

Faculty Student Association of DMC-Student Activity Fund

School of Public Health Student Council (SPH)

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

CERTIFIED BUDGET

Account	Description	Current YTD as of 5/31/20	Submitted Budget 2020-2021	Certified Budget 2020 - 2021	Comments
Income					
40-42092-013-30001	ACTIVITIES FEES INCOME	\$5,480.00	\$ -	\$ 2,190	Est only Spring 2021 (summer/Fall waived)
40-40001-013-30001	ROLLOVER BALANCE	5,482.99	9,851.99	\$ 9,796	Actual FY20 funds not spent as of 5/31/20
40-21010-013-30001	FUNDRAISER (CHILDREN OF PROMISE)	-			
Total Income		\$10,962.99	\$ 9,851.99	\$ 11,986	Formula cell (Don't change)
Program Expenses					
40-70009-013-30001	ADMINISTRATION FEE	\$ 56.00	\$ 57.00	\$ 57	Formula cell (Don't change)
40-70044-013-30001	CLUBS	-	\$ 300.00	\$ 300	
40-70055-013-30001	CONFERENCE SUPPORT	-	\$ 500.00	\$ 500	
40-70097-013-30001	EVENTS	1,089.00	\$ 4,063.17	\$ 10,107	Net remaining funds placed in this acct
40-70135-013-30001	MEETINGS EXPENSES	22.00	\$ 22.00	\$ 22	
40-70174-013-30001	PROGRAMS & PROJECTS	-	\$ 500.00	\$ 500	
Total Program Expense		\$ 1,167.00	\$ 5,442.17	\$ 11,486	Formula cell (Don't change)
Balance Before Reserves		9,795.99	500.00	\$ 500	Formula cell (Don't change)
Reserves:					
40-30008-013-30001	RESERVE FUND	-		\$ 500	
Total Reserves		\$ -		\$ 500	Formula cell (Don't change)
Total Expenses + Reserves		\$ 1,167.00		\$ 11,986	Formula cell (Don't change)
Total Net Income less Expenses + Reserves		\$ 9,795.99		\$ (0)	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					



Faculty Student Association of DOWNSTATE Medical Center

August 31, 2020

TO: Alecia James, President
School of Public Health Student Council (SPH)
Via eMail and posted on FSA website.

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

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

Attached is a copy of SPH's certified budget for Student Activity fees (SAF) for the fiscal year 2021 that began June 1, 20120. The SPH approved the submitted budget at their 5/14/20 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:** Revised to the actual 5/31/20 rollover of unused funds at **\$9,795.99**.
- **SAF Income:** The Council voted not charge any SPH Summer 2020 and Fall 2020 SAF (flat rate \$10). Although this had not been implemented in time for billing cycle, efforts are underway (in process) to credit that amount to all Summer 2020 and Fall 2020 students who were billed. Updated FY2021 SAF estimated income is based on prior Spring (2020) actual income of **\$2,190**.
- **Events:** The net of the above revisions results has been made in this account being adjusted to **\$10,107** in order to balance SPH's 2021 Budget.
- **Reserve Fund:** SPH submitted a reserve fund at \$500 which represents 40% of prior year's actual expenses and is within the SUNY Guidelines (min 5% but no more than 100% of prior year's actual expenses).

Please be aware that:

- **Authorized Signators:** SPH's Constitution Article VI.b.4 which states that "all payments forms shall be signed by the Treasurer. In the absence or unavailability of the Treasurer, any other Council officer may sign a payment form but must provide a copy of the payment form they signed to the Treasurer within five days".
- 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: Anthony Condoleo, FSA Interim Controller (w/original documents)
Daniel Minnock, FSA Bookkeeper;

via eMail:

Samiha Hussain, VP
Kristelle Pierre, Secretary
Reekarl Pierre, Treasurer
Dr. Megan Hall, Faculty Advisor

Kitaw Demissie, MD, PhD, Dean
Jeffrey Putman, VP Student Affairs
Meg O'Sullivan, AVP Student Life
Amy Urquhart, Director, Student Center

Peter Ljusic, Bursar: SPH Rate is \$10/semester flat fee in Summer, Fall and Spring. This Fee waived (\$0) for Summer 2020 and Fall 2020 semesters; Will resume in Spring 2020.

SUNY Downstate Health Sciences University School of Public Health
Student Council Meeting Agenda
Friday, May 14th, 2020
1:30 PM--2:30 PM
Blackboard Collaborate

Members in Attendance:

Alecia James
Alexander Barna
Alyson Clarke
Mamta Karani

Non-voting Members in Attendance:

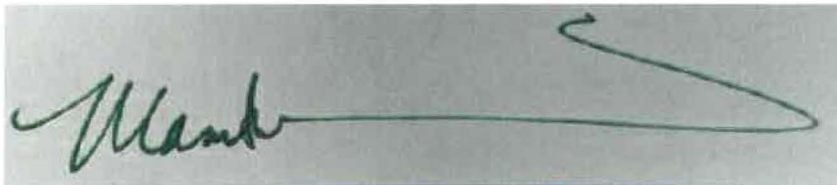
Christine Zogaib
Dr. Megan Hall
Kristelle Pierre
Reekarl Pierre
Samiha Hussain

Members not in Attendance:

Suwaskie Smith
Serekie Smith
Prachee Keni (*proxy: Mamta Karani*)

1. Call to Order
2. Old Business
 - a. Review of April Meeting Minutes
 - i. After a brief discussion, the following motion was made by A. Clarke and seconded by M. Karani.
 1. Motion: to approve minutes from last meeting. **Motion passes unanimously.**
 - b. Professional Development Events
 - i. DOHMH Information session
 1. 1 held. Recording shared. Later session to be scheduled.
 - ii. Doctorate panel
 1. To be shared in a document/recorded
 - c. Teacher Award
 - i. Email for nominations sent out. A. Clarke to send out reminder.
3. New Business

- a. Student Activity Fee
 - i. Discussed options suggested by FSA offices regarding student activity fee.
 - ii. After a brief discussion, the following motion was made by A. Clarke and seconded by A. Barna.
 - 1. Motion: To drop the SAF for SPH Students to \$0 for the Summer and Fall Semesters. **Motion passes unanimously.**
- b. Budget
 - i. After a brief discussion, the following motion was made by A. Clarke and seconded by A. James.
 - 1. Motion: To approve and submit budget of \$5,942.17 for the 2020-2021 academic year. **Motion passes unanimously.**
- c. Interim Officer
 - i. Due to the delay of general elections until the Fall Semester, and because six out of seven current council members will no longer be able to serve, new students have been chosen to help run the council until election season.
 - 1. President: A. James
 - 2. Vice President: S. Hussain
 - 3. Secretary: R. Pierre
 - 4. Treasurer: K. Pierre
 - 5. After a brief discussion, the following motion was made by A. Clarke and seconded by A. Barna.
 - a. Motion: To accept the interim council. **Motion passes unanimously.**
- d. Meeting adjournment
 - i. Motion made to adjourn meeting by A. Clarke and seconded by A. James
 - 1. Meeting adjourned at 2:30 PM

A handwritten signature in green ink, appearing to read 'Mamta', followed by a long horizontal line that ends in a large, stylized loop.

Official meeting minutes respectfully submitted by
Mamta Karani, SPH Student Council Secretary (2019-2020)