



2018-2019 DASB BUDGET



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Office of College Life
Student Accounts

Cover Design by Dennis Shannakian



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**De Anza Associated
Student Body
Message**



DASB Budget 2018-2019

April 2018
Foothill-De Anza Board of Trustees
Los Altos Hills, CA

Dear Board Members:

I am proud to present the fiscal year (FY) 2018-19 \$1.1 million budget for the De Anza Associated Student Body Senate. Our proposal includes a General Fund, and the first year where we are allocating money that was collected between 2016-17 for the Student Representation Fee (SRF) Fund, which is reserved strictly for student advocacy endeavors. This year our focus is on: building internal infrastructure so that our student senate can operate more efficiently; developing campus spirit; supporting our community; and promoting civic engagement.

Some notable highlights include transferring accounts that qualify from the General Fund to the SRF Fund, adjusting for an inflated SRF budget with a large special allocations amount, funding a full-time Flea Market coordinator position to increase revenue, and reforming the budget request documents. With an inflated General Fund from FY 2017-18, our programs will be experiencing seemingly larger cuts come FY 2018-19. However, we will continue to face many issues with our declining budget. Maintaining academic resources and athletic programs are becoming less of a priority when we have been trying and struggling to sustain all current and equally vital programs.

Below are additional budget goals for 2018-19:

- Helping students succeed and enable them to achieve their academic and personal goals
- Promoting environmental sustainability and equity among all students
- Serving DASB members
- Funding programs that demonstrate efficient and effective use of previously allocated funds

We also would like to recognize the Budget Committee and our advisors for their hard work and dedication.

Budget Committee Senators:

Amanda Le
Theresa Tjandrawinata
Kalani Hettige
Ahmad Ali-Ahmad
Boris Fu
Harris Gu

Interns:

Elizabeth Berkovich
Ignatius Darmadi
Gia Nguyen
Ian Robertsson

Special Thanks to Our Advisors:

Hyon Chu Yi-Baker
Lisa Kirk
Dennis Shannakian

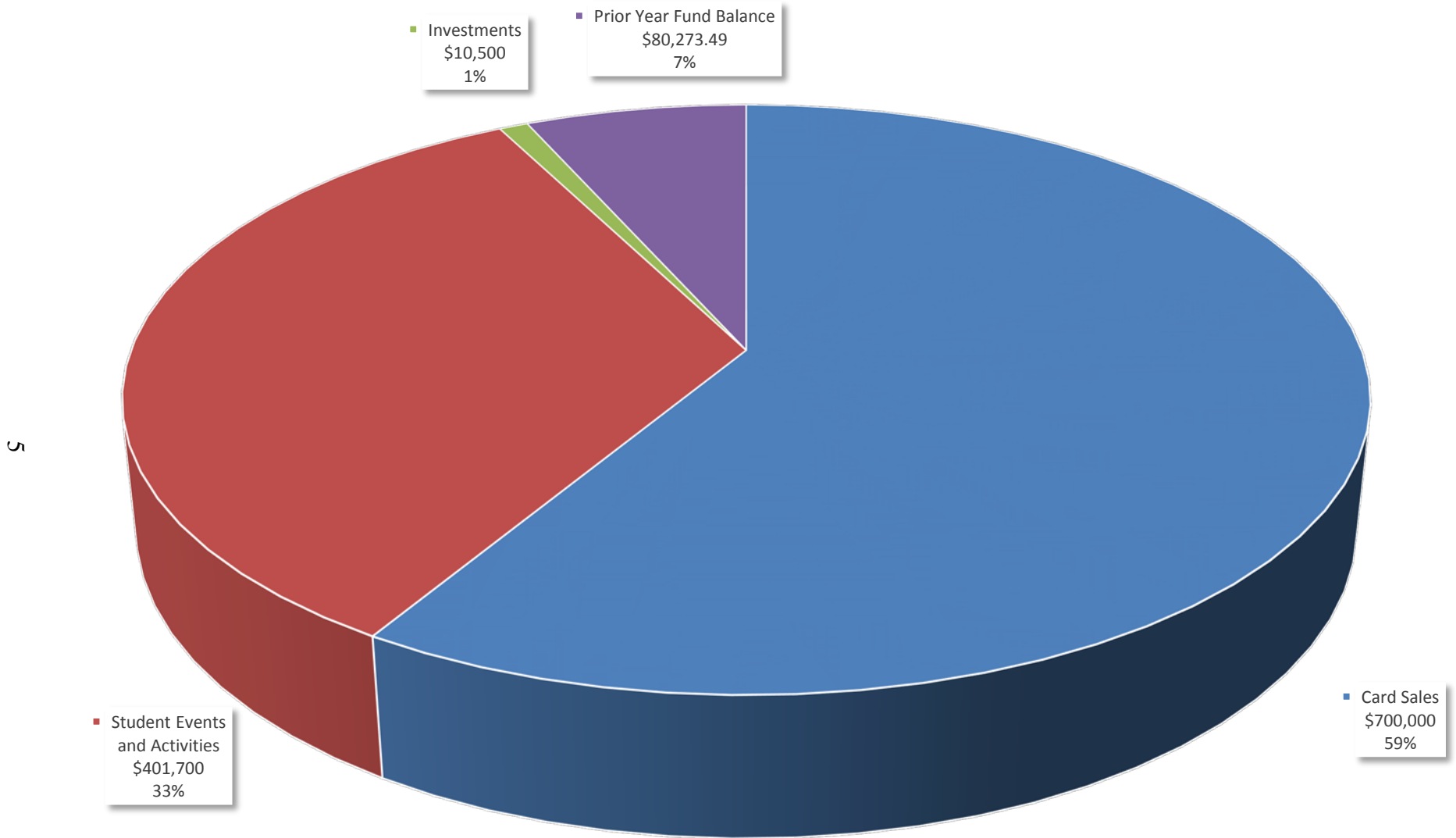
Sincerely,

Amanda Le
DASB Chair of Finance 2017-18

DASB
Proposed Budget
for Fiscal Year
2018-2019

2018-2019
Proposed Income

2018-2019 DASB Income



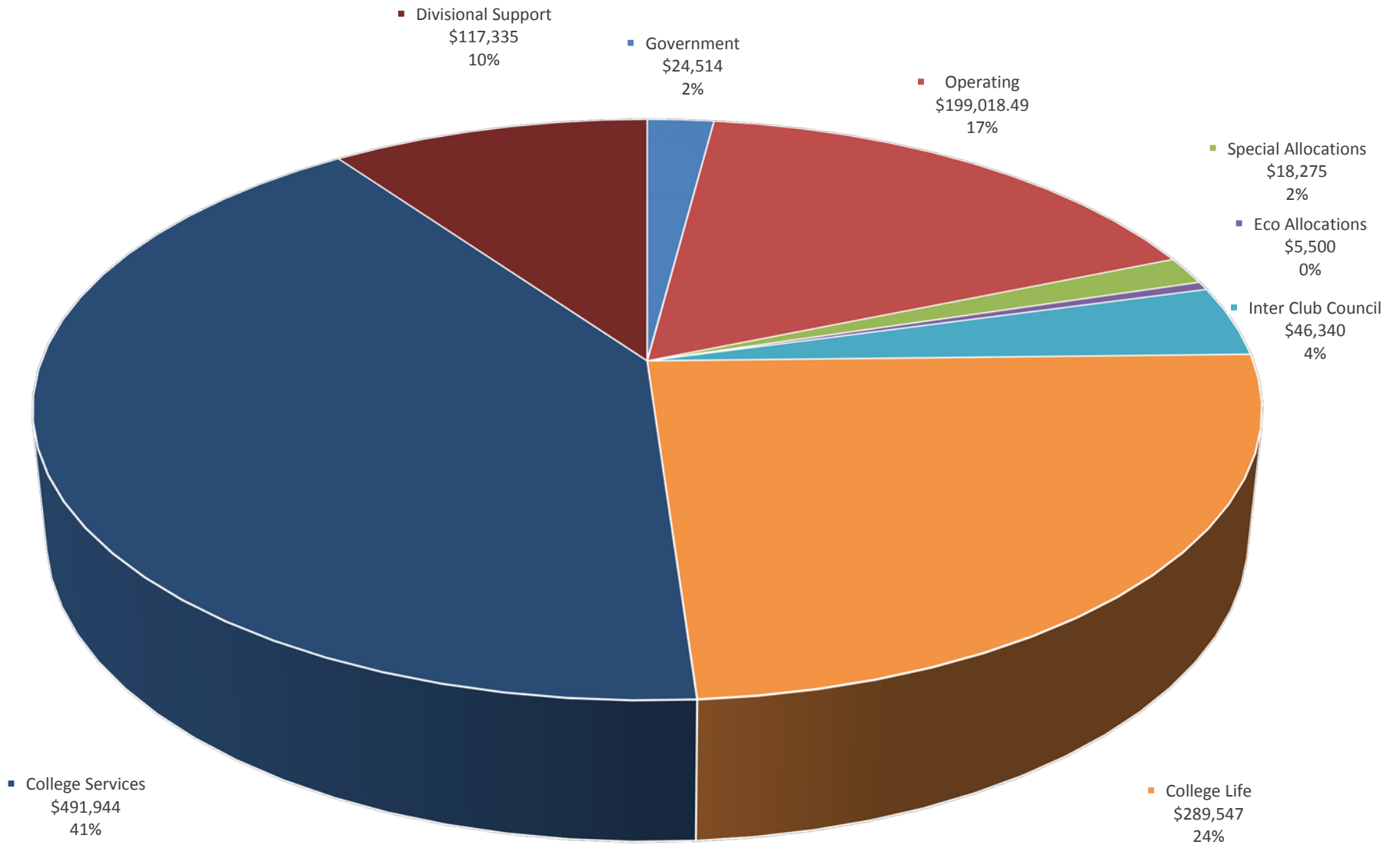
Total - \$1,192,473.49

Income 2018-2019

Item	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2017-2018 Est. to 06/30	2018-2019 Adopted
<u>Card Sales</u>					
Card Sales*	711,144	700,000	700,000	690,000	700,000
Card Sales Subtotal	\$711,144	\$700,000	\$700,000	\$690,000	\$700,000
<u>Student Events & Activities</u>					
Movie Tickets-Gold+Platinum	74,961	109,250	109,250	80,000	87,000
DASB Card Replacement	2,965	3,400	3,400	3,000	3,000
DASB Card/Capture Printing Write-Off	2,040	0	0	0	0
Bike Program & Corral Access Fee	1,628	1,000	1,000	1,500	1,200
Flea Market	302,138	300,000	300,000	305,000	310,000
Returned Check Fees	425	500	500	500	500
Student Events & Activities Subtotal	\$384,157	\$414,150	\$414,150	\$390,000	\$401,700
<u>Investment Income</u>					
Interest Income	11,541	7,500	7,500	11,500	10,500
Investments Income Subtotal	\$11,541	\$7,500	\$7,500	\$11,500	\$10,500
Total Revenue	\$1,106,841	\$1,121,650	\$1,121,650	\$1,091,500	\$1,112,200
Plus Prior Year Fund Balance Reserve for Budget		\$108,248.00			\$80,273.49
Plus Restricted Reserve to Unrestricted: (For Classified Staff Payroll in Fund 41)		\$55,906.57			
Total Available to Allocate		\$1,285,804.57			\$1,192,473.49
*Increase from \$9 to \$10 per Quarter in 2016-2017					

2018-2019
Proposed Expenses

2018-2019 DASB Expenses



Total - \$1,192,473.49

Expenses 2018-2019

Item	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2017-2018 Est. to 06/30	2018-2019 Adopted
<u>DASB Administrative</u>					
Government Costs					
DASB Budget Committee	389	600	600	600	700
DASB Election	1,188	2,000	2,000	1,000	1,500
DASB Hospitality	184	0	0	0	0
DASB Inauguration	0	0	1,300	1,300	700
DASB Leadership Training	764	0	0	0	0
DASB New Senate Orientation	303	0	0	0	0
DASB Office Staff	10,439	14,814	14,814	8,500	14,814
Campus Environment & Sustainability Committee	1,233	1,000	1,000	1,000	1,000
Student Rights & Services Committee	550	500	500	500	500
DASB Office Supplies	1,105	1,000	1,000	1,000	1,000
DASB Marketing and Communications Committee	3,823	4,800	4,800	4,000	4,300
Government Cost Subtotal	\$19,976	\$24,714	\$26,014	\$17,900	\$24,514
Operating Costs					
Accounts Office Staff	169,544	180,151	180,151	178,000	184,948
Accounts Office Supplies	1,236	1,500	1,500	1,500	1,500
Accounts Office System	6,946	7,450	7,450	7,436	7,970
Accounts Office Short/(Over)	9	0	0	(2)	0
Bank/Credit Card Fees	1,031	2,000	2,000	1,000	2,000
Copy Machine	1,445	2,000	2,000	1,500	2,000
Uncollectible Returned Check Fees	100	150	150	50	100
Variance	1	500.57	500.57	100.00	500.49
Operating Costs Subtotal	\$180,313	\$193,751.57	\$193,752	\$189,584	\$199,018.49
DASB Administrative Subtotal	\$200,289	\$218,465.57	\$219,766	\$207,484	\$223,532.49

Expenses 2018-2019

Item	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2017-2018 Est. to 06/30	2018-2019 Adopted
<u>Allocations</u>					
Special Allocations					
Summer/Fall Allocation		11,725	3,925	3,925	9,138
Winter/Spring Allocation		11,724	11,724	5,000	9,137
Special Allocations					
Umoja Student Conference	4,991				
Job & Internship Fair	1,455				
Against All Odds Anthropology Exhibit		0	500	500	
De Anza Student Leadership Conference		0	2,000	2,000	
Special Allocation Subtotal	\$6,446	\$23,449	\$18,149	\$11,425	\$18,275
Eco Project Allocations					
Eco Project Allocations		10,000	5,560	0	5,500
New Collection Clothing Project	292				
Butterfly Garden Expansion		0	4,440	4,440	
Eco Project Allocations Subtotal	\$292	\$10,000	\$10,000	\$4,440	\$5,500
Conference Travel					
SSCCC General Assemblies	2,636				0
Advocacy Activities	4,635				0
Conference Travel Subtotal	\$7,271	\$0	\$0	\$0	\$0
Allocations Subtotal	\$14,009	\$33,449	\$28,149	\$15,865	\$23,775
<u>Inter Club Council (ICC)</u>					
Inter Club Council (ICC)	30,467	46,740	39,390	39,390	46,340
Inter Club Council Subtotal	\$30,467	\$46,740	\$39,390	\$39,390	\$46,340

Expenses 2018-2019

Item	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2017-2018 Est. to 06/30	2018-2019 Adopted
College Life					
Student Events & Activities					
Movie Tickets	75,006	109,280	109,280	83,764	87,030
College Life Programming					4,300
Cross Cultural Partnerships	8,288	9,040	9,040	9,040	9,040
DASB Bicycle Program	14,212	14,660	18,660	18,660	14,168
DASB Card Office	28,581	33,498	26,588	26,588	23,493
Flea Market	103,305	106,350	113,260	113,260	122,866
New Student Orientation	5,222	4,050	4,050	4,050	2,350
DASB Campus Events	8,929	9,000	9,000	9,000	8,800
Visiting Speakers Series	3,900	4,000	4,000	4,000	3,000
Student Events & Activities Subtotal	\$247,443	\$289,878	\$293,878	\$268,362	\$275,047
Multicultural/Diversity					
Multicultural/Diversity Events	9,625	14,500	14,500	10,000	14,500
Multicultural/Diversity Subtotal	\$9,625	\$14,500	\$14,500	\$10,000	\$14,500
College Life Subtotal	\$257,067	\$304,378	\$308,378	\$278,362	\$289,547

Expenses 2018-2019

Item	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2017-2018 Est. to 06/30	2018-2019 Adopted
<u>College Services</u>					
College Life Staff	36,743	38,434	38,434	38,434	42,785
Art on Campus	1,668	2,000	2,000	2,000	1,000
DASB Scholarship/Book Grants	10,000	10,000	10,000	10,000	5,000
De Anza Youth Leadership Conference (Youth Voices)	0	2,270	2,270	0	0
Campus Camp Wellstone (Previous Account Name DLTP)	12,031	0	0	0	0
Equity Office	7,253	7,840	7,840	7,840	7,690
Gender & Sexuality Center (Jean Millier Resource Room)	20,077	33,170	33,170	30,000	31,550
HEFAS	18,059	20,302	20,302	20,302	21,651
Honors Program	4,746	4,405	4,405	4,405	2,955
VIDA (Previous Account Name ICCE Interns)	7,294	0	0	0	0
La Voz	10,381	10,600	10,600	10,600	10,650
LGBTQQI Taskforce	7,198	2,100	2,100	2,100	4,100
LEAD Program	25,974	34,021	34,021	20,000	33,700
Legal Aid	9,484	11,088	11,088	10,000	11,088
Library - Textbooks on Reserve	14,870	15,000	15,000	15,000	15,000
Math Performance Success	43,100	43,100	43,100	43,100	43,100
Outreach	24,490	24,530	24,530	24,530	23,530
Puente	7,648	13,155	13,155	11,000	11,655
Umoja Program (Previous Account Name Sankofa Scholars)	3,399	29,977	29,977	10,000	9,135
Student Computer Donation Program	10,622	12,150	12,150	11,000	11,650
Student Success and Retention Services	19,499	23,850	23,850	20,000	19,740
Textbook Program-CalWORKS Students	6,379	7,000	7,000	7,000	6,500
Textbook Rentals-EOPS Students	13,000	0	0	0	7,000
Tutorial Center	162,762	178,010	178,010	178,010	162,965
Veteran's Program	9,000	9,500	9,500	9,000	9,500
College Services Subtotal	\$485,677	\$532,502	\$532,502	\$484,321	\$491,944

Expenses 2018-2019

Item	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2017-2018 Est. to 06/30	2018-2019 Adopted
<u>Divisional Support</u>					
Creative Arts					
Band	2,093	2,200	2,200	2,200	2,100
Ceramics	1,253	1,375	1,375	1,375	1,375
Chorale & Vintage Singers	3,000	3,000	3,000	3,000	3,000
Dance Program	1,443	1,600	1,600	1,600	0
De Anza Chamber Orchestra	1,571	1,750	1,750	1,750	1,750
Euphrat Museum	17,315	17,235	17,235	17,235	13,300
Jazz Ensemble Performance/Recording	1,405	1,500	1,500	1,500	1,500
Patnoe Jazz Festival	1,227	2,000	2,000	2,000	1,400
Film & TV Special Programs	3,000	0	0	0	0
Creative Arts Subtotal	\$32,307	\$30,660	\$30,660	\$30,660	\$24,425
Athletics					
Athletics Fees & Officials	20,011	15,300	26,639	26,639	7,500
Athletics Dept. Transportation	10,208	4,000	4,000	4,000	4,000
Athletic Playoffs	15,784	15,000	15,000	15,000	15,000
Men's Baseball	2,991	5,000	5,000	5,000	3,000
Men's Basketball	2,939	3,000	3,000	3,000	3,000
M & W Cross Country	4,900	5,000	4,004	4,004	4,800
Men's Football	9,627	13,200	10,489	10,489	7,200
Men's Soccer	4,407	5,000	4,918	4,918	4,400
M & W Swim/Dive	3,600	3,600	3,600	3,600	3,600
M & W Tennis Team (In` 12-13 Men & Women's Combined)	5,637	3,500	3,500	3,500	3,500
M & W Track & Field	6,893	6,900	6,900	6,900	6,900
M & W Water Polo (In` 12-13 Men & Women's Combined)	3,053	6,400	4,298	4,298	4,400
Women's Badminton	2,023	2,000	2,000	2,000	2,000
Women's Basketball	3,272	4,700	1,952	1,952	3,500
Women's Soccer	2,742	3,000	1,433	1,433	3,000
Women's Softball	1,365	3,500	3,500	3,500	1,500
Women's Volleyball	3,563	3,000	1,867	1,867	2,000
Athletics Subtotal	\$103,013	\$102,100	\$102,100	\$102,100	\$79,300

Expenses 2018-2019

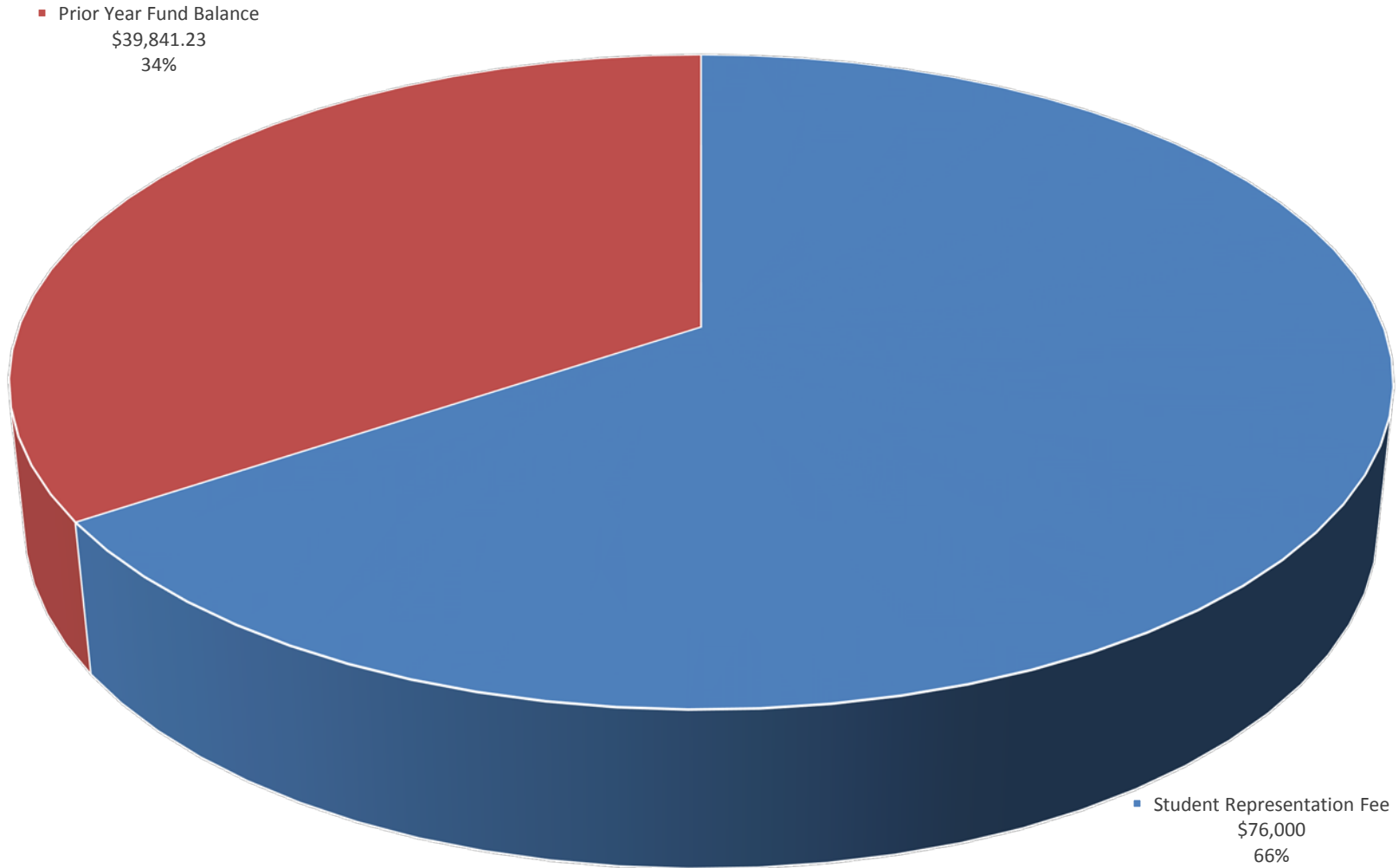
Item	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2017-2018 Est. to 06/30	2018-2019 Adopted
Physical Education					
Massage Therapy Program	1,710	1,150	1,150	1,150	900
Physical Education Subtotal	\$1,710	\$1,150	\$1,150	\$1,150	\$900
Biological & Health Sciences					
Environmental Studies Area	5,000	5,000	5,000	5,000	5,000
Marine Biology		1,500	1,500	1,500	1,350
Biological & Health Sciences Subtotal	\$5,000	\$6,500	\$6,500	\$6,500	\$6,350
Disability Support Programs & Services (DSPS)					
Adapted Physical Education	1,192	1,300	1,300	1,300	1,300
DSS/EDC Spring Celebration	738	0	0	0	0
Disability Support Programs & Services Subtotal	\$1,929	\$1,300	\$1,300	\$1,300	\$1,300
Language Arts Division					
Red Wheelbarrow Magazine	1,000	1,000	1,000	1,000	1,000
Speech & Debate Team	0	3,500	3,500	0	0
Language Arts Subtotal	\$1,000	\$4,500	\$4,500	\$1,000	\$1,000
Intercultural Studies Division					
African American Studies Department	10	0	0	0	0
Multicultural Center (MCC)	2,820	4,060	4,060	4,060	4,060
Intercultural Studies Subtotal	\$2,830	\$4,060	\$4,060	\$4,060	\$4,060
Divisional Support Subtotal	\$147,790	\$150,270	\$150,270	\$146,770	\$117,335

Expenses 2018-2019

Item	2016-2017 Actual	2017-2018 Adopted	2017-2018 Revised	2017-2018 Est. to 06/30	2018-2019 Adopted
Carry Forward Expenses					
Prior Year Void Checks	(52)			(415)	
Carry Forward Subtotal	(\$52)	\$0	\$0	(\$415)	\$0
Transfers					
Transfer to Fund 44 Clubs	12,900	0	7,350	7,350	
Transfers Subtotal	\$12,900	\$0	\$7,350	\$7,350	\$0
TOTAL	\$1,148,147	\$1,285,804.57	\$1,285,805	\$1,179,127	\$1,192,473.49

2018-2019
Proposed
Student Representation Fee
Income

2018-2019 Student Representation Fee Income



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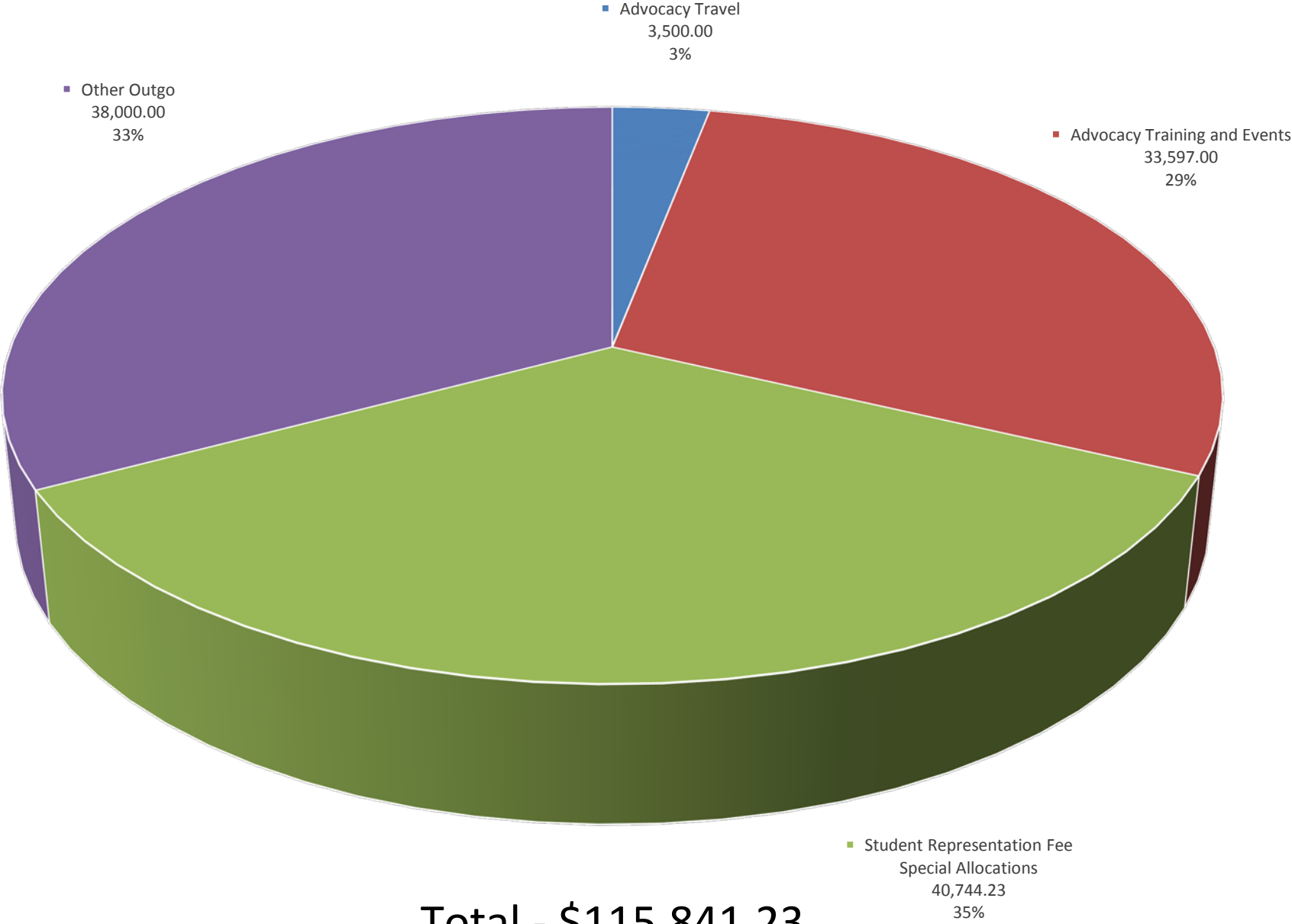
Total - \$115,841.23

Student Rep Fee Income 2018-2019

Item	2016-2017* Actual	2017-2018 Adopted	2017-2018 Revised	2017-2018 Est. to 06/30	2018-2019 Adopted
DASB Student Representation Fee					
DASB SRF (Total Fees Collected; 1/2 Required CCCCCO Outgo)	79,682.46	38,000	76,000	76,000	76,000
DASB SRF Subtotal	\$79,682.46	\$38,000	\$76,000	\$76,000	\$76,000
Total Revenue	\$79,682.46	\$38,000	\$76,000	\$76,000	\$76,000
Plus Prior Year Fund Balance Reserve for Budget					\$39,841.23
Total Available to Allocate		\$38,000.00	\$76,000.00	\$76,000.00	\$115,841.23
*2016-2017 Fund 46 Established; 1/2 Total Fees Collected initially recorded only in Payable to CA Chancellor's Office					

2018-2019
Proposed
Student Representation Fee
Expenses

2018-2019 Student Representation Fee Expenses



Total - \$115,841.23

Student Rep Fee Expenses 2018-2019

Item	2016-2017* Actual	2017-2018 Adopted	2017-2018 Revised	2017-2018 Est. to 06/30	2018-2019 Adopted
Student Rep Fee Expenses					
Advocacy Travel					
SSCCC General Assemblies	0.00	3,000.00	3,000.00	1,500.00	2,500.00
Advocacy Activities	0.00	3,000.00	3,000.00	3,000.00	0.00
Public Policy School Washington DC	0.00		0.00	0.00	1,000.00
Advocacy Travel Subtotal	0.00	6,000.00	6,000.00	4,500.00	3,500.00
Advocacy Training and Events					
Camp Wellstone Project	0.00	13,059.00	13,059.00	13,059.00	13,060.00
DASB Leadership Training	0.00	1,500.00	1,500.00	1,500.00	5,000.00
VIDA	0.00	10,962.00	10,962.00	10,962.00	10,962.00
FA PAC Internship	0.00		0.00	0.00	4,575.00
Advocacy Training and Events Subtotal	0.00	25,521.00	25,521.00	25,521.00	33,597.00
Student Rep Fee Special Allocations					
Student Rep Fee Special Allocations	0.00	6,479.00	1,425.00	1,425.00	40,744.23
FA PAC Internship	0.00		3,050.00	3,050.00	
FA CCC Advocacy & Policy Conference	0.00		2,004.00	1,900.00	
Student Rep Fee Special Allocations Subtotal	0.00	6,479.00	6,479.00	6,375.00	40,744.23
Other Outgo					
CCCCO Outgo (Must Equal 1/2 of SRF Revenue)	39,841.23	0.00	38,000.00	38,000.00	38,000.00
Other Outgo Subtotal	39,841.23	0.00	38,000.00	38,000.00	38,000.00
TOTAL	39,841.23	38,000.00	76,000.00	74,396.00	115,841.23
*2016-2017 Fund 46 Established; CCCCCO Outgo initially recorded only in Payable to CA Chancellor's Office					

DASB
Fund Balance Summary
2017-2018

DASB OPERATING FUND 41 FUND BALANCE SUMMARY FOR 2017-2018

I.	Fund 41 DASB Operating Fund Balance - June 30, 2017		644,428
	General Reserve Restricted Fund Balance	400,000	
	General Reserve Restricted to Unrestricted Fund Balance for `17-18 Budget	55,907	
	Fund Balance Reserved for 2017-2018 Budget	108,248	
	Fund Balance Reserved for 2018-2019 Budget	80,273	
II.	Fund 41 Estimated Operating Income for 2017-2018		1,091,500
III.	Fund 41 Estimated Operating Expenses for 2017-2018		1,179,127
IV.	Fund 41 Estimated DASB Operating Fund Balance - June 30, 2018		556,801
	General Reserve Restricted Fund Balance	400,000	
	Fund Balance Reserved for 2018-2019 Budget	80,273	
	Estimated Fund Balance Reserved for 2019-2020 Budget	76,528	

DASB STUDENT REP FEE (SRF) FUND 46 FUND BALANCE SUMMARY FOR 2017-2018

I.	Fund 46 DASB SRF Fund Balance - June 30, 2017		39,841
	Fund Balance Reserved for 2018-2019 Budget	39,841	
II.	Fund 46 Estimated SRF Income for 2017-2018		76,000
III.	Fund 46 Estimated SRF Expenses for 2017-2018		74,396
IV.	Fund 46 Estimated DASB SRF Fund Balance - June 30, 2018		41,445
	Fund Balance Reserved for 2018-2019 Budget	39,841	
	Estimated Fund Balance Reserved for 2019-2020 Budget	1,604	

DASB
Budget Stipulations
2018-2019



2018-2019 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 DASB funding shall not exceed \$1,200.00 per speaker per event. For performances the DASB funding shall not exceed \$1,800.00 per performance. Meals, beverages, and travel 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 encouraged 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.
16. For all programs that receive DASB funding for conferences, upon request at a mutually-agreed upon time, a presentation to the DASB Senate must be given by students that attended the conference reporting on what they learned and how they benefitted from attending.
17. No DASB funds can be used to purchase beverages in single-use plastic bottles of 500 milliliters (16.9 fluid ounces) or smaller.

DASB

18. All promotional items purchased by DASB must be eco-friendly whenever available and cost effective.
19. DASB recognizes the importance of and supports Multicultural/Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The director of the Office of Equity 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 Office of Equity will collaborate with staff and students and will present their recommended allocations to the DASB Finance Committee prior to any spending.
20. 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.
21. Continued funding of the Account Office Staff and College Life Office Staff accounts is dependent on negotiation between the DASB Finance Committee and De Anza College Administration.
22. If a request is made for sign language interpreter(s), the request will come from Special Allocations and not DASB General Diversity Events.

23. Ten (10) movie tickets per week per student and staff.

ICC

24. All promotional items purchased by ICC must be eco-friendly whenever available and cost effective.
25. No travel funding for clubs.
26. No capital funding for clubs.

College Life

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

College Services

28. 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.
29. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASB."
30. The La Voz Weekly account is to only be used for purchasing subscriptions and maintaining their website to La Voz Weekly for DASB members.
31. Funding for Textbook Program - CalWORKs Students shall be used for renting CalWORKs Students' textbooks whenever possible.
32. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
33. The Tutorial and Academic Skills Center must provide accountability reports to the DASB Finance Committee towards the end of each quarter, excluding summer quarter.
34. Funding for Veterans' Program shall be used for renting Veterans' textbooks whenever possible.

Creative Arts

35. Creative Arts cannot use DASB Funds for any facilities rental.

Athletics

36. All Athletics accounts are funded only for participating athletes, red shirts, statisticians, referees, coaches, staff, and film crew (students have to be DASB card holding members). Lodging shall only be funded for students. Only contests held in California will be funded.
37. 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.
38. 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, coach, or staff member is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. In the event that there is a required banquet at the State Championships the maximum allocation for Dinner would be waived. 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

39. 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)
 - 3. At least three (3), but no more than five (5) additional DASB Senators
 - 4. During Budget deliberations two (2) more DASB senators may be added.
- 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 (Non-voting Ex-Officio)
 - DASB Senate Advisor
 - Student Accounts Accountant

Section 2: Objectives

The objective of the DASB Finance Committee is financial accountability, transparency, accessibility, and equity within 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 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 programs that are partially funded by the DASB in the fall and winter quarters in preparation for DASB Budget Deliberations.
- H. Ensure that the Finance Committee receives a financial overview and procedures training.

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 list with a brief description detailing 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.
 3. Collaborate with the DASB Student Rights and Services Committee as a liaison to ensure student accessibility to DASB funded programs.
- 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.
 3. Collaborate with the DASB Diversity and Events Committee as a liaison to work on projects that may increase DASB revenue.
- C. DASB Budget Communications Officer shall:**
1. Ensure the Finance Committee inspects programs that are fully or partially funded by the DASB in the fall and winter quarters in preparation for DASB Budget Deliberations.
 2. Delegates committee members that will inspect the programs.
- D. DASB Scholarships Director shall:**
1. Submit the DASB Scholarships application requirements and procedures to Financial Aid Office before the start of fall quarter.
 2. 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 funds 41 and 46

- 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 ensure 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.
- C. 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 the 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 DASB Budget draft shall be heard during the senate meetings.
- D. 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.
- E. 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 the thirty-first (31st) of March.
- F. 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 the 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. Line Item transfers may be brought to the Finance Committee for consideration at the discretion of the DASB Chair of Finance.

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. 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, funds 41 and 46
All income and expenditures designated in the annual DASB budget.
- B. Club Accounts
All income and expenditures of recognized clubs.
- C. 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 four hundred thousand dollars (\$400,000), 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 from Funds 41 and 46

- A. Special Allocation Funds are budgeted specifically to serve unexpected needs.
- B. Requests for DASB Special Allocation Funds from funds 41 and 46 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. At the following DASB Senate meeting the matter will be presented by the Chair of Finance 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, durable items such as equipment, furniture, bicycles, etc. They are added to a fixed asset list to assist with tracking and future funding decisions. Capital items have a usable life greater than one year and a retail value typically of \$200 or greater.

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 Expenditures (Article VI).
- 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: STUDENT REPRESENTATION FEE FUND 46

Section 1: Definition and Purpose

As prescribed in California Education Code §76060.5, a California Community College may establish the \$2 per semester Student Representation Fee to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government.

Section 2: Collection

Adjusted for colleges on a quarter system, \$1.33 shall be collected during Fall and Winter quarters, and \$1.34 in Spring per enrolled student by the De Anza Associated Student Body Senate for a total of \$4.00. One-half of the total amount collected will be available for use by the De Anza Associated Student Body as outlined in Section 3. The remaining half will be forwarded to the State Chancellor's Office to be made available for use by the recognized statewide student organization (as defined in California State Ed Code 76060.5).

Section 3: Accountability

Persons requesting allocations from Fund 46 DASB Student Representation Fee shall follow all regular procedures for requisitions through the Student Accounts Office and DASB regulations.

Section 4: Usage of Funds

A. Allocated by DASB Senate

One - half of the total amount collected each quarter shall be allocated by the De Anza Associated Student Body for the following types of activities:

1. Carrying out voter registration, education, and mobilization campaigns.
2. Training students and hiring student interns to organize and advocate for themselves and their communities before state and local decision-making bodies.
3. Carrying out educational programs for the student body to help inform students of important decisions being made at the state and local level affecting their lives as students.
4. Supporting student advocates to meet with elected officials at the city, county, district, and state level.
5. Supporting student advocates to organize with other students at the local, regional, and statewide level at conferences, training sessions, and advocacy gatherings, including but not limited to: SSSCC General Assemblies, CCCSAA, and the FACCC Advocacy & Policy conference.
6. Increasing the capacity of the student body to organize, mobilize, and develop leadership skills to be-effective advocates for themselves and their communities before state and local decision-making bodies.

B. Allocated by the Statewide Student Organization

1. One-half of the total fee collected shall be expended to establish and support the operations of a statewide community college student organization recognized by the Board of Governors of the California Community Colleges.
2. The DASB Chair of Finance or designee shall attend the yearly Budget Development Town Hall event hosted by the recognized statewide organization in March to ensure that funds from the De Anza Associated Student Body are used in compliance with DASB values.

Section 5: Opt-Out

A student may, for religious, political, financial, or moral reasons, refuse to pay the Student Representation Fee established under this section. The refusal shall be submitted in writing to the De Anza College Cashier's Office at the time student fees are collected.

ARTICLE VI: EXPENDITURES

Section 1: Procedures

- A. All expenditures of the DASB Accounts or Club 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, College Life Advisor, 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, or June 30th whichever is first. 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. College Life Advisor
 4. ICC Chair of Finance
 5. Administrator responsible for the program area
 6. DASB Chair of Finance
 7. College administrator
- C. 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.
- D. For all requisitions from DASB funded accounts, the budgeter and administrator responsible for the program of the account shall sign designating this is as 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 codes, bylaws, and Senate/ICC procedures have been completed, and the Director of Budget and Personnel shall sign representing administrative staff.
- E. The DASB Chair of Finance shall be available to sign (approve or disapprove) financial documents at least three (3) times per week.
- F. 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 VII: 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 Student Accounts Office.
- 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 shall maintain accurate records of all income and expenditures and shall open their books to audit by the DASB Finance Committee, Student Accounts Office, or District Internal Auditor at any time.
- B. An annual audit of all DASB accounts and club accounts shall be made by a certified public accountant retained by the District.

Section 3: Financial Reports

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

ARTICLE VIII: 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 only DASB MEMBERS who have paid their student body fees along with their Advisors. The DASB may fund up to \$5,000 for a single conference in which funding shall not exceed \$500 per person for registration fees, publicly accessible transportations, lodging, and meals not provided by the conference. DASB will only reimburse publicly-accessible transportation costs between transit centers, lodging, and conference sites. Travel expenses must include detailed receipts in order to be reimbursed. Upon request, at a mutually-agreed upon time, a presentation to the DASB Senate must be given by students that attended the conference reporting on what they learned and how they benefitted from attending.

Section 3: 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 4. Banquet, Hospitality, and Meal Expenses

Allocation for banquets, orientations, recognitions, hospitalities, breakfasts, luncheons, dinners, meals, meeting meals, travel/conference meals (except when already provided), workshops, etc. shall adhere to the district standards for meal per diem. Under no circumstances will expenses exceed the district standards for meal per diem amounts. 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. District Administrative Procedure 6331 (Food Purchase Procedures) must be followed.

Section 5. 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. In the event that there is a required banquet at the State Championships the maximum allocation for Dinner would be waived. 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 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 twelve (12) quarter units at De Anza College.
- D. Be enrolled in at least eight (8) quarter units for college credit at De Anza College.
- E. Have a minimum cumulative 2.5 Grade Point Average (GPA) at De Anza College.
- 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 Finance 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. The DASB scholarship timeline shall follow the timeline of the De Anza Financial Aid Office.

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:	6/9/2010	Amended:	11/25/2015
Amended:	2/8/2012	Amended:	11/16/2016
Amended:	1/16/2013	Amended:	11/29/2017
Amended:	6/5/2013	Amended:	3/21/2018
Amended:	8/19/2015		

**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 _____

 3/20/99

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