

DASB
De Anza Associated
Student Body

**Annual
Budget
2015 - 2016**



DeAnza
College



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Produced by De Anza College
Office of College Life
Student Accounts

Cover Design by Calvin Chan and Wendy Xiao



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**De Anza Associated
Student Body
Message**

DASB Budget 2015-2016

Passion Into Actions

The De Anza Associated Student Body strongly supports student success. In order to promote the well being of each student, we fund programs and services that enable De Anza students to lead proactive lives. Being able to assist students to be successful in math by funding the Math Performance Success Program, getting extra help from the Tutorial Center to succeed in their classes, reading La Voz to gain up-to-date news, attending marches to advocate for issues that directly affect the student body, and attending athletic competitions away from home, are all possible due to DASB support and funding.

For the 2015-2016 year, we have focused our attention on directly impacting De Anza students by funding programs that provide academic benefits, leadership skills, and enable students to pursue their interests. With a budget exceeding one million dollars, we have funded programs that promote the success of our students in many disciplines and service areas. With our continued support, every student will have the resources they need to succeed at De Anza College.

The Budget Goals for 2015-2016 are to fund programs that directly affect De Anza students except for recruitment programs conducted by DASB members at De Anza College for prospective DASB members and:

- Help students succeed and enable them to achieve their academic and personal goals at De Anza College
- Promote leadership, diversity, civic engagement, campus community development, academic skills development, environmental sustainability and equity among all students
- Benefit students during the fiscal year of the budget
- Benefit DASB members
- Serve the greatest number of students while maintaining quality
- Generate DASB Revenue
- Have demonstrated efficient and effective use of the previously allocated funds

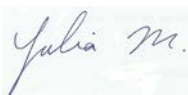
We would like to thank all the Budget Committee members and advisors who have assisted with the development and success of the 2015-2016 Budget.

Budget Committee Members:

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Quang Anh Nguyen
Nehal Desai
Melanie Tee
Arjun Gadkari
Julia Malakiman
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Special Thanks to:

John Cognitiona
Lisa Kirk
Dennis Shannakian



Julia Malakiman
DASB President

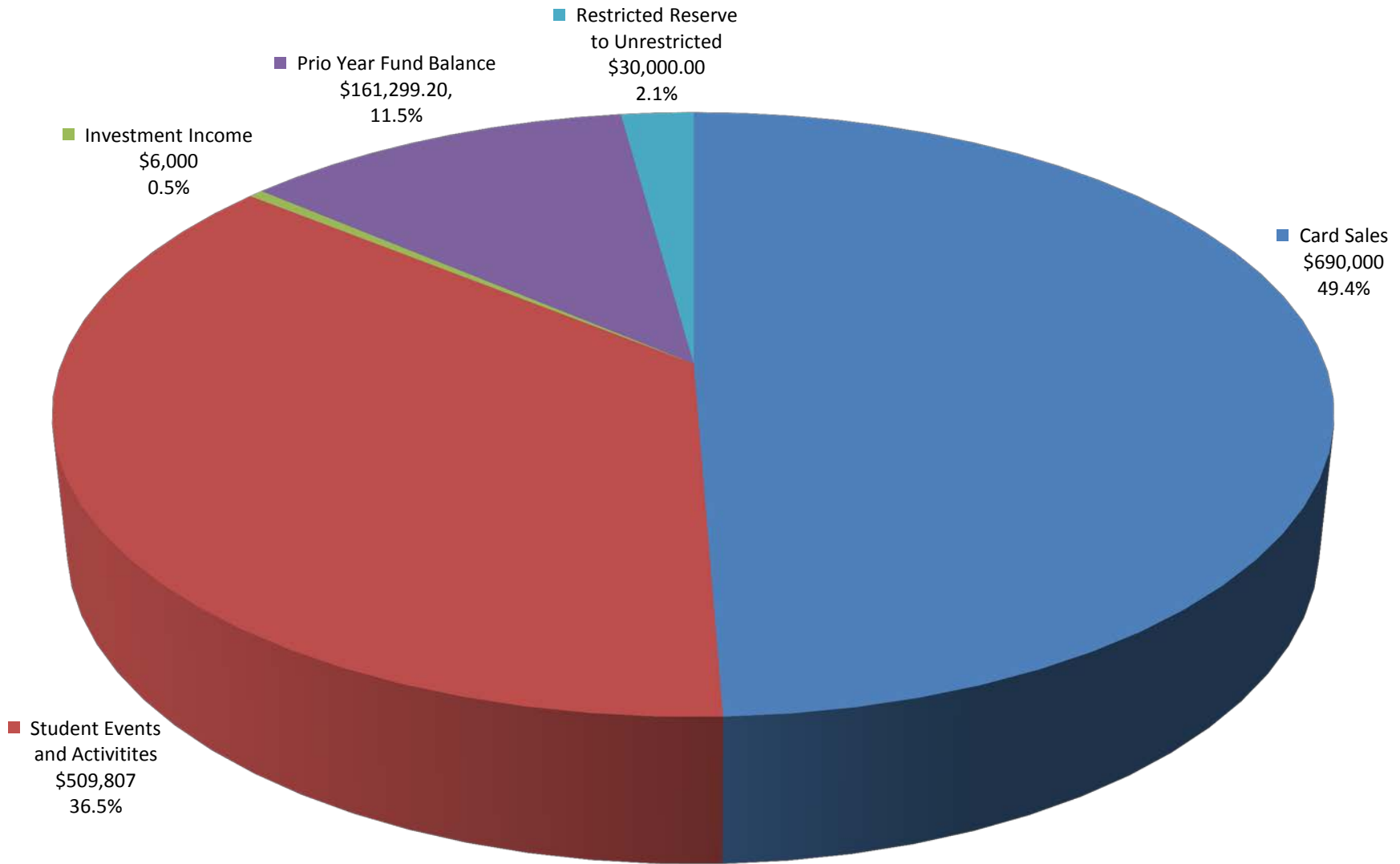


Rhea Goveas
DASB Chair of Finance

DASB
Proposed Budget
for Fiscal Year
2015-2016

2015-2016
Proposed Income

DASB Income 2015-2016



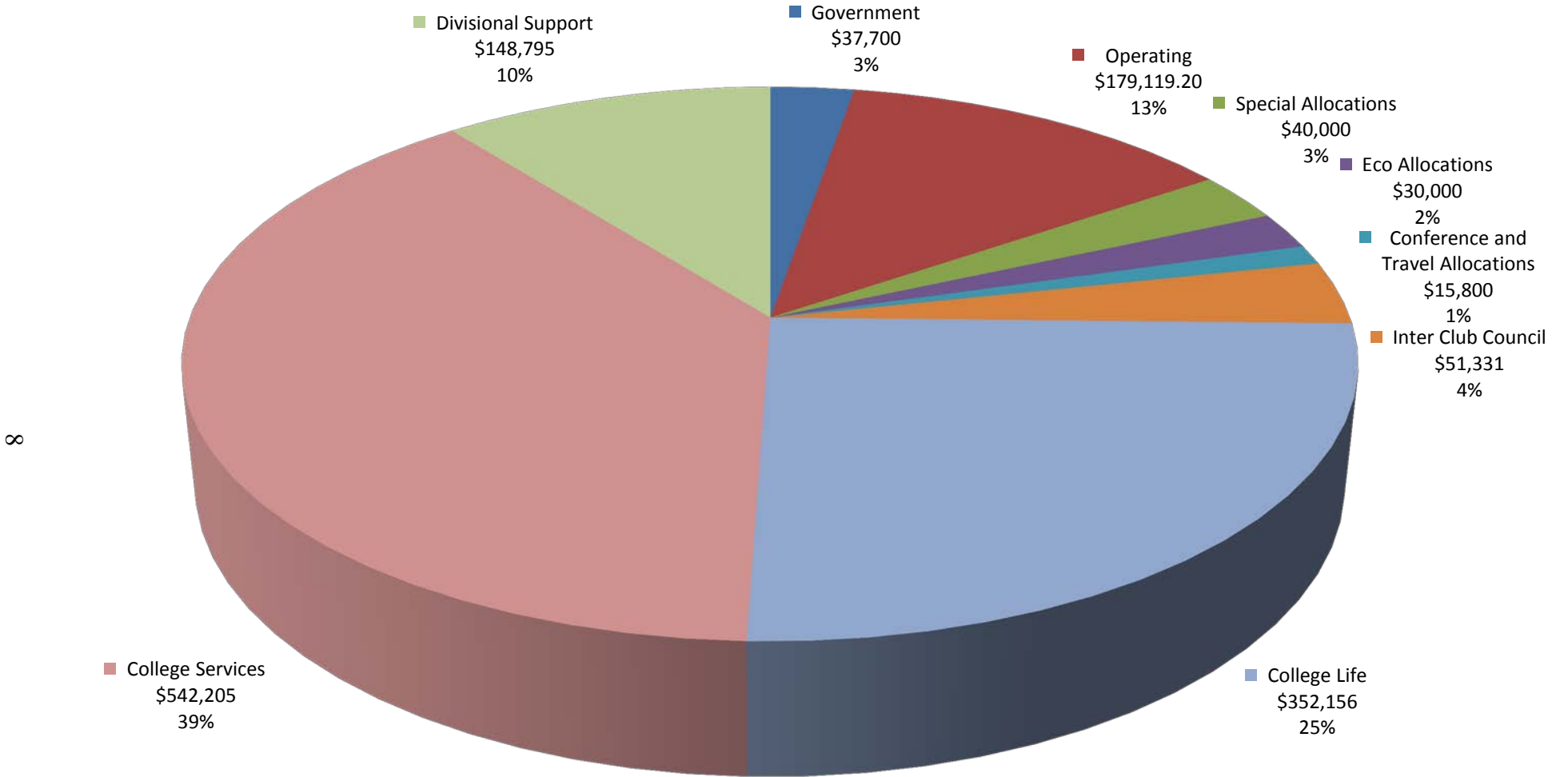
Total - \$1,397,106.20

Income 2015-2016

Item	2013-2014 Actual	2014-2015 Adopted	2014-2015 Revised	2014-2015 Est. to 06/30	2015-2016 Adopted
<u>Card Sales</u>					
Card Sales	690,684	702,000	702,000	690,000	690,000
Card Sales Subtotal	\$690,684	\$702,000	\$702,000	\$690,000	\$690,000
<u>Student Events & Activities</u>					
Movie Tickets-Silver+Classic	32,500	0	0	0	0
Movie Tickets-Gold+Platinum	72,192	119,000	119,000	119,000	120,000
DASB Card Replacement	3,095	5,000	5,000	3,500	3,500
DASB Card/Capture Printing Write-Off	0	11,469	11,469	11,649	25,407
Bike Corral Access Fee	93	400	400	100	400
Flea Market	353,335	350,000	350,000	350,000	355,000
Food Trucks	0	0	0	0	5,000
Misc. Income	165	0	0	1,500	0
Returned Check Fees	575	500	500	600	500
Student Events & Activities Subtotal	\$461,955	\$486,369	\$486,369	\$486,349	\$509,807
<u>Investment Income</u>					
Interest Income	5,914	6,000	6,000	6,000	6,000
Investments Income Subtotal	\$5,914	\$6,000	\$6,000	\$6,000	\$6,000
Total Revenue	\$1,158,553	\$1,194,369	\$1,194,369	\$1,182,349	\$1,205,807
Plus Prior Year Fund Balance Reserve for Budget		\$170,779.80			\$161,299.20
Plus Restricted Reserve to Unrestricted: (For Eco Project Allocations in Fund 41)					\$30,000.00
Total Available to Allocate		\$1,365,148.80			\$1,397,106.20

2015-2016
Proposed Expenses

2015-2016 DASB Expenses



Total - \$1,397,106.20

Expenses 2015-2016

Item	2013-2014 Actual	2014-2015 Adopted	2014-2015 Revised	2014-2015 Est. to 06/30	2015-2016 Adopted
<u>DASB Administrative</u>					
Government Costs					
DASB Chair of Budget and Finance	28	50	50	50	50
DASB Chair of Student Services	0	50	50	50	50
DASB Chair of Administration	0	50	50	50	50
DASB Chair of Marketing and Communication	0	50	50	50	50
DASB Chair of Diversity and Events	36	50	50	50	50
DASB Chair of Campus Environment and Sustainability	47	50	50	50	50
DASB Budget Committee	504	1,000	1,000	1,000	1,000
DASB Election	1,854	2,000	2,000	2,000	2,000
DASB Hospitality	0	250	250	250	250
DASB Inauguration	1,188	900	900	900	1,200
DASB Leadership Training	172	3,000	2,900	2,900	3,000
DASB New Senate Orientation	685	1,000	1,100	1,100	1,000
DASB Office Staff	5,534	10,150	10,150	10,150	10,150
Campus Environment & Sustainability Committee	985	3,750	3,750	3,750	4,500
Student Rights & Services Committee	3,878	1,000	4,900	4,900	4,050
DASB Office Supplies	1,250	1,250	1,250	1,250	1,250
DASB Marketing and Communications Committee	6,544	8,600	8,600	6,500	9,000
Government Cost Subtotal	\$22,705	\$33,200	\$37,100	\$35,000	\$37,700
Operating Costs					
Accounts Office Staff	152,856	169,635	169,635	162,000	166,119
Accounts Office Supplies	1,389	1,500	1,500	1,400	1,500
Accounts Office System	5,500	5,880	5,880	5,869	6,200
Accounts Office Short/(Over)	(1)	0	0	0	0
Bank/Credit Card Fees	1,398	1,700	1,700	1,600	1,700
Copy Machine	2,267	4,000	4,000	2,500	3,000
Uncollectible Returned Check Fees	0	150	150	150	100
Variance	202	1,000.80	1,000.80	500.00	500.20
Operating Costs Subtotal	\$163,611	\$183,865.80	\$183,866	\$174,019	\$179,119.20
DASB Administrative Subtotal	\$186,316	\$217,065.80	\$220,966	\$209,019	\$216,819.20

Expenses 2015-2016

Item	2013-2014 Actual	2014-2015 Adopted	2014-2015 Revised	2014-2015 Est. to 06/30	2015-2016 Adopted
<u>Allocations</u>					
Special Allocations					
Summer/Fall Allocation		31,584	3,297	3,297	20,000
Winter/Spring Allocation		31,583	8,090	8,090	20,000
Special Allocations					
Baseball Pitching Machine			4,100	3,807	
Meditation Room Fountain			388	388	
Baylands Festival			25,080	25,080	
Campus Center Microwaves			1,188	1,188	
H.E.F.A.S.	9,000				
Black Leadership Collective (BLC)	942				
ICCE Student Interns	6,028				
Education Innovation Summit	0				
Volunteer Income Tax Assistance (VITA)	1,760				
Football Jerseys	6,979				
Special Allocation Subtotal	\$24,709	\$63,167	\$42,143	\$41,850	\$40,000
Eco Project Allocations					30,000
Eco Project Allocations					\$30,000
Conference Travel					
SSCCC General Assemblies (DASB/ICC Leadership Confer)	5,734	5,000	5,000	5,000	5,000
Advocacy Activities	1,744	7,700	8,800	8,800	10,800
Conference Travel Subtotal	\$7,477	\$12,700	\$13,800	\$13,800	\$15,800
Allocations Subtotal	\$32,187	\$75,867	\$55,943	\$55,650	\$85,800
<u>Inter Club Council (ICC)</u>					
Inter Club Council (ICC)	32,956	51,331	43,231	40,000	51,331
Inter Club Council Subtotal	\$32,956	\$51,331	\$43,231	\$40,000	\$51,331

Expenses 2015-2016

Item	2013-2014 Actual	2014-2015 Adopted	2014-2015 Revised	2014-2015 Est. to 06/30	2015-2016 Adopted
College Life					
Student Events & Activities					
Movie Tickets	112,500	119,000	119,000	118,819	120,025
Cross Cultural Partnerships	7,239	7,251	7,251	7,251	8,001
DASB Bicycle Program	8,641	12,111	19,904	19,904	29,126
DASB Card Office	67,333	43,009	43,009	30,000	43,180
Flea Market	90,239	107,139	107,139	90,000	111,924
Graduation	840	1,000	1,000	1,000	0
New Student Orientation	4,969	4,700	5,435	5,435	5,500
DASB Campus Events-Summer	2,390	2,400	2,400	2,400	2,400
DASB Campus Events	6,852	8,700	8,700	7,000	9,000
Visiting Speakers Series	4,000	4,000	4,000	4,000	4,000
Student Events & Activities Subtotal	\$305,002	\$309,310	\$317,838	\$285,809	\$333,156
Multicultural/Diversity					
Asian Pacific American	2,416	3,000	3,000	3,000	2,500
Black History	1,670	3,000	3,000	2,000	2,500
Day of Remembrance	1,500	1,500	1,500	500	1,500
Disability Awareness	0	1,500	1,500	1,000	1,000
LGBTQQI	1,199	3,000	3,000	3,000	2,500
Israeli History	0	500	500	0	500
Latino/a Events	2,440	3,000	3,000	3,000	2,500
Martin Luther King	341	1,500	1,500	1,350	1,000
Muslim History	201	500	500	0	500
Women's History Month	2,924	3,000	3,000	3,000	3,000
Other	0	1,500	1,500	0	1,500
Multicultural/Diversity Subtotal	\$12,691	\$22,000	\$22,000	\$16,850	\$19,000
College Life Subtotal	\$317,693	\$331,310	\$339,838	\$302,659	\$352,156

Expenses 2015-2016

Item	2013-2014 Actual	2014-2015 Adopted	2014-2015 Revised	2014-2015 Est. to 06/30	2015-2016 Adopted
<u>College Services</u>					
College Life Staff	52,049	53,551	53,551	35,000	54,341
Art on Campus	3,499	2,000	2,000	2,000	2,000
DASB Scholarship/Book Grants	10,000	10,000	10,000	10,000	10,000
De Anza Presents	0	7,775	0	0	0
De Anza Youth Leadership Conference (Youth Voices)	0	1,700	1,700	1,400	2,150
Campus Wellness (Previous Account Name DLTP)	8,964	9,000	9,000	9,000	9,000
Equity Office					4,005
Gender & Sexuality Center	0	29,650	29,650	29,650	29,650
HEFAS	0	17,060	17,060	17,060	18,000
Honors Program	21,159	8,550	8,550	7,500	5,700
ICCE Interns	0	6,100	6,100	5,000	6,100
La Voz	12,848	14,000	14,000	14,000	14,000
LGBTQQI Taskforce	0	4,500	4,500	4,500	9,900
LEAD Program	22,015	22,020	22,020	22,020	25,500
Legal Aid	9,313	10,080	10,080	10,080	10,080
Library - Textbooks on Reserve	14,869	15,000	15,000	15,000	15,000
Math Performance Success	49,956	50,000	50,000	50,000	50,000
Outreach	21,542	24,530	24,530	20,000	24,530
Puente	4,921	10,410	10,410	5,000	10,000
Sankofa Scholar Program	6,033	10,964	10,964	10,964	10,964
Student Computer Donation Program	7,421	12,000	13,300	13,300	13,500
Student Success and Retention Services	20,590	26,314	26,314	22,000	21,000
Textbook Program-CalWORKS Students	11,841	12,000	12,000	12,000	12,000
Textbook Rentals-EOPS Students	12,263	13,000	13,000	13,000	13,000
Tutorial Center	173,400	167,400	167,400	167,400	162,785
Veteran's Program	4,267	9,000	9,000	9,000	9,000
College Services Subtotal	\$466,950	\$546,604	\$540,129	\$504,874	\$542,205

Expenses 2015-2016

Item	2013-2014 Actual	2014-2015 Adopted	2014-2015 Revised	2014-2015 Est. to 06/30	2015-2016 Adopted
<u>Divisional Support</u>					
Creative Arts					
Band	1,613	2,150	2,150	2,150	1,900
Ceramics	1,395	1,425	1,425	1,425	1,425
Chorale & Vintage Singers	2,503	3,000	3,000	3,000	3,000
Dance Program	0	1,800	1,800	1,800	1,600
De Anza Chamber Orchestra	1,678	1,750	1,750	1,750	1,750
Euphrat Museum	17,834	17,145	17,145	17,145	17,345
Jazz Ensemble Performance/Recording	1,862	1,800	1,800	1,800	1,700
Patnoe Jazz Festival	2,300	2,300	2,300	2,300	2,000
Photography	0	1,700	1,700	1,700	1,700
Film & TV Special Programs	0	0	0	0	4,050
Creative Arts Subtotal	\$29,186	\$33,070	\$33,070	\$33,070	\$36,470
Athletics					
Athletics Fees & Officals	0	20,295	20,295	20,295	20,295
Athletics Dept. Transportation	2,385	4,000	6,553	6,553	4,000
Athletic Playoffs	19,835	15,000	15,000	15,000	15,000
Men's Baseball	0	2,000	4,000	4,000	3,000
Men's Basketball	2,388	3,000	3,000	3,000	3,000
M & W Cross Country	3,987	4,000	4,000	4,000	4,000
Men's Football	13,534	7,200	16,074	16,074	7,200
Men's Soccer	5,581	5,000	3,601	3,601	5,000
M & W Swim/Dive	3,953	3,600	3,600	3,600	3,600
M & W Tennis Team (In` 12-13 Men & Women's Combined)	1,171	3,500	3,500	3,500	3,500
M & W Track & Field	14,635	6,900	6,900	6,900	6,900
M & W Water Polo (In` 12-13 Men & Women's Combined)	4,642	5,000	5,400	5,400	5,000
Women's Badminton	1,495	1,600	4,000	4,000	2,100
Women's Basketball	6,085	5,000	5,000	5,000	5,000
Women's Soccer	4,667	3,000	2,143	2,143	3,000
Women's Softball	3,082	3,000	3,000	3,000	3,000
Women's Volleyball	4,461	2,000	2,000	2,000	2,000
Athletics Subtotal	\$91,902	\$94,095	\$108,066	\$108,066	\$95,595

Expenses 2015-2016

Item	2013-2014 Actual	2014-2015 Adopted	2014-2015 Revised	2014-2015 Est. to 06/30	2015-2016 Adopted
Physical Education					
Massage Therapy Program	985	1,000	1,000	1,000	1,000
Physical Education Subtotal	\$985	\$1,000	\$1,000	\$1,000	\$1,000
Biological & Health Sciences					
Environmental Studies Area	3,000	4,000	4,000	4,000	5,000
Biological & Health Sciences Subtotal	\$3,000	\$4,000	\$4,000	\$4,000	\$5,000
Disability Support Programs & Services (DSPS)					
Adapted Physical Education	1,300	1,300	1,300	1,300	1,300
DSS/EDC Spring Celebration	754	800	800	800	800
Disability Support Programs & Services Subtotal	\$2,054	\$2,100	\$2,100	\$2,100	\$2,100
Language Arts Division					
Red Wheelbarrow Magazine	1,000	1,000	1,000	1,000	1,000
Speech & Debate Team	4,634	4,500	4,500	4,500	4,500
Language Arts Subtotal	\$5,634	\$5,500	\$5,500	\$5,500	\$5,500
Intercultural Studies Division					
African American Studies Department		3,206	3,206	3,206	3,130
Intercultural Studies Subtotal	\$0	\$3,206	\$3,206	\$3,206	\$3,130
Divisional Support Subtotal	\$132,760	\$142,971	\$156,942	\$156,942	\$148,795

Expenses 2015-2016

Item	2013-2014 Actual	2014-2015 Adopted	2014-2015 Revised	2014-2015 Est. to 06/30	2015-2016 Adopted
Carry Forward Expenses					
Prior Year Void Checks	(335)			163	
Carry Forward Subtotal	(\$335)	\$0	\$0	\$163	\$0
Transfers					
Transfer to Fund 44 Clubs	13,400	0	8,100	8,100	
Transfer to Fund 45 Trusts	(75)				
Transfers Subtotal	\$13,325	\$0	\$8,100	\$8,100	\$0
TOTAL	\$1,181,853	\$1,365,148.80	\$1,365,149	\$1,277,407	\$1,397,106.20

DASB
Fund Balance Summary
2014-2015

DASB FUND BALANCE SUMMARY FOR 2014-2015

I.	Fund 41 DASB Operating Fund Balance - June 30, 2014	832,079
	Fund Balance Reserved for Encumbrances for 2014-2015	0
	Fund Balance Reserved for Carryforwards for 2014-2015	0
	General Reserve	500,000
	Fund Balance Reserved for 2014-2015 Budget	170,780
	Fund Balance Reserved for 2015-2016 Budget	161,299
II.	Fund 41 Estimated Operating Income for 2014-2015	1,182,349
III.	Fund 41 Estimated Operating Expenses for 2014-2015	1,277,407
IV.	Fund 41 Estimated DASB Operating Fund Balance - June 30, 2015	737,021
	*General Reserve	470,000
	General Reserve Transferred to DASB Operating Fund Balance	30,000
	Fund Balance Reserved for 2015-2016 Budget	161,299
	Estimated Fund Balance Reserved for 2016-2017 Budget	75,722

*General Reserve Reduction of \$30,000 on 6/30/15 to fund Eco Project Allocations in 2015-2016 Budget

DASB
Budget Stipulations
2015-2016



2015-2016 DASB Budget Stipulations

Failure to comply with these stipulations or with the DASB Finance Code may result in the reduction of your 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. Prior to student employment all student employees must submit copies of their DASB Cards with their employment applications to be eligible for employment.
3. All programs funded by DASB must place a sign visible to students in their areas stating they are partially funded by DASB.
4. 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.
5. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
6. No Special Allocation funds can be used for Travel unless it is to augment travel funding already allocated during the annual budget approval process.
7. Mileage shall not be reimbursed by DASB.
8. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
9. 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.

10. 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. Any appeals to these dollar amounts shall be heard by the DASB Finance Committee.
11. No funds shall be used for promotional clothing unless so specified in the approved budget.
12. DASB shall not fund any banquets other than for the Disability Support Programs & Services (DSP&S) Division and Cross Cultural Partners (CCP).
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 April, May or June.
15. Any income on disposal of any capital items purchased with DASB Funds shall revert to the DASB General Fund.

DASB

16. All promotional items purchased by DASB must be eco-friendly whenever available and cost effective.
17. 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 Diversity and Events must establish a committee to host the event, 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 The Office of College Life 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 Chair of Diversity and Events may coordinate events recognizing the various Multicultural/Diversity groups.
18. The DASB Leadership Training funds must be used for multiple retreats and multiple workshops. \$1,500 must be used for professionally provided team building exercise(s) during the Fall quarter and must be used before/during Spring quarter (before June 30th).
19. \$1,500 of the Student Advocacy fund is reserved for the FACCC Conference.
20. Expenditures over \$1,000 for the Advocacy and Rallies account must be approved by senate.
21. For the DASB Campus Events account there can be no transfers from Technical and Professional Services.
22. No gift items/prizes/giveaways can be over \$50 in value.

23. All DASB Marketing expenses including but not limited to advertising, banners, printing, and promotional items must be processed through the DASB Marketing Committee and are required to use eco-friendly products in doing so when available and cost effective.
24. The funds in the DASB New Senate Orientation account should be used to hold a new senate orientation before the 8th week of spring quarter by the DASB Executive committee.
25. Continued funding of the Account Office Staff account is dependent on negotiation between the DASB Finance Committee and De Anza College Administration.
26. If a request is made for sign language interpreter(s), the request will come from Special Allocations and not DASB General Diversity Events.
27. Ten (10) movie tickets per week per student and staff.

ICC

28. All promotional items purchased by ICC must be eco-friendly whenever available and cost effective.
29. No travel funding for clubs.
30. No capital funding for clubs.
31. The ICC Telephone funding is for the ICC Advisor only.

College Life

32. Repairs on the Bicycles for the DASB Bicycle Program must be completed by a certified mechanic.

College Services

33. The Honors program funding shall be used to support continuing 2015-2016 Honors students only. The DASB will reconsider this stipulation upon administration's financial support of an independent Honors program (not affiliated with PTK or other such organizations) with rigorous, Honors-only core classes (note: The DASB recognizes the importance of a robust Honors program that is recognized and acknowledged by 4-year institutions and transfer agreements (e.g. UCLA, UC Berkeley, etc.)).
34. La Voz shall provide DASB with one-half page of advertisement space per subscribed issue. The DASB Marketing Committee shall be responsible for the advertising space. The DASB Marketing Committee has to work with Inter Club Council (ICC) on the La Voz advertising space.
35. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASB."

36. The La Voz Weekly account is to only be used for purchasing subscriptions and maintaining their website to La Voz Weekly for DASB members.
37. 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.
38. Students must show their DASB Card to borrow a calculator purchased for the Math Performance Program (MPSP) with DASB funds.
39. Funding for Textbook Program - CalWORKs Students shall be used for renting CalWORKs Students' textbooks whenever possible.
40. Funding for Textbook Rentals - EOPS Students is restricted to renting EOPS Students' textbooks only.
41. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
42. The Tutorial and Academic Skills Center must provide accountability reports.
43. Funding for Veterans' Program shall be used for renting Veterans' textbooks whenever possible.

Creative Arts

44. 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.
45. Creative Arts cannot use DASB Funds for any facilities rental.
46. The funding for the Patnoe Jazz Festival must be used to maintain the traditional Patnoe Jazz Festival Format as per 2008-2009 and earlier.

Athletics

47. All Athletics accounts are funded only for participating athletes, red shirts, statisticians, referees and film crew (students have to be DASB card holding members). Only contests held in California will be funded.
48. Vehicles rented for athletic team competition use must be rented on the day of the event with the exception of team competition occurring on weekends and must be returned by the next business day the rental company is open.

49. For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. Classifying the type of meal will be up to the discretion of the DASB Chair of Finance. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.

All meal expenditures require original detailed receipts/invoices that show amounts actually spent for meals, and for each athlete(s). Expenses submitted without receipts/invoices will not be reimbursed. All unused cash advance amounts shall be returned to Student Accounts. If the athletic budgeter feels more than one meal is needed it will be up to the discretion of the Chair of Finance if one or more meal(s) will be given.

Other Divisions

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

DASB
Finance Code

DASB FINANCE CODE

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ARTICLE I: FINANCE COMMITTEE

Section 1: Membership

The DASB Finance Committee shall consist of the following:

- A. Voting Members
 1. DASB Chair of Finance (must be a committee officer)
 2. DASB President or designee (DASB Senator) as Ex-Officio
 3. At least three (3), but no more than five (5) additional DASB Senators
- B. Non-Voting Members
 1. No more than five (5) DASB Senate Interns
 2. DASB Senate Interns must be approved by a simple majority vote of the committee
 3. DASB Senate Interns must meet the eligibility requirements as specified in the DASB Senate Bylaws.
- C. Advisors
 - DASB Senate Advisor
 - Student Accounts Accountant

Section 2: Objectives

The objective of the DASB Finance Committee is financial accountability with the following areas of focus:

- A. Audit and evaluate programs funded or requesting funding from the DASB Senate, and recommend requests for funding to the DASB Senate
- B. Ensure that all financial activities of the DASB Senate legally comply with all Federal, State, and local laws, District rules, and DASB Senate rules (to include Budget Stipulations)
- C. Prepare the annual budget of the DASB Senate's accounts

Section 3: Right to Act

The DASB Senate delegates authority to the DASB Finance Committee to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:

- A. Funding must be approved by the DASB Senate by procedures specified by the DASB Finance Code
- B. Amending or allowing special exceptions for budget stipulations must be approved by the DASB Senate
- C. The prepared annual budget must be approved by the DASB Senate by procedures to be outlined in the DASB Finance Code

Section 4: Committee Duties and Responsibilities

The DASB Finance Committee shall:

- A. Process all budget and finance requests submitted to the DASB Senate and propose a recommendation to the DASB Senate.
- B. Manage and oversee all DASB funds and accounts, both budgeted and reserved, in accordance with the DASB Finance Code and ensure income and expenditure commitments are met.
- C. Propose the next fiscal year's budget and its stipulations.
- D. Research and review other budget concerns and make recommendations to the DASB Senate.
- E. Review its Committee Code at least once, and submit any proposed amendments to the Administration Committee.
- F. Review amendments proposed to its code by the Administration Committee, make a recommendation, and report the result to the Administration Committee.
- G. Inspect at least two (2) programs per quarter that are partially funded by the DASB.

ARTICLE II: OFFICERS

Section 1: Officers

- A. The DASB Finance Committee shall have following officers:
- DASB Program Benefit Organizer
 - DASB Business Operations Manager
 - DASB Budget Communications Officer
 - DASB Scholarships Director
- The Vice Chair of the Committee must also be a Committee Officer
- B. The Committee shall reserve the right to create or dissolve ad hoc positions as deemed necessary.
- C. Committee Officers are appointed or removed with a majority vote of the Committee.
- D. The Committee Chair shall assume all duties and responsibilities of vacant positions.

Section 2: 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.
 2. Ensure programs and services funded by the DASB are complying the budget stipulations.
- B. DASB Business Operations Manager shall:**
1. Check and report on statistics of DASB Card Sales and Flea Market.
 2. Research and be responsible for implementing new venues for increasing DASB revenue.
- C. DASB Budget Communications Officer shall:**
1. Ensure budgeters are notified when their budget request will be reviewed by the Finance Committee.
 2. Inform budgeters on the presentation protocol.
 3. Organize program field trips in collaboration with program administrators.
 4. Ensure the finance committee conducts at least two (2) program field trips per quarter.
- D. DASB Scholarships Director shall:**
1. Submit the DASB Scholarships application requirements and procedures to Financial Aid Office.
 2. Design and print the certificates for the DASB Scholarships recipients.
 3. Coordinate and work with the Financial Aid Office to implement and review the DASB Scholarship.

ARTICLE III: 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 following fiscal year's Budget

- A. During Budget Deliberations the maximum number of members shall be raised by two (2) additional DASB Senators to allow for greater input into DASB Budget preparation.
- B. The DASB 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 second (2nd) 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. Any and all amendments throughout the budget deliberations shall also require a two-thirds (2/3) vote for approval. 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 Chair of Finance line item amounts by fifteenth (15th) of June. If the Budgeter fails to meet the fifteenth (15th) of June deadline, the DASB Chair 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 Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Chair of Finance shall authorize all Line Item Transfers with their signature with a confirming signature by the DASB Senate Advisor. Any discrepancy between the DASB Chair of Finance and the DASB Senate Advisor's signatures shall be brought to the DASB Finance Committee for approval/disapproval.

Section 4: Budget Transfers

Budgeters requesting budget transfers between DASB accounts shall submit completed DASB Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB 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. Any and all amendments throughout the budget transfer deliberations shall also require a two-thirds (2/3) vote for approval.

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 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 (\$470,000), whichever is less.
 - 2. Surplus Reserved for Next Year's Budget.

ARTICLE IV: 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 Chair of Finance who will present the item to the DASB Finance Committee.
- C. The DASB 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. Any and all amendments throughout the funding deliberations shall also require a two-thirds (2/3) vote for 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. Any and all amendments throughout the funding deliberations shall also require a two-thirds (2/3) vote for approval.
- E. The DASB Chair of 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 V: 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 Chair of 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 Chair of 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 Chair of 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 Chair of Finance (for information only)
 - 4. College administrator
- D. In the event the DASB Chair of 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 Chair of 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 Chair of 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 Chair of Finance shall be available to sign (approve or disapprove) financial documents at least three (3) times per week.

- G. If the DASB Chair of Finance does not approve any request for funds allocated to an account the budgeter shall have the right to appeal the decision to the DASB Finance Committee. If the DASB Finance Committee approves the expenditure, the DASB Chair of Finance will be directed to sign the request. If the DASB Finance Committee does not approve the expenditure, the Budgeter shall have the right to appeal the decision to the DASB Senate.

ARTICLE VI: 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 Chair of 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 Chair of 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 Chair of 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 Chair of Finance and Designee of the Board of Trustees.

Section 3: Financial Reports

- A. The DASB Chair of Finance shall give a written financial report of DASB and Organization Accounts to the DASB Senate at least once per each quarter.

ARTICLE VII: 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 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, including per diem meals, require original detailed receipts/invoices. Reimbursements for gratuity, when applicable, shall not exceed twenty-percent of the total meal cost.

Section 6: Athletic Travel Meals

For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. Classifying the type of meal will be up to the discretion of the DASB Chair of Finance. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.

All meal expenditures require original detailed receipts/invoices that show amounts actually spent for meals, and for each athlete(s). Expenses submitted without receipts/invoices will not be reimbursed. All unused cash advance amounts shall be returned to Student Accounts.

If the athletic budgeter feels more than one meal is needed it will be up to the discretion of the Chair of Finance if one or more meal(s) will be given.

ARTICLE VIII: END OF THE YEAR CLOSE PROCEDURES

The DASB Chair of 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 IX: SCHOLARSHIPS

Section 1: Eligibility

- A. Be a current DASB member.
- B. Not have received a DASB scholarship within the current nor previous academic year.
- C. Have completed at least eighteen (18) quarter units.
- D. Be enrolled in at least eight (8) quarter units for college credit.
- E. Have a cumulative 2.5 Grade Point Average (GPA).
- F. Not be a current or former DASB Senator.

Section 2: Requirements

- A. Turn in a completed DASB scholarship application to Financial Aid Office by the deadline.
- B. Write an essay about the topic selected by the Committee.

Section 3: Amount

- A. All DASB scholarships must be at least five hundred dollars (\$500).

Section 4: Procedure

The DASB Scholarships Director shall ensure that:

- A. DASB Scholarship applications is revised as necessary.
- B. DASB Scholarships are advertised well in advance to all DASB members.
- C. DASB Scholarship applications are made readily available to all DASB members.
- D. DASB Scholarship applications are reviewed to select recipients.
- E. DASB Scholarships are presented to their recipients at the next Senate meeting after the recipients are selected
- F. The DASB scholarship application shall be up on De Anza Financial Aid Scholarship Site by the end of the 6th week of fall quarter. The deadline of the DASB Scholarship shall be at the end of the 8th week of winter quarter.

ARTICLE X: 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 Finance Committee as agenda items prior to the first DASB 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.

Adopted: 06/09/2010

Amended: 02/25/2015

**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