

**Faculty Student Association of DMC-Student Activity Fund**  
**Student Center Governing Board (SCGB)**  
**FY 2020 = June 1, 2019 through May 31, 2020**  
**CERTIFIED BUDGET**

Account	Description	Current YTD as of 05/31/19	Submitted Budget FY 2020	Certified Budget 2019 - 2020	Comments
40-49001-015-30001	ACTIVITY FEES INCOME	\$130,640.08	\$127,800.00	\$127,800	
40-40001-015-30001	ROLLOVER BALANCE	27,764.65	\$0.00	\$13,471	Actual Prior yr Funds not spent as of 5/31/19
40-41001-015-30001	GROUP & GUEST FEE	2,130.00	\$2,000.00	\$2,000	
40-41002-015-30001	HAPPY HOUR INCOME	1,494.50	\$1,200.00	\$1,200	
40-41003-015-30001	INTRAMURALS INCOME	1,000.00	\$1,000.00	\$1,000	
40-41004-015-30001	LOCKER RENTAL INCOME	4,670.00	\$5,000.00	\$5,000	
40-41005-015-30001	MINI COURSES INCOME	6,985.00	\$8,000.00	\$8,000	
40-41006-015-30001	SPECIAL EVENTS INCOME	44,818.40	\$38,000.00	\$38,000	
40-49004-015-30001	STAFF MEMBERSHIP INCOME	47,015.00	\$48,000.00	\$48,000	
<b>Total Income</b>		<b>\$ 266,517.63</b>	<b>\$231,000.00</b>	<b>\$244,471</b>	Formula cell (Don't change)
<b>Program Expenses</b>					
40-70009-015-30001	ADMINISTRATION FEE	\$ 2,952.00	\$ 2,952.00	\$2,952	Formula cell (Don't change)
40-70096-015-30001	ATHLETIC EQUIPMENT	3,707.84	\$ 4,500.00	\$4,500	
40-70310-015-30001	BAGEL BRUNCH (EXP)	1,450.00	\$ -		
40-70311-015-30001	COFFEE HOUSE (EXP)	14,284.00	\$ 19,000.00	\$19,000	
40-70383-015-30001	Food Pantry Donations & Food Purchases (new)				
40-70312-015-30001	HAPPY HOUR (EXP)	5,607.02	\$ 6,000.00	\$6,000	
40-70124-015-30001	INSURANCE	-	\$ 1,200.00	\$1,200	
40-70313-015-30001	INTRAMURALS (EXP)	1,364.15	\$ 2,000.00	\$2,000	
40-70135-015-30001	MEETING EXPENSE	4,187.96	\$ 2,500.00	\$2,500	
40-70314-015-30001	MINI COURSE (EXP)	7,055.35	\$ 8,500.00	\$8,500	
40-70315-015-30001	NEW/SPONTANEOUS (EXP)	44,973.55	\$ 7,562.00	\$7,562	
40-70145-015-30001	OFFICE SUPPLIES	3,198.11	\$ 2,000.00	\$2,000	
40-70307-015-30001	SERVICE IMPROVEMENTS	19,950.50	\$ 23,000.00	\$23,000	
40-70194-015-30001	SPECIAL EVENTS (EXP)	69,713.84	\$ 91,000.00	\$81,105	Net Remaining Funds placed in this account
40-70198-015-30001	STAFF FUNCTION (EXP)	3,240.18	\$ 5,000.00	\$5,000	
40-70308-015-30001	STEREO EQUIPMENTS (EX	-	\$ 2,000.00	\$2,000	
40-70316-015-30001	SUMMER PROGRAM (EXP)	8,418.96	\$ 13,000.00	\$13,000	
40-70317-015-30001	TRAVEL FUNCTIONS (EX	2,822.06	\$ 2,000.00	\$2,000	
40-70309-015-30001	VIDEO RENTAL (EXP)	313.33	\$ 1,500.00	\$1,500	
40-70149-015-30001	WELCOME EVENTS	59,807.75	\$ 48,000.00	\$48,000	
<b>Total Program Expense</b>		<b>\$ 253,046.60</b>	<b>\$ 241,714.00</b>	<b>\$231,819</b>	Formula cell (Don't change)
<b>Balance Before Reserves</b>		13,471.03	\$ 10,714.00	\$12,652	Formula cell (Don't change)
<b>Reserves:</b>					
40-30008-015-30001	UNALLOCATED RESERVE	-	11,144.00	\$12,652	Minimum 5% of prior yr actual expenses
<b>Total Reserves</b>		<b>\$ -</b>	<b>\$ 11,144.00</b>	<b>\$12,652</b>	Formula cell (Don't change)
<b>Total Expenses + Reserves</b>		<b>\$ 253,046.60</b>	<b>\$242,144.00</b>	<b>\$244,471</b>	Formula cell (Don't change)
<b>Total Net Income less Expenses + Reserves</b>		<b>\$ 13,471.03</b>	<b>(\$0)</b>		Formula cell (Don't change)
<b>*SUNY Reserve Guidelines &gt;5% and &lt;100% of prior year actual expenses</b>					



# Faculty Student Association of DOWNSTATE Medical Center

July 25, 2019

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

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

*Rich B.*

SUBJECT: SCGB Budget Certification for FY 2020 (6/1/19 thru 5/31/20).

Attached is a copy of SCGB's certified budget for Student Activity fees (SAF) for the fiscal year 2020 that began June 1, 2019. The SCGB approved the submitted budget at their May 14, 2019 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:

- **Rollover:** The actual rollover of prior FY unused funds at 5/31/19 was **\$13,471.03**. This, when added to the revised estimated SAF income and other income, results in a grand total income being revised to **\$244,471.03**.
- **Reserve Fund:** SCGB submitted estimate at \$11,144, which has been revised to \$12,652 representing 5% of prior year's actual expenses of **\$253,047** (minimum per SUNY Guidelines).
- **Special Events:** The net of above changes has been adjusted in this unallocated account for a revised total at **\$81,105.03**.

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:

Megan Chang, VP  
Donna Lee, Secretary  
Lauren Vincente, 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, 2019**

- 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<sup>19</sup> thru May 31, 20<sup>20</sup>**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:)	Maria Kohlbrenner	May 31, 2020	Maria.Kohlbrenner@downstate.edu	845 596 4886
Vice President (if other Title,specify:)	Megan Chang	May 31, 2020	Megan.Chang@downstate.edu	516-491-0819
Secretary(if other Title,specify:)	Donna Lee	May 31, 2020	donna.lee@downstate.edu	917-968-0539
Treasurer (if other Title,specify:)	Lauren Vincente	May 31, 2020	Lauren.Vincente@downstate.edu	347 510 7670

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 Maria Kohlbrenner	Treas Print Name	Treasurer Lauren Vincente
Signature	X	Signature	X
VP Print Name	Vice President Megan Chang	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)

AVP for Student Life, Meg O'Sullivan can also sign as one of the signatures

SCGB's Constitution requires payment forms signed by the Treasurer plus either one other officer or the Assistant Vice President for Student Life

**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 Maria M. May 14, 2019  
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:



## **Student Center Governing Board**

### **MINUTES**

**Tuesday, May 14, 2019**

~~Tuesday, May 14, 2019~~

#### **Voting:**

Matt Vitale  
Maria Kohlbrenner  
Megan Chang  
Mackenzie Pert  
Isaac Vingan  
Kristen Whitney  
Lauren Vicente  
Jia Jia Li  
Vincent Sinatra  
Zach Shampain\*

#### **Non-Voting:**

Meg O'Sullivan  
Adam Burgman  
Schuyler Hooke  
Amy Urqhart  
Donna Lee  
Chris Garnett  
Liana Marinaro  
Theresa Feng  
Khushal Shah

\* Mackenzie was proxy for Zach who had a family emergency

**1-Matt Called meeting to order at 6:15PM, Kristen motions to accept April 16, 2019 minutes as presented, Mackenzie 2nds, all in favor, Motion carries unanimously.**

#### **Old business**

**1-Calendar – Great job Kristen! Isaac motioned to give the winner \$100, seconded by Lauren. All in favor. We all voted for the calendar of the Year. Ballots were distributed...Congratulations to the Month of May done by Kristen. She will win the \$100 prize for calendar of the year!**

**2- Craft Night – Thursday Night April 25<sup>th</sup> was- Stuff a plush, protect your species. Very well received.**

**3- Mini Courses- classes extended are still in session.**

**4-Holocaust Remembrance Day- was amazing! Isaac's grandmother told her story and left everyone in awe. It was an incredible event! It is on You Tube if you missed it!**

**5- Earth Day went very well! Congratulations to the winners of the bicycles. They were so happy to win! Ji Tong and Joel Thomas both first year students.**

**6-Next Blood Drive is July 18th – Hope you plan on donating**

**7-Massage on the Go – May 6th – went great! Students enjoyed the healthy snacks and flavored water.**

**8- Coffee House April 30th – Greg Parr did a great job!**

**9-Bagel Breakfast Monday morning was appreciated by all!**

**New Business**

**1-June Movie Suggestions-** folks will give suggestions and Adam will pull together an option for a couple of movies this summer.

**2-Summer Programs –** will happen throughout the summer as will Orientation /Welcome events!

**3- Elections Ballots** were distributed for President- Congratulations to Maria- Ballots were distributed for VP- Congratulations Megan, Ballots were distributed for Treasurer – Congratulations to Lauren, Ballots were distributed for Secretary, Congratulations to Donna Lee. All new officers signed club registration form for 2019-2020.

**4- NEW BUDGET for 2019-2020 –** Due to a change which now requires the New/Spont account to have minutes before spending, we decided to move the majority of the money out of that account to make it more useable. After reviewing the budget again Mackenzie is recommending moving an additional \$20,000 into special events, \$5,000 into welcome events, \$5,000 into summer Programs and \$5,000 into Coffee House. We will leave \$7,562 in New/Spont. See revised budged attached for the PROPOSED SCGB Budget for 2019-2020. After some discussion, Matt motioned to accept the new proposed budget as written, (see attached) Kristen seconded, all in favor. Motion carries unanimously.

**5- BUDGET Transfer-** To accommodate upcoming year-end expenses, pertaining to the current '18-'19 budget, a motion was made by Mackenzie Pert to transfer \$6,000.00 from New/Spontaneous, and \$5,000 from Happy Hour, for a total \$11,000, into Special Events. Seconded by J.J. Li. All in favor, motion passed unanimously.

**6- Next Meeting is Tuesday, September 24<sup>th</sup> at 6:00PM .**

**7-Congratulations Graduates!** Maria presented the graduates with a congratulations/thank you gift for participating throughout their tenure!

Matt asked for a motion to adjourn at 6:45, So moved by Mackenzie, seconded by JJ, all in favor! Motion carries unanimously! Dinner is served!

**Have a great summer everyone!**

**Minutes submitted by:  
Maria Kohlbrenner**



**PROPOSED Student Center Governing Board Budget**  
2019-2020

	Original Certified Budget for 2018-2019	Proposed Budget for 2019-2020	Net Change
<b>INCOME:</b>			
Rollover	30,858	????	#VALUE!
Student Activity Fee*	127,800	127,800	0
Other Income**	<u>103,200</u>	103,200	<u>0</u>
Total Income	261,858	<b>231,000</b>	?????
			0
<b>**Detail Other Income:</b>			
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
<b>EXPENSES:</b>			
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	91,000	20,000
Coffeehouse	14,000	19,000	5,000
Stereo Equipment	2,000	2,000	0
Summer Programs	8,000	13,000	5,000
New/Spontaneous	42,562	7,562	-35,000
Office Supplies	2,000	2,000	0
Travel	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)	11,144	RO	#VALUE!
Welcome Events	43,000	48,000	5,000
Insurance	1,200	1,200	0
<b>TOTAL</b>	252,858	241,714	11,144
<i>Maria M</i>			0
<i>May 14, 2019</i>			