<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>MSC FY2019 Approved Submitted Allocation</th>
<th>MSC Approved Retained Prior Year End Rollover</th>
<th>(C + D)</th>
<th>MSC FY2019 Certified Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-49001-012</td>
<td>ACTIVITIES FEES INCOME</td>
<td>$89,485.00</td>
<td>-</td>
<td>136,691.44</td>
<td>$126,760.61</td>
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<tr>
<td>40-30014-012</td>
<td>ROLLOVER BALANCE</td>
<td>47,206.44</td>
<td>47,206.44</td>
<td>89,485.00</td>
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<tr>
<td>40-30014-012</td>
<td>ROLLOVER BALANCE - DESIGNATED CLUBS</td>
<td>126,760.61</td>
<td>126,760.61</td>
<td>263,452.05</td>
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</tr>
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</table>

Total Income: $136,691.44

Program Expenses:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>MSC FY2019 Certified Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-70009-012</td>
<td>ADMINISTRATION FEE</td>
<td>$1,758.00</td>
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<tr>
<td>40-70245-012</td>
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</tr>
<tr>
<td>40-70244-012</td>
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<td>750.00</td>
</tr>
<tr>
<td>40-70281-012</td>
<td>ASIAN PACIFIC AMERICAN ASSOCIATION (APAMS)</td>
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</tr>
<tr>
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<td>40-70219-012</td>
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<tr>
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<tr>
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<td>40-70221-012</td>
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<td>CLASS 2022</td>
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<td>CLASS RESERVE</td>
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<td>40-70492-012</td>
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<td>40-70705-012</td>
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<td>40-70350-012</td>
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<td>40-70288-012</td>
<td>DOWNSTATE STUDENTS FOR CHOICE</td>
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<tr>
<td>40-70273-012</td>
<td>DOWNSTATE SURGERY CLUB</td>
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<tr>
<td>40-70274-012</td>
<td>DOWNSTATE UROLOGY CLUB</td>
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<td>40-70251-012</td>
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<tr>
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<td>PROGRAMS AND PROJECTS</td>
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<td>STUDENT NOTETAKING SERVICE (SNS) 2nd Yr</td>
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<td>40-70261-012</td>
<td>ASIAN PACIFIC AMERICAN ASSOCIATION (APAMS)</td>
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<tr>
<td>40-70289-012</td>
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<tr>
<td>40-70490-012</td>
<td>ADMINISTRATION FEE</td>
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</table>

Total Program Expense: $115,489.44

Total Income less Expenses + Reserves: $242,250.05

Income:

- **FY 2019 Certified Budget:** $242,250.05
- **Reserves:** $21,202.00
- **MSC FY2019 Certified Budget:** $126,760.61
- **MSC Approved Retained Prior Year End Rollover:** $89,485.00
- **MSC FY2019 Approved Submitted Allocation:** $89,485.00
- **Total Income:** $136,691.44
- **Total Expenses:** $115,489.44
- **Total Net Income less Expenses + Reserves:** $26,202.05

*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses*
TO: Elizabeth Moccia, President, Medical Student Council (MSC)  
via eMail and posted on FSA website.

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

SUBJECT: MSC Budget Certification for FY 2019 (6/1/18 thru 5/31/19).

Attached is a copy of MSC’s certified budget for Student Activity fees (SAF) for the fiscal year 2019 that began June 1, 2018. The MSC approved the submitted budget at their May 10, 2018 meeting, which has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines including the following adjustments:

1. **Activity Fee Income**: was revised to reflect prior year actual at **$89,485**.
2. **Rollover**: MSC’s actual rollover at 5/31/18 of **$173,967.05** which is reflected as two separate amounts:
   - “Rollover Balance” of **$47,206.44** represent funds reverted back to MSC to re-allocate, and
   - “Rollover Balance–Clubs” represent those accounts that retained their actual rollover; Total of **$126,760.61**.
3. **Total “Available to Spend” column** reflects each Club/Organization’s retained rollover income plus any new 2019 MSC allocation.
4. **Student Notetaking Service (SNS)**: MSC separately approved SNS2 2019 total funding near $16,000 but the 5/31/18 year end balances in both SNS1 and SNS2 available have been rolled into the 2019 SNS2 Certified budget (reflected in the separate MSC-SNS certification), offsetting/reducing the additional MSC funding for SNS2 to **$9,810**.
5. **Reserve Fund**: The reserve was set as 10% of prior year actual expenses at **$21,212**.
6. **Programs & Projects**: The net remaining balance of all above adjustments was placed in this acct at **$38,341.44**.

Please be aware that:

- **Authorized Signators**: In accordance with the MSC bylaws, payment forms require joint signatures as follows:
  - **General Med Council Accounts**: Any two MSC Officers.
  - **Club and Class Accounts**: Any one MSC Officer, plus any one club/class officer.
  - **Student Notetaking Service (SNS) Accounts**: Any one MSC Officer, plus the SNS General Manager or, if unavailable, an Assistant Manager.
  - **Yearbook Accounts**: Any one MSC Officer, plus any one yearbook coordinator.

MSC requires that whenever the MSC Treasurer is not the authorized signature on any payment form, the MSC officer signing/approving that payment form must provide the relevant details (payee, $ amount, purpose) **to the MSC Treasurer within 3 business days** of its submission to FSA.

- 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.
- **Programs & Projects** and **Reserve Fund** require meeting minutes approving use, since purpose is unknown 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 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, Bookkeeper  
via eMail:
- Jordana Meisel, VP  
- Adriana Kavoussi, Secretary  
- Rabani Bharara, Treasurer  
- Jeffrey Putman, PhD, Advisor  
- Meg O’Sullivan, AVP Student Life  
- Amy Urquhart, Director, Student Center  
- Peter Ljutic, Bursar (No SAF rate change; F/T Rate = $110/yr)

Faculty Student Association of Downstate Medical Center, Inc  
Mail Stop 1219; 450 Clarkson Avenue; Brooklyn, NY 11203-2098 Telephone: 718-270-3187  
www.downstate.edu/fsa

Updated 11/8/18 to reflect MSC revisions made after 8/24/18.
SAF Budget Request & Agreement Form

SAF Account Authorized Signature Update Form

Instructions: Use this Form ONLY to update authorized signators on SAF Accounts.
1. Complete this form.
2. Attach the relevant meeting minutes showing the election of new officers being changed.
Submit both documents to FSA Business Office (Box 1219; Student Center Room 2-09).

NAME OF STUDENT ORGANIZATION: Medical Student Council (MSC)

AFFECTED FSA SAF Account(s): all MedCouncil Accs

The FSA - Student Activity Fee Certified Budget and Agreement dated 5/10/18 is hereby amended as follows:

Remove the following Authorized Signator(s) as of:

<table>
<thead>
<tr>
<th>Print Name(s) to be Removed</th>
<th>Prior Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adriana Kavoussi</td>
<td>Secretary</td>
</tr>
<tr>
<td>Rabani Bharara</td>
<td>Treasurer</td>
</tr>
</tbody>
</table>

Add the following NEW Authorized Signator(s):

<table>
<thead>
<tr>
<th>Officer Title</th>
<th>Print Name</th>
<th>Term of Office Ends (date)</th>
<th>Phone # (best way to reach you)</th>
<th>Signature (must be submitted as an original signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td>Alice Horvath</td>
<td>Jan 2019 - 2020</td>
<td>678-687-9933</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>Ann Hung</td>
<td>Jan 2019 - 2020</td>
<td>602-8051</td>
<td></td>
</tr>
</tbody>
</table>

Check One: JOINT or SINGLE SIGNATURES REQUIRED FOR DISBURSEMENTS.

Other signature restrictions, if any (check your council bylaws - some do specify authorized signator requirements; insert any special instructions such as club accounts which may have different authorized signatures):

Gen Med Council Accs: any two MSC officers
Club & Class Accs: One MSC Officer plus one Club/Class Officer
SNS - One MSC Officer plus one SNS General or Event Mgr.
Yearbook: One MSC Officer plus any one Yearbook Officer

Applicant's Main Representative Signature: [Signature]
Date: 1/17/19

DO NOT WRITE BELOW THIS LINE (FSA USE ONLY)

CERTIFICATION
Approved in accordance with the FSA guidelines entitled "Policies and Procedures for Trust and Agency Accounts" and "SUNY Board of Trustee Guidelines on Student Activity Fees". Insert comments, if any:

FSA Approval SIGNATURE: [Signature]
Date: 1/17/19
Instructions: 1. Complete this form; all signatures on this form must be ORIGINAL signatures (pages 1 & 2). Attach the detail SAF Budget Worksheet as approved by the student council, 2. Attach the SIGNED meeting minutes showing the budget detail was approved by the student council. Submit all 3 documents 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, 2018 thru May 31, 2019

NAME OF STUDENT ORGANIZATION: Medical School Council

<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>Elizabeth Moccia</td>
<td>May 2019</td>
<td><a href="mailto:Elizabeth.moccia@downstate.edu">Elizabeth.moccia@downstate.edu</a></td>
<td>954-892-1610</td>
</tr>
<tr>
<td>Vice President</td>
<td>Jordana Meisel</td>
<td>May 2019</td>
<td><a href="mailto:Jordana.meisel@downstate.edu">Jordana.meisel@downstate.edu</a></td>
<td>201-675-7048</td>
</tr>
<tr>
<td>Secretary</td>
<td>Adriana Kavoussi</td>
<td>February 2019</td>
<td><a href="mailto:Adriana.kavoussi@downstate.edu">Adriana.kavoussi@downstate.edu</a></td>
<td>443-834-8779</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Rabani Bharara</td>
<td>February 2019</td>
<td><a href="mailto:Rabani.bharara@downstate.edu">Rabani.bharara@downstate.edu</a></td>
<td>516-784-9288</td>
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</tbody>
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AUTHORIZED SIGNATURE(S) FOR PAYMENT FORMS (check your council bylaws – some have specific authorized signator requirements):

<table>
<thead>
<tr>
<th>Signature</th>
<th>Pres Print Name</th>
<th>Signature</th>
<th>Treas Print Name</th>
<th>Secy Print Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Elizabeth Moccia</td>
<td>X</td>
<td>Jordan Meisel</td>
<td>Adriana Kavoussi</td>
</tr>
</tbody>
</table>

Check One: [ ] JOINT or [ ] SINGLE SIGNATURES ARE REQUIRED FOR DISBURSEMENTS.

In accordance with the MSC bylaws, payment forms require joint signatures as follows:
- General Med Council Accounts: Any two MSC Officers.
- Club and Class Accounts: Any one MSC Officer, plus any one club/class officer.
- Student Notetaking Service (SNS) Accounts: Any one MSC Officer, plus the SNS General Manager or, if unavailable, an Assistant Manager.
- Yearbook Accounts: Any one MSC Officer, plus any one yearbook coordinator.

MSC requires that whenever the MSC Treasurer is not the authorized signature on any payment form, the MSC officer signing/approving that payment form must provide the relevant details (payee, $ amount, purpose) to the MSC Treasurer within 3 business days of its submission to FSA.

V.5/3/2018
SAF BUDGET REQUEST & AGREEMENT FORM

AGREEMENT Between
THE FACULTY STUDENT ASSOCIATION OF DOWNSTATE MEDICAL CENTER, INC.
And
Medical School Council

(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: 
Applicant's Main Representative Signature Date

5/10/2018

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 FSA guidelines entitled "Policies and Procedures for Trust and Agency Accounts" and "SUNY Board of Trustee Guidelines on Student Activity Fees".
Certification Comments:
See certification comments and details of all revisions made in cover memo dated 8/24/18.

MSC-Student Notetaking Service (MSC-SNS) 2019 Budget is separately certified with its detail of all income and expense items

MSC Yearbook (MSC-YBK) 2019 Budget is separately certified with its detail of all income and expense items.

CERTIFIED BY
Signature Date of Certification: 8/24/18

V 5/3/2018
Medical Student Council Meeting
Thursday, MAY 10 2018 6:00 PM
Student Center Main Lounge

***Minutes***

Attendance: Name (proxy for name)

Jonas Kwok, Ashraf Hussain, Bhanu Seth, Elizabeth Moccia, Jordana Meisel (Sarah Galler) Boey Li, Jonathan Leong (Pratik Chandra), Rabani Bharara (David Choueka) Adriana Kavoussi (Solomon Geizhals), Sejal Shah (Krystal Ealy), Marine Coste (Antonios Dimopoulos)

Minutes recorded by Adriana Kavoussi

Elisabeth presiding over meeting. Adriana is scribing the minutes.

1.) Approval of April Minutes
   a. Motion to approve April minutes made by Sejal Shah
   b. Seconded by Jordana Meisel
      i. Vote:
         1. For - 19
         2. Against - 0
         3. Abstain - 0

Motion passes to approve April minutes

New Business

1.) Budget Requests
   a. Urology Club Match Panel- Samuel Gold
      i. Event
      ii. Requesting $119
   b. Downstate Students for Choice- Max Mecklenburg
      i. Multiple Events
         1. Event $45
            a. Abortion History movie screening
         2. Event $225
            a. Iud insertion workshops
         3. Event $150
            a. No Scalpel Vasectomy Workshop
ii. Requesting $420

c. Justina Ray
   i. Conference- Travel to the American College of Physicians 2018 Research Symposium, Medical Student Poster Presentation and Competition. Competed won a competition in November- Most of trip was funded, but travel cost money.
      1. New Orleans
      2. Presenting
   ii. Total $580.58

d. Maimonides Society- Jackie Benayoun
   i. Pizza for Chai time
   ii. Total $250 for Pizza

   e. Student Note taking Service Presentation
      i. Brought up survey that was given to to first years and think it would be a loss to get rid of it. Survey was extremely biased- frowny faces next to vote to defund it.
      ii. Medical council discussing defunding for new first years, continuing for second years and then ending the program.
      iii. Budget for First year total: $22,441
      iv. Budget for Second year: $16,588

Old Business

1.) Class Updates
   A.) 2018
      a. Senior week, going to 6 flags, have a banquet (monday for Ramadan), Picnic, Wine tour, bowling.
   B.) 2019
      a. Picked schedules for next year Life is SO good. Jonas has a shelf next friday. Gets to do his pediatric rotation,
   C.) 2020
      a. Half are happy half are sad. Medicine hours are not great. Transition to clerkship not helpful. Support with patient's passing away.
   D.) 2021
      a. Endocrine unit, Donor memorial went well

Trending Topics

1.) Topic
   a. SNS Budget
   b. Yearbook
   c. Annual Budget Approval
   d. Multiple Myeloma Letter

Closed Meeting:

i. Motioned by Jonathan Leong
ii. Seconded by Marine Coste

iii. Meeting is now closed.
New Business

1) Budget presented and discussed by Medical Council during Spring 2018 Budget Meeting.
   b. Purpose of Vote - approving next year's budget
      1. Note: Conversation about clubs that have weekly meetings and how much they can spend
      2. Options: Fund in full or no funding
      3. Vote: Motion to approve budget made by Rabani Bharara, second by Sejal Shah
         a. For: 19
         b. Against: 0
         c. Abstain: 0

Motion passes to approve MSC 2018/2019 budget as attached. Attachment 1/2

2) Approving MSC yearbook budget for next year.
   c. Purpose of Vote
      1. Option to fund $5000 for yearbook, no funding
      2. Vote: Motion to fund $5000 made by Marine Coste, second by Ashraf Hussain
         a. For: 18
         b. Against: 1
         c. Abstain: 0

Motion passes to fund the MSC-Yearbook 2018/2019 as attached Attachment 3

3) Approving Student Note taking Service (SNS) budget
   a. Options: to keep first year SNS, no funding
   b. Motion to not fund by Jonas Kwok, seconded by Rabani Bharara
   c. Vote:
      d. For – 19
      e. Against – 0
      f. Abstain – 0

Motion passes to defund first year note taking service. Attached 4

v. SNS budget
   a. Options: to fund 16,588 for second year SNS, no funding
   b. Motion to fund by in full Jonas Kwok, seconded by Rabani Bharara
   c. Vote:
      g. For – 14
      h. Against – 4
      i. Abstain – 1

Motion passes to fund 2nd Year Note taking as attached. Attached 5

3) Budget Requests:
   i. Urology Club Match Panel
      3. Options: Fund in full ($119), no funding
      4. Motion to fund $119 made by Marine Coste, second by Sejal Shah
      5. Vote:
         a. For – 18
         b. Against – 0
         c. Abstain – 1
Motion passes to transfer $119 from Projects and Programs (40-70174-012-30001) to Urology Club (40-70274-012-30001) Attachment 6

ii. Downstates student for choice
6. Options: Fund in full ($420), no funding
7. Motion to $420 made by Sejal Shah, second by Marine Coste
8. Vote:
   a. For – 18
   b. Against – 1
   c. Abstain – 0

Motion passes to transfer $420 from Projects and Programs (40-70174-012-30001) to Downstate Students for Choice (40-70268-012-30001) Attachment 7

iii. Justina Ray
a. Options: Fund in full ($580.58), no funding
b. Motion to $580.58 by Jonas Kwok, seconded by Rabani Bharara
c. Vote:
   d. For – 18
   e. Against – 1
   f. Abstain – 0

Motion passes to approve a reimbursement payment $580.58 from Projects and Programs (40-70174-012-30001) to Justina Ray for trip to the conference in New Orleans Attachment 8

iv. Maimonides Society
9. Options: Fund in full ($250), no funding
10. Motion to $250 made by Sejal Shah, second by Marine Coste
11. Vote:
   a. For – 18
   b. Against – 1
   c. Abstain – 0

Motion passes to transfer $250 from Projects and Programs (40-70174-012-30001) to Maimonides Society (40-70255-012-30001) Attachment 9

v. Fourth year gift
12. Options: Fund in full ($714), no funding
13. Motion to $714 made by Sejal Shah, second by Marine Coste
14. Vote:
   a. For – 18
   b. Against – 1
   c. Abstain – 0
Motion passes to transfer $714 from Projects and Programs (40-70174-012-30001) to the Class of 2019 (40-72019-012-30001)

Motion to end meeting by Jonathan Leong
Seconded by Marine Coste
Meeting Closed at 7:26 pm
Minutes were scribed by Adriana Kavoussi
Approved by Adriana Kavoussi - Medical Council Secretary
Faculty Student Association of DMC-Student Activity Fund

MEDICAL STUDENT COUNCIL (MSC)

BUDGET PROPOSED & APPROVED BY MSC 5/16/18
FY 2019 = June 1, 2018 through May 31, 2019

For each fund account, Column C, the Council's Current Expenditure Budget. Column D, G = Actual 9 months Year to Date amounts. See Council Policy FY 2019 Budget Guidelines 1.

MSC Minutes 5/10/18 Attachments 1&2
**Budget Request Form**

Please check all that apply:

<table>
<thead>
<tr>
<th>University Council Funding</th>
<th>Med Council Funding</th>
<th>Date: 2/28/18</th>
</tr>
</thead>
</table>

**ORGANIZATION NAME:** COM Yearbook

**PRESIDENT:** Khushal Shah  
**Phone:** 845-309-0785  
**VICE PRESIDENT:** Patrick Eucalito  
**Phone**

**TREASURER:** Theresa Feng  
**Phone:** 585-490-4205  
**SECRETARY:** Smithy Jacob  
**Phone**

**PROJECT**  
(Detail the program and expenses from this YR)  
<table>
<thead>
<tr>
<th>ATTENDANCE</th>
<th>EXPENSES</th>
<th>PROJECT</th>
<th>EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearbook production</td>
<td>Books sent to all graduates, plus sponsors.</td>
<td>$27,500</td>
<td>Yearbook production</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. Anything left over is returned at the end of the year.
Once you insert the actual # of lectures for each year, the Excel formula will recalculate the total expenses of each year. Use caution - the green highlighted cells have Excel formula's that will auto-calculate. Don't erase or type over the formula.

Step 1: Insert the number of lectures for each year in cell E31 and E67 yellow highlighted. This will autocalculate the lecture fee annual expense as well as the total annual expense.

Step 2: See the resulting net balance (1st yr in cell G42, 2nd yr in cell G78)

Step 3: Insert the resulting net balance from Step 1 as the MSC allocation (1st Yr in cell G15; 2nd yr in cell G55 - yellow highlighted) The result will autocalculate and should produce a net balance for 1st yr and 2nd yr = 0 (a balanced budget)

Of course you can also modify other expense categories if needed, then follow the same steps

---

**Student Activity Fund Budget Sheet**

*1ST YR- Note Taking - 018*

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Insert # lectures</th>
<th>@$60/lecture</th>
<th>Budget 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>42990-05-018-000</td>
<td>1ST YR SNS Rollover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>71530-05-012-790</td>
<td>1ST YR. SNS allocation from MSC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Income**

**Program Expenses**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Insert # lectures</th>
<th>@$60/lecture</th>
<th>Budget 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>71780-05-018-000</td>
<td>GENERAL MANAGER</td>
<td></td>
<td>880</td>
<td></td>
</tr>
<tr>
<td>71790-05-018-000</td>
<td>CLASS MANAGER</td>
<td></td>
<td>1,250</td>
<td></td>
</tr>
<tr>
<td>71800-05-018-000</td>
<td>TRANSCRIBER SUPERVISOR</td>
<td></td>
<td>1,250</td>
<td></td>
</tr>
<tr>
<td>71850-05-018-000</td>
<td>PAYROLL SUPERVISOR</td>
<td></td>
<td>220</td>
<td></td>
</tr>
<tr>
<td>71920-05-018-000</td>
<td>ACCOUNTING FEE</td>
<td></td>
<td>1,015</td>
<td></td>
</tr>
<tr>
<td>71950-05-018-000</td>
<td>LECTURE FEE ($60)</td>
<td>280</td>
<td>$60.00</td>
<td>16,800</td>
</tr>
</tbody>
</table>

**Total Program Expense**

(21,415)

**Total Net Income (loss)**

(21,415)

**Reserve**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Insert # lectures</th>
<th>@$60/lecture</th>
<th>Budget 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>71910-05-018-000</td>
<td>Reserve Fund (Min Reserve is 5% prior yr actual expense)</td>
<td></td>
<td>1,026</td>
<td></td>
</tr>
</tbody>
</table>

**Net Balance**

=Income - Expenses + Reserve

(22,441)

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

---

**Student Activity Fund Budget Sheet**

*2ND YR- Note Taking*

<table>
<thead>
<tr>
<th>Revised Budget Planning 2018-2019</th>
</tr>
</thead>
</table>

**Account**

<table>
<thead>
<tr>
<th>Description</th>
<th>Insert # lectures</th>
<th>@$60/lecture</th>
<th>Budget 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>42990-05-017-000</td>
<td>2ND YR SNS Rollover</td>
<td></td>
<td></td>
</tr>
<tr>
<td>71530-05-012-795</td>
<td>2nd YR. SNS allocation from MSC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>71910-05-018-000</td>
<td>Transfer From 1st Yr Prior Reserve</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Income**

0

**Program Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Insert # lectures</th>
<th>@$60/lecture</th>
<th>Budget 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL MANAGER</td>
<td></td>
<td>880</td>
<td></td>
</tr>
<tr>
<td>CLASS MANAGER</td>
<td></td>
<td>1,350</td>
<td></td>
</tr>
<tr>
<td>TRANSCRIBER SUPERVISOR</td>
<td></td>
<td>1,350</td>
<td></td>
</tr>
<tr>
<td>PAYROLL SUPERVISOR</td>
<td></td>
<td>220</td>
<td></td>
</tr>
<tr>
<td>ACCOUNTING FEE</td>
<td></td>
<td>673</td>
<td></td>
</tr>
<tr>
<td>LECTURE FEE ($60)</td>
<td>185</td>
<td>$60.00</td>
<td>11,100</td>
</tr>
</tbody>
</table>

**Total Program Expense**

15,915

**Total Net (Income) loss**

(15,915)

**Reserve**

<table>
<thead>
<tr>
<th>Description</th>
<th>Insert # lectures</th>
<th>@$60/lecture</th>
<th>Budget 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Fund: Min Reserve is 5% prior yr actual expense</td>
<td></td>
<td>673</td>
<td></td>
</tr>
</tbody>
</table>

**Net Balance**

=Income - Expenses + Reserve

(16,588)

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

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**TOTAL MSC Allocation (1st + 2nd YR) Needed**

0.00

**MSC Initial Allocation (1st +2nd Yr)**

27,000.00

Med Council can either reduce its allocations, or add this amount to SNS reserves. 27,000.00

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