### Faculty Student Association of DMC-Student Activity Fund

**University Council (UC)**  
FY 2021 = June 1, 2020 through May 31, 2021  
**CERTIFIED BUDGET**

Red ink highlights revisions made during TSA certification.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Prior FY 2020</th>
<th>Submitted Budget FY 2021</th>
<th>Certified Budget FY 2021 - 2022</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-4901-016</td>
<td>ACTIVITIES FEES INCOME</td>
<td>$34,020.54</td>
<td>$34,020.54</td>
<td>$34,020.54</td>
<td>Actual prior year funds not applicable as of 6/30/21</td>
</tr>
<tr>
<td>40-4901-016</td>
<td>BALANCE</td>
<td>$2,381.78</td>
<td></td>
<td></td>
<td>Actual prior year funds not applicable as of 6/30/21</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td>$46,402.30</td>
<td>$34,020.54</td>
<td>$57,892.82</td>
<td>Formula cell (Don't change)</td>
</tr>
</tbody>
</table>

**Program Expenses**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Prior FY 2020</th>
<th>Submitted Budget FY 2021</th>
<th>Certified Budget FY 2021 - 2022</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Program Expense</strong></td>
<td></td>
<td><strong>$23,864.52</strong></td>
<td><strong>$34,630.54</strong></td>
<td><strong>$35,738.52</strong></td>
<td>Formula cell (Don't change)</td>
</tr>
</tbody>
</table>

**Balance Before Reserves**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Prior FY 2020</th>
<th>Submitted Budget FY 2021</th>
<th>Certified Budget FY 2021 - 2022</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-1001-016</td>
<td>RESERVE FUND</td>
<td>2,381.78</td>
<td></td>
<td></td>
<td>Minimum 5% of actual revenue as of 6/30/22</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td></td>
<td><strong>$1,154.50</strong></td>
<td></td>
<td></td>
<td>Formula cell (Don't change)</td>
</tr>
</tbody>
</table>

**Total Expenses + Reserves**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Prior FY 2020</th>
<th>Submitted Budget FY 2021</th>
<th>Certified Budget FY 2021 - 2022</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Income less Expenses + Reserves</strong></td>
<td></td>
<td><strong>$23,864.52</strong></td>
<td><strong>$34,630.54</strong></td>
<td><strong>$36,892.82</strong></td>
<td>Formula cell (Don't change)</td>
</tr>
</tbody>
</table>
TO: Timothy Morello, President
   University Council (UC)
   via eMail and posted on FSA website.

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

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

Attached is a copy of UC's certified budget for Student Activity fees (SAF) for the fiscal year 2021 that began June 1, 2020. The UC approved the submitted budget at their May 15, 2020 meeting which has been modified as needed and certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines with the following adjustments:

- **Rollover:** The UC's actual year end unused funds at 5/31/19 was $23,862.78. UC must make efforts to increase its programs and activities to spend its annual SAF income by 5/31/2021 or consider reducing its future fee rate.
- **Reserve Fund:** UC initially submitted a $0 Reserve Fund, which has been revised to the minimum required a $1,154 Reserve Fund (5% of prior year's actual expenses of $23,085.42). SUNY Guidelines require minimum of 5% but no more than 100% of prior year's actual expenses.
- **Programs & Projects:** The net of the above revisions results has been made in this account being adjusted to $28,172.82 in order to balance UC's budget (bottom line net to zero).

Please be aware that:

- **Authorized Signators:** the UC Constitution requires joint signatures on payment requests co-signed by the Treasurer and one other UC officer. Club funds require UC Treasurer plus one other club officer's signature.
- **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 & Project's** account requires UC meeting minutes approving each 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 Conadoleo, FSA Interim Controller (w/original documents)
    Daniel Minnock, Bookkeeper
    Lauren Vincente, VP
    Justin Ingram, Secretary
    Oladunni Ogundipe, Treasurer
    Peter Ljovic, Bursar (No SAF rate change; F/T Rate = $20/yr)

Jeffrey Putman, VP Student Affairs
Amy Urquhart, Director, Student Center
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, 20** thru May 31, 20**

NAME OF STUDENT ORGANIZATION: University 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 (if other</td>
<td>Timothy Morello</td>
<td>timothy.morello@</td>
<td>607-425-8397</td>
<td></td>
</tr>
<tr>
<td>Title, specify:)</td>
<td></td>
<td>downstate.edu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President (if other</td>
<td>Lauren Vicente</td>
<td>lauren.vicente@</td>
<td>347-510-7670</td>
<td></td>
</tr>
<tr>
<td>Title, specify:)</td>
<td></td>
<td>downstate.edu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary (if other</td>
<td>Justin Ingram</td>
<td>justin.ingram@</td>
<td>989-397-7215</td>
<td></td>
</tr>
<tr>
<td>Title, specify:)</td>
<td></td>
<td>downstate.edu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer (if other</td>
<td>Oladunni Ogundipe</td>
<td>oladunni.ogundipe@</td>
<td>580-716-4380</td>
<td></td>
</tr>
<tr>
<td>Title, specify:)</td>
<td></td>
<td>downstate.edu</td>
<td></td>
<td></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>Pres Print Name</th>
<th>Signature</th>
<th>X</th>
<th>Treas Print Name</th>
<th>Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>President</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td>Signature</td>
<td>X</td>
<td>Secy Print Name</td>
<td>Secretary</td>
</tr>
<tr>
<td></td>
<td>VP Print Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vice President</td>
<td></td>
<td></td>
<td></td>
<td></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)

V 4/23/2020
AGREEMENT Between
THE FACULTY STUDENT ASSOCIATION OF DOWNSTATE MEDICAL CENTER, INC.
And
University Council

(In 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: X ____________________________
Applicant's Main Representative Signature Date 5/15/2020

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: 9/22/20
Signature

Richard Bentley

V.4/23/2020
University Council 2019-2020
May 13, 2020
4:00 PM
Student Center Reading Room

Members in Attendance:
Alyson Clarke
Andrew Hasenzahl
Augustine Gnalian
Timothy Morello
Robert Beale
Shelley Jain
Oladunni Ogundipe
Justin Ingram
Lauren Vicente
Jennifer Herrmann

Members not in Attendance:
Natasha Masub (proxy: Alyson Clarke)
Abhimanyu Amarnani (proxy: Andrew Hasenzahl)
Ericka Boucard (proxy: Oladunni Ogundipe)

Non-voting Members in Attendance:
Adam Burgman

Agenda
1. Call to Order
   a. S. Jain called the meeting to order at 4:00 PM.
2. New Business
   a. Voting on Service Learning
      i. 1st Place: Student Occupational Therapy Association (SOTA)
      ii. 2nd Place: Downstate Plastic and Reconstructive Surgery Interest Group
      iii. 3rd Place: Downstate Street Medicine Outreach Association (DSMOA)
      iv. After a brief discussion, the following motion was made by S. Jain and seconded by O. Ogundipe

      1. Motion: To award the above organizations the award amounts of $300 to 1st place, $200 to 2nd Place, $100 to 3rd Place. Motion passes unanimously.
      2. The following funds were approved to be withdrawn from the Service Learning Poster Competition Account 40-70357-016-30001: $300 was approved to the SOTA account. UC account for SOTA needs to be created by FSA. $200 was approved to Downstate Plastic and Reconstructive Surgery Interest Group
account 40-70384-016-30001. $100 was approved to DSMOA account 40-70370-016-30001.

b. Refund for students
   i. After a brief discussion, the following motion was made by O. Ogundipe and seconded by A. Clarke
      1. Motion: To not refund the UC Student Activity fee for the Spring Semester. Motion passes unanimously.

c. Graduation Updates
   i. Online graduation on May 20th

d. Spring Fling Updates
   i. Everyone who sent in a mailing address got a refund

e. Referendum Vote moved to the Fall 2020

f. Interim Officers:
   i. President: T. Morello
   ii. Vice President: L. Vicente
   iii. Treasurer: O. Ogundipe
   iv. Secretary: J. Ingram
   v. After a brief discussion, the following motion was made by S. Jain and seconded by A. Clarke.
      1. Motion: To approve the above council members as interim officers until the Fall election. Motion passes unanimously.

  g. Senior Gift
     i. After a brief discussion, the following motion was made by O. Ogundipe and seconded by T. Morello.
        1. Motion: To approve $714 to be spent on 6 frames for senior gift. Motion passes unanimously.

  h. 2020-2021 Budget
     i. After a brief discussion, the following motion was made by T. Morello and seconded by A. Clarke
        1. Motion: To approve corrections made to the budget form for the next academic year. Motion passes unanimously.

3. Adjournment
   a. Meeting was adjourned by S. Jain at 4:30 PM.

Minutes officially submitted by:

Alyson Clarke, University Council Secretary

[Signature]

Electronically signed by Alyson Clarke
### Program Expenses

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget 2019-2020</th>
<th>Current YTD as of 03/31/2021</th>
<th>Difference (Funds Avail)</th>
<th>Proposed Budget 2020 - 2021</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-40001-016-30001</td>
<td>ACTIVITIES FEES INCOME</td>
<td>$32,960.00</td>
<td>$34,200.04</td>
<td>$1,240.04</td>
<td>$34,200.04</td>
<td></td>
</tr>
<tr>
<td>40-40001-016-30001</td>
<td>ROLLOVER BALANCE</td>
<td>$12,916.16</td>
<td>$12,916.16</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td><strong>$45,876.16</strong></td>
<td><strong>$47,116.20</strong></td>
<td><strong>$1,240.04</strong></td>
<td><strong>$34,200.04</strong></td>
<td><strong>Formula cell (Don't change)</strong></td>
</tr>
</tbody>
</table>

### New Account (Insert if any)

- **NEW** DANIEL HALE WILLIAMS SOCIETY 
  650.00
- **NEW** DIABLY SIEKENS 
  95.00
- **NEW** DOWNSATE ETHICS SOCIETY 
  175.00
- **NEW** DOWNSATE CHRISTIAN FELLOWSHIP 
  700.00
- **NEW** DOWNSATE DIALOGUES (now White Coats for Black Lives) 
  225.00
- **NEW** DOWNSATE INITIATIVE FOR NUTRITIONAL EMPOWERMENT 
  200.00
- **NEW** DOWNSATE ORGANIZATION OF SOUTH ASIANS 
  250.00
- **NEW** DOWNSATE MEDICAL ENTREPRENEURSHIP CLUB (DMEC) 
  200.00
- **NEW** DOWNSATE MUSIC CLUB 
  50.00
- **NEW** DOWNSATE PRIDE CLUB 
  200.00
- **NEW** DOWNSATE STREET MEDICINE OUTREACH ASSOCIATION 
  200.00
- **NEW** DOWNSATE STUDENTS FOR CHOICE 
  200.00
- **NEW** DOWNSATE STUDENTS FOR SOCIAL INCLUSION 
  225.00
- **NEW** GLOBAL HEALTH CLUB 
  50.00
- **NEW** LATINOS MEDICAL STUDENT ASSOCIATION (LMSA) 
  150.00
- **NEW** MAIMONIDES SOCIETY 
  700.00
- **NEW** MEDICAL ARTISTS' GUILD BROOKLYN STORIES 
  550.00
- **NEW** MUSICAL PERFORMANCE FUND 
  550.00
- **NEW** MUSHRQ STUDENTS ASSOCIATION 
  1,000.00
- **NEW** OS-GYN SOCIETY 
  150.00
- **NEW** DOWNSATE PLASTIC & RECONSTRUCTIVE SURGERY INTEREST GROUP 
  70.00
- **NEW** DOWNSATE PSYCHIATRY STUDENT INTEREST GROUP (PSYCHSIG) 
  100.00
- **NEW** DOWNSATE SOCCER CLUB 
  45.00
- **NEW** STUDENT NANNY'S AND NANNING KIDS (SNaNK) 
  50.00
- **NEW** STUDENT INTEREST GROUP IN NEUROLOGY (SEGN) 
  50.00
- **NEW** STUDENTS FOR A NATIONAL HEALTHCARE PROGRAM 
  75.00
- **NEW** STUDENT ORGANIZATION LEADERSHIP TRAINING 
  200.00
- **NEW** STUDENTS FOR SOCIAL RESPONSIBILITY 
  85.00
- **NEW** SUNY DOWNSATE'S CHAPTER OF PHYSICIANS FOR HUMAN RIGHTS 
  85.00
- **NEW** SUNY DOWNSATE'S CENTER FOR PHYSICIANS FOR HUMAN RIGHTS 
  85.00
- **NEW** THANKSGIVING DINNER 
  2,000.00
- **NEW** UC MEETING DINNERS 
  1,000.00
- **NEW** UROLOGY INTEREST GROUP 
  175.00
- **NEW** WINTER'S PRESENTS EVENTS 
  8,000.00
- **NEW** YEARBOOK ADVERTISEMENTS 
  750.00
- **NEW** PROGRAMS & PROJECTS 
  15,350.00
- **NEW** STUDENT ORGANIZATION LEADERSHIP TRAINING 
  1,050.00

**Total Program Expense** | $43,997.16 | $29,905.48 | $23,091.68 | $34,636.04 | Formula cell (Don't change) |

**Balance Before Reserves** | $1,081.00 | $24,072.42 | $25,153.42 | ($600.00) |

**Reserves**

- **RESERVE FUND** | $1,081.00 | $1,581.00 | Formula cell (Don't change) |

**Total Reserves** | $1,081.00 | $1,581.00 | Formula cell (Don't change) |

**Total Expenses + Reserves** | $45,078.15 | $20,486.48 | $24,591.67 | $34,636.04 | Formula cell (Don't change) |

**Total Not Income less Expenses + Reserves** | $0 | $20,486.48 | $24,591.67 | ($600.00) |

*NOTE: Reserve Guidelines: >5% and <50% of prior actual expenses*