

Faculty Student Association of DMC-Student Activity Fund

Student Center Governing Board (SCGB)

FY 2019 = June 1, 2018 through May 31, 2019

2019 CERTIFIED BUDGET

red ink indicate changes made during certification

Account	Description	Actual FY 2018 @ 5/31/18	Submitted Budget FY 2019	Certified Budget FY 2019	Comments
40-49001-015-30001	ACTIVITY FEES INCOME	127,235	127,487	127,800	based on Prior yr actual
40-40001-015-30001	ROLLOVER BALANCE	19,744	0	30,858	Actual Prior yr funds not spent as of 5/31/18.
40-41001-015-30001	GROUP & GUEST FEE	1,847	2,000	2,000	
40-41002-015-30001	HAPPY HOUR INCOME	1,628	1,200	1,200	
40-41003-015-30001	INTRAMURALS INCOME	1,000	1,000	1,000	
40-41004-015-30001	LOCKER RENTAL INCOME	4,920	5,000	5,000	
40-41005-015-30001	MINI COURSES INCOME	7,957	8,000	8,000	
40-41006-015-30001	SPECIAL EVENTS INCOME	40,640	38,000	38,000	
40-49004-015-30001	STAFF MEMBERSHIP INCOME	48,765	48,000	48,000	
Total Income		253,736	230,687	261,858	Formula Cell- Do not alter
Program Expenses	(in title alpha sequence)				
40-70009-015-30001	ADMINISTRATION FEE	2,952	2,952	2,952	
40-70096-015-30001	ATHLETIC EQUIPMENT	2,753	4,500	8,500	
40-70310-015-30001	BAGEL BRUNCH	310	2,000	2,000	
40-70311-015-30001	COFFEE HOUSE	15,907	14,000	14,000	
40-70312-015-30001	HAPPY HOUR (EXP)	3,048	6,000	6,000	
40-70124-015-30001	INSURANCE	1,200	1,200	1,200	
40-70313-015-30001	INTRAMURALS (EXP)	1,233	2,000	2,000	
40-70135-015-30001	MEETING EXPENSE	365	500	500	
40-70314-015-30001	MINI COURSE (EXP)	6,354	8,500	8,500	
40-70315-015-30001	New/SPONTANEOUS	26,816	24,167	45,562	
40-70145-015-30001	OFFICE SUPPLIES	1,030	2,000	2,000	
40-70307-015-30001	SERVICE IMPROVEMENTS	15,096	23,000	23,000	
40-70194-015-30001	SPECIAL EVENTS (EXP)	74,434	71,000	71,000	
40-70198-015-30001	STAFF FUNCTION	4,515	5,000	5,000	
40-70308-015-30001	STEREO EQUIPMENT	434	2,000	2,000	
40-70316-015-30001	SUMMER PROGRAM	8,026	8,000	8,000	
40-70317-015-30001	TRAVEL FUNCTIONS	7,139	2,000	2,000	
40-70309-015-30001	VIDEO RENTAL	806	1,500	3,500	
40-70149-015-30001	WELCOME EVENTS	50,460	43,000	43,000	
Total Program Expense		222,878	223,319	250,714	Formula Cell- Do not alter
Balance Before Reserves		30,858	7,368	11,144	Formula Cell- Do not alter
Reserves*:					
40-30008-015-30001	RESERVE	0	7,368	11,144	=5% of prior yr actual expenses
Total Reserves		0	7,368	11,144	Formula Cell- Do not alter
Total Expenses + Reserves		222,878	230,687	261,858	Formula Cell- Do not alter
Total Net Income less Expenses + Reserves		30,858	0	0	Formula Cell- Do not alter
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					

See accompanying following pages:

1. Budget certification cover letter,
2. Budget Authorized Signatures and Agreement,
3. Meeting Minutes at which Council approved the submitted budget



Faculty Student Association of DOWNSTATE Medical Center

August 29, 2018

TO: Matt Vitale, 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 2019 (6/1/18 thru 5/31/19).

Attached is a copy of SCGB's certified budget for Student Activity fees (SAF) for the fiscal year 2019 that began June 1, 2018. The SCGB approved the submitted budget at their March 13, 2018 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 **\$127,800**.
- **Rollover:** The actual rollover of prior FY unused funds at 5/31/18 was **\$30,858**. This, when added to the revised estimated SAF income and Other income, results in a grand total income being revised to **\$261,858**.
- **Reserve Fund:** SCGB submitted estimate at \$7,368, which has been revised to \$11,144 representing 5% of prior year's actual expenses of **\$222,878** (minimum per SUNY Guidelines).
- **Meeting Expense and Bagel Brunch:** SCGB submitted as one account budgeted at \$2,500 which has been separated to the two SCGB existing accounts at \$2,000 for BAGEL BRUNCH and \$500 for MEETING EXPENSE.
- **NEW-SPONTANEOUS:** The net of above changes has been adjusted in this unallocated account for a revised total at **\$45,562**.

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.
- **New-Spontaneous and Reserve Fund** accounts require 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 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 Bookkeeper

via eMail:

Kristen Whitney, VP
Maria Kohlbrenner, Secretary
Mackenzie Pert, Treasurer
Jeffrey Putman, VP Student Affairs
Meg O'Sullivan, AVP Student Life
Amy Urquhart, 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, 2019NAME 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) 596-1886
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.)

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

Student Center Governing Board

(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 16, 2018

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:

Revisions made during certification are outlined in cover letter dated 8/29/18

CERTIFIED BY



SIGNATURE

Date of Certification:

8/29/18

Student Center Governing Board
Tuesday, March 13, 2018

Date: Tuesday, March 13, 2018
Location: Reading Room, Student Center
Time: 6:00pm

Attended by:

2017-2018

Voting members

(Proxy to *Khushal)

Theresa Feng
Johnson Ho
Smrithy Jacob
Jia Jian Li*
Mackenzie Pert
Khushal Shah
Matt Vitale
Kristen Whitney
Vincent Sinatra
Stephanie Ngan

Non-voting members

Meg O'Sullivan
Adam Burgman
Schuyler Hooke
Amy Urquhart

1- Khushal calls the meeting to order at 6:07pm. Smrithy moves to accept minutes as written, Theresa seconds. Motion carries unanimously.

OLD BUSINESS:

2- Overview of Programs since last meeting:

- **Three-point shoot out tournament** - Congrats to Yasong Yu, and Kyron Slater.
- **Intramural basketball** - Season finished, congratulations to MS3s for winning!
- **Coffee House** – Tonight! Next one is Tuesday April 17th.
- **Craft Night** - Cupcake decorating went well, next event is Jewelry Making April 4th.
- **Massage on the go** – Went well. Next one is scheduled for April 24th.
- **Wellness week** – Includes yoga, tea and treats, Stress ball making, breakfast, High Tea, and puppies!

NEW BUSINESS:

1-SCGB Budget for 2018-19 - Very few changes since last year. Khushal reviewed the details. Kristen motioned to approve the proposed budget as presented, Mackensie 2nd. Motion carried unanimously. (Attached)

2-Referendum vote – Will happen April 9-11th, takes place during elections. Please make sure all vote, tell friends class announcements etc!

3- Upcoming programs – Mark your calendars!

- **Poster Competition for Service Learning** - Tuesday, April 10th at noon
- **Holocaust Remembrance Day** - Thursday, April 12th
- **Annual Research Day** - Wednesday, April 11th
- **Campus Olympics program** - Sunday, April 15th 2pm.

- **Multicultural program** --Wednesday, April 18th, will take place in the gym.
- **Earth Day** -- Friday, April 20th. Bikes have been ordered.
- **Blood Drive** - confirmed for April 25th in Sodexo Court

4- Intramural Basketball Update

- Season finished, congratulations to MS3s for winning!

5- Disabilities week

- Happening the week of April 16-19th. Still nailing down programs. We will sponsor the lunches for the four programs booked in the main lounge. Earth Day will be celebrated on April 20th.

6- Mini course program

- Courses are winding down. We are planning to offer an additional session of some popular courses since staff has been asking.

7- Lifetime Membership for Student Center

- Khushal nominated Theresa, Matt seconded
- Khushal nominated Stephanie, Matt seconded
- Khushal nominated Smirthy, Matt seconded
- Khushal nominated Ankuri, Kristen seconded
- Kristen nominated Johnson, Matt seconded
- Khushal nominated Maggie, Kristen seconded.

8- Jennifer Timbrook nomination

- Khushal reviewed the criteria for the board.

9- End of Year SCGB Dinner

- We need to confirm date so Meg can find a location. Wednesday, May 16th.

10- Upcoming Movies

- I, Tonya will be in April's movie!

11- Roundabout

- Welcome back Amy! We're making blackboard pages for each council, going to California for a conference, proposed PhD thesis, matched, saw 4 Broadway shows last week, playing with kids. Everyone is doing well!

12- Future Meeting Dates

- April 17th when we will nominate next year's board, and May 16th (end of year dinner).

Smirthy motions to adjourn the meeting, and Kristen seconds. All in favor. The motion is carried unanimously; the meeting adjourned at 6:56pm.

Minutes submitted by Johnson Ho, SCGB Secretary



Student Center Governing Board
2018-2019

	original Certified Budget for 2017-2018	Proposed budget for 2018- 2019	Net Change
INCOME:			
Rollover	19,744	????	#VALUE!
Student Activity Fee*	127,487	127,487	0
Other Income**	103,200	103,200	0
Total Income	250,431	230,687	19,744
			0
**Detail Other Income:			
Staff Membership	48,000	48,000	0
Group & Guest Fee	2,000	2,000	0
Mini-Courses	8,000	8,000	0
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	103,200	103,200	0
EXPENSES:			
FSA Administration Fee	2,952	2,952	0
Mini-Courses	8,500	8,500	0
Intramurals	2,000	2,000	0
Meeting Expenses (bagel brch)	500	2,500	2,000
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	6,000	6,000	0
Service Improvements	23,000	23,000	0

Video Rentals	3,500	1,500	-2,000
Staff Function	5,000	5,000	0
Reserve (Unallocated)	23,024	7,368	-15,656
Orientation	43,000	43,000	0
Insurance	1,200	1,200	0
TOTAL	250,431	230,687	-19,744
			0