

DASB

De Anza Associated Student Body



Annual Budget 2010 - 2011

Students serving students!



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Office of College Life
Student Accounts

Cover Design by Jack Chuang



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**De Anza Associated
Student Body
Message**

DASB Budget 2010-2011

Students Working For Students

The De Anza Associated Student Body is a strong supporter of the success of its students. In order to promote the well being of each student, we fund programs and clubs that enable the students at De Anza to lead a proactive life. Being able to help students excel in math through the Math Performance Success Program, getting extra help from the Tutorial Center to ace the class, reading La Voz (Student Newspaper) to get the up-to-date news on the happenings around campus and the world, and listening to the numerous bands that visit to provide entertainment to De Anza, are benefits funded by the DASB that each De Anza student enjoys.

Keeping with our goals of funding to cater to our students' advancement, funding for this year has ensured the success of Creative Arts, Athletics, DASB Scholarships, Textbook Reserves at the Library and the Tutorial Center, and many more academic programs and services.

For the 2010-2011 year, we have focused our attention on impacting De Anza students directly by providing funding for programs that provide academic benefits, leadership skills, and enable students to pursue their interests. With a budget exceeding a million dollars, we have funded programs that promote success to our students including the Student Success & Retention Center, Tutorial Center, Lifetime Fitness & Wellness Center, and the Math Performance Success Progress. With our continued support, every student has many resources they need to succeed at De Anza College.

The Budget Goals for 2010-2011 are to fund programs that:

- Help students succeed and enable them to achieve their academic and/or personal goals at De Anza College
- Promote diversity and equality among all students
- Show academic benefits
- Benefit students during the fiscal year of the budget
- Serve the greatest number of students
- Generate DASB Revenue
- Promote DASB benefits to the general student body
- Directly affect De Anza students
- Have DASB as their primary funding source

We would like to thank all the Budget & Finance committee members and advisors who have assisted with the development and success of the 2010-2011 Budget.

Budget Committee Members:


Omar Salahudeen Ali
Cheok Hang "Lucas" Ho
Wason Huynh
"Scarlett" Yeiser Kim
Wayne Spalding
Sharon Su
Bozena "Bobo" Teo
Christine Lu Tran

Special Thanks to:

John Cagnetta
Lisa Kirk
Dennis Shannakian



Marlo Alvarado Custodio
DASB President

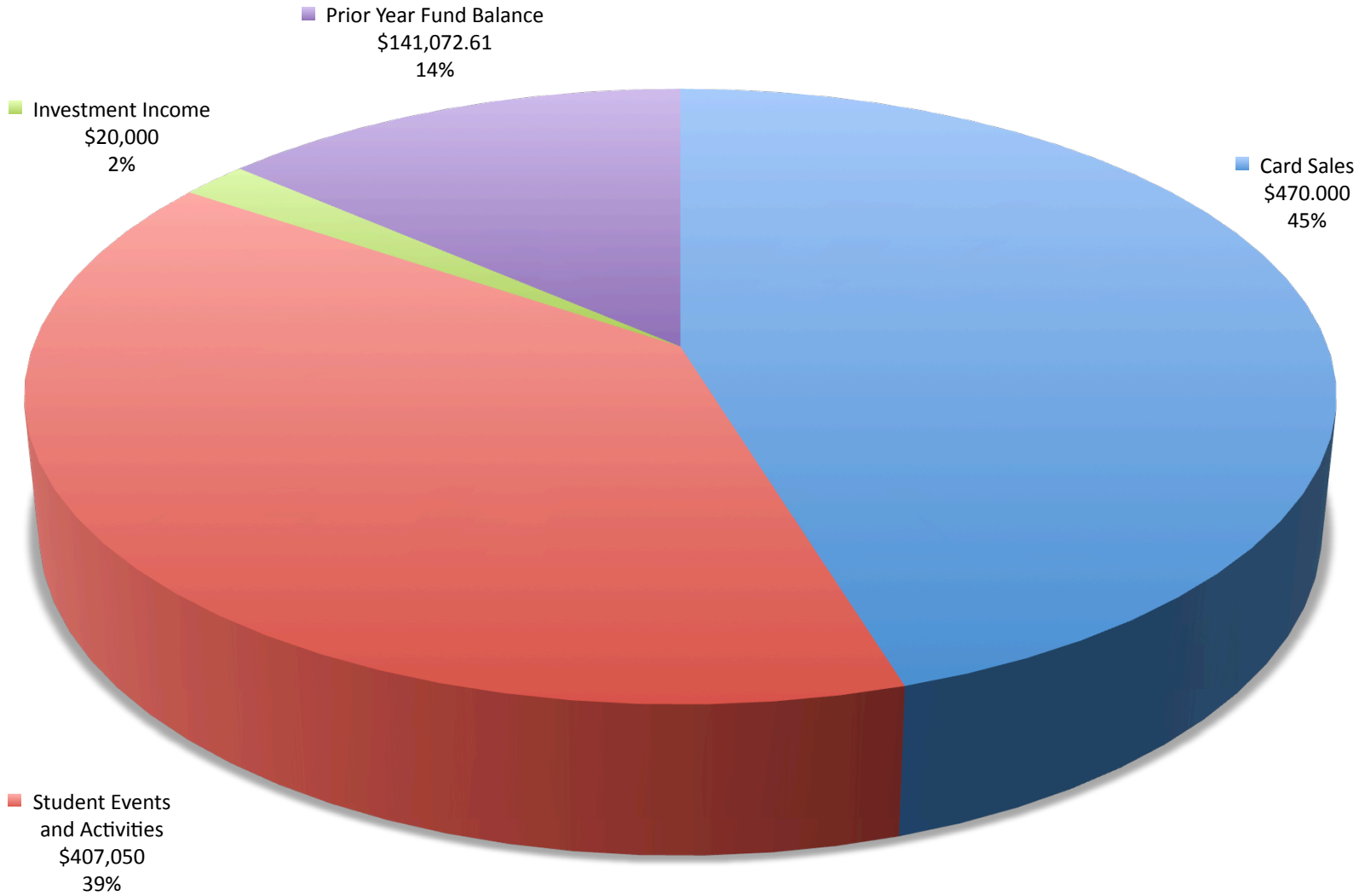


Sharon Su
DASB Vice President of Budget and Finance

DASB
Proposed Budget
for Fiscal Year
2010-2011

2010-2011
Proposed Income

DASB Income 2010-2011



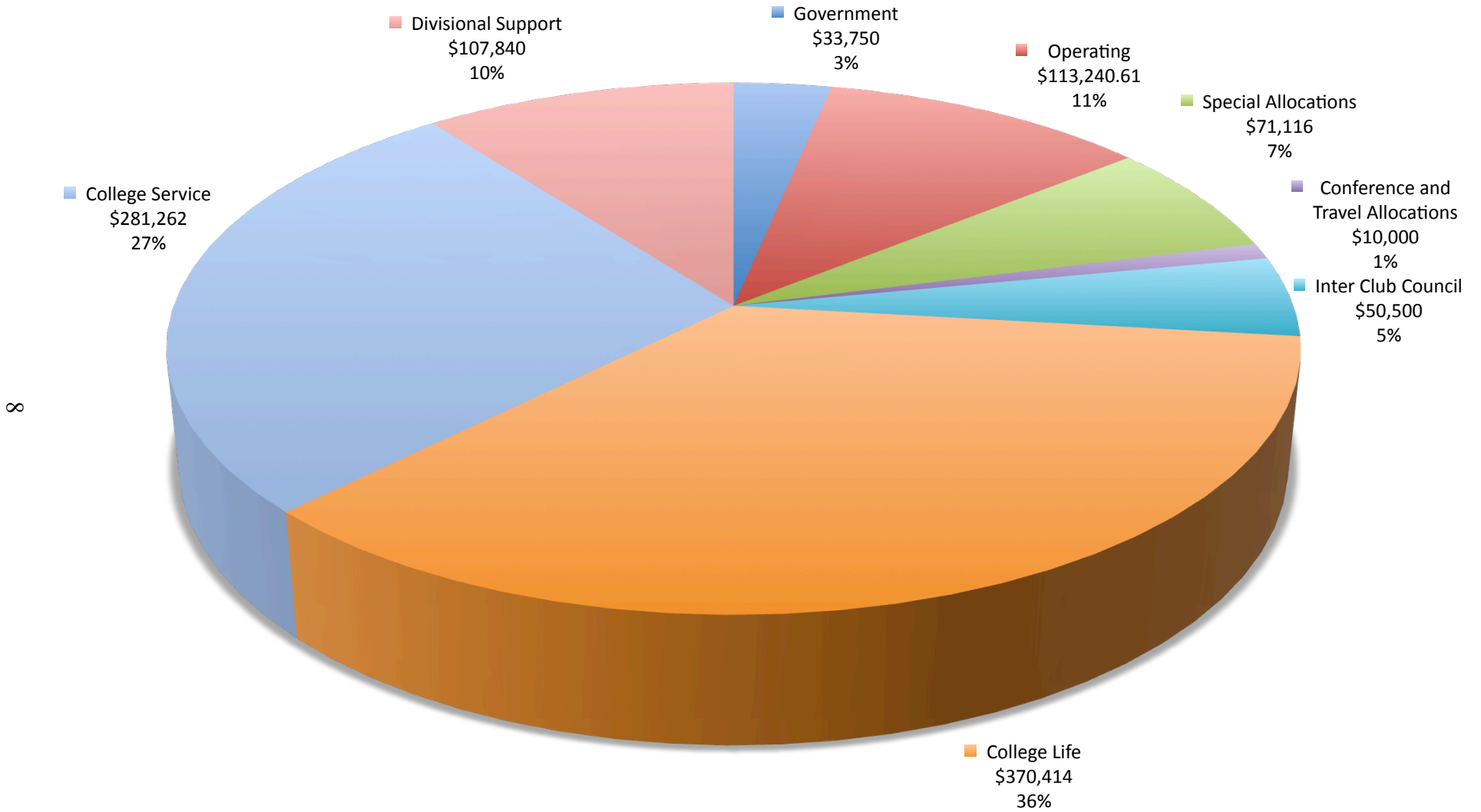
Total - \$1,038,122.61

Income 2010-2011

Item	2008-2009 Actual	2009-2010 Adopted	2009-2010 Revised	2009-2010 Est. to 06/30	2010-2011 Adopted
Card Sales					
Card Sales	474,568	440,000	440,000	470,000	470,000
Card Sales Subtotal	\$474,568	\$440,000	\$440,000	\$470,000	\$470,000
Student Events & Activities					
Movie Tickets-Silver+Classic	22,272	25,500	25,500	30,300	25,250
Movie Tickets-Gold+Platinum	34,600	28,000	28,000	37,000	58,300
DASB Card Replacement	3,295	3,000	3,000	3,000	3,000
Flea Market	321,200	325,000	325,000	320,000	320,000
Flea Market Late Depart/Clean-up Fee	1,050	500	500	500	500
Misc. Income	170	0	0	0	0
Student Events & Activities Subtotal	\$382,587	\$382,000	\$382,000	\$390,800	\$407,050
Investment Income					
Interest Income	32,450	40,000	40,000	20,000	20,000
Investments Income Subtotal	\$32,450	\$40,000	\$40,000	\$20,000	\$20,000
Total	\$889,605	\$862,000	\$862,000	\$880,800	\$897,050
Plus Prior Year Fund Balance Reserve for Budget		\$115,665.43			\$141,072.61
Total Available to Allocate		\$977,665.43			\$1,038,122.61

2010-2011
Proposed Expenses

2010-2011 DASB Expenses



Total - \$1,038,122.61

Expenses 2010-2011

Item	2008-2009 Actual	2009-2010 Adopted	2009-2010 Revised	2009-2010 Est. to 06/30	2010-2011 Adopted
DASB Administrative					
Government Costs					
DASB President	95	150	150	150	0
DASB Executive VP	100	100	100	100	0
DASB VP of Budget and Finance	100	100	100	100	0
DASB VP of Student Rights & Campus Relations	100	100	100	100	0
DASB VP of Student Services	100	100	100	100	0
DASB VP of Administration	100	100	100	100	0
DASB VP of Marketing and Communication	100	100	100	100	0
DASB VP of Diversity and Events	100	100	100	100	0
DASB VP of Campus Environment and Sustainability	100	100	100	100	0
DASB Budget Committee	1,063	1,100	1,100	1,100	1,100
DASB Election	2,346	2,000	2,000	2,000	2,000
DASB Hospitality	488	500	500	500	200
DASB Leadership Training	2,897	2,500	2,500	2,500	2,500
DASB New Senate Orientation	1,000	1,000	1,000	362	700
DASB Office Staff	11,504	12,200	12,200	12,200	12,200
Campus Environment & Sustainability Committee	199	650	2,950	2,950	2,600
Student Rights & Relations Committee	193	500	500	500	400
Student Services Committee	777	500	1,500	1,500	1,600
DASB Office Supplies	1,500	1,500	1,500	1,500	1,500
DASB Telephone	660	720	720	360	0
DASB Marketing and Communications Committee	3,126	7,150	7,150	7,150	8,950
Government Cost Subtotal	\$26,648	\$31,270	\$34,570	\$33,572	\$33,750
Operating Costs					
Accounts Office Staff	92,598	96,755	96,755	96,755	98,860
Accounts Office Supplies	1,526	1,800	1,800	1,800	1,800
Accounts Office System	8,000	4,900	4,900	4,884	5,100
Accounts Office Short/(Over)	0	0	0	0	0
Bad Debt Expense-Student Body Card	0	1,360	1,360	0	480
Copy Machine	5,000	5,000	5,000	5,000	6,000
Variance	552	1,000.43	1,000.43	814	1,000.61
Operating Costs Subtotal	\$107,676	\$110,815	\$110,815	\$109,253	\$113,240.61
DASB Administrative Subtotal	\$134,324	\$142,085	\$145,385	\$142,825	\$146,990.61

Expenses 2010-2011

Item	2008-2009 Actual	2009-2010 Adopted	2009-2010 Revised	2009-2010 Est. to 06/30	2010-2011 Adopted
Allocations					
Special Allocations					
Summer/Fall Allocation	0	36,441	1,934	1,934	35,559
Winter/Spring Allocation	0	36,441	19,626	19,626	35,557
Special Allocations					
Sacramento Rally	4,884				
Screenwriting Speakers	5,683	0	4,500	4,500	
DSS/APE Cargo Trailer	2,997				
DASB Server	405				
Visual Perform.Arts Ctr.Seats	2,000				
Healing Diagloue Exhibit	208				
DASB/ICC Computers	12,767				
EOPS Graduation Gowns	768				
March 4th Rally		0	10,500	10,500	
Special Allocation Subtotal	\$29,713	\$72,882	\$36,560	\$36,560	\$71,116
Conference Travel					
DASB/ICC Student Leadership Conference	13,072	15,000	15,000	8,500	10,000
Conference Travel Subtotal	\$13,072	\$15,000	\$15,000	\$8,500	\$10,000
Allocations Subtotal	\$42,785	\$87,882	\$51,560	\$45,060	\$81,116

Expenses 2010-2011

Item	2008-2009 Actual	2009-2010 Adopted	2009-2010 Revised	2009-2010 Est. to 06/30	2010-2011 Adopted
Inter Club Council (ICC)					
Inter Club Council (ICC)	45,735	60,000	53,000	53,000	50,500
Inter Club Council Subtotal	\$45,735	\$60,000	\$53,000	\$53,000	\$50,500
College Life					
Student Events & Activities					
Movie Tickets	55,369	54,540	68,355	68,355	85,820
Cross Cultural Partnerships	9,773	5,000	5,000	5,000	5,000
DASB Card Office	45,858	44,720	44,720	44,720	90,896
Flea Market	135,213	127,941	127,941	127,941	133,398
Flea Market Short/(Over)	0	0	0	0	0
Graduation	5,000	6,000	6,000	6,000	2,500
New Student Orientation	7,100	6,700	6,700	6,700	6,700
DASB Campus Events	7,010	9,000	14,000	14,000	10,800
Multicultural Author Reading Series	500	2,000	2,000	2,000	0
Visiting Speakers Series	6,021	4,500	4,500	4,500	5,300
Student Events & Activities Subtotal	\$271,843	\$260,401	\$279,216	\$279,216	\$340,414
Multicultural/Diversity					
Multicultural/Diversity Events	0	40,000	9,050	7,000	0
Yaaba Soore	1,695	0	0	0	0
African Ancestry Conversations Across the Diaspora	174	0	0	0	0
Asian Pacific American	4,037	0	6,000	6,000	5,000
Black History	3,619	0	4,600	4,600	5,000
Day of Remembrance	1,900	0	0	0	2,000
Disability Awareness	0	0	0	0	2,500
First Year Experience	0	0	1,500	1,500	0
Gay/Lesbian	0	0	0	0	2,500
Latino/a Events	5,253	0	0	0	5,000
Martin Luther King	1,323	0	2,500	245	2,000
Mayan & Latina Art History	0	0	1,000	1,000	0
Multicultural Event	3,350	0	0	0	0
Real Food Challenge	0	0	1,250	1,250	0
Sign Language Interpreter	0	0	0	0	1,000
Spoken Word	0	0	1,500	1,310	0
Women's History Month	6,077	0	6,100	6,100	5,000
Multicultural/Diversity Subtotal	\$27,428	\$40,000	\$33,500	\$29,005	\$30,000
College Life Subtotal	\$299,271	\$300,401	\$312,716	\$308,221	\$370,414

Expenses 2010-2011

Item	2008-2009 Actual	2009-2010 Adopted	2009-2010 Revised	2009-2010 Est. to 06/30	2010-2011 Adopted
College Services					
College Life Staff	7,293	10,975	10,975	10,975	58,254
Art on Campus	0	0	2,523	2,523	0
California History Center	1,000	0	0	0	0
CalWORKs Students	14,560	15,000	15,000	15,000	0
DASB Scholarship/Book Grants	17,500	15,000	15,000	15,000	15,000
De Anza Youth Leadership Conference	1,138	0	1,500	800	0
DLTP-Diversity Leadership Training Project	9,908	5,000	5,000	5,000	0
High School Events	3,219	0	0	0	0
Honors Program	10,500	10,000	10,000	10,000	7,000
Insider - Ultimate Student Guide	9,909	5,000	8,500	6,600	0
La Voz	23,200	20,000	20,000	20,000	15,000
LEAD - Latina/o Empowerment at De Anza	1,659	1,152	1,152	1,152	0
Legal Aid	11,970	10,080	10,080	10,080	10,080
Library - Textbooks on Reserve	10,000	10,000	10,000	10,000	10,000
Math Performance Success	19,405	18,300	18,300	18,300	27,200
Outreach	12,798	0	0	0	0
Puente	3,687	3,730	3,730	3,730	0
Research Mentoring Program	3,415	2,195	2,195	0	0
Student Computer Donation Program	8,651	8,825	8,825	8,825	9,903
Student Success and Retention Services	16,038	19,500	19,500	19,500	18,275
Textbook Rentals-CalWORKS Students	0	0	0	0	5,000
Textbook Rentals-EOPS Students	0	0	0	0	5,000
Tutorial Center	119,148	110,000	110,000	110,000	100,550
Writing and Reading Center	9,975	10,480	10,480	10,480	0
College Services Subtotal	\$314,972	\$275,237	\$282,760	\$277,965	\$281,262

Expenses 2010-2011

Item	2008-2009 Actual	2009-2010 Adopted	2009-2010 Revised	2009-2010 Est. to 06/30	2010-2011 Adopted
Divisional Support					
Creative Arts					
Band	2,410	2,600	2,600	2,600	2,400
Chorale & Vintage Singers	3,365	2,000	2,000	2,000	1,800
Dance Program	3,746	4,000	4,000	4,000	3,900
De Anza Chamber Orchestra	1,459	2,300	2,300	2,300	2,300
Euphrat Museum	9,302	0	12,500	12,500	1,375
Jazz Ensemble Performance/Recording	2,415	2,900	2,900	2,900	2,700
Patnoe Jazz Festival	3,150	2,500	3,184	2,909	2,500
Photography		3,200	3,200	3,200	2,000
Student Film & Video Production	3,000	1,000	1,000	1,000	3,500
Vocal Jazz Performance/Recording	6,725	6,810	6,810	6,810	2,465
Women's Chorus	2,800	3,000	3,000	0	0
Creative Arts Subtotal	\$38,372	\$30,310	\$43,494	\$40,219	\$24,940
Athletics					
Athletics Dept. Transportation	11,216	10,000	10,000	10,000	10,000
Athletic Playoffs	9,906	10,000	10,000	10,000	10,000
Men's Baseball	0	2,000	2,000	2,000	2,000
Men's Basketball	4,502	4,000	4,000	4,000	4,500
M & W Cross Country	3,145	2,500	2,500	2,500	3,000
Men's Football	5,980	6,000	6,000	5,970	6,000
Men's Soccer	3,300	4,000	4,000	3,566	4,000
M & W Swim/Dive	2,500	2,000	2,000	2,000	2,000
Men's Tennis Team	1,454	1,500	1,500	1,500	1,500
M & W Track & Field	5,827	6,500	6,500	6,500	6,500
Men's Water Polo	850	1,500	1,500	1,284	1,300
Women's Badminton	861	1,000	1,000	1,000	1,500
Women's Basketball	4,548	4,000	4,000	3,985	4,500
Women's Soccer	4,000	4,000	4,000	3,995	4,000
Women's Softball	1,835	2,000	2,000	2,000	2,000
Women's Tennis Team	1,493	1,500	1,500	1,500	1,500
Women's Volleyball	1,995	2,000	2,000	2,000	2,000
Women's Water Polo	750	1,500	1,500	1,495	1,300
Athletics Subtotal	\$64,163	\$66,000	\$66,000	\$65,295	\$67,600

Expenses 2010-2011

Item	2008-2009 Actual	2009-2010 Adopted	2009-2010 Revised	2009-2010 Est. to 06/30	2010-2011 Adopted
Physical Education					
Lifetime Fitness & Wellness Center	0	5,600	5,600	5,600	11,200
Massage Therapy Program	0	1,000	1,000	1,000	0
Physical Education Subtotal	\$0	\$6,600	\$6,600	\$6,600	\$11,200
Biological & Health Sciences					
Environmental Studies Area	2,000	3,000	3,000	3,000	2,000
Biological & Health Sciences Subtotal	\$2,000	\$3,000	\$3,000	\$3,000	\$2,000
Special Education Division					
Adapted Physical Education	1,300	1,300	1,300	1,300	1,300
DSS/EDC Spring Celebration	648	1000	1000	1000	0
DSS Computer Access Lab	953	3,050	3,050	0	0
Special Education Subtotal	\$2,902	\$5,350	\$5,350	\$2,300	\$1,300
Language Arts Division					
Red Wheelbarrow Magazine	933	800	800	800	800
Language Arts Subtotal	\$933	\$800	\$800	\$800	\$800
Social Science Division					
Administration of Justice	2,000	0	0	0	0
Social Science Subtotal	\$2,000	\$0	\$0	\$0	\$0
Intercultural/International Studies Division					
APALI	7,388	0	0	0	0
Intercultural/International Studies Subtotal	\$7,388	\$0	\$0	\$0	\$0
Divisional Support Subtotal	\$117,757	\$112,060	\$125,244	\$118,214	\$107,840

Expenses 2010-2011

Item	2008-2009 Actual	2009-2010 Adopted	2009-2010 Revised	2009-2010 Est. to 06/30	2010-2011 Adopted
Carry Forward Expenses					
Blackbaud Accounting Software Conversion	19,500	0	0	0	
Prior Year Misc.Adjustment	0	0	0	(1,434)	
Prior Year Void Checks	(341)	0	0	(190)	
Carry Forward Subtotal	\$19,159	\$0	\$0	(\$1,624)	\$0
Transfers					
Transfer to Fund 44 Clubs	13,350	0	7,000	7,000	
Transfer to Fund 45 Trusts	10	0	0	0	
Transfers Subtotal	\$13,360	\$0	\$7,000	\$7,000	\$0
TOTAL	\$987,364	\$977,665	\$977,665	\$950,661	\$1,038,122.61

DASB
Fund Balance Summary
2009-2010

DASB FUND BALANCE SUMMARY FOR 2009-2010

I. Fund 41 DASB Operating Fund Balance - June 30, 2009		758,836
Fund Balance Reserved for Encumbrances for 2009-2010	2,099	
General Reserve	500,000	
Fund Balance Reserved for 2009-2010 Budget	115,665	
Fund Balance Reserved for 2010-2011 Budget	141,073	
II. Fund 41 Estimated Operating Income for 2009-2010		880,800
III. Fund 41 Estimated Operating Expenses for 2009-2010		950,661
IV. Fund 41 Estimated DASB Operating Fund Balance - June 30, 2010		688,975
General Reserve	500,000	
Fund Balance Reserved for 2010-2011 Budget	141,073	
Estimated Fund Balance Reserved for 2011-2012 Budget	47,903	

DASB
Budget Stipulations
2010-2011



2010-2011 DASB Budget Stipulations

Failure to comply with these stipulations or with the DASB Budget and Finance Code may result in the reduction of your proposed budget allocation by a significant amount for the next fiscal year and/or the freezing of current funds until the Finance Committee or the Senate is satisfied that the deficiencies have been corrected.

General

1. All programs that receive DASB funds shall encourage DASB Card membership purchase. Encouragement includes, but is not limited to, requiring DASB funded student employees to be current DASB members, and that students receiving DASB funded services be current members of DASB. DASB Card membership purchase encouragement will be a factor in future funding.
2. All Student Employees funded by DASB must be DASB Members.
3. All promotional materials and capital items for all programs funded by the DASB must print “Sponsored by De Anza Associated Student Body (DASB)” or “Funded by De Anza Associated Student Body (DASB)” or use the DASB logo either in place of the text “De Anza Associated Student Body (DASB)” or the DASB logo by itself on them.
4. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
5. No Special Allocation Funds can be used for Travel. With the exceptions of Creative Arts and Athletics, no funds can be used for Travel/Conferences unless so allocated during the budget approval process.
6. Mileage shall not be reimbursed by DASB.
7. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
8. Funds allocated must be used for the purpose stated in the original request and cannot be used for or allocated/donated to other programs without DASB senate approval. For every matter in stipulations that must be “mutually agreed upon”, the service in question may not use any of the money allocated to it by the DASB Senate until after said mutual agreement has

occurred between representatives of the involved service and the DASB Budget & Finance Committee.

9. For contracted speakers the fee shall not exceed \$1500.00 per speaker per event. For performances the fee should not exceed \$2000.00 per performance. Meals and beverages will not be reimbursed.
10. No funds shall be used for promotional clothing unless so specified in the approved budget. Funds may be used for promotional clothing by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.
11. DASB shall not fund any banquets other than for the Special Education Division.
12. The Special Events Coordinator must present a quarterly report for the Flea Market to the DASB Senate. The report shall include Profit and Loss statements, inventory and other information deemed important to administer the financial well being of the Special Events programs and services.
13. All College/Student services funded by the DASB are required to participate in a DASB Student Services Day, to be located inside of or within 250 feet of the Campus Center.
14. No Capital items may be purchased in May or June.

DASB

15. DASB recognizes the importance of and supports Multicultural/Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The DASB Vice President of Diversity and Events, in concert with the DASB Diversity and Events Committee Advisor, will serve as the budgeter for the Multicultural/Diversity funds. In order to insure quality programs will be conducted for the good of our student population, the DASB in cooperation with staff, student club members and Student Activities will establish target dates for each funded program. If the staff and student club members associated with each of the funded programs have not met these target dates, the DASB Vice President of Diversity and Events may coordinate events recognizing the various Multicultural/Diversity groups.
16. The DASB Leadership Training funds must be used for multiple retreats and multiple workshops.
17. The DASB Senate must decide which conferences to attend with the DASB/ICC Student Leadership Conference(s) account.
18. For the DASB Campus Events account no gift items/prizes/giveaways can be over \$50 in value and there can be no transfers from Technical and Professional Services.

ICC

19. No travel funding for clubs.

20. No capital funding for clubs.
21. The ICC Telephone funding is for the ICC Advisor only.

College Life

There are no College Life Specific Stipulations at this time.

College Services

22. La Voz shall provide DASB with one-half page of advertisement space per subscribed issue. The DASB Marketing and Communications Committee shall be responsible for the advertising space.
23. La Voz shall put on their distribution racks: “Student Subscription to La Voz is provided by DASB.”
24. The La Voz Weekly account is to only be used for purchasing subscriptions to La Voz Weekly for DASB members.
25. Books purchased with the Library – Textbook on Reserve Collection account must have a sticker placed on them with the DASB Logo and indicating they were purchased by DASB.
26. Students must show their DASB Card to borrow a calculator purchased for the Math Performance Program (MPSP) with DASB funds.
27. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
28. The Tutorial and Academic Skills Center must provide accountability reports.
29. Funding for Textbook Rentals - CalWORKs Students is restricted to renting CalWORKs Students’ textbooks only.
30. Funding for Textbook Rentals - EOPS Students is restricted to renting EOPS Students’ textbooks only.

Creative Arts

31. All Creative Arts performing groups funded in the DASB Budget are required to put on a performance at least once a year during Monday – Thursday, 11:30 am – 1:30 pm or 5:30 pm – 7:00 pm, at any location accessible to all students.
32. Creative Arts cannot use DASB Funds for any facilities rental.
33. Funding for the Euphrat Musum is for the Student Art/Photo Show only.

34. The funding for the Patnoe Jazz Festival must be used to maintain the traditional Patnoe Jazz Festival Format as per 2008-2009 and earlier.
35. The Student Film and Video Productions Technical and Professional Services funding is to be used for the Screenwriting Speakers Program.
36. The Student Film and Video Productions account cannot be used for capital nor can funds be transferred to capital.
37. The Vocal Jazz Performance and Recording Technical and Professional Service funding is to be used for the CD Production only.

Athletics

38. All Athletics accounts are funded only for participating athletes, away games and contests travel in California. Teams may use some of this funding for games and contests out of California by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.
39. For Athletics accounts, no budget transfers shall be allowed between women's and men's accounts.
40. Vehicles rented for athletics use must only be rented on the day of the event and be returned by the next business day the rental company is open.

Other Divisions

41. DASB funding for the Red Wheelbarrow Literary Magazine is to be used for the De Anza College Student Edition only.

DASB
Budget and Finance Code

DASB BUDGET AND FINANCE CODE

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PREAMBLE

This Budget and Finance Code is established to define policies and procedures for budget development, budget approval and expending of all money under the control of De Anza Associated Student Body Senate and its associated organizations in order to ensure that all financial transactions will be made in the best interests of the Associated Students and in accordance with all pertinent State and District financial regulations. Only De Anza Associated Student Body members are eligible to receive benefits and privileges outlined in this code or those specified by the De Anza Associated Student Body Senate.

ARTICLE I: BUDGET AND FINANCE COMMITTEE

Section 1: Purpose of Budget and Finance Committee

The purpose of the DASB Budget and Finance Committee shall be:

- A. To fund programs and services in the best interest of the DASB membership.
- B. To manage and oversee all DASB funds and accounts.
- C. To generate DASB revenue.

Section 2: Budget and Finance Committee Makeup

The DASB Budget and Finance Committee shall consist of the following:

- A. Voting Members
 - DASB Vice President of Budget and Finance (Chair)
 - DASB President, or in the absence of the DASB President, a designee, serving as a DASB Senator, approved by the Senate, to serve for a temporary period equal to or less than one (1) quarter
 - At least three (3), but no more than five (5) other DASB Senators-; During Budget Deliberations the maximum shall be raised to seven (7) other DASB Senators to allow for additional input into DASB Budget preparation-
- B. Non-Voting Members
 - No more than five (5) DASB Junior Senators
 - No more than two (2) DASB Agents
- C. Ex-Officio Members
 - DASB Senate Advisor
 - Student Accounts Accountant

Section 3: Budget and Finance Committee Positions

- A. The DASB Budget and Finance Committee shall have following positions:
 - DASB Program Benefit Organizer
 - DASB Business Operations Manager
 - DASB Budget Communications Officer
 - DASB Legislative Coordinator
- B. The DASB Budget and Finance Committee shall reserve the right to create or dissolve ad hoc positions as deemed necessary.
- C. DASB Vice President of Budget and Finance shall appoint or remove the committee members for the positions above with an approval of the DASB Senate.
- D. DASB Vice President of Budget and Finance shall assume all duties and responsibilities of the vacant positions.

Section 4: Special Qualifications

Other than the general qualifications as stated in the DASB Senate Bylaws, the DASB Vice President of Budget and Finance shall have working knowledge of bookkeeping and fund accounting by the first day of the Fall Quarter.

Section 5: Duties and Responsibilities of Budget and Finance Committee

The DASB Budget and Finance Committee shall:

- A. Process all DASB budget and finance requests submitted to the DASB Senate and propose a recommendation to the DASB Senate.
- B. Research and review DASB expenditures as deemed necessary by the DASB President, DASB Executive Council, or the DASB Senate.

- C. Oversee and ensure income commitments are met.
- D. Review and propose amendments to the DASB Budget and Finance Code, referring them to the DASB Administration Committee, and act in accordance with the adopted DASB Budget and Finance Code.
- E. Be authorized to manage and oversee all DASB funds and accounts, both budgeted and reserved, in accordance with the approved DASB Budget and Finance Code, and in the best interest of the DASB membership.
- F. Meet at least weekly to discuss the next fiscal year's budget beginning by the third (3rd) Monday in November, or more often as deemed necessary by the DASB Vice President of Budget and Finance, the DASB President, the DASB Executive Council, or the DASB Senate.
- G. Research and review other DASB Budget concerns at the discretion of the DASB Budget and Finance Committee and the DASB Senate and make recommendations to the DASB Senate.
- H. Draft and propose the DASB Budget and budget stipulations for the next fiscal year to the DASB Senate.

Section 6: Additional Individual Duties and Responsibilities

- A. DASB Program Benefit Organizer shall:
 - 1. Manage a binder with the benefits of all the programs and services funded by the DASB.
- B. DASB Business Operations Manager shall:
 - 1. Check and report on statistics of DASB Card Sales and Flea Market.
 - 2. Implement new venues for increasing DASB revenue.
- C. DASB Budget Communications Officer shall:
 - 1. Notify budgeters when their budget request will be met with at the Budget and Finance Committee meeting.
 - 2. Inform budgeters on the Presentation Protocol.
- D. DASB Legislative Coordinator shall:
 - 1. Be well versed with the budget stipulations.
 - 2. Ensure programs and services funded by the DASB are complying the budget stipulations.

ARTICLE II: BUDGETS

The governing principle in considering DASB Budget request will be to allocate money to those activities that will assure the greatest benefits to the Associated Student Body of De Anza College.

Section 1: Use of the DASB Budgets

All finances of the organization shall be administered using a formal DASB Budget system.

Section 2: Preparation of the DASB Budgets

- A. The DASB Budget and Finance Committee shall insure broad advertisement of available DASB funding by announcing the DASB Budget cycle and procedures to all De Anza Faculty (full and part time), Classified Staff (full time, part time, hourly, and Supervisors), Administrators, DASB Senate members, and appropriate campus media. Notice of this shall also be posted on the DASB Senate Bulletin Board and made known to any other interested persons.
- B. The following DASB Budget calendar shall be used in formulating the Budget for the next fiscal year: By the first day of the third (3rd) week of Fall Quarter Budget forms shall be available to all prospective DASB Budgeters. At least twelve (12) completed DASB Budget forms shall be submitted to the Office of College Life by the first Monday of November. Budget deliberations shall be completed by twenty-eighth (28th) of February. This draft will be made available to each budgeter and the general student body at the same time that it is presented to the DASB Senate at the next DASB Senate meeting. Appeals to the draft DASB Budget shall be heard during the senate meetings.
- C. All requests for DASB Budget items must be submitted to the Office of College Life who will issue a confirming receipt. The DASB Budget request should have the signature of the budgeter and administrator responsible for the program area.
- D. The Budget shall be presented to the DASB Senate for approval by the first meeting in March. After the first two-thirds (2/3) vote for approval, the proposed Budget shall be posted for one (1) week for the general public to view. Approval is a two (2) week process that requires a two-thirds (2/3) vote of the DASB Senate at successive DASB Senate meetings. The budget may be amended on the floor of the DASB Senate prior to the second two-thirds (2/3) vote. However, once a change is made to the Budget that has been posted for the public to view, the changes must also be posted for the public to view for a period of at least seventy-two (72) hours. The second two-thirds (2/3) vote will take place after this period. The Final budget will be approved before thirty-first (31st) of March.
- E. Funded budgeters will be notified of the amounts allocated within one week of board approval. Budgeters must provide the DASB Vice President of Budget and Finance line item amounts by fifteenth (15th) of June. If the Budgeter fails to meet the fifteenth (15th) of June deadline, the DASB Vice President of Budget of Finance will assign line item amounts. Line item categories may not be changed from those originally requested. All accounts, including DASB Senate administrative accounts, shall be held to the line item amounts.

Section 3: Line Item Transfers

Budgeters requesting line item transfers of budgeted items shall submit completed DASB Budget and Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Vice President of Budget and Finance shall authorize all Line Item Transfers with his/her signature with a confirming signature by the DASB Senate Advisor. Any discrepancy between the DASB Vice President of Budget and Finance and the DASB Senate Advisor's signatures shall be brought to the DASB Budget and Finance Committee for approval/disapproval.

Section 4: Budget Transfers

Budgeters requesting budget transfers between DASB accounts shall submit completed DASB Budget and Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Budget and Finance Committee shall make their recommendations to the DASB Senate for final approval. Approval of budget transfers requires a two-thirds (2/3) approval vote of the DASB Senate, and a second confirming two-thirds (2/3) approval vote at the next regularly scheduled DASB Senate meeting.

Section 5: Types of Accounts

- A. DASB Accounts:
All income and expenditures designated in the annual DASB budget.

- B. Organizational Accounts:
All income and expenditures of recognized clubs and organizations.

- C. Trust Accounts:
All income and expenditures for student events and DASB events.

- D. Restricted Reserve Accounts
The current DASB Budget has two (2) different reserve accounts.
 - 1. The General Reserve as required by this DASB Budget and Finance Code. DASB shall maintain a reserve account to equal two-thirds (2/3) of its previous fiscal year operation Budget or five hundred thousand dollars (\$500,000), whichever is less.
 - 2. Surplus Reserved for Next Year's Budget.

ARTICLE III: FUNDS

Section 1: Accessing Funds from Reserve Accounts

The DASB General reserves are restricted and cannot be utilized unless the DASB Senate or the College deems an emergency situation exists and the DASB Senate approves such action.

Section 2: Accessing Special Allocation Funds

- A. Special Allocation Funds are budgeted specifically to serve unexpected capital or project needs.
- B. Requests for DASB Special Allocation Funds are submitted to the Student Accounts Office and forwarded to the DASB Vice President of Budget and Finance who will present the item to the DASB Budget and Finance Committee.
- C. The DASB Budget and Finance Committee will make their recommendation to the DASB Senate. A two-thirds (2/3) vote is required for approval. If the item is approved, the affirmative vote is considered approval to post the motion for one (1) week on the DASB Senate Bulletin Board. At the following DASB Senate meeting the matter will be reread and a final approval or disapproval roll call vote will be taken. The final vote will require two-thirds (2/3) approval.
- D. For purposes of emergency expenditures, the senate may vote to make a request an urgent action item. Urgent action approval requires a two-thirds (2/3) vote. One affirming two-thirds (2/3) vote shall be required.
- E. The DASB Vice President of Budget and Finance or designee must send out a notice to all De Anza Faculty (full and part time), Classified Staff (full time, part time, hourly, and Supervisors) and Administrators on the same day regarding the availability of Special Allocations, by the sixth (6th) week of every quarter, provided funds are still available.

Section 3: Capital

- A. Capital items are defined as having a retail value of more than five hundred dollars (\$500) per item and a usable life of at least twelve (12) months.
- B. Delivery of any capital item purchased with DASB funds will be coordinated by the Office of College Life in concert with the DASB Executive Vice President. Capital items will be tagged and inventoried prior to delivery and installation.
- C. Disposal of any DASB capital items shall follow accepted DASB Senate procedures for disposal of capital items.
- D. The DASB shall retain ownership of all capital items purchased with DASB funds unless otherwise specified by the DASB Senate.

Section 4: Deposits

- A. All money collected from any source must be substantiated by pre-numbered receipts, pre-numbered tickets or other records that may be checked for the purpose of accounting for the funds.
- B. No part of the expense of any event may be paid from the money collected, but must be paid for in the manner described under requisitions (Article IV).
- C. Banking of all funds and all official bookkeeping records shall be the responsibility of the Student Accounts Staff, who shall be bonded employees of the District.
- D. All DASB programs and student organization funds collected from any source shall be deposited on the first business day after receipt of funds.
- E. The Student Accounts Office shall issue a receipt for all moneys received.

ARTICLE IV: EXPENDITURES

Section 1: Procedures

- A. All expenditures of the DASB Accounts or Organizational Accounts shall follow the procedures outlined below. All expenditures require original detailed receipts/invoices. Requisitions from DASB funds cannot be processed without the appropriate student signatures. **No deficit spending will be allowed.** Administrators are responsible for any expenditures exceeding budget allocations. Expenses will be transferred to their respective District Budget. No funds will be advanced on a petty cash basis.
- B. Either the DASB Vice President of Budget and Finance, Student Activities Specialist, DASB Senate Advisor, administrator responsible for the program area, or college administrator has the authority to hold any request for funds if circumstances merit delay.
- C. The DASB will not assume financial responsibility for any charge item not covered by the approved purchase requisition issued in advance purchases. Individuals obtaining goods or services without an approved purchase order will be held responsible for the payment of any good or service. The Student Accounts Office will facilitate the financial transaction in any of the following ways.
 - 1. District Purchase Order issued via a District Purchase Requisition
 - 2. Checks issued via a Student Accounts Requisition
 - 3. Open Accounts-
In the event that open charge accounts are maintained, only items specified in writing shall be purchased. An advance purchase order must be made designating authorized purchases, designated time period and maximum amount of expenditure for that period.
 - 4. Independent Contractor Pre-hire Authorization Form, Independent Contractor Agreement, W-9 Form, and Invoice
 - 5. Payroll-
The DASB may fund budgeters to hire employees. Budgeters hiring employees should consult with the Student Accounts Office for hiring procedures.
 - 6. Cash Advances-
Cash advances must be accompanied with specific detail as to how the funds will be used PRIOR to being approved. Requests for reimbursements without prior approval may be denied. Receipts must be submitted for cash advances prior to being approved for any additional advances. Cash advances cannot be used to pay for an Independent Contractor. When requesting a cash advance the Student Accounts Cash Advance Agreement form must be completed. The form contains the following guidelines:
 - a. Advance will be used for the purpose stated on the requisition.
 - b. All receipts will be turned in within fifteen (15) working days of the check date. Original receipts are required. The receipts must be detailed.
 - c. All money not spent shall be returned along with the receipts. The total of the receipts plus the money returned must equal the amount of the advance.
 - d. The Receipts to Follow Memo will be turned in with the receipts and unused money; the Program Administrator or Club Advisor must review and approve all receipts as backup.
 - e. I understand that I am personally responsible for the amount of the advance.
 - f. Failure to comply with the above will result in a freeze on all financial transactions of the account. If I am a student, a hold will be placed on my record until I comply. If I am a District employee, the matter will be referred to the Director of Budget and Personnel.
- D. No DASB funds shall be used to purchase alcoholic beverages or any illegal substances.

- E. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASB Senate approval.
- F. Budgeters will be limited to the following amounts:
 - 1. For contracted speakers the fee shall not exceed one thousand five hundred dollars (\$1,500) per speaker per event.
 - 2. For performances the fee shall not exceed two thousand dollars (\$2,000) per performance.

Section 2: Signatures

The person seeking the DASB funds shall complete the appropriate forms. Forms shall be submitted to the Student Accounts Office for necessary signatures.

- A. All funds requisitioned from DASB accounts shall require approving signatures from:
 - 1. Account Budgeter
 - 2. Administrator responsible for the program area
 - 3. DASB Vice President of Budget and Finance
 - 4. DASB Senate Advisor
 - 5. College administrator
- B. All funds requisitioned from club DASB accounts shall require approving signatures from:
 - 1. Designated Club Officer
 - 2. Club Advisor
 - 3. Student Activities Specialist
 - 4. ICC Chair of Finance
 - 5. Administrator responsible for the program area
 - 6. DASB Vice President of Budget and Finance
 - 7. College administrator
- C. All funds requisitioned from trust accounts shall require approving signatures from:
 - 1. Account Budgeter
 - 2. Administrator responsible for the program area
 - 3. DASB Vice President of Budget and Finance (for information only)
 - 4. College administrator
- D. In the event the DASB Vice President of Budget and Finance is unable to sign requisitions the line of succession outlined in the DASB Senate Bylaws shall be used to approve requisitions. In signing requisitions, the above mentioned officers have the same authorities as the DASB Vice President of Budget and Finance.
- E. For all requisitions from DASB funded accounts, the budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASB funds and in the best interest of the student body, the DASB Vice President of Budget and Finance shall sign designating funds are available and have been approved by the DASB Senate for such an expenditure, the DASB Senate Advisor (or designee) and/or Student Activities Specialist do not approve expenditures but rather sign designating that all code, bylaw, and Senate/ICC procedures have been completed, and the Director of Budget and Personnel shall sign representing administrative staff.

- F. The DASB Vice President of Budget and Finance shall be available to sign (approve or disapprove) financial documents at least three (3) times per week.

- G. If the DASB Vice President of Budget and Finance do not approve any request for funds allocated to an account, the DASB President will be asked to approve the item. In the case that both the DASB President and DASB Vice President of Budget and Finance refuse to authorize the expenditure, the issue will be forwarded to the next regularly scheduled DASB Budget and Finance Committee meeting. If the DASB Budget and Finance Committee approves the expenditure, the DASB Vice President of Budget and Finance will be directed to sign the request. If the DASB Budget and Finance Committee does not approve the expenditure, the Budgeter shall have the right to request the DASB Senate to review the request for approval or denial.

ARTICLE V: DOCUMENTATION

Section 1: Tickets

- A. Tickets to be sold for all DASB/ICC approved student generated events must be secured from the Student Accounts Office. All unsold tickets must be returned to the source.
- B. It shall be mandatory that all complimentary tickets to events funded by the DASB must be approved by the DASB President and the DASB Vice President of Budget and Finance.

Section 2: Maintenance of Records

- A. Every club or organization shall maintain accurate records of all income and expenditures and shall open their books to audit by the DASB President and DASB Vice President of Budget and Finance, Student Accounts Office, or District Internal Auditor at any time.
- B. Capital items are those items with a retail value of over five hundred dollars (\$500) and a life span of at least twelve (12) months.
- C. Inventory. All capital items purchased with funds will be identified with an inventory number and described in a permanent record. The inventory record shall be maintained in the Office of College Life. The DASB Executive Vice President in concert with the Office of College Life shall have the responsibility of periodically conducting an inventory of equipment with the assistance of the appropriate department, organization or club. All equipment purchased with DASB funds remain property of DASB and will be stored on school premises when not in use. Termination of the use of this equipment shall result in it being turned over to the DASB Vice President of Budget and Finance for redistribution or sale.
- D. An annual audit of all DASB accounts, organization accounts, and trust accounts shall be made by a certified public accountant retained by the District. A written report of the audit shall be distributed to the DASB Senate through the DASB Vice President of Budget and Finance and Designee of the Board of Trustees.

Section 3: Financial Reports

- A. The DASB Vice President of Budget and Finance shall give a financial report of DASB and Organization Accounts to the DASB Senate at least once per each quarter.
- B. Any warrants over five hundred dollars (\$500) must be presented on a monthly basis to the DASB Senate as information.

ARTICLE VI: SPECIFIC ACCOUNTS

Section 1: Student Body Association Fees

The cost of membership in the De Anza Associated Student Body shall be determined by the DASB Senate with the approval of the District Board of Trustees.

Section 2: Travel

DASB Travel Funds are to be used for DASB MEMBERS ONLY with Advisors.

Section 3: General Diversity Events

All general diversity events requests shall be referred to the DASB Diversity and Events Committee.

Section 4: ICC and Club Funding

All ICC and Club funding requests shall be referred to the Inter Club Council (ICC).

Should the ICC be unable to fund the request, the ICC not individual clubs may, request for additional money from the DASB Budget and Finance Committee.

Section 5: Banquet, Hospitality, Meal, and Mileage Expenses

Allocation for banquets, orientations, recognitions, hospitalities, breakfasts, luncheons, dinners, meals, meeting meals, travel/conference meals (except when already provided), workshops, etc., or mileage shall adhere to the district standards for meal per diem and mileage expenses. Under no circumstances will expenses exceed the district standards for meal per diem amounts and district mileage standards. Approved travel mileage will be reimbursed on a per mile basis according to district standards. All meal expenditures require original detailed receipts/invoices.

Section 6: Discretionary Accounts

DASB Executive Officer discretionary accounts shall be used to benefit the Associated Students and may be used for committee, administrative, or any other reasonable expenses at the discretion of that executive officer.

ARTICLE VII: END OF THE YEAR CLOSE PROCEDURES

The DASB Vice President of Budget and Finance, the DASB Senate Advisor and Director of Budget and Personnel shall mutually agree on the procedures for closing the year end operations. This will include cut off dates for requisitions, accrual, encumbrances, and carry forward procedures.

ARTICLE VIII: GLOSSARY

Accrual:

Student Accounts Requisition has been submitted;
District Purchase Order has been generated by District Material Services;
Goods or services have been received by the end of the fiscal year;
The expenditure has been authorized by Budget or by allocation;
Commitment has been made by the budgeter; **and**
An invoice has not been received in time to be processed by the year-end cut-off.

Encumbrance:

District Purchase Requisition has been submitted;
District Purchase Order has been generated by District Material Services; **and**
Goods or services have not been received by the end of the fiscal year.

Carry Forward:

The expenditure has been authorized by Budget or by allocation;
Commitment has been made by budgeter, but the project was not completed by the end of the fiscal year;
Request has been submitted to carry funds forward into the following fiscal year;
It has all the required authorization signatures; **and**
All requests for Carry Forward must be submitted to the DASB Budget and Finance Committee as agenda items prior to the first DASB Budget and Finance Meeting in the month of May.
DASB Senate will approve the funds to be carried forward into the following fiscal year.

Fiscal year-end: Thirtieth (30th) of June

Year-End Cut-off:

District Stores Requisitions
One (1) week prior to the District Cut-off date

District Purchase Requisitions
One (1) week prior to the District Cut-off date

Independent Contractor Forms

If the request is submitted one (1) week prior to the District Cut-off date, it will be processed in the current fiscal year.

If the request is submitted less than one (1) week before the District Cut-off date, it will be processed in the following fiscal year.

Student Accounts Check Processing Cut-off

If the Requisition is submitted by the Check Processing Cut-off date and it has all the required authorization signatures, the check will be processed by thirtieth (30th) of June;

If submitted after the Check Processing Cut-off date but before thirtieth (30th) of June, and it has all the required authorization signatures, the Requisition will be charged to the current year Budget, but the check will be processed in the following fiscal year.

Amended: 10/13/1998	Amended: 08/21/2002
Amended: 04/12/2000	Amended: 05/28/2003
Amended: 10/04/2000	Amended: 10/15/2003
Amended: 11/15/2000	Amended: 04/06/2005
Amended: 11/28/2001	Amended: 05/17/2006
Amended: 05/29/2002	Amended: 02/04/2009

**Memorandums
of
Understanding**

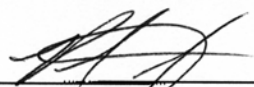
Memorandum of Understanding
March 15, 1999

**STUDENT ACCOUNTS OPERATION AND
ACCOUNTING SOFTWARE PURCHASE**

This memorandum of Understanding is entered into by and between the Foothill-De Anza Community College District (District), De Anza College and the De Anza Associated Student Body (DASB).

1. It is agreed that the DASB Student Accounts Office shall not be combined with the Foothill Student Accounts office nor any other District Office but shall remain functioning as a De Anza College operation serving the DASB, ICC student clubs and related student programs.
2. It is agreed that the District will contribute at least 10% of the total purchase price, (Including needed Blackbaud software modules, annual support, computer server purchase and annual server support, and needed training) toward the purchase of Blackbaud accounting software.
3. It is agreed that the District will maintain the operational functionality and connectivity of the purchased server needed to operate the accounting software and related services. The DASB Senate will identify one staff person not associated with Student Accounts functions to work with the ISS to insure secure operations.


Signed on this date _____

 3/22/99

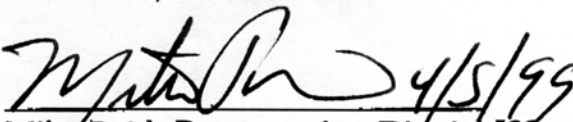
Ron Galatolo, District Controller

 3/14/99

Nick Pisca, DASB President

 3/18/99

Hector Quinonez, Director of Budget
and Personnel

 4/5/99

Mike Reid, Representing District ISS