

FY 2026 = June 1, 2025 through May 31, 2026

CERTIFIED BUDGET

Account	Description	Certified Budget 2024 - 2025	Current YTD as of 05/31/25	Proposed Budget 2025 - 2026	Rollover Balance from MSC	Certified Budget 2025 - 2026	Comments
40-49001-015-30001	ACTIVITY FEES INCOME	\$ 145,002.00	\$144,594.67	\$145,000.00		\$ 145,000.00	
40-40001-015-30001	ROLLOVER BALANCE	22,458.00	22,458.06	-		42,000.86	
	ROLLOVER BALANCE FROM MSC				6,776.28	6,776.28	
40-70383-015-30001	FOOD PANTRY INCOME	5,844.00	6,615.31	-		-	
40-41001-015-30001	GROUP & GUEST FEE	2,000.00	1,715.00	2,000.00		2,000.00	
40-41002-015-30001	HAPPY HOUR INCOME	2,500.00	4,572.05	3,500.00		3,500.00	
40-41004-015-30001	LOCKER RENTAL INCOME	2,000.00	2,310.00	2,000.00		2,000.00	
40-41005-015-30001	MINI COURSES INCOME	4,000.00	2,235.00	3,000.00		3,000.00	
40-41006-015-30001	SPECIAL EVENTS INCOME	100,000.00	110,250.24	70,000.00		70,000.00	
40-49004-015-30001	STAFF MEMBERSHIP INCOME	35,000.00	28,580.00	30,000.00		30,000.00	
Total Income		\$ 318,804.00	\$ 323,330.33	\$ 255,500.00	\$ 6,776.28	\$ 304,277.14	Formula cell (Don't change)
Program Expenses							
40-70009-015-30001	ADMINISTRATION FEE	\$ 3,523.00	\$ 3,523.00	\$ 3,608.00		\$ 3,608.00	Formula cell (Don't change)
40-70096-015-30001	ATHLETIC EQUIPMENT	4,000.00	2,000.00	4,000.00		4,000.00	
40-70409-015-30001	BLOCK PARTY	5,000.00	4,000.00	5,000.00		5,000.00	
40-70311-015-30001	COFFEE HOUSE (EXP)	7,000.00	7,577.07	4,000.00		4,000.00	
40-70023-015-30001	CREDIT CARD FEE	3,000.00	4,363.08	4,000.00		4,000.00	
40-70383-015-30001	FOOD PANTRY EXPENSE	5,844.00	3,916.08	-		8,543.23	Retain Rollover
40-70312-015-30001	HAPPY HOUR (EXP)	5,000.00	6,100.34	6,000.00		6,000.00	
40-70313-015-30001	INTRAMURALS (EXP)	5,000.00	5,288.30	6,000.00		6,000.00	
40-70135-015-30001	MEETING EXPENSE	3,000.00	3,394.16	4,000.00		4,000.00	
40-70314-015-30001	MINI COURSE (EXP)	4,000.00	2,030.00	3,000.00		3,000.00	
40-70418-015-30001	MULTI-CULTURAL PRGRMMG	5,000.00	1,915.00	5,000.00		5,000.00	
40-70315-015-30001	NEW/SPONTANEOUS (EXP)	1,000.00	1,000.00	-		-	Delete Account
40-70145-015-30001	OFFICE SUPPLIES	2,000.00	2,097.16	2,500.00		2,500.00	
40-70307-015-30001	SERVICE IMPROVEMENTS	15,000.00	10,050.53	15,000.00		15,000.00	
40-70194-015-30001	SPECIAL EVENTS (EXP)	131,421.00	130,742.78	91,192.00		125,583.16	Net of All Revisions Placed Here
40-70198-015-30001	STAFF FUNCTION (EXP)	3,000.00	1,824.85	2,500.00		2,500.00	
40-70308-015-30001	STEREO EQUIPMENT	2,000.00	1,000.00	-		-	Delete Account
40-70316-015-30001	SUMMER PROGRAM	15,000.00	12,620.30	10,000.00		10,000.00	
40-70417-015-30001	TRAVEL AND TOURS	20,000.00	19,232.30	20,000.00		20,000.00	
40-70317-015-30001	TRAVEL FUNCTIONS	4,000.00	3,621.31	4,000.00		4,000.00	
40-70149-015-30001	WELCOME EVENTS	60,000.00	55,033.21	15,000.00		15,000.00	
40-70430-015-30001	HALLOWEEN EVENT	-	-	5,000.00		5,000.00	
40-70431-015-30001	ANTHOLOGY-ENGAGE	-	-	10,000.00		10,000.00	
40-70248-015-30001	CHRISTIAN FELLOWSHIP	-	-	3,500.00		3,500.00	
40-70022-015-30001	BADMINTON CLUB	-	-	200.00		200.00	
40-70420-015-30001	MAKER CLUB	-	-	350.00		350.00	
40-70363-015-30001	HAITIAN CREOLE LANGUAGE CLUB	-	-	250.00		250.00	
40-70392-015-30001	ART INSTALLATION SOCIETY	-	-	500.00	2,726.95	3,226.95	Rollover from Account # 40-70392-012
40-70254-015-30001	PRIDE CLUB	-	-	3,000.00	4,049.33	7,049.33	Rollover from Account # 40-70254-012
40-70289-015-30001	ORGANIZATION OF SOUTH ASIANS	-	-	900.00		900.00	
40-70256-015-30001	MEDICAL ARTISTS GUILD/BROOKLYN STORIES	-	-	5,000.00		5,000.00	
40-70255-015-30001	MAIMONIDES SOCIETY	-	-	3,500.00		3,500.00	
40-70257-015-30001	MUSLIM STUDENTS ASSOCIATION	-	-	3,500.00		3,500.00	
Total Program Expense		\$ 303,788.00	\$ 281,329.47	\$ 240,500.00	\$ 6,776.28	\$ 290,210.67	Formula cell (Don't change)
Balance Before Reserves		15,016.00	42,000.86	15,000.00	-	14,066.47	Formula cell (Don't change)
Reserves:							
40-30008-015-30001	RESERVE	15,016.00	-	15,000.00	-	14,066.47	
Total Reserves		\$ 15,016.00	\$ -	\$ 15,000.00		\$ 14,066.47	Formula cell (Don't change)
Total Expenses + Reserves		\$ 318,804.00	\$ 281,329.47	\$ 255,500.00	\$ 6,776.28	\$ 304,277.14	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ -	\$ 42,000.86	\$ -	\$ -	\$ -	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses							

October 31, 2025

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

FROM: Dr. Jeffrey Putman, President,
Faculty Student Association (FSA)

SUBJECT: SCGB Budget Certification for FY 2026 (6/1/25 thru 5/31/26).

Attached is a copy of SCGB's certified budget for Student Activity fees (SAF) for the fiscal year 2026 that began June 1, 2025. The SCGB approved the submitted budget at their May 13, 2025 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:

1. **SAF Income:** SCGB had submitted with estimated FY2026 SAF Revenue at **\$145,000**. Actual SAF revenue FYE 5/31/25 was **\$144,594.67**. The estimated SAF Revenue for **FY2026** has been **revised to \$145,000**.
2. **Rollover:** The actual rollover of prior FY unused funds at 5/31/25 was **\$42,000.86**. This, when added to the revised estimated SAF income and other income, results in a **grand total income being revised to \$304,277.14**.
3. **Special Events:** has been adjusted in this unallocated account to **revised total at \$125,583.16**.
4. **Reserve Fund:** SCGB submitted a sufficient Reserve fund of **\$ 15,000** Reserve Fund. (5% of Prior Year Actual Expenses of **\$ 281,329.47**.)

Please be aware that:

- **Authorized Signatures:** 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 (or equivalent incumbent).
- 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 **New-Spontaneous, Special Events, 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.

cc: Anthony Condoleo, FSA Interim Controller (w/original documents);
Daniel Minnock, FSA Bookkeeper
Michael Mesa, VP
Emmaly Gutierrez, Secretary
Bryan D. Viveros, Treasurer
Adam Burgman, Director, Student Center
Schuyler Hooke, Director, Student Life
Deanne Kennedy-Lorde, Bursar (**No SAF Rate Change**; Full time rate = **\$80/yr.** as \$40 Fall & \$40 Spring)

Faculty Student Association of DMC-Student Activity Fund					
Student Center Governing Board (SCGB)					
FY 2026 = June 1, 2025 through May 31, 2026					
BUDGET TEMPLATE					
Account	Description	Certified Budget 2024 - 2025	Current YTD as of 02/28/25	Proposed Budget 2025 - 2026	Comments
40-49001-015-30001	ACTIVITY FEES INCOME	\$ 145,002.00	\$74,423.25	\$ 145,000.00	
40-40001-015-30001	ROLLOVER BALANCE	\$ 22,458.06			Pleasee add rollover to Special Events Exp
40-70383-015-30001	FOOD PANTRY INCOME	5,844.00	453.00		Pleasee add income to Food Pantry Exp
40-41001-015-30001	GROUP & GUEST FEE	2,000.00	1,170.00	2,000.00	
40-41002-015-30001	HAPPY HOUR INCOME	2,500.00	3,530.00	3,500.00	
40-41004-015-30001	LOCKER RENTAL INCOME	2,000.00	1,930.00	2,000.00	
40-41005-015-30001	MINI COURSES INCOME	4,000.00	1,985.00	3,000.00	
40-41006-015-30001	SPECIAL EVENTS INCOME	100,000.00	106,942.54	70,000.00	
40-49004-015-30001	STAFF MEMBERSHIP INCOME	35,000.00	21,870.00	30,000.00	
Total Income		\$ 318,804.06	\$ 212,303.79	\$ 255,500.00	Formula cell (Don't change)
Program Expenses	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.				
40-70009-015-30001	ADMINISTRATION FEE	\$ 3,523.00	\$ -	\$ 3,608.00	Formula cell (Don't change)
40-70096-015-30001	ATHLETIC EQUIPMENT	4,000.00	-	4,000.00	
40-70409-015-30001	BLOCK PARTY	5,000.00	4,000.00	5,000.00	
40-70311-015-30001	COFFEE HOUSE (EXP)	7,000.00	2,827.07	4,000.00	
40-70023-015-30001	CREDIT CARD FEE	3,000.00	3,315.11	4,000.00	
40-70383-015-30001	FOOD PANTRY EXPENSE	5,844.00	2,847.68	-	Retain Rollover
40-70312-015-30001	HAPPY HOUR (EXP)	5,000.00	5,803.26	6,000.00	
40-70313-015-30001	INTRAMURALS (EXP)	5,000.00	4,934.30	6,000.00	
40-70135-015-30001	MEETING EXPENSE	3,000.00	1,844.31	4,000.00	
40-70314-015-30001	MINI COURSE (EXP)	4,000.00	2,030.00	3,000.00	
40-70418-015-30001	MULTI-CULTURAL PRGRMMG	5,000.00	1,915.00	5,000.00	
40-70315-015-30001	NEW/SPONTANEOUS (EXP)	1,000.00	-	-	Delete Account
40-70145-015-30001	OFFICE SUPPLIES	2,000.00	1,445.63	2,500.00	
40-70307-015-30001	SERVICE IMPROVEMENTS	15,000.00	5,549.32	15,000.00	
40-70194-015-30001	SPECIAL EVENTS (EXP)	131,421.00	132,264.41	91,192.00	
40-70198-015-30001	STAFF FUNCTION (EXP)	3,000.00	1,824.85	2,500.00	
40-70308-015-30001	STEREO EQUIPMENT	2,000.00	-	-	Delete Account (We will use Service Improvements)
40-70316-015-30001	SUMMER PROGRAM	15,000.00	12,595.30	10,000.00	
40-70417-015-30001	TRAVEL AND TOURS	20,000.00	17,470.00	20,000.00	
40-70317-015-30001	TRAVEL FUNCTIONS	4,000.00	121.31	4,000.00	
40-70149-015-30001	WELCOME EVENTS	60,000.00	40,480.68	15,000.00	
NEED ACCOUNT	HALLOWEEN EVENT			5,000.00	
NEED ACCOUNT	ANTHOLOGY - ENGAGE			10,000.00	
NEED ACCOUNT	Christian Fellowship			3,500.00	
NEED ACCOUNT	Badminton Club at Downstate			200.00	
NEED ACCOUNT	Maker Club			350.00	
NEED ACCOUNT	Haitian Creole Language Club			250.00	
NEED ACCOUNT	Art Installation Society at Downstate (DAIS)			500.00	Rollover from account 40-70392-012-30001 comes
NEED ACCOUNT	Pride			3,000.00	
NEED ACCOUNT	Organization of South Asians at Downstate (DOSA)			900.00	
NEED ACCOUNT	Medical Artists Guild/Brooklyn Stories			5,000.00	
NEED ACCOUNT	Maimonides Society			3,500.00	
NEED ACCOUNT	Muslim Students Association (MSA)			3,500.00	
Total Program Expense		\$ 303,788.00	\$ 241,268.23	\$ 240,500.00	Formula cell (Don't change)
Balance Before Reserves		15,016.00	(28,964.44)	15,000.00	Formula cell (Don't change)
Reserves:					
40-30008-015-30001	RESERVE	15,016.00	-	15,000.00	
Total Reserves		\$ 15,016.00	\$ -	\$ 15,000.00	Formula cell (Don't change)
Total Expenses + Reserves		\$ 318,804.00	\$ 241,268.23	\$ 255,500.00	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ 0.06	\$ (28,964.44)	\$ -	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					