# Account Description  
Current YTD as of 05/31/19 | Submitted Budget FY 2020 | Certified Budget 2019 - 2020 | Comments
---|---|---|---
40-40001-015-30001 | ACTIVITY FEES INCOME | $130,640.08 | $127,800.00 | $127,800 | Actual Prior yr Funds not spent as of 5/31/19
40-40002-015-30001 | ROLLOVER BALANCE | 27,764.65 | 0.00 | $13,471
40-41001-015-30001 | GROUP & GUEST FEE | 2,130.00 | $2,000.00 | $2,000
40-41002-015-30001 | HAPPY HOUR INCOME | 1,494.50 | $1,200.00 | $1,200
40-41003-015-30001 | INTRAMURALS INCOME | 1,000.00 | $1,000.00 | $1,000
40-41004-015-30001 | LOCKER RENTAL INCOME | 4,670.00 | $5,000.00 | $5,000
40-41005-015-30001 | MINI COURSES INCOME | 6,985.00 | $8,000.00 | $8,000
40-41006-015-30001 | SPECIAL EVENTS INCOME | 4,818.40 | $38,000.00 | $38,000
40-49004-015-30001 | STAFF MEMBERSHIP INCOME | 47,015.00 | $48,000.00 | $48,000

**Total Income** | **$ 266,517.63** | **$231,000.00** | **$244,471**

---

**Program Expenses**

| Account | Description                         | Current YTD as of 05/31/19 | Submitted Budget FY 2020 | Certified Budget 2019 - 2020 | Comments |
---|---|---|---|---|---
40-70009-015-30001 | ADMINISTRATION FEE | 2,952.00 | $2,952.00 | $2,952 | Formula cell (Don't change)
40-70096-015-30001 | ATHLETIC EQUIPMENT | 3,707.84 | 4,500.00 | $4,500
40-70310-015-30001 | BAGEL BRUNCH (EXP) | 1,450.00 | - | -
40-70311-015-30001 | COFFEE HOUSE (EXP) | 14,284.00 | 19,000.00 | $19,000
40-70312-015-30001 | HAPPY HOUR (EXP) | 5,807.02 | 6,000.00 | $6,000
40-70313-015-30001 | INTRAMURALS (EXP) | 1,364.15 | 2,000.00 | $2,000
40-70135-015-30001 | MEETING EXPENSE | 4,187.96 | 2,500.00 | $2,500
40-70314-015-30001 | MINI COURSE (EXP) | 7,055.35 | 8,500.00 | $8,500
40-70315-015-30001 | NEW/SPONTANEOUS (EXP) | 44,973.55 | 7,562.00 | $7,562
40-70145-015-30001 | OFFICE SUPPLIES | 3,198.11 | 2,000.00 | $2,000
40-70307-015-30001 | SERVICE IMPROVEMENTS | 19,950.50 | 23,000.00 | $23,000 | Net Remaining Funds placed in this account
40-70194-015-30001 | SPECIAL EVENTS (EXP) | 69,713.84 | 91,000.00 | $81,105
40-70198-015-30001 | STAFF FUNCTION (EXP) | 3,240.18 | 5,000.00 | $5,000
40-70308-015-30001 | STEREO EQUIPMENTS (EX) | - | 2,000.00 | $2,000
40-70316-015-30001 | SUMMER PROGRAM (EXP) | 8,418.96 | 13,000.00 | $13,000
40-70317-015-30001 | TRAVEL FUNCTIONS (EX) | 2,822.06 | 2,000.00 | $2,000
40-70309-015-30001 | VIDEO RENTAL (EXP) | 213.33 | 1,500.00 | $1,500
40-70149-015-30001 | WELCOME EVENTS | 59,807.75 | 48,000.00 | $48,000

**Total Program Expense** | **$ 253,046.60** | **$241,714.00** | **$231,819**

**Balance Before Reserves** | 13,471.03 | 10,714.00 | $12,652 | Formula cell (Don't change)

**Reserves:**

| Account | Description | Current YTD as of 05/31/19 | Submitted Budget FY 2020 | Certified Budget 2019 - 2020 | Comments |
---|---|---|---|---|---
40-30008-015-30001 | UNALLOCATED RESERVE | - | 11,144.00 | $12,652 | Minimum 5% of prior yr actual expenses

**Total Reserves** | - | 11,144.00 | $12,652 | Formula cell (Don't change)

**Total Expenses + Reserves** | **$ 253,046.60** | **$242,144.00** | **$244,471**

**Total Net Income less Expenses + Reserves** | 13,471.03 | ($0) | Formula cell (Don't change)

*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses*
July 25, 2019

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

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

SUBJECT: SCGB Budget Certification for FY 2020 (6/1/19 thru 5/31/20).

Attached is a copy of SCGB’s certified budget for Student Activity fees (SAF) for the fiscal year 2020 that began June 1, 2019. The SCGB approved the submitted budget at their May 14, 2019 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:** The actual rollover of prior FY unused funds at 5/31/19 was $13,471.03. This, when added to the revised estimated SAF income and other income, results in a grand total income being revised to $244,471.03.
- **Reserve Fund:** SCGB submitted estimate at $11,144, which has been revised to $12,652 representing 5% of prior year’s actual expenses of $253,047 (minimum per SUNY Guidelines).
- **Special Events:** The net of above changes has been adjusted in this unallocated account for a revised total at $81,105.03.

Please be aware that:
- **Authorized Signators:** 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.
- 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.
- **New-Spontaneous 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.

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:
    Megan Chang, VP
    Donna Lee, Secretary
    Lauren Vincente, Treasurer
    Jeffrey Putman, VP Student Affairs
    Meg O’Sullivan, AVP Student Life
    Amy Urquhart, Director, Student Center
    Peter Ljutic, Bursar (No SAF Rate Change; Full time rate = $80/yr.)
SAF BUDGET REQUEST & AGREEMENT FORM

Date Completed: May 14, 2019

Instructions: 1. Complete this form All Signatures on this form must be ORIGINAL signatures (pages 1 & 2), blank form avail on 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: Student Center Governing Board

<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 (if other</td>
<td>Maria Kohlbrenner</td>
<td>May 31, 2020</td>
<td><a href="mailto:Maria.Kohlbrenner@downstate.edu">Maria.Kohlbrenner@downstate.edu</a></td>
<td>646-386-4886</td>
</tr>
<tr>
<td>Title, specify:)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Vice President (if other</td>
<td>Megan Chang</td>
<td>May 31, 2020</td>
<td><a href="mailto:Megan.Chang@downstate.edu">Megan.Chang@downstate.edu</a></td>
<td>516-491-0819</td>
</tr>
<tr>
<td>Title, specify:)</td>
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</tr>
<tr>
<td>Secretary (if other</td>
<td>Donna Lee</td>
<td>May 31, 2020</td>
<td><a href="mailto:donna.lee@downstate.edu">donna.lee@downstate.edu</a></td>
<td>917-968-0539</td>
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<tr>
<td>Treasurer (if other</td>
<td>Lauren Vincente</td>
<td>May 31, 2020</td>
<td><a href="mailto:Lauren.Vincente@downstate.edu">Lauren.Vincente@downstate.edu</a></td>
<td>347-510-76-70</td>
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<tr>
<td>Title, specify:)</td>
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AUTHORIZED SIGNATURE(S) FOR PAYMENT FORMS (check your Council Constitution -Bylaws; Most have specific authorized signator requirements):

<table>
<thead>
<tr>
<th>Signature</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pres Print Name</td>
<td>Treas Print Name</td>
</tr>
<tr>
<td>President Maria Kohlbrenner</td>
<td>Treasurer Lauren Vincente</td>
</tr>
</tbody>
</table>

Check One: [ ] 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)
AVP for Student Life, Meg O'Sullivan can also sign as one of the signatures

SCGB's Constitution requires payment forms signed by the Treasurer plus either one other officer or the Assistant Vice President for Student Life

V.4/23/2019
AGREEMENT Between
THE FACULTY STUDENT ASSOCIATION OF DOWNSTATE MEDICAL CENTER, INC.
And
Student Center Governing Board
(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 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: X ____________________________ May 14, 2019

Applicant's Main Representative Signature

Date

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 above linked documents FSA Policies and Procedures and SUNY Board of Trustee Guidelines. Certification Comments:

CERTIFIED BY ____________________________ Date of Certification: ______________

SIGNATURE

V.4/23/2019
Student Center Governing Board  
MINUTES  
Tuesday, May 14, 2019

Voting:  
Matt Vitale  
Maria Kohlbrenner  
Megan Chang  
Mackenzie Pert  
Isaac Vingan  
Kristen Whitney  
Lauren Vicente  
Jia Jia Li  
Vincent Sinatra  
Zach Shampain* 

Non-Voting:  
Meg O’Sullivan  
Adam Burgman  
Schuyler Hooke  
Amy Urquhart  
Donna Lee  
Chris Garnett  
Liana Marinaro  
Theresa Feng  
Khushal Shah  

* Mackenzie was proxy for Zach who had a family emergency  

1-Matt Called meeting to order at 6:15PM, Kristen motions to accept April 16, 2019 minutes as presented, Mackenzie 2nds, all in favor, Motion carries unanimously.  

Old business  
1-Calendar – Great job Kristen! Isaac motioned to give the winner $100, seconded by Lauren. All in favor. We all voted for the calendar of the Year. Ballots were distributed...Congratulations to the Month of May done by Kristen. She will win the $100 prize for calendar of the year!  
2- Craft Night – Thursday Night April 25th was- Stuff a plush, protect your species. Very well received.  
3- Mini Courses- classes extended are still in session.  
4- Holocaust Remembrance Day- was amazing! Isaac’s grandmother told her story and left everyone in awe. It was an incredible event! It is on You Tube if you missed it!  
5- Earth Day went very well! Congratulations to the winners of the bicycles. They were so happy to win! Ji Tong and Joel Thomas both first year students.  
6- Next Blood Drive is July 18th – Hope you plan on donating  
7- Massage on the Go- May 6th – went great! Students enjoyed the healthy snacks and flavored water.  
8- Coffee House April 30th – Greg Parr did a great job!
9-Bagel Breakfast Monday morning was appreciated by all!

New Business
1-June Movie Suggestions- folks will give suggestions and Adam will pull together an option for a couple of movies this summer.
2-Summer Programs – will happen throughout the summer as will Orientation /Welcome events!
3- Elections Ballots were distributed for President- Congratulations to Maria- Ballots were distributed for VP- Congratulations Megan, Ballots were distributed for Treasurer – Congratulations to Lauren, Ballots were distributed for Secretary, Congratulations to Donna Lee. All new officers signed club registration form for 2019-2020.
4- NEW BUDGET for 2019-2020 – Due to a change which now requires the New/Spont account to have minutes before spending, we decided to move the majority of the money out of that account to make it more useable. After reviewing the budget again Mackenzie is recommending moving an additional $20,000 into special events, $5,000 into welcome events, $5,000 into summer Programs and $5,000 into Coffee House. We will leave $7,562 in New/Spont. See revised budged attached for the PROPOSED SCGB Budget for 2019-2020. After some discussion, Matt motioned to accept the new proposed budget as written, (see attached) Kristen seconded, all in favor. Motion carries unanimously.
5- BUDGET Transfer- To accommodate upcoming year-end expenses, pertaining to the current ’18-’19 budget, a motion was made by Mackenzie Pert to transfer $6,000.00 from New/Spontaneous, and $5,000 from Happy Hour, for a total $11,000, into Special Events. Seconded by J.J. Li. All in favor, motion passed unanimously.
6- Next Meeting is Tuesday, September 24th at 6:00PM.
7-Congratulations Graduates! Maria presented the graduates with a congratulations/thank you gift for participating throughout their tenure!
Matt asked for a motion to adjourn at 6:45, So moved by Mackenzie, seconded by JJ, all in favor! Motion carries unanimously! Dinner is served!

Have a great summer everyone!

Minutes submitted by:
Maria Kohlbrenner
# PROPOSED Student Center Governing Board Budget

## 2019-2020

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**Detail Other Income:**

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## EXPENSES:

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<td>11,144</td>
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Signature: Maria M.  
Date: May 14, 2019