; \$10 each Fall2020 and Spring2021 semesters) until the RHC can reconvene.

This budget has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees SAF Guidelines. The following changes are:

- **Activity Fee Income:** has been reduced to **\$0**. (RHC fee to students waived).
- **Programs & Projects:** The net of the above revisions results has been made in this account being adjusted to **\$3,046** in order to balance RHC's budget while providing maximum flexibility of determined program/ activities.

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 distribute to the RHC current interim officers for RHC approval as soon as possible at its next meeting. Please feel free to contact me at Ext. 2186 if you have questions or concerns.


cc: Sergio Maffettone, FSA Treasurer
Anthony Condoleo, FSA Interim Controller
Daniel Minnock, Bookkeeper
Schuyler Hooke, Student Life
Adam Burgman, Student Life
DeAnne Kennedy- Lorde, Bursar (**no RHC SAF to be charged Fall2020 and Spring 2021**; Resume RHC SAF \$20/yr rate in Fall 2021)



Faculty Student Association of DOWNSTATE Medical Center

August 29, 2020

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

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

SUBJECT: RHC Budget Certification for Fiscal Year 2021 (June 1, 2020 to May 31, 2021).

Attached is a copy of RHC's certified budget for Student Activity Fees (SAF) for the fiscal year 2021 that began June 1, 2020 pursuant to the budget that the RHC approved on 4/29/20. 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 **\$ 3,770**
- **Rollover Balance:** The RHC's actual year end unused funds at 5/31/20 was **\$3,625**. 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 \$248 to **\$254**.
- **Programs & Projects:** The net of the above revisions results has been made in this account being adjusted to **\$2,496** 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 **\$325**

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
Michael Huaman, Treasurer
Justin Alger, Dir, Residential Life and Services
Meg O'Sullivan AVP Student Life
Amy Urquhart, Director Student Center
Peter Ljusic, Bursar (no SAF rate increase: Current flat rate=\$20/yr)

Faculty Student Association of DMC-Student Activity Fund					
Residence Hall Council (RHC)					
FY 2021 = June 1, 2020 through May 31, 2021					
INTERIM CERTIFIED BUDGET 8/29/20					
Account	Description	Prior FY 20 @ 5/31/20	Submitted Budget FY 2021	Certified Budget 2020 - 2021	Comments
Income					
40-42092-009-30001	ACTIVITIES FEES INCOME	\$ 3,770	\$ 3,860	\$ 3,770	<i>Based on actual prior year</i>
40-49001-009-30001	ROLLOVER BALANCE	\$ 3,107	\$ 3,873	\$ 3,625	<i>Actual FY Funds not spent as of 5/31/20</i>
Total Income		\$ 6,877	\$ 7,733	\$ 7,395	Formula cell (Don't change)
Program Expenses	<i>Note: If a Club/Org does its own fundraising, Be sure to mark Column F comment= "Retains Any Prior Year Rollover".</i>				
40-70009-009-30001	ADMINISTRATION FEE	\$ 248	\$ 248	\$ 254	Formula cell (Don't change)
40-71000-009-30001	FLOOR ALLOTMENTS	1,212	2,470	\$ 2,470	
40-70135-009-30001	MEETINGS	1,623	1,850	\$ 1,850	
40-70173-009-30001	PROGRAMS & PROJECTS	170	2,789	\$ 2,496	<i>Net Result of all other revisions placed here</i>
Total Program Expense		\$ 3,253	\$ 7,357	\$ 7,070	Formula cell (Don't change)
Balance Before Reserves		3,625	\$ 376	325.00	Formula cell (Don't change)
Reserves:					
40-30008-009-30001	RESERVE FUND		376	325	<i>Minimum 10% prior yr actual expenses</i>
Total Reserves		\$ -	\$ 376	\$ 325	Formula cell (Don't change)
Total Expenses + Reserves		\$ 3,253	\$ 7,733	\$ 7,395	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ 3,625	\$ -	\$ -	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					

Link to this agenda: <https://docs.google.com/document/d/1nAdc30RAfd-Z01yJhDKyQ4FMHcHN0j5ZSp3HhmMi6go/edit?usp=sharing>

RHC Meeting

Date: April 29th, 2020; Time: 6:00pm

Location: Via Zoom Call

Topic: Res-Hall Council

Time: Apr 29, 2020 06:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/89090627282?pwd=cnZlWlpsdFB1QUNTb2ErNUNSSERvUT09>

Agenda

Warm welcome – by Patrick Flanagan

Motion: Approval of minutes from last meeting (March 11th, 2019)

- [Link to minutes](#) from last RHC meeting provided by Patrick Flanagan
- Motion
 - **Meghan Chang motioned. Donna Lee seconded.**
 - **Votes in Favor: All**
 - **Votes against: None**
 - **Those Abstained: None**

Old Business:

- **Downstate Olympics Rescheduled for the Fall**

New Business:

1. Elections

- **Elections will occur in Fall 2020**
- **Mario will be interim president and Michael Huaman will be interim treasurer for the summer until elections are held in Fall 2020**

2. RHC Budget

- **Reserve balance that will be rolling over into the fall is \$3882.86**
- **This is the amount before collecting the fall student activities fee**
- **Money will be used for activities in the fall, like Downstate Olympics**

Motion to approve budget

- **Meghan Chang motioned. Lisa Scott seconded.**
 - **Votes in Favor: Majority (18)**
 - **Votes against: None**
 - **Those Abstained: 1**

Open Floor:

Retention process

- **Flexible for now since in person classes/activities are not certain at this time**
- **If you do want to submit your decision, please email Jennifer Hayes, Residential Life email or Justin Alger.**

Advisor Comments:

- **Operating (auxillary budget) is 2.6 million; money is independent from hall council fee and is used for utilities, personal salaries and building maintenance**
- **Housing rate increases are to be counseled with students but decision is made by management**
- **Hope everyone is safe and healthy!**
- **Residential Life & Services Budget Consultation**
- **Good luck finishing up your semesters!**


Motion to adjourn:

- **Motion Megan Chang motioned. Georgiana Yang seconded.**
 - **Votes in favor: All**
 - **Votes against: None**
 - **Those abstained: None**

Meeting Adjourned at: 6:57 pm

Attendance (attached):

<https://www.downstate.edu/fsa/forms/meeting-minutes.html#RHCMminutes>

Minutes respectfully submitted by Michael Huaman
 09/08/2020

Justin Alger

From: Residential Life
Sent: Wednesday, April 29, 2020 6:28 PM
Subject: Res Hall Council Meeting HAPPENING NOW! Please join us!!
Attachments: RHC flyer.pdf

Good Afternoon 811 and 825,

We hope you all are well and getting the most out of the Daily Wellness and Supply Check-Ins from our Res Life Office.

We plan on hosting a brief Zoom meeting at 6PM this Wednesday April 29th. Annually we present the next year's budget for the Res Halls. This meeting will solely pertain to ratifying next year's budget and announcements regarding next year's executive board and election cycle.

Zoom Meeting Specifics are attached below.

See you then,
Patrick

Join Zoom Meeting

<https://us02web.zoom.us/j/89090627282?pwd=cnZlWlpsdFB1QUNTb2ErNUNSSERvUT09>

Meeting ID: 890 9062 7282

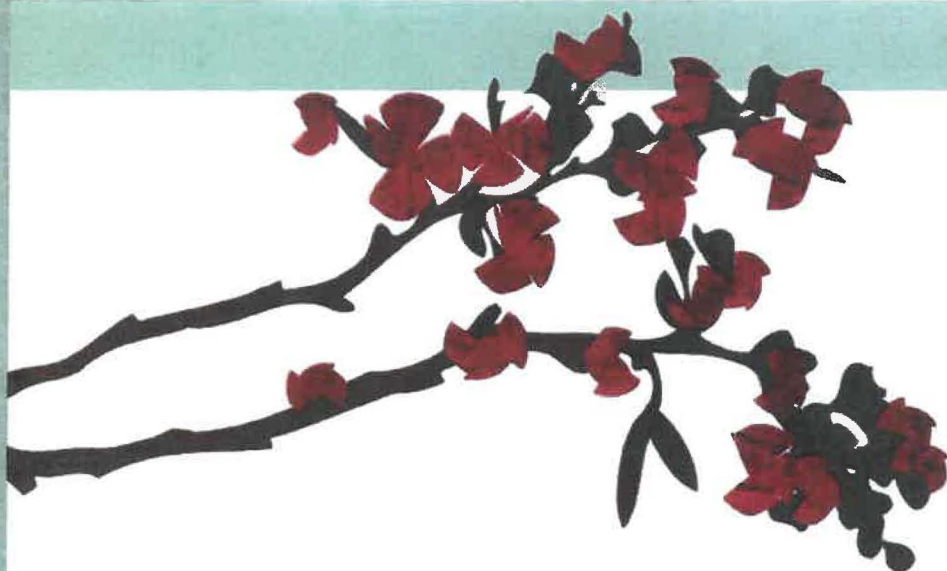
Password: 912382

Dial by your location

+1 646 558 8656 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US



RESIDENCE HALL **COUNCIL MEETING**

WED, APRIL 29TH @ 6PM

**WHERE: ZOOM (LINK SENT
SEPERATELY)**

PLEASE JOIN US IN OUR MONTHLY MEETING!

ALL RESIDENTS ARE WELCOME



Justin Alger

From: Patrick Flanagan
Sent: Thursday, June 11, 2020 2:40 PM
To: Justin Alger
Subject: RHC Attendance from April Zoom Meeting

Listed below is the participants of the Zoom Hall Council meeting:

1. Megan Chang
2. Georgiana Yang
3. Lisa Scott
4. Billy Yang
5. Mario Otuada
6. Billy Yang
7. Cindy Tsui
8. Pakinam Mekki
9. Chris Garnett
10. Donna Lee
11. Michael Huaman
12. Rabani Bharara
13. Allyson Hernandez
14. Caroline Atlas
15. Ryan Pang
16. Lauren Vicente
17. Diona Symester
18. Patrick Flanagan

Best,
Patrick

Faculty Student Association of DMC-Student Activity Fund

Residence Hall Council (RHC)

FY 2021 = June 1, 2020 through May 31, 2021

RATIFIED BUDGET

Account	Description	Certified Budget 2019 - 2020	Current YTD as of 03/31/20	Difference (Funds Avail)	Certified Budget 2020 - 2021
Income					
40-42092-009-30001	ACTIVITIES FEES INCOME	\$ 4,530.00	\$ 3,770.00	\$ 100.00	\$ 3,860.00
40-49001-009-30001	ROLLOVER BALANCE	3,107.00	3,107.46	(235.44)	3,872.87
Total Income		\$ 7,637.00	\$ 6,877.46	\$ (135.44)	\$ 7,732.87
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	\$ 242.00	\$ 242.00		\$ 248.00
40-71000-009-30001	FLOOR ALLOTMENTS	1,207.00	849.50	357.50	2,469.87
40-70135-009-30001	MEETINGS	1,850.00	926.59	923.41	1,850.00
40-70173-009-30001	PROGRAMS & PROJECTS	2,789.00	976.51	1,812.49	2,789.00
Total Program Expense		\$ 6,088.00	\$ 2,994.60	\$ 3,093.40	\$ 7,356.87
Balance Before Reserves		1,549.00	3,882.86		376.00
Reserves:					
40-30008-009-30001	RESERVE FUND	1,549.00		641.00	376.00
Total Reserves		\$ 1,549.00	\$ -		\$ 376.00
Total Expenses + Reserves		\$ 7,637.00	\$ 2,994.60	\$ 3,734.40	\$ 7,732.87
Total Net Income less Expenses + Reserves		\$ -	\$ 3,882.86		\$ -
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					