

Faculty Student Association of DMC-Student Activity Fund

Student Center Governing Board (SCGB)

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

CERTIFIED BUDGET

Account	Description	Current YTD as of 05/31/20	Submitted Budget FY 2021	Certified Budget 2020 - 2021	Comments
40-49001-015-30001	ACTIVITY FEES INCOME	\$136,120.12	\$127,800.00	\$127,800	
40-40001-015-30001	ROLLOVER BALANCE	13,471.03	\$0.00	\$24,790	Actual Prior yr Funds not spent as of 5/31/20
40-41001-015-30001	GROUP & GUEST FEE	1,570.00	\$2,000.00	\$2,000	
40-41002-015-30001	HAPPY HOUR INCOME	1,448.00	\$1,500.00	\$1,500	
40-41003-015-30001	INTRAMURALS INCOME	700.00	\$700.00	\$700	
40-41004-015-30001	LOCKER RENTAL INCOME	4,275.00	\$5,000.00	\$5,000	
40-41005-015-30001	MINI COURSES INCOME	6,055.00	\$8,000.00	\$8,000	
40-41006-015-30001	SPECIAL EVENTS INCOME	39,335.00	\$40,000.00	\$40,000	
40-49004-015-30001	STAFF MEMBERSHIP INCOME	35,055.00	\$42,000.00	\$42,000	
40-70383-015-30001	FOOD PANTRY		\$2,000.00	\$2,000	
Total Income		\$ 238,029.15	\$229,000.00	\$253,790	Formula cell (Don't change)
Program Expenses					
40-70009-015-30001	ADMINISTRATION FEE	\$ 2,952.00	\$ 3,023.00	\$3,023	Formula cell (Don't change)
40-70096-015-30001	ATHLETIC EQUIPMENT	3,000.00	\$ 4,500.00	\$4,500	
40-70310-015-30001	BAGEL BRUNCH (EXP)	-	\$ -	\$0	
40-70311-015-30001	COFFEE HOUSE (EXP)	16,109.71	\$ 17,000.00	\$17,000	
40-70383-015-30001	FOOD PANTRY DONATIONS	(48.60)	\$ 3,000.00	\$3,000	
40-70312-015-30001	HAPPY HOUR (EXP)	734.16	\$ 5,000.00	\$5,000	
40-70124-015-30001	INSURANCE	-	\$ 1,200.00	\$1,200	
40-70313-015-30001	INTRAMURALS (EXP)	1,152.78	\$ 1,500.00	\$1,500	
40-70135-015-30001	MEETING EXPENSE	994.50	\$ 2,500.00	\$2,500	
40-70314-015-30001	MINI COURSE (EXP)	6,060.00	\$ 8,500.00	\$8,500	
40-70315-015-30001	NEW/SPONTANEOUS (EXP)	8,143.83	\$ 6,667.00	\$6,667	
40-70145-015-30001	OFFICE SUPPLIES	1,820.19	\$ 2,000.00	\$2,000	
40-70307-015-30001	SERVICE IMPROVEMENTS	22,457.95	\$ 20,000.00	\$20,000	
40-70194-015-30001	SPECIAL EVENTS (EXP)	88,076.15	\$ 83,110.00	\$96,738	Net Remaining Funds placed in this account
40-70198-015-30001	STAFF FUNCTION (EXP)	4,098.25	\$ 5,000.00	\$5,000	
40-70308-015-30001	STEREO EQUIPMENTS (EX	-	\$ 2,000.00	\$2,000	
40-70316-015-30001	SUMMER PROGRAM (EXP)	9,470.86	\$ 13,000.00	\$13,000	
40-70317-015-30001	TRAVEL FUNCTIONS (EX	1,503.52	\$ 2,000.00	\$2,000	
40-70309-015-30001	VIDEO RENTAL (EXP)	284.46	\$ 1,500.00	\$1,500	
40-70149-015-30001	WELCOME EVENTS	46,429.80	\$ 48,000.00	\$48,000	
Total Program Expense		\$ 213,239.56	\$ 229,500.00	\$243,128	Formula cell (Don't change)
Balance Before Reserves		24,789.59	\$ 500.00	\$10,662	Formula cell (Don't change)
Reserves:					
40-30008-015-30001	UNALLOCATED RESERVE	-	-	\$10,662	Minimum 5% of prior yr actual expenses
Total Reserves		\$ -	\$ -	\$10,662	Formula cell (Don't change)
Total Expenses + Reserves		\$ 213,239.56	\$229,000.00	\$253,790	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ 24,789.59		(\$0)	Formula cell (Don't change)

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



Faculty Student Association of DOWNSTATE Medical Center

Sept 23, 2020

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

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

R. B.

SUBJECT: SCGB Budget Certification for FY 2021 (6/1/20 thru 5/31/21).

Attached is a copy of SCGB's certified budget for Student Activity fees (SAF) for the fiscal year 2021 that began June 1, 2020. The SCGB approved the submitted budget at their March 10, 2020 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 5/31/20 was **\$24,790.00**. This, when added to the revised estimated SAF income and other income, results in a grand total income being revised to **\$253,790**.
- **Reserve Fund:** SCGB submitted estimate at \$ 500, which has been revised to \$10,662 representing 5% of prior year's actual expenses of **\$213,239.56** (minimum per SUNY Guidelines).
- **Special Events:** The net of above changes has been adjusted in this unallocated account for a revised total at **\$96,738**

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:

Isaac Vingan, VP
Donna Lee, Secretary
Lauren Vincente, Treasurer
Jeffrey Putman, VP Student Affairs
Amy Urquhart, Director, Student Center
Peter Ljubic, Bursar (No SAF Rate Change; Full time rate = \$80/yr.)



Date Completed:

- 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 thru May 31, 20

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:)	Megan Chang	10/31/2020	megan.chang@downstate.edu	516-491-0819
Vice President (if other Title,specify:)	Isaac Vingan	10/31/2020	isaac.vingan@downstate.edu	
Secretary(if other Title,specify:)	Donna Lee	10/31/2020	donna.lee@downstate.edu	917-968-0539
Treasurer (if other Title,specify:)	Lauren Vicente	10/31/2020	lauren.vicente@downstate.edu	347-510-7670

AUTHORIZED SIGNATURE(S) FOR PAYMENT FORMS (check your Council Constitution -Bylaws ; Most have specific authorized signator requirements):

Signature	X <i>Megan Chang</i>	Signature	X <i>Lauren Vicente</i>
Pres Print Name	President	Treas Print Name	Treasurer
Signature	X <i>Isaac Vingan</i>	Signature	X <i>Donna Lee</i>
VP Print Name	Vice President	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)

Meg O'Sullivan, AVP of Student Life
Adam Burgman, Assistant Director of the Student Center

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 _____

Megan Chang

6/17/2020

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 _____

Richard Bentley

SIGNATURE

Date of Certification: _____

9/23/20

Student Center Governing Board
Minutes
Tuesday, March 10, 2020

Voting:

Megan Chang
Jia Jian Li
Maria Kohlbrenner
Isaac Vingan
Donna Lee*
Lauren Vicente
Christopher Garnett
Zach Shampain
Vincent Sinatra**
Liana Marinaro
* *Proxy: Megan*
** *Proxy: Maria*

Non-Voting:

Meg O'Sullivan
Amy Urquhart
Schuyler Hooke

Lauren called meeting to order at 6:04 pm, JJ Seconded, Motion carried unanimously
Motion to approve February 2020 Minutes, by Lauren, Isaac Seconded, Motion to approve carried unanimously

Old business

1- Overview of Programs since last meeting

- * Movie Night
- * Coffee House
- * Game Night
- * Leadership Training
- * Massage on the Go

2- Calendar – Great job Liana! JJ has April.

3- Intramural Basketball- Congratulations to the 1st year team! Season is now over, Great job Adam!
Any comments from Adam?

4- Tournament Update- March 11 will be 3 point Shoot out, April 14th is DodgeBall

5- Spring Fling -- March 30th at Brooklyn Museum! We still have tickets please promote! Please assist at the end of the night helping folks get out so we don't have to pay OT!

- Discussed and decided to cut capacity to 350 people (opposed to 400 people)
- We have 80 tickets left to reach 400. Will have 30 left after limiting to 350

6- Mini Course Program- things are going well!

7- Disabilities Week – we will sponsor four lunches for the four programs booked in the main lounge April 13-16 (M-Th). We will do 4 lunchtime events.

- We currently have 3 programs set, looking to plan 1 more, Amy will reach out to Neil Patel/other ortho people

8- Earth Day- We will celebrate April 22nd from 11:30-1:00PM in the atrium. SCGB will give out apples and you can fill out a raffle for a new bicycle. We will also purchase some seeds and extra plants as giveaways.

9- Downstate Olympics- Sunday April 26th –Any update Adam?

- We need 1 more Off Campus captain

10- Call for nominations we still need students for College Council from CHRP or Nursing. Deadline to respond will be March 20th. We need reps from all colleges. Elections will be March 30-April 1-3pm. Please encourage your peers to VOTE! REFERENDUM is VERY IMPORTANT!!!

11- Food Pantry-any update? Amy

- AOA finishing up with food pantry on Tuesday 3/17

12- Coffee House- March 24th – Lord & Weber

13- Paint Night – March 25th

14- Open Mic Night – March 26th – 5PM Auditorium

- Need more acts- please reach out to anyone you know with any talents!

New Business

1- Massage on the Go- March 19th 2020

2- April Movie Suggestions

- Winner: the Joker!

3- Coffee House, April 28th - Greg Parr will be performing

4- Blood Drive is confirmed for April 14th

5- Budget transfer- After some explanation, Motion; “we need to transfer \$15,800 from Service Improvements to Special Events. We also need to transfer \$3,000 from Coffee House to Special Events.”

- So moved by Zach, JJ seconded, all in favor, motion carried unanimously

6- SCGB Proposed Budget- Lauren presented the proposed budget for 2020-2021. A few changes from last year. After going through and answering questions. It is attached.

- Liana motioned to approve budget as presented, JJ seconded, all in favor, motion carried unanimously!

7- Other upcoming programs- Holocaust Remembrance April 21st. Still looking for a speaker.

- Alternative idea- have descendants of Holocaust survivors speak and tell their stories
- Amy will reach out to Rabbi Holzman to speak/for contacts

8- Jennifer Timbrook Nominations- please nominate a 4th year you believe is worthy of this recognition.

9- Volunteers to help at graduation?- we need student ushers! Wednesday, May 20 1:30 & 6:30 arrival times depending on shift.

- Lauren volunteered

10- Research Day- Wednesday, April 8th

- Chris is presenting a poster

11- End of Year SCGB Dinner, Monday May 11th?

12- Next Meeting is Tuesday, April 21st at 6:00pm and it will be the nominations meeting.

13- Roundabout- check in...

Accept motion to adjourn at 6:49pm by JJ, Isaac seconded. Meeting adjourned at 6:50pm.
All in favor!

Minutes Submitted by Megan Chang 

**Faculty Student Association of DMC-Student Activity Fund
Student Center Governing Board (SCGB)
FY 2021 = June 1, 2020 through May 31, 2021
BUDGET TEMPLATE**

For each Council account, Column C = the Council's current Yr Certified Budget, Column D= Actual 10 months Year to Date amounts. *Insert Council's Proposed FYE 2021 Budget in Column F.*

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

Account	Description	Certified Budget 2019 - 2020	Current YTD as of 03/31/20	Difference (Funds Available)	Proposed Budget 2020 - 2021	Comments
40-49001-015-30001	ACTIVITY FEES INCOME	\$ 127,800.00	\$136,120.12	\$8,320.12	\$ 127,800.00	
40-40001-015-30001	ROLLOVER BALANCE	13,471.03	13,471.03	\$0.00	42,000.00	
40-41001-015-30001	GROUP & GUEST FEE	2,000.00	1,570.00	\$248.00	2,000.00	
40-41002-015-30001	HAPPY HOUR INCOME	1,200.00	1,448.00	(\$248.00)	8,000.00	
40-41003-015-30001	INTRAMURALS INCOME	1,000.00	700.00	(\$300.00)	40,000.00	
40-41004-015-30001	LOCKER RENTAL INCOME	5,000.00	4,275.00	(\$725.00)	1,500.00	
40-41005-015-30001	MINI COURSES INCOME	8,000.00	6,055.00	(\$1,945.00)	700.00	
40-41006-015-30001	SPECIAL EVENTS INCOME	38,000.00	37,335.00	(\$665.00)	5,000.00	
40-49004-015-30001	STAFF MEMBERSHIP INCOME	48,000.00	35,165.00	(\$12,835.00)	2,000.00	
Total Income		\$ 244,471.03	\$ 236,139.15	(\$8,331.88)	\$ 229,000.00	Formula cell (Don't change)
Program Expenses	<i>Note: In this section, the last column is the variance. On each individual expense row, a positive variance indicates remaining funds available. A negative variance (amount displayed in brackets) means the account is in deficit.</i>					
40-70009-015-30001	ADMINISTRATION FEE	\$ 2,952.00	\$ -	\$ 2,952.00	\$ 3,023.00	Formula cell (Don't change)
40-70096-015-30001	ATHLETIC EQUIPMENT	4,500.00	3,000.00	\$ 1,500.00	4,500.00	
40-70310-015-30001	BAGEL BRUNCH (EXP)	-	-	\$ -	-	
40-70311-015-30001	COFFEE HOUSE (EXP)	19,000.00	13,109.71	\$ 5,890.29	17,000.00	
40-70383-015-30001	FOOD PANTRY DONATIONS	-	-	\$ -	3,000.00	
40-70312-015-30001	HAPPY HOUR (EXP)	6,000.00	734.16	\$ 5,265.84	5,000.00	
40-70124-015-30001	INSURANCE	1,200.00	-	\$ 1,200.00	1,200.00	
40-70313-015-30001	INTRAMURALS (EXP)	2,000.00	793.62	\$ 1,206.38	1,500.00	
40-70135-015-30001	MEETING EXPENSE	2,500.00	994.50	\$ 1,505.50	2,500.00	
40-70314-015-30001	MINI COURSE (EXP)	8,500.00	4,270.00	\$ 4,230.00	8,500.00	
40-70315-015-30001	NEW/SPONTANEOUS (EXP)	7,562.00	5,393.50	\$ 2,168.50	6,667.00	
40-70145-015-30001	OFFICE SUPPLIES	2,000.00	1,820.19	\$ 179.81	2,000.00	
40-70307-015-30001	SERVICE IMPROVEMENTS	23,000.00	6,462.70	\$ 16,537.30	20,000.00	
40-70194-015-30001	SPECIAL EVENTS (EXP)	81,105.03	96,888.33	\$ (15,783.30)	83,110.00	
40-70198-015-30001	STAFF FUNCTION (EXP)	5,000.00	666.99	\$ 4,333.01	5,000.00	
40-70308-015-30001	STEREO EQUIPMENTS (EX	2,000.00	-	\$ 2,000.00	2,000.00	
40-70316-015-30001	SUMMER PROGRAM (EXP)	13,000.00	9,120.86	\$ 3,879.14	13,000.00	
40-70317-015-30001	TRAVEL FUNCTIONS (EX	2,000.00	1,503.52	\$ 496.48	2,000.00	
40-70309-015-30001	VIDEO RENTAL (EXP)	1,500.00	284.46	\$ 1,215.54	1,000.00	
40-70149-015-30001	WELCOME EVENTS	48,000.00	46,429.80	\$ 1,570.20	48,000.00	
Total Program Expense		\$ 231,819.03	\$ 191,472.34	\$ 40,346.69	\$ 229,000.00	Formula cell (Don't change)
Balance Before Reserves		12,652.00	44,666.81	\$ 32,014.81	-	Formula cell (Don't change)
Reserves:						
40-30008-015-30001	RESERVE	12,652.00	-	12,652.00	-	
Total Reserves		\$ 12,652.00	\$ -	\$ 12,652.00	\$ -	Formula cell (Don't change)
Total Expenses + Reserves		\$ 244,471.03	\$ 191,472.34	\$ 52,998.69	\$ 229,000.00	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ -	\$ 44,666.81	\$ 44,666.81	\$ -	Formula cell (Don't change)

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

**Student Center Governing Board
Proposed Budget 2020-2021**

	Original Certified Budget 2019-20	Proposed Budget 2020-21	Net Change
INCOME			
Rollover	13,471		
Student Activity Fee	127,800	✓ 127,800	
Staff Membership	48,000	✓ 42,000	(6,000)
Group/Guest Fee	2,000	2,000	
Mini-Courses	8,000	8,000	
Events	38,000	40,000	2,000
Happy Hour	1,200	1,500	300
Intramurals	1,000	700	(300)
Locker Rentals	5,000	5,000	
Food Pantry		2,000	2,000
Sub-total	244,471	229,000	(2,000)
EXPENSES			
FSA Administration Fee	2,952	2,952	
Athletic Equipment	4,500	4,500	
Coffee House	19,000	17,000	(2,000)
Food Pantry		3,000	3,000
Happy Hour	6,000	5,000	(1,000)
Insurance	1,200	1,200	
Intramurals	2,000	1,500	(500)
Meeting Expense	2,500	2,500	
Mini-Course	8,500	8,500	
New/Spontaneous	7,562	6,667	(895)
Office Supplies	2,000	2,000	
Service Improvements	23,000	20,000	(3,000)
Special Events	81,105	83,181	2,076
Staff Function	5,000	5,000	
Stereo Equipment	2,000	2,000	
Summer Program	13,000	13,000	
Travel Functions	2,000	2,000	
Video Rental	1,500	1,000	(500)
Welcome Events	48,000	48,000	
Reserve (Unallocated)	12,652		
TOTAL EXPENSES	244,471	229,000	(2,819)