

Faculty Student Association of DMC-Student Activity Fund					
Student Center Governing Board (SCGB)					
FY 2018 = June 1, 2017 through May 31, 2018					
CERTIFIED BUDGET					
YELLOW HIGHLIGHTS SHOW CHANGES THAT WERE NECESSARY					
Account	Description	Actual FY 2017 @ 5/31/17	Submitted Budget 2018	Certified Budget FY 2018	Comments
40-49001-015-30001	ACTIVITY FEES INCOME	127,487	124,207	127,487	based on Prior yr actual
40-40001-015-30001	ROLLOVER BALANCE	29,770	0	19,744	Actual Prior yr funds not spent as of 5/31/17.
40-41001-015-30001	GROUP & GUEST FEE	1,932	2,000	2,000	
40-41002-015-30001	HAPPY HOUR INCOME	1,683	1,200	1,200	
40-41003-015-30001	INTRAMURALS INCOME	1,000	1,000	1,000	
40-41004-015-30001	LOCKER RENTAL INCOME	5,240	5,000	5,000	
40-41005-015-30001	MINI COURSES INCOME	2,665	8,000	8,000	
40-41006-015-30001	SPECIAL EVENTS INCOME	43,507	38,000	38,000	
40-49004-015-30001	STAFF MEMBERSHIP INCOME	44,190	48,000	48,000	
<b>Total Income</b>		<b>257,473</b>	<b>227,407</b>	<b>250,431</b>	Formula Cell- Do not alter
<b>Program Expenses</b>	(in title alpha sequence)				
40-70009-015-30001	ADMINISTRATION FEE	2,833	2,952	2,952	
40-70096-015-30001	ATHLETIC EQUIPMENT	8,880	8,500	8,500	
40-70310-015-30001	BAGEL BRUNCH	0	500	500	
40-70307-015-30001	BUILDING IMPROVEMENT	31,972	23,000	23,000	
40-70311-015-30001	COFFEE HOUSE	12,278	14,000	14,000	
40-70312-015-30001	HAPPY HOUR (EXP)	7,451	6,000	6,000	
40-70124-015-30001	INSURANCE	1,200	1,200	1,200	
40-70313-015-30001	INTRAMURALS (EXP)	1,261	2,000	2,000	
40-70314-015-30001	MINI COURSE (EXP)	2,185	8,500	8,500	
40-70315-015-30001	New/SPONTANEOUS	31,541	24,255	24,255	
40-70145-015-30001	OFFICE SUPPLIES	1,811	2,000	2,000	
40-70149-015-30001	ORIENTATION	49,046	43,000	43,000	
40-70194-015-30001	SPECIAL EVENTS (EXP)	69,893	71,000	71,000	
40-70198-015-30001	STAFF FUNCTION	6,484	5,000	5,000	
40-70308-015-30001	STERO EQUIPMENT	28	2,000	2,000	
40-70316-015-30001	SUMMER PROGRAM	6,399	8,000	8,000	
40-70317-015-30001	TRAVEL FUNCTIONS	2,123	2,000	2,000	
40-70309-015-30001	VIDEO RENTAL	2,343	3,500	3,500	
<b>Total Program Expense</b>		<b>237,729</b>	<b>227,407</b>	<b>227,407</b>	Formula Cell- Do not alter
<b>Balance Before Reserves</b>		19,744	0	23,024	Formula Cell- Do not alter
<b>Reserves*:</b>					
40-30008-015-30001	UNALLOCATED RESERVE	0	0	23,024	=10% of prior yr actual expenses
<b>Total Reserves</b>		<b>0</b>	<b>0</b>	<b>23,024</b>	Formula Cell- Do not alter
<b>Total Expenses + Reserves</b>		237,729	227,407	250,431	Formula Cell- Do not alter
<b>Total Net Income less Expenses + Reserves</b>		<b>19,744</b>	<b>0</b>	<b>0</b>	Formula Cell- Do not alter
<b>*SUNY Reserve Guidelines &gt;5% and &lt;100% of prior year actual expenses</b>					



# Faculty Student Association of DOWNSTATE Medical Center

August 3, 2017

TO: Khushal Shah, President  
Student Center Governing Board (SCGB)  
via eMail and posted on FSA website.

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

SUBJECT: SCGB Budget Certification for FY 2018 (6/1/17 thru 5/31/18).

Attached is a copy of SCGB's certified budget for Student Activity fees (SAF) for the fiscal year 2018 that began June 1, 2017. The SCGB approved the submitted budget at their 3/14/17 meeting, which has been modified as needed and has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines with the following adjustments:

- **Estimated Activity Fee Income:** was updated to match prior year actual at **\$127,487**
- **Rollover:** The actual rollover at 5/31/17 was **\$19,744**. This, when added to the revised estimated SAF income, results in a grand total income being revised to **\$250,431**.
- **Reserve Fund:** SCGB requested the balance of rollover funds be added to the Reserve Fund, which has been revised to **\$23,024**, representing 10% of prior year's actual expenses of **\$237,729** which is within SUNY Guidelines (minimum of 5% but no more than 100% of prior year's actual expenses). Any use of these funds require SCGB approval in meeting minutes at that time.

Please be aware that:

- **Authorized Signators:** SCGB's Constitution requires payment forms be jointly signed by the Treasurer plus either one other officer or the Assistant Vice President for Student Life.
- 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.
- 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 \(link\)](#) are available online.

Please feel free to contact me at Ext. 2186 if you have questions or concerns.

cc: Chris Sena, FSA Interim Controller (w/original documents);  
Deshawn Hilliard, FSA Bookkeeper

via eMail:

Theresa Feng, VP  
Johnson Ho, Secretary  
JiaJian Li, Treasurer  
Jeffrey Putman, VP Student Affairs  
Meg O'Sullivan, AVP Student Life  
Amy Urqhart, Director, Student Center  
Peter Ljusic, Bursar (No SAF Rate Change; Full time rate = \$80/yr.)



Date Completed: May 14, 2018

- 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 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, 2019

NAME OF STUDENT ORGANIZATION: Student Center Governing Board

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:)	Matt Vitale	May 31, 2019	matthew.vitale@downstate.edu	(631) 374-2035
Vice President (if other Title,specify:)	Kristen Whitney	May 31, 2019	Kristen Whitney @downstate.edu	(847) 922-4067
Secretary (if other Title,specify:)	Maria Kohlbrener	May 31, 2019	maria.kohlbrener@downstate.edu	(845) 596-4986
Treasurer (if other Title,specify:)	Mackenzie Pert	May 31, 2019	Mackenzie.Pert@downstate.edu	(607) 761-1460

AUTHORIZED SIGNATURE(S) FOR PAYMENT FORMS (check your council bylaws – some have specific authorized signator requirements):

Signature	X		Signature	X	
Pres Print Name	President	Matt Vitale	Treas Print Name	Treasurer	Mackenzie Pert
Signature	X		Signature	X	
VP Print Name	Vice President	Kristen Whitney	Secy Print Name	Secretary	Maria Kohlbrener

Check One: ☒ JOINT or ☐ SINGLE SIGNATURES ARE REQUIRED FOR DISBURSEMENTS.

Other signature restrictions, if any (insert any special instructions such as club accounts which may have different authorized signature requirements)

Two signatures required. Meg O'Sullivan, AVP for Student Life is also permitted to sign with one executive board member (treasurer if possible.)

Treasurer plus one executive Board member or AVP for Student Life Meg O'Sullivan. SCGB constitution require SCGB Treasurer lpus either 1 other officer or AVP student Life to sign all payment forms. If treasurer is not available, any two SCGB signators will be permitted.





Date Completed: May 8, 2017

**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 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<sup>17</sup> thru May 31, 20<sup>18</sup>NAME OF STUDENT ORGANIZATION: Student Center Governing Board (SCGB)

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:)	Khushal Shah	May 31, 2018	khushal.shah@downstate.edu	(845) 309-0785
Vice President (if other Title,specify:)	Theresa Feng	May 31, 2018	theresa.feng@downstate.edu	(585) 490-4205
Secretary(if other Title,specify:)	Johnson Ho	May31, 2018	johnson.ho@downstate.edu	(917) 669-6909
Treasurer (if other Title,specify:)	JiaJian Li	May31, 2018	jijian.li@downstate.edu	(614) 239-3844

AUTHORIZED SIGNATURE(S) FOR PAYMENT FORMS (check your council bylaws – some have specific authorized signator requirements):

Signature	X	Signature	X
Pres Print Name	President Khushal Shah	Treas Print Name	Treasurer JiaJian Li
Signature	X	Signature	X
VP Print Name	Vice President Theresa Feng	Secy Print Name	Secretary Johnson Ho

Check One: ☒ JOINT or ☐ SINGLE SIGNATURES ARE REQUIRED FOR DISBURSEMENTS.

Other signature restrictions, if any (insert any special instructions such as club accounts which may have different authorized signature requirements)

Treasurer plus one executive Board member or AVP for Student Life Meg O'Sullivan . If treasurer is not available any two signatures will be permitted.

SCGB Constitution require SCGB Treas plus either 1 other SCGB officer  
 or  
 AVP Student Life  
 to sign all payment forms.

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

Student Center Governing Board (SCGB)

(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



May 8, 2017

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.

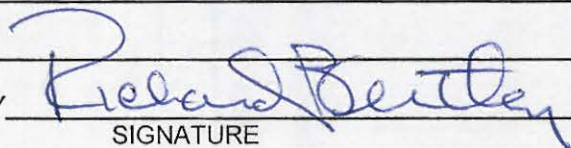
**DO NOT WRITE BELOW THIS LINE (FSA USE ONLY)**

CERTIFICATION

Approved in accordance with the FSA guidelines entitled "Policies and Procedures for Trust and Agency Accounts" and "SUNY Board of Trustee Guidelines on Student Activity Fees".

Certification Comments: Plas SGGB approved submitted budget at their 3/14/17 mtg.  
Subsequent revisions during certification are detailed in 8/3/17  
cover letter.

CERTIFIED BY



SIGNATURE

Date of Certification:

8/3/17



**Student Center Governing Board  
Tuesday, March 14, 2017**

Date: Tuesday, March 14, 2017  
Location: Reading Room, Student Center  
Time: 3:00pm

Attended by:

**2016-2017**

***Voting members***

Omid Amidi  
Theresa Feng  
Smrithy Jacob  
Jisun Kim  
Johnson Ho<sup>^</sup>  
Stephanie Ngan<sup>^</sup>  
Khushal Shah  
Jackie Tin  
Matt Vitale\*  
Kristen Whitney<sup>^</sup>  
(\*Smrithy, ^Theresa,  
^Khush)

***Non-voting members***

Meg O'Sullivan  
Amy Urquhart  
Adam Burgman

- 1- Jackie calls the meeting to order at 3:11pm. Smrithy motions to approve minutes from February 21, 2017 as written, seconded by Khushal. All in favor. Motion is carried unanimously.

**OLD BUSINESS:**

- 1- Calendar – Great job Khushal! Theresa has April.
- 2- Intramural Basketball – Things went well! Congratulations to the 4<sup>th</sup> year/resident team! Beast Mode won! Adam has ordered t-shirts for this year's champs.
- 3- Recap Coffee House from Feb 28<sup>th</sup> all went well very little left over.
- 4- Puppies Program Recap – Adam
  - Incredibly successful, over 200 people participated
  - Likely with CHRP Council in fall, Med Council in spring next year
- 5- Spring Fling – All set for April 5<sup>th</sup>. We will need help at the end of the night clearing the room. Otherwise we could pay huge OT costs.

- 6- **Mini Courses – Winding down.** We are planning on trying to enhance the program a bit for the fall. Hopefully a wide variety of new options will happen. Any suggested classes?
  - Multiple yoga instructors, sculpting, painting
- 7- **MOG-** next one is scheduled for April 6<sup>th</sup>. We will have sign ups the week before.
- 8- **Disabilities Week –** is happening the last week of March. Look for signs advertising for lunch time programs.
  - Still in planning stages
- 9- **Coffee House March 28th – Lord & Weber will be performing.**
  - Participant feedback has been to have healthier options (i.e. fruit salad, bars)
- 10- **Multicultural program –** Will be Tuesday, April 4<sup>th</sup>. So far there are 9 countries registered to participate. It is always a great event!
- 11- **Call for nominations for SCGB, College Council and UC will end on the 28th.**
- 12- **Craft Night Update –** Next one is April 20<sup>th</sup>, we will do terrariums for early Earth Day celebration!
- 13- **Tournament Update –** Three-point shoot out is March 30th.
- 14- **Earth Day –** Friday, April 21<sup>nd</sup>. Bikes have come in. Don't forget to come by and put your name in the raffle. Pick up an apple!
- 15- **Blood Drive –** Confirmed for April 25<sup>th</sup> in Sodexo Court

#### **NEW BUSINESS:**

- 1- **April Movie Suggestions?**
  - Dr. Strange, Moana, Arrival, Assassin's Creed
- 2- **Elections –** Will happen April 3 through 3pm on April 5th. Please vote! Many votes will be happening simultaneously – SCGB, UC, PH, College Council. Please send out notes to friends to vote. We also need class announcements.
  - Jisun will send out a reminder to CHRP students to vote, Omid will take care of MS1s
- 3- **SCGB Budget for 2017-18 –** Jackie presented the proposed budget. Very few changes since last year. (Please see attached)
  - Jackie reviewed the budget and proposed changes
  - Khush motions to approve the proposed 2017-2018 SCGB budget as presented, seconded by Smrithy. All in favor. Motion passes unanimously.

- 4- **Poster Competition for Service Learning – Thursday, April 6<sup>th</sup> at noon**
- 5- **Volleyball Tournament will happen April 6<sup>th</sup>**
- 6- **Game Night is scheduled for Thursday, March 16<sup>th</sup>**
- 7- **Lifetime Membership for Student Center**
  - For exceptional students who have been involved throughout their time here
  - Up to 5 awards are given out each year
  - Nominees: Jackie Tin, Omid Amidi, Richard Pongvitayapanu, Robert Situ, Christina Trinh, Tziporah Kay, Debashree Sengupta, Colin Mooney, Jared Ditkowsky, Gabrielle Fridman
  - Winners will be announced at their respective convocation programs
- 8- **End of Year SCGB Dinner – tentatively Monday, May 8<sup>th</sup> we will look into Dinosor BBQ as well as an Ethipoian Restaurant**
- 9- **Jennifer Timbrook nominations – Please nominate those you believe is worthy of this award.**
  - For MS4 who has gone above and beyond for the class
- 10- **Holocaust Remembrance Day – Monday, April 24, 2017 at noon**
  - Need a student for the introduction
- 11- **Volunteers to help at graduation- So far Theresa and Smrithy are definite maybe's!**
- 12- **Research Day is Wednesday, April 19<sup>th</sup> – please stop by Atrium and see all the amazing research happening by your peers!**
- 13- **Open Mic Night is Also April 19<sup>th</sup> at 6 PM in the Main Lounge**
- 14- **DodgeBall Tournament – we will co-sponsor with BFC on April 18<sup>th</sup>, fundraiser for BFC will use old shirts not used!**
- 15- **Next Meeting is Tuesday, April 25th at 6:00pm and it will be the nominations meeting.**
- 16- **Roundabout- check in...**
  - Everyone is doing well

**17- Best of Luck with Match Day!**

Smrithy motions to end the meeting, and Khush seconds. All in favor. Motion is carried unanimously; the meeting is adjourned at 4:23pm.

Minutes submitted by Theresa Feng, SCGB Secretary





**Student Center Governing Board**  
2017-2018

	Original Certified Budget 2016-2017	Proposed Budget for 2017- 2018	Net Change
<b>INCOME:</b>			
Rollover	29,770	????	#VALUE!
Student Activity Fee*	124,207	<b>124,207</b>	0
Other Income**	<u>100,200</u>	<u><b>103,200</b></u>	<u>3,000</u>
Total Income	254,177	<b>227,407</b>	7,920
			0
<u>**Detail Other Income:</u>			
Staff Membership	48,000	<i>48,000</i>	0
Group & Guest Fee	2,000	2,000	0
Mini-Courses	5,000	<b>8,000</b>	3,000
Events	38,000	38,000	0
Happy Hour	1,200	1,200	0
Intramurals	1,000	1,000	0
Locker Rental	5,000	5,000	0
Subtotal	100,200	103,200	3,000
<b>EXPENSES:</b>			
FSA Administration Fee	2,833	2,833	0
Mini-Courses	5,500	<b>8,500</b>	3,000
Intramurals	1,000	2,000	1,000
Bagel Brunch	500	500	0
Special Events	71,000	71,000	0
Coffeehouse	14,000	14,000	0
Stereo Equipment	2,000	2,000	0
Summer Programs	8,000	8,000	0
New/Spontaneous	24,167	24,167	0
Office Supplies	2,000	2,000	0
Trips	2,000	2,000	0
Athletic Equipment	4,500	4,500	0
Happy Hour	7,000	6,000	-1,000
Building Improvement	23,000	23,000	0

Video Rentals	3,500	3,500	0
Staff Function	5,000	5,000	0
Reserve (Unallocated)	33,977	0	-33,977
Orientation	43,000	43,000	0
Insurance	1,200	1,200	0
<b>TOTAL</b>	254,177	227,407	#VALUE!
			0