



2020-2021

ANNUAL BUDGET

DE ANZA ASSOCIATED STUDENT BODY

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Office of College Life
Student Accounts

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**De Anza Associated
Student Body
Message**



DASB Budget 2020-2021

April 2020
Foothill-De Anza Board of Trustees
Los Altos Hills, CA

Dear Board Members:

Following countless hours of deliberation, we are very proud to present the 2020-2021 budget for the De Anza Associated Student Body Senate. This budget was carefully formulated to promote academic success, enhance accessibility to higher education, and encourage extracurricular involvement while also furthering the overall goals of DASB as a whole.

In order to move towards a more objective process of distributing funds, the Finance Committee used a rubric for the first time to examine request submissions. With the introduction of this rubric, the Senate measured program metrics that allowed for us to analyze the funds on a yearly basis rather than relying on previous funding requests. It also allowed for funding to be distributed based on merit and needs of individual programs.

In order to increase transparency and efficiency the DASB Finance Committee and DASB Senate have approved a restructuring of the DASB Budget beginning in 2020-2021 into DASB Operational and External Non-Operational accounts. An effect of this restructuring is that Operational programs may appear to have received proportionately more compared to Non-Operational programs, however funding levels are fairly consistent and have merely been shifted to different categories. The end result of this restructuring is to clarify to the campus how much is actually needed for the operational functioning of DASB and its programs and services to students.

The following are some of this year’s goals that were considered during the budget deliberation process:

- Identifying unique programs that fall outside of the purview of the college
- Promoting student retention by funding programs that allow more access to De Anza College
- Determining which programs are considered essential services to De Anza College

On behalf of DASB Senate, we would like to thank the Finance Committee and advisors for their dedication and hard work. Because of their efforts, the 2020-2021 budget has the ability to ensure the success of the De Anza population.

Budget Committee Senators:

Halina Liang
Grace Lim
Shelly Michael
Faizan Miya
John Nguyen

Interns:

Silvia Chalista
Garrett Ivan
Tess Moharram
Arushi Sharma
Naresh Singh

Advisors:

Lisa Kirk
Dennis Shannakian
Hyon Chu Yi-Baker

Sincerely,

Halina Liang
DASB Chair of Finance 2019-2020
June 2019 – March 2020

Faizan Miya
DASB Chair of Finance 2019-2020
March 2020 – April 2020

Grace Lim
DASB Chair of Finance 2019-2020
April 2020 – June 2020
DASB Chair of Finance 2020-2021

2020-2021
DASB Budget Goals



2020-2021 Budget Goals

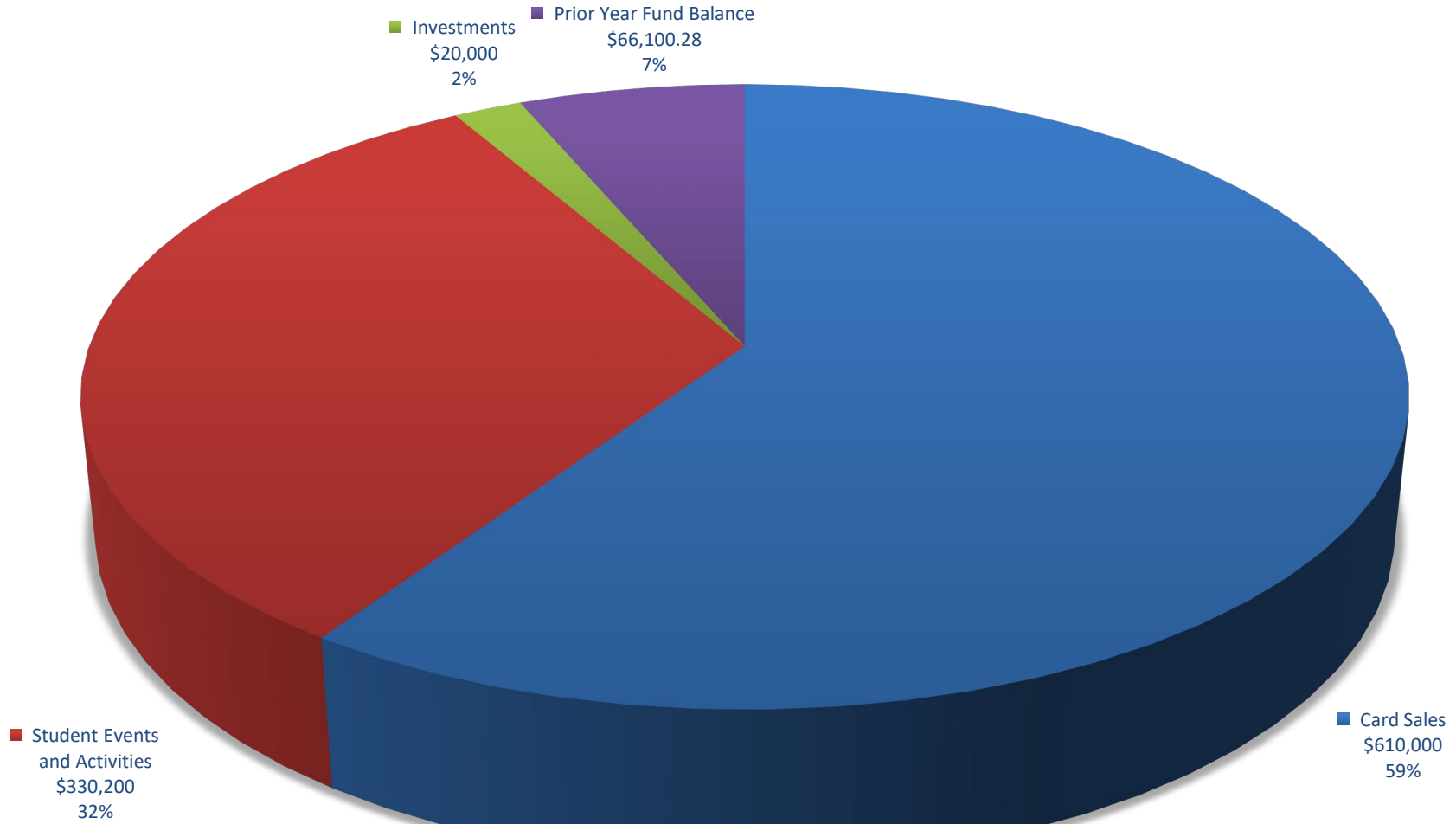
Required: The programs requesting funds from the DASB directly affect De Anza students except for recruitment programs conducted by DASB members at De Anza College for prospective DASB members.

- Fund programs that help students succeed and enable them to achieve their academic and personal goals at De Anza College.
- Fund programs that promote leadership, diversity, civic engagement, campus community development, academic skills development, environmental sustainability and equity among all students.
- Fund programs that benefit students during the fiscal year of the budget.
- Fund programs that only benefit DASB members.
- Fund programs that serve students efficiently while maintaining quality
- Fund programs that would generate DASB Revenue.
- Fund programs that have demonstrated efficient and effective use of the previously allocated funds
- Fund programs that promote student retention by enhancing the quality of education at De Anza College
- Fund unique programs that fall outside the purview of what should normally be funded by the college

DASB
Proposed Budget
for Fiscal Year
2020-2021

2020-2021
Proposed Income

2020-2021 DASB Income



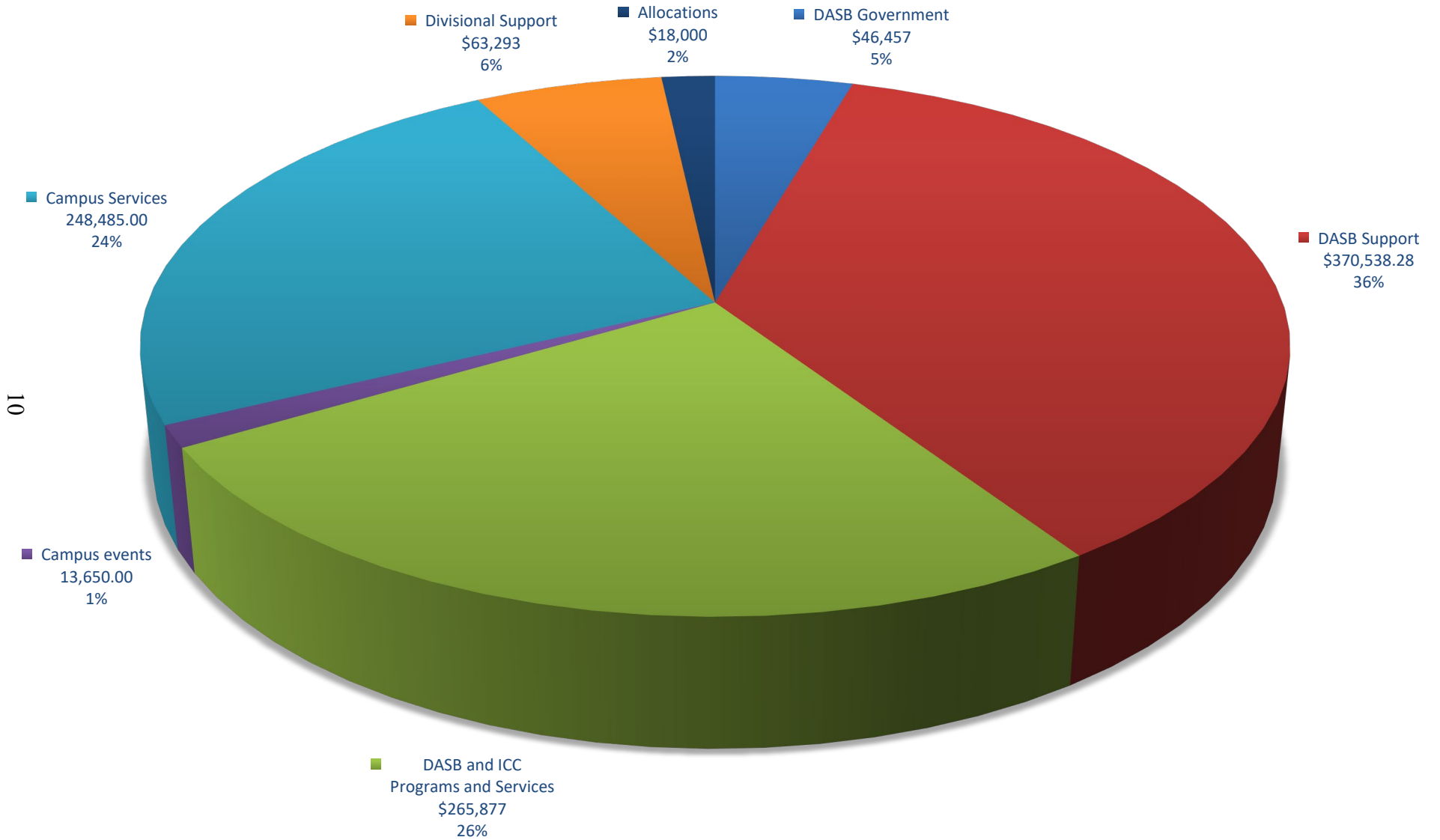
Total - \$1,026,300.28

Fund 41 Income 2020-2021

Item	2018-2019 Actual	2019-2020 Adopted	2019-2020 Revised	2019-2020 Est. to 06/30	2020-2021 Adopted
<u>Card Sales</u>					
Card Sales*	635,315	660,000	660,000	610,000	610,000
Card Sales Subtotal	\$635,315	\$660,000	\$660,000	\$610,000	\$610,000
<u>Student Events & Activities</u>					
Movie Tickets-Gold+Platinum	36,477	56,250	56,250	18,000	34,000
DASB Card Replacement	2,625	3,000	3,000	2,200	2,500
Bike Program & Corral Access Fee	2,043	1,200	1,200	200	1,500
Flea Market	280,773	310,000	310,000	207,996	280,000
Flea Market Food Vending				11,484	12,000
Returned Check Fees	225	500	500	200	200
Student Events & Activities Subtotal	\$322,143	\$370,950	\$370,950	\$240,080	\$330,200
<u>Investment Income</u>					
Interest Income	24,228	14,000	14,000	24,000	20,000
Investments Income Subtotal	\$24,228	\$14,000	\$14,000	\$24,000	\$20,000
Total Revenue	\$981,686	\$1,044,950	\$1,044,950	\$874,080	\$960,200
Plus Prior Year Fund Balance Reserve for Budget		\$148,850.65			\$66,100.28
Total Available to Allocate		\$1,193,800.65			\$1,026,300.28
*Increase from \$9 to \$10 per Quarter in 2016-2017					

2020-2021
Proposed Expenses

2020-2021 DASB Expenses



Total - \$1,026,300.28

Fund 41 Expenses 2020-2021

Item	2018-2019 Actual	2019-2020 Adopted	2019-2020 Revised	2019-2020 Est. to 06/30	2020-2021 Adopted
<u>DASB Operational</u>					
DASB Government Costs					
DASB Budget Committee	700.00	800	800	538	600
DASB Election	977.58	1,500	1,500	1,500	1,500
DASB Extended Meeting Meals	444.10	1,200	1,200	1,200	1,200
DASB Inauguration	3,994.26				
Student Leadership Recognition		700	700	700	3,000
DASB Leadership Training		12,000	12,000	12,000	7,100
DASB Office Staff	12,105.87	16,434	16,434	16,434	17,132
Campus Environment & Sustainability Committee	997.83	1,500	1,500	1,500	1,500
Student Rights and Services Committee	350.20	500	500	500	500
DASB Office Supplies	985.88	1,000	1,000	1,000	1,000
DASB Marketing and Communications Committee	3,603.94	4,550	4,550	4,550	3,200
DASB Diversity and Events Committee	8,460.01	8,800	8,800	3,000	6,800
DASB Legislative Affairs Committee					175
DASB Flea Market Committee					2,750
DASB Government Cost Subtotal	32,619.67	\$48,984	\$48,984	\$42,922	\$46,457
DASB Support Costs					
Accounts Office Staff	183,123.12	198,516	198,516	195,000	202,898
Accounts Office Supplies	496.21	1,500	1,500	1,000	1,303
Accounts Office System	7,945.03	8,500	8,500	8,490	9,100
Accounts Office Short/(Over)					
Bank/Credit Card Fees	533.20	1,000	1,000	500	1,000
Copy Machine	1,405.33	18,000	18,000	1,500	3,000
Uncollectible Returned Check Fees	50.00	100	100	0	100
Variance	1.21	500.65	500.65	100.00	500.28
College Life Office Staff	37,689.47	165,172	165,172	80,000	152,637
DASB Support Costs Subtotal	231,243.57	\$393,288.65	\$393,288.65	\$286,590.00	\$370,538.28

Fund 41 Expenses 2020-2021

Item	2018-2019 Actual	2019-2020 Adopted	2019-2020 Revised	2019-2020 Est. to 06/30	2020-2021 Adopted
DASB and ICC Programs and Services					
Inter Club Council (ICC)	27,724.88	41,550	35,150	28,000	36,978
Movie Tickets	36,476.75	56,280	56,280	18,000	34,030
DASB Bicycle Program	11,640.14	14,168	14,168	2,000	10,835
DASB Card Office	23,927.65	24,679	24,679	20,000	12,095
Flea Market	117,755.60	154,256	154,256	100,000	161,227
DASB Scholarships	2,500.00	2,000	2,000	2,000	2,000
Legal Advice	9,472.31	8,712	8,712	8,712	8,712
New Student Orientation	1,998.88	1,350	1,350	0	
DASB and ICC Programs and Services Subtotal	231,496.21	\$302,995	\$296,595	\$178,712	\$265,877
DASB Operational Subtotal	495,359.45	745,267.65	738,867.65	508,224.00	682,872.28
Campus Events					
Multicultural/Diversity Events	4,108.88	14,500	14,500	10,000	12,500
College Life Programming	994.63	5,300	5,300	5,300	1,150
Visiting Speakers Series	3,000.00				
Campus Events Subtotal	8,103.51	19,800.00	19,800.00	15,300.00	13,650.00

Fund 41 Expenses 2020-2021

Item	2018-2019 Actual	2019-2020 Adopted	2019-2020 Revised	2019-2020 Est. to 06/30	2020-2021 Adopted
<u>Campus Services</u>					
Art on Campus	991.90				
Euphrat Museum		11,630	11,630	11,630	8,470
Equity Office	5,376.77	6,330	6,330	6,330	6,380
Foster Youth Services					1,000
Gender & Sexuality Center (Jean Millier Resource Room)	29,189.23	35,650	35,650	35,650	13,400
HEFAS	19,433.67	21,551	21,551	21,551	24,320
Honors Program	2,373.70	2,755	2,755	2,755	2,555
La Voz	7,826.00	8,650	8,650	8,650	8,000
LGBTQQI Task.(Combined with Gender & Sexuality` 19-20)	3,485.40				
LEAD Program	23,044.39	6,900	6,900	6,900	6,300
Library - Textbooks on Reserve	15,000.00	10,000	10,000	10,000	10,000
Math Performance Success	43,100.00	25,380	25,380	25,380	25,380
Outreach	23,480.84	16,330	16,330	16,330	
Puente	11,158.28	7,810	7,810	7,810	7,710
Umoja Program (Previous Account Name Sankofa Scholars)	120.05	9,670	9,670	9,670	5,000
Student Computer Donation Program	6,288.06	8,080	8,080	8,080	4,300
Student Success and Retention Services	19,692.74	17,260	17,260	17,260	10,150
Textbook Program-CalWORKS Students	1,814.81	6,000	6,000	6,000	2,000
Textbook Rentals-EOPS Students	4,259.98	7,000	7,000	7,000	6,000
Tutorial Center	137,198.99	111,675	111,675	111,675	101,520
Veteran's Program	8,155.61	8,000	8,000	8,000	6,000
Campus Services Subtotal	361,990.42	320,671.00	320,671.00	320,671.00	248,485.00

Fund 41 Expenses 2020-2021

Item	2018-2019 Actual	2019-2020 Adopted	2019-2020 Revised	2019-2020 Est. to 06/30	2020-2021 Adopted
<u>Divisional Support</u>					
Creative Arts					
Music Department					5,768
Band	2,100.00	1,600	1,600	1,600	
Ceramics	1,256.50				
Chorale & Vintage Singers	2,689.03	1,700	1,700	1,700	
De Anza Chamber Orchestra	1,066.27	1,400	1,400	1,400	
Euphrat Museum (moved out of Creative Arts in 19-20 budget)	12,617.81				
Jazz Ensemble Performance/Recording	710.29	1,100	1,100	1,100	
Patnoe Jazz Festival	1,061.99	1,300	1,300	1,300	
Creative Arts Subtotal	21,501.89	\$7,100	\$7,100	\$7,100	\$5,768
Athletics					
Athletics Away Games		55,000	55,000	55,000	45,000
Athletics Fees & Officals	22,982.30				
Athletics Dept. Transportation	507.76				
Athletic Playoffs	9,267.43				
Men's Baseball	3,000.00				
Men's Basketball	1,883.94				
M & W Cross Country	4,297.89				
Men's Football	5,081.32				
Men's Soccer	3,629.84				
M & W Swim/Dive	3,600.00				
M & W Tennis Team	0.00				
M & W Track & Field	6,736.62				
M & W Water Polo	2,161.55				
Women's Badminton	2,000.00				
Women's Basketball	3,390.26				
Women's Soccer	2,755.40				
Women's Softball	0.00				
Women's Volleyball	1,994.90				
Athletics Subtotal	73,289.21	\$55,000	\$55,000	\$55,000	\$45,000
Physical Education					
Massage Therapy Program	557.33				
Physical Education Subtotal	557.33	\$0	\$0	\$0	\$0

Fund 41 Expenses 2020-2021

Item	2018-2019 Actual	2019-2020 Adopted	2019-2020 Revised	2019-2020 Est. to 06/30	2020-2021 Adopted
Biological & Health Sciences					
Environmental Studies Area	4,989.17	4,500	4,500	4,500	4,000
Marine Biology	805.00	825	825	820	1,050
Biological & Health Sciences Subtotal	5,794.17	\$5,325	\$5,325	\$5,320	\$5,050
Disability Support Programs & Services (DSPS)					
Adapted Physical Education	1,208.11	1,300	1,300	705	1,500
Disability Support Programs & Services Subtotal	1,208.11	\$1,300	\$1,300	\$705	\$1,500
Language Arts Division					
Cross Cultural Partners	5,565.37	6,900	6,900	5,000	4,975
Red Wheelbarrow Magazine	1,000.00	1,000	1,000	1,000	1,000
Language Arts Subtotal	6,565.37	\$7,900	\$7,900	\$6,000	\$5,975
Intercultural Studies Division					
Multicultural Center (MCC)	3,691.63	4,060	4,060	4,060	
Intercultural Studies Subtotal	3,691.63	\$4,060	\$4,060	\$4,060	\$0
Divisional Support Subtotal	112,607.71	\$80,685	\$80,685	\$78,185	\$63,293

Fund 41 Expenses 2020-2021

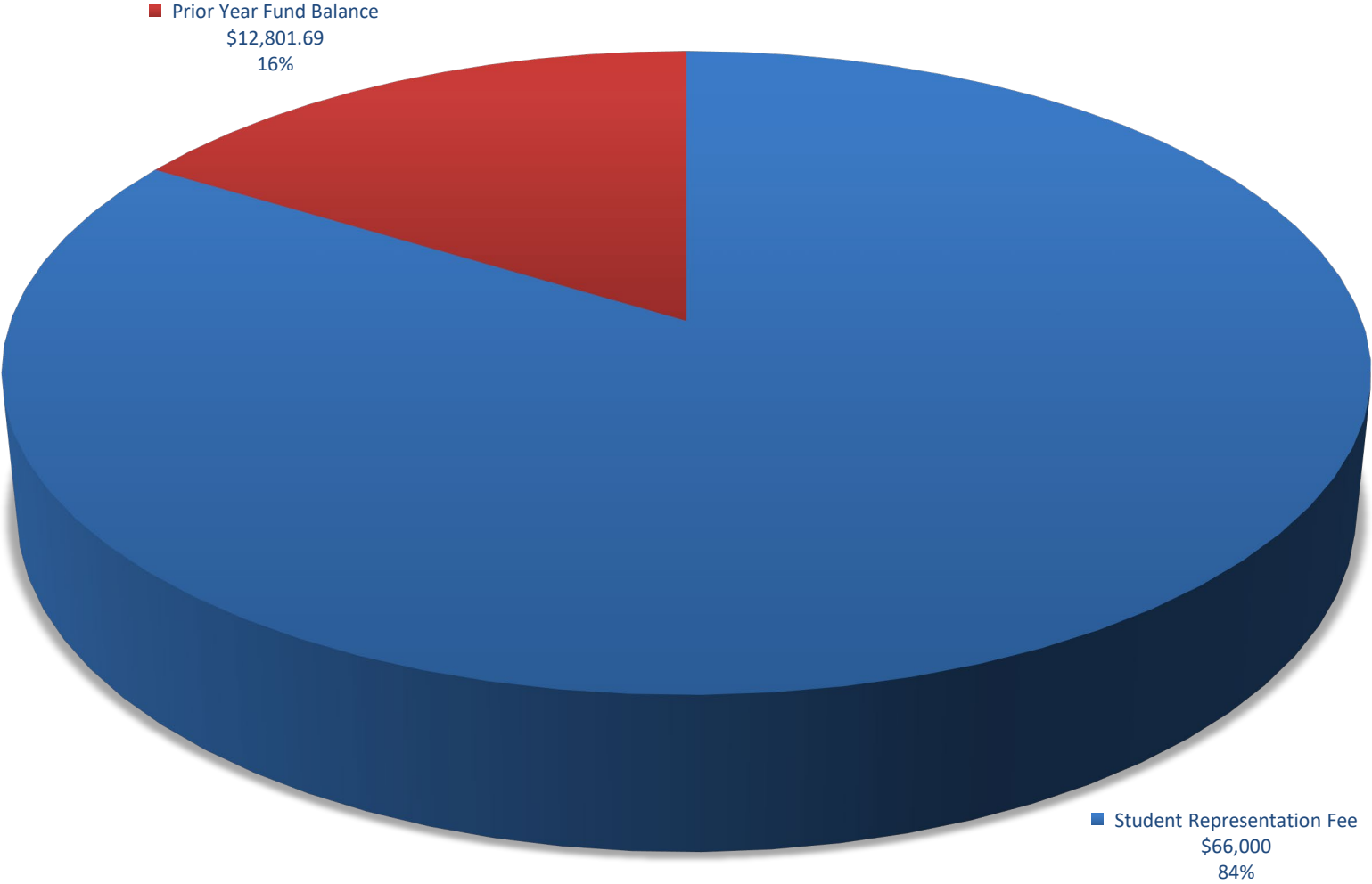
Item	2018-2019 Actual	2019-2020 Adopted	2019-2020 Revised	2019-2020 Est. to 06/30	2020-2021 Adopted
<u>Allocations</u>					
Special Allocations					
Special Allocations		26,377	10,250	0	17,000
Summer/Fall Allocation					
Winter/Spring Allocation					
Special Allocations					
Shakespeare Performance-Macbeth			878	878	
Measure G & H Campaign			12,000	12,000	
Flea Market Committee			1,500	0	
Assoc for Asian Amer Studies Conference			1,500	0	
CalWorks Conference			249	0	
Umoja Student Conference	2,847.68				
International Education Week	0.00				
Black Student Graduation Ceremony	3,943.63				
Special Allocation Subtotal	6,791.31	\$26,377	\$26,377	\$12,878	\$17,000
Eco Project Allocations					
Eco Project Allocations	0.00	1,000	400	0	1,000
EcoCharger Project		0	600	600	
Eco Project Allocations Subtotal	0.00	\$1,000	\$1,000	\$600	\$1,000
Conference Travel					
SSCCC General Assemblies (Moved to Fund 46)					0
Conference Travel Subtotal	0.00	\$0	\$0	\$0	\$0
Allocations Subtotal	6,791.31	\$27,377	\$27,377	\$13,478	\$18,000

Fund 41 Expenses 2020-2021

Item	2018-2019 Actual	2019-2020 Adopted	2019-2020 Revised	2019-2020 Est. to 06/30	2020-2021 Adopted
Carry Forward Expenses					
Prior Year Void Checks	(159.42)		(20)	(20)	
Flea Market Coordinator Benefits	20,165.43				
Carry Forward Subtotal	20,006.01	\$0	(\$20)	(\$20)	\$0
Transfers					
Transfer to Fund 44 Clubs	12,750.00		6,400	6,400	
Transfers Subtotal	12,750.00	\$0	\$6,400	\$6,400	\$0
TOTAL	1,017,608.41	1,193,800.65	1,193,780.65	942,238.00	1,026,300.28

2020-2021
Proposed
Student Representation Fee
Income

2020-2021 Student Representation Fee Income



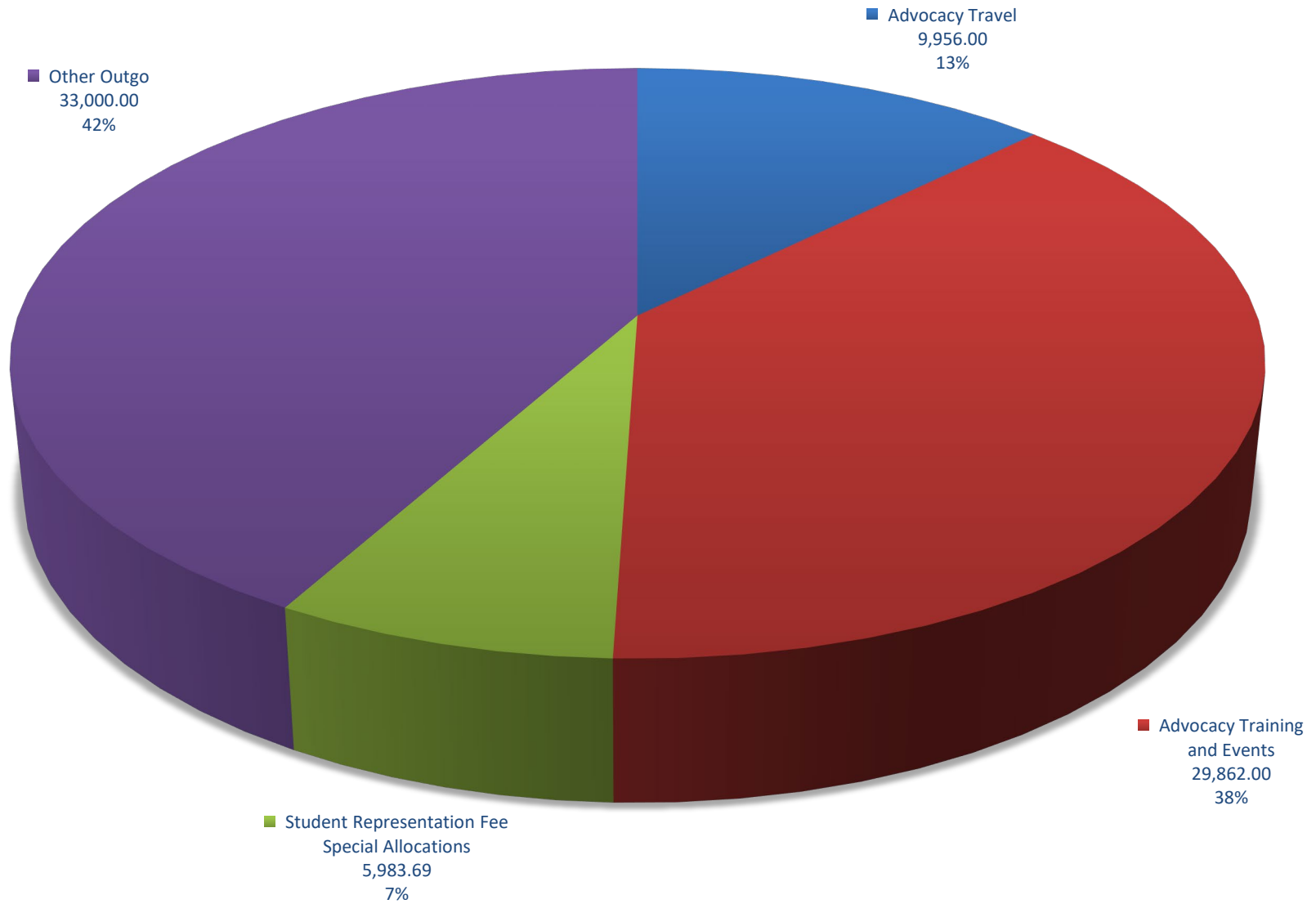
Total - \$78,801.69

Fund 46 Student Rep Fee Income 2020-2021

Item	2018-2019 Actual	2019-2020 Adopted	2019-2020 Revised	2019-2020 Est. to 06/30	2020-2021 Adopted
<u>DASB Student Representation Fee*</u>					
DASB SRF (Total Fees Collected; 1/2 Required CCCCCO Outgo)	71,079.00	72,000	72,000	67,000	66,000
DASB SRF Subtotal	\$71,079.00	\$72,000	\$72,000	\$67,000	\$66,000
Total Revenue	\$71,079.00	\$72,000	\$72,000	\$67,000	\$66,000
Plus Prior Year Fund Balance Reserve for Budget		\$5,702.59			\$12,801.69
Total Available to Allocate		\$77,702.59			\$78,801.69
*Fund 46 Student Representation Fee Established in 2016-2017					

2020-2021
Proposed
Student Representation Fee
Expenses

2020-2021 Student Representation Fee Expenses



Total - \$78,801.69

Fund 46 Student Rep Fee Expenses 2020-2021

Item	2018-2019 Actual	2019-2020 Adopted	2019-2020 Revised	2019-2020 Est. to 06/30	2020-2021 Adopted
Student Rep Fee Expenses					
Advocacy Travel					
CCCSAA Student Leadership Conference	5,000.00	5,000.00	5,443.00	5,443.00	3,500.00
SSCCC General Assemblies	2,478.77	2,500.00	2,500.00	2,500.00	2,500.00
Public Policy School Washington DC	1,000.00	2,000.00	0.00	0.00	0.00
FA CCC Advocacy & Policy Conference		1,000.00	3,956.00	3,956.00	3,956.00
Advocacy Travel Subtotal	8,478.77	10,500.00	11,899.00	11,899.00	9,956.00
Advocacy Training and Events					
CA Campus Camp (formerly Camp Wellstone)	13,060.00	13,015.00	13,015.00	13,015.00	9,275.00
DASB Leadership Training*	2,190.83				
FA PAC Internship	4,524.84	4,575.00	4,575.00	4,575.00	5,585.00
Public Policy School					4,040.00
VIDA	10,940.42	10,962.00	10,962.00	10,962.00	10,962.00
Advocacy Training and Events Subtotal	30,716.09	28,552.00	28,552.00	28,552.00	29,862.00
Student Rep Fee Special Allocations					
Student Rep Fee Special Allocations		2,650.59	0.59	0.00	5,983.69
CalWorks Conference			1,251.00	0.00	
FA PAC Internship					
FA CCC Advocacy & Policy Conference	3,383.99				
Student Rep Fee Special Allocations Subtotal	3,383.99	2,650.59	1,251.59	0.00	5,983.69
Other Outgo					
CCCCO Outgo (Must Equal 1/2 of SRF Revenue)	35,539.31	36,000.00	36,000.00	33,500.00	33,000.00
Other Outgo Subtotal	35,539.31	36,000.00	36,000.00	33,500.00	33,000.00
TOTAL	78,118.16	77,702.59	77,702.59	73,951.00	78,801.69
*DASB Leadership Training moved back to DASB Fund 41 for 2019-2020 budget					

DASB
Fund Balance Summary
2019-2020

DASB OPERATING FUND 41 FUND BALANCE SUMMARY FOR 2019-2020

I. Fund 41 DASB Operating Fund Balance - June 30, 2019		614,951
General Reserve Restricted Fund Balance	400,000	
Fund Balance Reserved for 2019-2020 Budget	148,851	
Fund Balance Reserved for 2020-2021 Budget	66,100	
II. Fund 41 Estimated Operating Income for 2019-2020		874,080
III. Fund 41 Estimated Operating Expenses for 2019-2020		942,238
IV. Fund 41 Estimated DASB Operating Fund Balance - June 30, 2020		546,793
General Reserve Restricted Fund Balance	400,000	
Fund Balance Reserved for 2020-2021 Budget	66,100	
Estimated Fund Balance Reserved for 2021-2022 Budget	80,693	

DASB STUDENT REP FEE (SRF) FUND 46 FUND BALANCE SUMMARY FOR 2019-2020

I. Fund 46 DASB SRF Fund Balance - June 30, 2019		38,504
General Reserve Restricted Fund Balance	20,000	
Fund Balance Reserved for 2019-2020 Budget	5,703	
Fund Balance Reserved for 2020-2021 Budget	12,801	
II. Fund 46 Estimated SRF Income for 2019-2020		67,000
III. Fund 46 Estimated SRF Expenses for 2019-2020		73,951
IV. Fund 46 Estimated DASB SRF Fund Balance - June 30, 2020		31,553
General Reserve Restricted Fund Balance	20,000	
Fund Balance Reserved for 2020-2021 Budget	12,801	
Estimated Fund Balance Reserved for 2021-2022 Budget	(1,248)	

DASB
Budget Stipulations
2020-2021



2020-2021 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. No DASB Funds shall be used for General Office Supplies in Object Code 4010 except for DASB Operational accounts.
4. All programs funded by DASB must place a sign visible to students in their areas stating they are partially funded by DASB.
5. 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.
6. For all events funded or sponsored by the DASB the event organizers shall provide the information and/or marketing materials to the DASB Secretary (DASBSecretary@fhda.edu) and Office of College Life (CollegeLife@fhda.edu) so that the events can be promoted on the DASB Senate Agendas under Upcoming Events.
7. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
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, Cross Cultural Partners (CCP), and Student Leadership Recognition.
13. Any events with food must be open and promoted to the entire student body.
14. All College/Student services funded by the DASB are encouraged to participate in a DASB Student Resource Day, to be located inside of or within 250 feet of the Campus Center.
15. No Capital items may be purchased in April, May or June due to District Purchasing deadlines.
16. Any income on disposal of any capital items purchased with DASB Funds shall revert to the DASB General Fund.
17. 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.
18. No DASB funds can be used to purchase beverages in single-use plastic bottles of 500 milliliters (16.9 fluid ounces) or smaller.
19. All programs receiving DASB funding are highly encouraged to submit sign in sheets of student attendees to the Student Accounts Office with their payment requests for any events or conferences held. Sign in sheets or lack thereof will be factored into DASB budget deliberations.
20. All travel for students and their advisors shall be for students' academic, professional, and personal development only, and not for entertainment purposes.

DASB Operational

DASB Government Costs

21. All promotional items purchased by DASB must be eco-friendly whenever available and cost effective.

22. All DASB Marketing expenses are required to use eco-friendly products in doing so when available and cost effective. All promotional items purchased by the DASB Marketing Committee other than clothing must be a joint promotional item with ICC.

DASB Support Costs

23. 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.

DASB and ICC Programs and Services

ICC and Student Clubs

24. All promotional items purchased by ICC must be eco-friendly whenever available and cost effective. All promotional items purchased by the ICC other than clothing must be a joint promotional item with DASB.
25. No travel funding for clubs until ICC has recreated an ICC Travel Code.
26. No capital funding for clubs.

DASB Programs and Services

27. Ten (10) movie tickets per week per student and staff.
28. Repairs on the Bicycles for the DASB Bicycle Program must be completed by a certified mechanic.

Campus Events

There are no Budget Stipulations for Campus Events at this time.

Campus Services

29. 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.
30. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASB."
31. The La Voz Weekly account is to only be used for purchasing subscriptions and maintaining their website to La Voz for DASB members.
32. Funding for Textbook Program - CalWORKs Students shall be used for renting CalWORKs Students' textbooks whenever possible.

33. Funding for Textbook Program – EOPS Students shall be used for renting EOPS Students’ textbooks whenever possible.
34. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
35. Funding for Veterans’ Program shall be used for renting Veteran Students’ textbooks whenever possible.

Divisional Support

Creative Arts

36. Creative Arts cannot use DASB Funds for any facilities rental.
37. The Music Department funds are for Sheet Music and Guest Artists Only.

Athletics

38. The Athletics account is funded only for participating student athletes and coaches (students have to be DASB card holding members). Lodging shall only be funded for students. Only contests held in California will be funded. The athletics account shall only be used to fund food and lodging for away games.
39. 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

40. 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 per year, and submit any proposed amendments to the DASB Senate.
- F. Inspect programs that are partially funded by the DASB in the fall and winter quarters in preparation for DASB Budget Deliberations.
- G. Ensure that the Finance Committee receives a financial overview and procedures training.

ARTICLE II: BUDGETS

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

Section 1: Use of the DASB Budgets

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

Section 2: Preparation of the 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. Line Item transfers from labor and benefits object codes cannot be made to non-labor and benefits object codes. Exemptions may be made at the discretion of the Finance Committee. Line Item transfers must be submitted to the Student Accounts Office by the second to last Finance meeting of the fiscal year.

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 four (4) different reserve accounts.
 - 1. The General Reserve for Fund 41 as required by this DASB Finance Code. DASB shall maintain a reserve account of four hundred thousand dollars (\$400,000).
 - 2. The General Reserve for Fund 46 as required by this DASB Finance Code. DASB shall maintain a reserve account of twenty thousand dollars (\$20,000).
 - 3. Surplus Reserved for Next Year's Budget for Fund 41 and Fund 46.

ARTICLE III: FUNDS

Section 1: Accessing Funds from Reserve Accounts

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

Section 2: Accessing Special Allocation Funds 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. Any and all amendments throughout the funding deliberations shall also require a two-thirds (2/3) vote for approval.
- D. 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 IV: 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: SSCCC 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 V: 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 two hundred dollars (\$1,200) per speaker per event.
 2. For performances the fee shall not exceed one thousand eight hundred dollars (\$1,800) 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 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 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 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 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. Due to the fact that the DASB Senate is its own sole funding source the DASB Senate shall be exempt from the travel funding limits. 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 Finance Committee.

No DASB funding shall be used for clubs or club events except for funds allocated to the Inter Club Council (ICC) for said purpose.

All clubs must adhere to all DASB, ICC, College, and District policies and procedures including but not limited to the DASB Finance Code, DASB Budget Stipulations, and ICC Financial Code for their club funds and DASB funds allocated via ICC.

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. For the purpose of meal reimbursements, all meals will be defined by the period in which they are consumed. Breakfast shall be from 4:00 am to 11:00 am, lunch shall be from 11:01 am to 4:00 pm, and dinner shall be from 4:01 pm to 12:00 am. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.

All meal expenditures require all original detailed receipts/invoices that show amounts actually spent for meals, and for each athlete(s). The budgeter must specify if students share a meal and provide all receipts, even when the budgeter expects to only be partially reimbursed by DASB. 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: 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 IX: 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:	8/19/2015	Amended:	3/21/2018
Amended:	2/8/2012	Amended:	11/25/2015	Amended:	11/28/2018
Amended:	1/16/2013	Amended:	11/16/2016	Amended:	5/15/2019
Amended:	6/5/2013	Amended:	11/29/2017	Amended:	11/27/2019

**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.

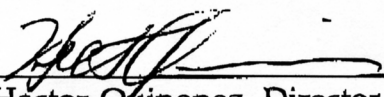
Signed on this date _____

 3/22/99

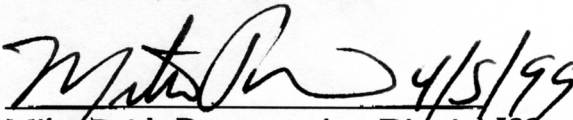
Ron Galatolo, District Controller

 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