



FINANCE CODE

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DASB FINANCE CODE

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ARTICLE I: FINANCE COMMITTEE

Section 1: Membership

The DASB Finance Committee shall consist of the following:

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

Section 2: Objectives

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

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

Section 3: Right to Act

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

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

Section 4: Committee Duties and Responsibilities

The DASB Finance Committee shall:

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

ARTICLE II: OFFICERS

Section 1: Officers

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

Section 2: Individual Duties and Responsibilities

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

ARTICLE III: BUDGETS

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

Section 1: Use of the DASB Budgets

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

Section 2: Preparation of the following fiscal year's Budget

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

Section 3: Line Item Transfers

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

Section 4: Budget Transfers

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

Section 5: Types of Accounts

- A. DASB Accounts
All income and expenditures designated in the annual DASB budget.
- B. Organizational Accounts
All income and expenditures of recognized clubs and organizations.
- C. Trust Accounts
All income and expenditures for student events and DASB events.
- D. Restricted Reserve Accounts
The current DASB Budget has two (2) different reserve accounts.
 - 1. The General Reserve as required by this DASB Finance Code. DASB shall maintain a reserve account to equal two-thirds (2/3) of its previous fiscal year operation Budget or five hundred thousand dollars (\$500,000), whichever is less.
 - 2. Surplus Reserved for Next Year's Budget.

ARTICLE IV: FUNDS

Section 1: Accessing Funds from Reserve Accounts

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

Section 2: Accessing Special Allocation Funds

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

Section 3: Capital

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

Section 4: Deposits

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

ARTICLE V: EXPENDITURES

Section 1: Procedures

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

- D. No DASB funds shall be used to purchase alcoholic beverages or any illegal substances.
- E. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASB Senate approval.
- F. Budgeters will be limited to the following amounts:
 - 1. For contracted speakers the fee shall not exceed one thousand five hundred dollars (\$1,500) per speaker per event.
 - 2. For performances the fee shall not exceed two thousand dollars (\$2,000) per performance.

Section 2: Signatures

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

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

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

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

ARTICLE VI: DOCUMENTATION

Section 1: Tickets

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

Section 2: Maintenance of Records

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

Section 3: Financial Reports

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

ARTICLE VII: SPECIFIC ACCOUNTS

Section 1: Student Body Association Fees

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

Section 2: Travel

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

Section 3: General Diversity Events

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

Section 4: ICC and Club Funding

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

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

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

Allocation for banquets, orientations, recognitions, hospitalities, breakfasts, luncheons, dinners, meals, meeting meals, travel/conference meals (except when already provided), workshops, etc., or mileage shall adhere to the district standards for meal per diem and mileage expenses. Under no circumstances will expenses exceed the district standards for meal per diem amounts and district mileage standards. Approved travel mileage will be reimbursed on a per mile basis according to district standards. All meal expenditures, including per diem meals, require original detailed receipts/invoices. Reimbursements for gratuity, when applicable, shall not exceed twenty-percent of the total meal cost.

Section 6. – Athletic Travel Meals

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

Athletic away events that last less than 6 hours, including travel and competition time, merit one reimbursed meal.

Athletic away events that last longer than 6 hours, including travel and competition time, merit two reimbursed meals.

Athletic away events that last longer than 9 hours, including travel and competition time, merit three reimbursed meals.

Reimbursement for gratuity, when applicable, shall not exceed twenty-percent of the total meal cost.

ARTICLE VIII: END OF THE YEAR CLOSE PROCEDURES

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

ARTICLE IX: SCHOLARSHIPS

Section 1: Eligibility

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

Section 2: Requirements

- A. Turn in a completed DASB scholarship application to Financial Aid Office by the deadline.
- B. Write an essay about the topic selected by the Committee.
- C. Turn in a letter of recommendation from a De Anza College staff member, faculty member, or community leader.

Section 3: Amount

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

Section 4: Procedure

The DASB Scholarships Director shall ensure that:

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

ARTICLE X: GLOSSARY

Accrual:

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

Encumbrance:

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

Carry Forward:

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

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

Year-End Cut-off:

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

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

Independent Contractor Forms

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

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

Student Accounts Check Processing Cut-off

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

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

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