<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget 2018 - 2019</th>
<th>Current YTD as of 05/31/19</th>
<th>Submitted Budget 2019-2020</th>
<th>Certified Budget 2019-2020</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-70227-012-30001</td>
<td>MSC ALLOCATION</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>Per MSC approved 2020 Budget</td>
</tr>
<tr>
<td>40-30014-012-30001</td>
<td>YEARBOOK ROLL-OVER</td>
<td>22,549.00</td>
<td>22,548.34</td>
<td>22,192.13</td>
<td>27,242.13</td>
<td>Actual 5/31/19 Rollover</td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>ADVERTISING</td>
<td>25,175.00</td>
<td>24,550.00</td>
<td>21,000.00</td>
<td>21,000.00</td>
<td>Est based on prior yr ad revenue</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td>$52,724.00</td>
<td>$52,098.34</td>
<td>$48,192.13</td>
<td>$53,242.13</td>
<td>Formula cell (Don't change)</td>
</tr>
<tr>
<td><strong>Program Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>MEETING EXPENSES</td>
<td>$700.00</td>
<td>$59.00</td>
<td>$400.00</td>
<td>$500.00</td>
<td>Planned Misc Expense for FY2020</td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>YEARBOOK PUBLISHER - CURRENT YEAR</td>
<td>28,516.00</td>
<td>5,500.00</td>
<td></td>
<td>26,290.25</td>
<td>As budgeted</td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>YEARBOOK PUBLISHER - PRIOR YEAR</td>
<td>22,000.00</td>
<td>19,297.21</td>
<td>26,208.88</td>
<td>26,208.88</td>
<td>Remaining Expenses for Class of 2019 Yearbook that are paid after 6/1/19</td>
</tr>
<tr>
<td><strong>Total Program Expense</strong></td>
<td></td>
<td>$51,216.00</td>
<td>$24,856.21</td>
<td>$26,608.88</td>
<td>$51,999.13</td>
<td>Formula cell (Don't change)</td>
</tr>
<tr>
<td><strong>Balance Before Reserves</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,508.00</td>
<td>27,242.13</td>
<td>22,583.25</td>
<td>1,243.00</td>
<td>Formula cell (Don't change)</td>
</tr>
<tr>
<td><strong>Reserves:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RESERVE FUND</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,508.00</td>
<td>-</td>
<td>-</td>
<td>1,243.00</td>
<td>=5% of prior year actual spent of $1,242.81</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,508.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$1,243.00</td>
<td>Formula cell (Don't change)</td>
</tr>
<tr>
<td><strong>Total Net Income less Expenses + Reserves</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ -</td>
<td>$27,242.13</td>
<td>$ -</td>
<td></td>
<td>Formula cell (Don't change)</td>
</tr>
</tbody>
</table>

*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses*
Attached is a copy of MSC-YBK’s certified budget for Student Activity fees (SAF) for the fiscal year (FY) 2020 that began June 1, 2019. The submitted budget was approved at the MSC 5/9/19 meeting and has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines.

Please be aware that:

- **Administrative Fee:** The yearbook accounting fee is included in annual MSC administrative fee.
- **Authorized Signators:** MSC’s signature requirements designate that one MSC-YBK Management signature PLUS one MSC Officer must co-sign all payment forms.
- **Reserve Fund:** MSC-YBK needed minimum reserve is **$1,508** which is 5% of prior year actual expenses and within SUNY Guidelines. Use requires meeting minutes approving use, since purpose is undesignated at this time of certification.
- 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)](link), [SAF Meeting Minutes Guidelines (link)](link), and [other SAF documents (link)](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); Dariel Minnock, FSA Bookkeeper; Krystal Ealy, Vice-President; Mostafa Balboul, Secretary; Cindy Tsui, Treasurer; Schuyler Hooke, MSC-YBK Advisor; Jeffrey Putman, VP Student Affairs; Meg O'Sullivan, AVP Student Life; Amy Urquhart, Director, Student Center
**SAF BUDGET REQUEST & AGREEMENT FORM**

**Date Completed:**

**Instructions:**
1. Complete this form. All Signatures on this form must be ORIGINAL signatures (pages 1 & 2). The blank form is available on the 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, 2019 thru May 31, 2020**

**NAME OF STUDENT ORGANIZATION:** Com Yearbook

<table>
<thead>
<tr>
<th>Officer</th>
<th>Print Name</th>
<th>Term of Office until (end date)</th>
<th>eMail (best way to reach you)</th>
<th>Phone # (best way to reach you)</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Jordana Schmidt-Swartz</td>
<td>5.31.20</td>
<td>@downstate.edu</td>
<td>201-675-7048</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Krystal Early</td>
<td>5.31.20</td>
<td>@downstate.edu</td>
<td>585-369-3813</td>
</tr>
<tr>
<td>Secretary</td>
<td>Mostafa Balboul</td>
<td>5.31.20</td>
<td>@downstate.edu</td>
<td>201-675-7928</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Cindy Tsubi</td>
<td>5.31.20</td>
<td></td>
<td>417-565-5888</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Print Name</th>
<th>Print Name</th>
<th>Signature</th>
<th>Print Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Jordana</td>
<td>Schmidt</td>
<td>X</td>
<td>Mostafa</td>
</tr>
<tr>
<td>Pres</td>
<td>Schmidt</td>
<td>Schmidt</td>
<td>Treas</td>
<td>Balboul</td>
</tr>
<tr>
<td>Signature</td>
<td>Schmidt</td>
<td>Schmidt</td>
<td>Signature</td>
<td>Balboul</td>
</tr>
<tr>
<td>X</td>
<td>Krystal</td>
<td>Early</td>
<td>X</td>
<td>Cindy</td>
</tr>
</tbody>
</table>

Check One: **(X)** 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)

Additional Club Officer Auth Signator:

**MSC Constitution requires Joint signatures by MSC Officer and Club Officer or P.H.**

V.4/23/2019
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 recognizance, 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: ____________________________
(Applicant’s Main Representative Signature)

Date: ____________________________

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:

(Handwritten note: Initially submitted requiring only 1 Adv sign signature for payment forms. Updated to conform w/ MSC Constitution requirement of joint 2 signatures)

Certified by ____________________________ Date of Certification: 10/30/2019

SIGNATURE
Medical Student Council Meeting
Thursday, May 9th 2019 6:00 PM
Student Center Main Lounge

***Minutes***

Attendance: Name (proxy for name)
Jordana Meisel, Jonathan Leong, Rabani Bharara (Jonas Kwok), Adriana Kavoussi (Boey Li), Sejal Shah (Marine Coste), Elaine Fletcher (Elizabeth Moccia), Alice Herchek (Krystal Ealy), Aaron Conway (Kingsley Cruickshank), Alfonso Caetta (Brandon Adelson), Aaron Huang (Kurnvir Singh), Dr. Luchessi

Minutes recorded by Aaron Huang

Jordana presiding over meeting. Aaron is scribing the minutes.

New Business

1.) Budget Requests
   a. Poster presentation at American Surgical Education Society in Chicago - Inkyu Lee
      i. Conference
         1. Chicago (Surgical Education Week 2019)
         2. Presenting at Chicago
      ii. Requesting $379.94 total from MC
   b. Urology Club - Samuel Gold
      i. Urology Boot Camp from 3/23
         1. For rising subs, they had 5 or 6 more people come than expected so went over budget
      ii. Requesting $26.30 total from MC
   c. Emory Global Health Case Competition - Rabani Bharara
      i. Get a scenario, make presentation, different lectures about global health scenarios, interdisciplinary experience 2 from public health, 1 from nursing, and 2 med students (coming a year now bc of miscommunication of funding so alumni was unable to fund) - global health club didn't plan money correctly either from budget requests so just lots of miscommunication
      ii. Requesting $640.86 total from MC
d. PRIDE Club - Martin John
   i. Buttons and faculty award - buttons now 55$
   ii. Order for buttons need to be cancelled - 60$
   iii. Requesting $100 total from MC

Old Business

1.) Class Updates
   A.) 2019
   a. Not here lol
   B.) 2020
   a. Make departments feel like they care about their students for the away rotations (surgery seems like they're taking care of them better)
   C.) 2021
   a. Start rotations, Sejal and Dree at meeting with CEC (curriculum eval committee); recently another incident at Kings- with typing screen so now can't draw blood; St George and Sophie Davis students take up spots at our hospital
   D.) 2022
   a. SLC had meeting with all deans about accreditation - look for student involvement - don't use survey as gripe form; actual class gripe is access to counseling and mental health services - Dr Tam is psychologist not psychiatrist but this process is not happening apparently; wants more structure to help with communication more

Trending Topics

1.) Alumni Association
   a. Thinking of inviting us to meeting twice a year - they're extremely upset that students don't give back to school that much; what we want is networking which they don't provide at the moment; they're just not visible
   b. Weird thing of trying to make things mandatory on iPad so needs to be more transparent

2.) Goals for Next Year
   a. Want to move to Slack for communication
   b. Know other councils - meeting of the councils better for intercommunication and doing events; others not participating donor memorial
   c. Donor memorial next year start earlier - better outline

3.) UWorld bulk orders
   a. Did one through academic development (40$ + tax), and tried for step 2; hoping for better help each year so people could be taken care of

4.) Yearly budget approval

Closed Meeting:

   i. Motioned by Rabani Bharara
   ii. Seconded by Sejal Shah

   iii. Meeting is now closed.
New Business

1.) Approval of April Minutes

   a. Motion to approve April minutes made by Sejal Shah
   b. Seconded by Rabani Bharara

   i. Vote:
      1. For - 17
      2. Against - 0
      3. Abstain - 0

Motion passes to approve April minutes

1) Yearly budget approval

2) Budget Requests:

   i. Inkyu Lee - Presentation at American Surgical Education Society in Chicago

      1. Options: Fund in full ($379.94), no funding
      2. Motion to fund in full by Aaron Huang, seconded by Rabani Bharara
      3. Vote:
          a. For - 17
          b. Against - 0
          c. Abstain - 0

Motion passes to approve a reimbursement payment $379.94 from Projects and Programs (40-70174-012-30001) to Inkyu Lee for trip to the conference in Chicago

   ii. Urology Club - Samuel Gold

      4. Options: Fund in full ($26.30), no funding
      5. Motion to fund in full made by Rabani Bharara, seconded by Adrianna Kavoussi
      6. Vote:
          a. For - 17
          b. Against - 0
          c. Abstain - 0

Motion passes to transfer $26.30 from Projects and Programs (40-70174-012-30001) to Urology Club (40-70274-012-30001)

   iii. Rabani Bharara - Emory Global Health Case Competition

      7. Options: Fund in full ($640.86), no funding
      8. Motion to fund in full by Jonathan Leong, seconded by Adrianna Kavoussi
      9. Vote:
          a. For - 16
          b. Against - 0
c. Abstain - 1

Motion passes to approve a reimbursement payment $640.86 from Projects and Programs (40-70174-012-30001) to Rabani Bharara for trip to the Global Health Case Competition in Atlanta.

iv. PRIDE Club - Martin John
10. Options: Fund in full ($155), fund 140$ (the decrease of 15$ from the faculty award and include stipulations for award being bought from bookstore and pins not being used for fundraising), no funding
11. Motion to fund $140 made by Aaron Huang, second by Rabani Bharara
12. Vote:
   a. For - 17
   b. Against - 0
   c. Abstain - 0

Motion passes to transfer $140 from Projects and Programs (40-70174-012-30001) to PRIDE Club (40-70254-012-30001)

Motion to end meeting by Adrianna Kavoussi
Seconded by Sejal Shah
Meeting Closed at 7:31

Due to the annual budget not available at the time, the yearly budget vote was done over email and the names of the votes (sent to the emails of Jordana Meisel and Aaron Huang) will be scribbled here. See Attachment 5
Annual Budget approval (done over email): For - 14
   Against - 0
   Abstain - 0

Motion passes to approve the annual budget for next school year 2019-2020.

Minutes were scribed by Aaron Huang
Approved by Aaron Huang - Medical Council Secretary
# Budget Request Form

Please check all that apply:

- [ ] University Council Funding
- [x] Med Council Funding

**Date:** 2/28/19

**ORGANIZATION NAME:** COM Yearbook

**PRESIDENT:** Emily Carbaugh  
**Phone:**

**VICE PRESIDENT:** Elizabeth Moccia  
**Phone:**

**TREASURER:** Jonas Kwok  
**Phone:** 585-490-4205

**SECRETARY:** James Messina  
**Phone:**

## PROJECT
(Responsibility and expenses for this year)

<table>
<thead>
<tr>
<th>Project</th>
<th>Attendance</th>
<th>Expenses</th>
<th>Project (Responsibility and expenses for next year)</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearbook production</td>
<td>Books sent to all graduates, plus sponsors.</td>
<td>$27,000</td>
<td>Yearbook production</td>
<td>$27,000</td>
</tr>
<tr>
<td>Meeting expenses</td>
<td></td>
<td>$500.00</td>
<td></td>
<td>$500.00</td>
</tr>
</tbody>
</table>

*WE ARE ONLY REQUESTING $5,000 as we do every year. Book pays for itself...we just request $5,000 as a back up in case of emergency.*

---

**PLEASE TYPE ALL INFORMATION**
# 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 2020 Budget in Column E.

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

## Income

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget</th>
<th>Current YTD as of 03/31/19</th>
<th>Proposed Budget 2019 - 2020</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-70227-012-30001</td>
<td>MSC ALLOCATION</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
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<td>YEARBOOK ROLL-OVER</td>
<td>22,549.00</td>
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<td>27,242.13</td>
<td></td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>ADVERTISING</td>
<td>25,175.00</td>
<td>3,150.00</td>
<td>21,000.00</td>
<td></td>
</tr>
<tr>
<td>Total income</td>
<td></td>
<td>$52,724.00</td>
<td>$30,888.34</td>
<td>$53,242.13</td>
<td>Formula cell (Don’t change)</td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget</th>
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<th>Proposed Budget 2019 - 2020</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-70227-012-30001</td>
<td>MEETING EXPENSES</td>
<td>$700.00</td>
<td>$59.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>40-70227-012-30001</td>
<td>YEARBOOK PUBLISHER - CURRENT YEAR</td>
<td>28,516.00</td>
<td>-</td>
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<td></td>
</tr>
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<td>40-70227-012-30001</td>
<td>YEARBOOK PUBLISHER - PRIOR YEAR</td>
<td>22,000.00</td>
<td>8,447.21</td>
<td>22,208.88</td>
<td></td>
</tr>
<tr>
<td>Total Program Expense</td>
<td></td>
<td>$51,216.00</td>
<td>$8,506.21</td>
<td>$51,539.13</td>
<td>Formula cell (Don’t change)</td>
</tr>
</tbody>
</table>

## Balance Before Reserves

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Before Reserves</td>
<td>1,508.00</td>
<td>22,192.13</td>
<td>1,243.00</td>
<td>Formula cell (Don’t change)</td>
<td></td>
</tr>
</tbody>
</table>

## Reserves

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RESERVE FUND</td>
<td>1,508.00</td>
<td>-</td>
<td>1,243.00</td>
<td>=5% of prior year actual spend $22,192.13</td>
<td></td>
</tr>
<tr>
<td>Total Reserves</td>
<td>1,508.00</td>
<td>-</td>
<td>1,243.00</td>
<td>Formula cell (Don’t change)</td>
<td></td>
</tr>
</tbody>
</table>

## Total Net Income less Expenses + Reserves

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Income less Expenses + Reserves</td>
<td>$ -</td>
<td>-</td>
<td>22,192.13</td>
<td>$ -</td>
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</tr>
</tbody>
</table>

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