### Certified Revised Budget @ 11/30/20

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Prior FY 20 @ 5/31/20</th>
<th>Submitted Budget FY 2021</th>
<th>Certified Budget 2020 - 2021</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40-42092-009-30001</td>
<td>ACTIVITIES FEES INCOME</td>
<td>$ 3,770</td>
<td>$ 3,860</td>
<td>$ -</td>
<td>Waived Fall 2020 and Spring 2021 Fees</td>
</tr>
<tr>
<td>40-49001-009-30001</td>
<td>ROLLOVER BALANCE</td>
<td>$ 3,107</td>
<td>$ 3,873</td>
<td>$ 3,625</td>
<td>Actual FY Funds not spent as of 5/31/20</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td>$ 6,877</td>
<td>$ 7,733</td>
<td>$ 3,625</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>
</tr>
<tr>
<td>40-70009-009-30001</td>
<td>ADMINISTRATION FEE</td>
<td>$ 248</td>
<td>$ 248</td>
<td>$ 254</td>
<td>Formula cell (Don't change)</td>
</tr>
<tr>
<td>40-71000-009-30001</td>
<td>FLOOR ALLOTMENTS</td>
<td>1,212</td>
<td>2,470</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>40-70135-009-30001</td>
<td>MEETINGS</td>
<td>1,623</td>
<td>1,850</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>40-70173-009-30001</td>
<td>PROGRAMS &amp; PROJECTS</td>
<td>170</td>
<td>2,789</td>
<td>$ 3,046</td>
<td>Net Result of all other revisions placed here</td>
</tr>
<tr>
<td><strong>Total Program Expense</strong></td>
<td></td>
<td>$ 3,253</td>
<td>$ 7,357</td>
<td>$ 3,300</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>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 3,625</td>
<td>$ 376</td>
<td>$ 325.00</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>
</tr>
<tr>
<td>40-30008-009-30001</td>
<td>RESERVE FUND</td>
<td></td>
<td>376</td>
<td>325</td>
<td>10% prior yr actual expenses</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td></td>
<td>$ -</td>
<td>376</td>
<td>325</td>
<td>Formula cell (Don't change)</td>
</tr>
<tr>
<td><strong>Total Expenses + Reserves</strong></td>
<td></td>
<td>$ 3,253</td>
<td>$ 7,733</td>
<td>$ 3,625</td>
<td>Formula cell (Don't change)</td>
</tr>
<tr>
<td><strong>Total Net Income less Expenses + Reserves</strong></td>
<td></td>
<td>$ 3,625</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*
TO: Justin Alger, Advisor  
Residence Hall Council (RHC) via eMail and posted on FSA website (link)  

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

SUBJECT: RHC REVISED Budget Certification for Fiscal Year 2021 (June 1, 2020 to May 31, 2021).

November 30, 2020

The RHC’s certified REVISED budget for Student Activity fees (SAF) for the fiscal year 2021 that began June 1, 2020 is now posted.

The RHC’s certified budget for Student Activity Fees (SAF) for the fiscal year 2021 that began June 1, 2020 pursuant to the budget that the RHC approved on 4/29/20 required substantial revisions resulting from Residence Hall Council’s inability to obtain quorum and the student occupancy reductions caused by the current pandemic. Accordingly, the RHC has a reasonable prior rollover income to adequately sustain desired programming and activities, allowing the waiving of Fall 2020 and Spring 2021 RHC Student Activity Fees ($20/yr; $10 each Fall 2020 and Spring 2021 semesters) until the RHC can reconvene.

This budget has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees SAF Guidelines. The following changes are:

• **Activity Fee Income:** has been reduced to $0. (RHC fee to students waived).

• **Programs & Projects:** The net of the above revisions results has been made in this account being adjusted to $3,046 in order to balance RHC’s budget while providing maximum flexibility of determined program/ activities.

Please be aware that:

• **Payments signature requirements:** In accordance with the RHC bylaws, the Treasurer plus one other RHC officer shall sign all payment requests.

• **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 RHC 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 forms (link)](https://www.downstate.edu/fsa), [SAF Meeting Minutes Guidelines (link)](https://www.downstate.edu/fsa), other SAF documents (link) are available online.

Please distribute to the RHC current interim officers for RHC approval as soon as possible at its next meeting. Please feel free to contact me at Ext. 2186 if you have questions or concerns.

cc: Sergio Maffettone, FSA Treasurer  
Anthony Condoleo, FSA Interim Controller  
Daniel Minnock, Bookkeeper  
Schuyler Hoke, Student Life  
Adam Burgman, Student Life  
DeAnne Kennedy- Lorde, Bursar (no RHC SAF to be charged Fall2020 and Spring 2021; Resume RHC SAF $20/yr rate in Fall 2021)
August 29, 2020

TO: Mario Otuada, President
    Residence Hall Council (RHC) via eMail and posted on FSA website (link)

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

SUBJECT: RHC Budget Certification for Fiscal Year 2021 (June 1, 2020 to May 31, 2021).

Attached is a copy of RHC’s certified budget for Student Activity Fees (SAF) for the fiscal year 2021 that began June 1, 2020 pursuant to the budget that the RHC approved on 4/29/20. This budget has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees SAF Guidelines. The following changes were made to the submitted budget:

- **Activity Fee Income:** was revised to reflect prior year actual at $3,770
- **Rollover Balance:** The RHC’s actual year end unused funds at 5/31/20 was $3,625. RHC must make efforts to increase its program and activities to spend its annual SAF income by May 31st or consider reducing its future fee rate.
- **Administration Fee:** The FSA fee was increased by CPA of 2.4% from $248 to $254.
- **Programs & Projects:** The net of the above revisions results has been made in this account being adjusted to $2,496 in order to balance RHC’s budget (bottom line net to zero).
- **Reserve Fund:** The reserve was set as 10% of prior year actual expenses at $325

Please be aware that:

- **Payments signature requirements:** In accordance with the RHC bylaws, the Treasurer plus one other RHC officer shall sign all payment requests.
- **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 RHC 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 forms (link), SAF Meeting Minutes Guidelines (link), 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, bookkeeper
    Michael Huaman, Treasurer
    Justin Alger, Dir, Residential Life and Services
    Meg O’Sullivan AVP Student Life
    Amy Urquhart, Director Student Center
    Peter Ljutic, Bursar (no SAF rate increase: Current flat rate=$20/yr)
## Faculty Student Association of DMC-Student Activity Fund
### Residence Hall Council (RHC)

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

**INTERIM CERTIFIED BUDGET 8/29/20**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Prior FY 20 @ 5/31/20</th>
<th>Submitted Budget FY 2021</th>
<th>Certified Budget 2020 - 2021</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40-42092-009-30001</td>
<td>ACTIVITIES FEES INCOME</td>
<td>$3,770</td>
<td>$3,860</td>
<td>$3,770</td>
<td>Based on actual prior year</td>
</tr>
<tr>
<td>40-49001-009-30001</td>
<td>ROLLOVER BALANCE</td>
<td>$3,107</td>
<td>$3,873</td>
<td>$3,625</td>
<td>Actual FY Funds not spent as of 5/31/20</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td>$6,877</td>
<td>$7,733</td>
<td>$7,395</td>
<td>Formula cell (Don’t change)</td>
</tr>
<tr>
<td><strong>Program Expenses</strong></td>
<td>Note: If a Club/Org does its own fundraising, Be sure to mark Column F comment= &quot;Retains Any Prior Year Rollover&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40-70009-009-30001</td>
<td>ADMINISTRATION FEE</td>
<td>$248</td>
<td>$248</td>
<td>$254</td>
<td>Formula cell (Don’t change)</td>
</tr>
<tr>
<td>40-71000-009-30001</td>
<td>FLOOR ALLOTMENTS</td>
<td>1,212</td>
<td>2,470</td>
<td>2,470</td>
<td></td>
</tr>
<tr>
<td>40-70135-009-30001</td>
<td>MEETINGS</td>
<td>1,623</td>
<td>1,850</td>
<td>1,850</td>
<td></td>
</tr>
<tr>
<td>40-70173-009-30001</td>
<td>PROGRAMS &amp; PROJECTS</td>
<td>170</td>
<td>2,789</td>
<td>2,496</td>
<td>Net Result of all other revisions placed here</td>
</tr>
<tr>
<td><strong>Total Program Expense</strong></td>
<td></td>
<td>$3,253</td>
<td>$7,357</td>
<td>$7,070</td>
<td>Formula cell (Don’t change)</td>
</tr>
<tr>
<td><strong>Balance Before Reserves</strong></td>
<td></td>
<td>3,625</td>
<td>376</td>
<td>325.00</td>
<td>Formula cell (Don’t change)</td>
</tr>
<tr>
<td><strong>Reserves:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40-30008-009-30001</td>
<td>RESERVE FUND</td>
<td></td>
<td>376</td>
<td>325</td>
<td>Minimum 10% prior yr actual expenses</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td></td>
<td>$ -</td>
<td>376</td>
<td>325</td>
<td>Formula cell (Don’t change)</td>
</tr>
<tr>
<td><strong>Total Expenses + Reserves</strong></td>
<td></td>
<td>$3,253</td>
<td>$7,733</td>
<td>$7,395</td>
<td>Formula cell (Don’t change)</td>
</tr>
<tr>
<td><strong>Total Net Income less Expenses + Reserves</strong></td>
<td></td>
<td>$3,625</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*
RHC Meeting
Date: April 29th, 2020; Time: 6:00pm
Location: Via Zoom Call
   Topic: Res-Hall Council
   Time: Apr 29, 2020 06:00 PM
   Join Zoom Meeting
   https://us02web.zoom.us/j/89090627282?pwd=cnZIW1psdFB10JNTb2ErNUNSSERyUT09

Agenda
Warm welcome – by Patrick Flanagan

Motion: Approval of minutes from last meeting (March 11th, 2019)
   • Link to minutes from last RHC meeting provided by Patrick Flanagan
   • Motion
      ○ Meghan Chang motioned. Donna Lee seconded.
         ■ Votes in Favor: All
         ■ Votes against: None
         ■ Those Abstained: None

Old Business:
   - Downstate Olympics Rescheduled for the Fall

New Business:
   1. Elections
      - Elections will occur in Fall 2020
      - Mario will be interim president and Michael Huaman will be interim treasurer for the summer until elections are held in Fall 2020
   2. RHC Budget
      - Reserve balance that will be rolling over into the fall is $3882.86
      - This is the amount before collecting the fall student activities fee
      - Money will be used for activities in the fall, like Downstate Olympics

Motion to approve budget
   ○ Meghan Chang motioned. Lisa Scott seconded.
      ■ Votes in Favor: Majority (18)
      ■ Votes against: None
      ■ Those Abstained: 1
Open Floor:
Retention process
- Flexible for now since in person classes/activities are not certain at this time
- If you do want to submit your decision, please email Jennifer Hayes, Residential Life email or Justin Alger.

Advisor Comments:
- Operating (auxiliary budget) is 2.6 million; money is independent from hall council fee and is used for utilities, personal salaries and building maintenance
- Housing rate increases are to be counseled with students but decision is made by management
- Hope everyone is safe and healthy!
- Residential Life & Services Budget Consultation
- Good luck finishing up your semesters!

Motion to adjourn:
- Motion Megan Chang motioned. Georgiana Yang seconded.
  - Votes in favor: All
  - Votes against: None
  - Those abstained: None

Meeting Adjourned at: 6:57 pm

Attendance (attached):

https://www.downstate.edu/fss/forms/meeting-minutes.html#RHCMinutes

Minutes respectfully submitted by Michael Huaman 09/08/2020
Good Afternoon 811 and 825,

We hope you all are well and getting the most out of the Daily Wellness and Supply Check-Ins from our Res Life Office.

We plan on hosting a brief Zoom meeting at 6PM this Wednesday April 29th. Annually we present the next year’s budget for the Res Halls. This meeting will solely pertain to ratifying next year’s budget and announcements regarding next year’s executive board and election cycle.

Zoom Meeting Specifics are attached below.

See you then,
Patrick

Join Zoom Meeting
https://us02web.zoom.us/j/89090627282?pwd=cnZIWIpsdFB1QUNTb2ErNUNSSExvUT09

Meeting ID: 890 9062 7282
Password: 912382

Dial by your location
+1 646 558 8656 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
RESIDENCE HALL COUNCIL MEETING

WED, APRIL 29TH @ 6PM
WHERE: ZOOM (LINK SENT SEPERATELY)

PLEASE JOIN US IN OUR MONTHLY MEETING!

ALL RESIDENTS ARE WELCOME
Listed below is the participants of the Zoom Hall Council meeting:

1. Megan Chang  
2. Georgiana Yang  
3. Lisa Scott  
4. Billy Yang  
5. Mario Otuada  
6. Billy Yang  
7. Cindy Tsui  
8. Pakinam Mekki  
9. Chris Garnett  
10. Donna Lee  
11. Michael Huaman  
12. Rabani Bharara  
13. Allyson Hernandez  
14. Caroline Atlas  
15. Ryan Pang  
16. Lauren Vicente  
17. Diona Symester  
18. Patrick Flanagan

Best,
Patrick
# Faculty Student Association of DMC-Student Activity Fund

**Residence Hall Council (RHC)**

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

**RATIFIED BUDGET**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget 2019 - 2020</th>
<th>Current YTD as of 03/31/20</th>
<th>Difference (Funds Avail)</th>
<th>Certified Budget 2020 - 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-42092-009-30001</td>
<td>ACTIVITIES FEES INCOME</td>
<td>$4,630.00</td>
<td>$3,770.00</td>
<td>$100.00</td>
<td>$3,860.00</td>
</tr>
<tr>
<td>40-49001-009-30001</td>
<td>ROLLOVER BALANCE</td>
<td>$3,107.00</td>
<td>$3,107.46</td>
<td>(235.44)</td>
<td>3,372.87</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td><strong>$7,637.00</strong></td>
<td><strong>$6,877.46</strong></td>
<td><strong>(135.44)</strong></td>
<td><strong>7,732.87</strong></td>
</tr>
</tbody>
</table>

### Program Expenses

Note: If a Club/Org does its own fundraising, be sure to mark Column F comment= "Retains Any Prior Year Rollover".

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget 2019 - 2020</th>
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</tr>
</thead>
<tbody>
<tr>
<td>40-70009-009-30001</td>
<td>ADMINISTRATION FEE</td>
<td>$242.00</td>
<td>$242.00</td>
<td></td>
<td>$248.00</td>
</tr>
<tr>
<td>40-71000-009-30001</td>
<td>FLOOR ALLOTMENTS</td>
<td>$1,207.00</td>
<td>$849.50</td>
<td>$357.50</td>
<td>2,469.87</td>
</tr>
<tr>
<td>40-70135-009-30001</td>
<td>MEETINGS</td>
<td>$1,860.00</td>
<td>$926.69</td>
<td>$933.41</td>
<td>$1,860.00</td>
</tr>
<tr>
<td>40-70173-009-30001</td>
<td>PROGRAMS &amp; PROJECTS</td>
<td>$2,789.00</td>
<td>$975.51</td>
<td>$1,812.49</td>
<td>$2,789.00</td>
</tr>
<tr>
<td><strong>Total Program Expense</strong></td>
<td></td>
<td><strong>$6,088.00</strong></td>
<td><strong>$2,994.60</strong></td>
<td><strong>$3,093.40</strong></td>
<td><strong>7,356.87</strong></td>
</tr>
</tbody>
</table>

### Balance Before Reserves

| | | 1,549.00 | 3,882.86 | 376.00 |

### Reserves:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget 2019 - 2020</th>
<th>Current YTD as of 03/31/20</th>
<th>Difference (Funds Avail)</th>
<th>Certified Budget 2020 - 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-30008-009-30001</td>
<td>RESERVE FUND</td>
<td>$1,649.00</td>
<td>$641.00</td>
<td>$1,008.00</td>
<td>$376.00</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td></td>
<td><strong>$1,649.00</strong></td>
<td><strong>$641.00</strong></td>
<td></td>
<td><strong>$376.00</strong></td>
</tr>
</tbody>
</table>

### Total Expenses + Reserves

| | | 7,637.00 | 2,994.60 | 3,734.40 | 7,732.87 |

### Total Net Income less Expenses + Reserves

| | | $ - | $3,882.86 | $ - | $ - |

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