



# DASB

De Anza Associated Student Body

## ANNUAL BUDGET 2012-2013



Copyright © De Anza College, April 2012

Produced by De Anza College  
Office of College Life  
Student Accounts

Cover Design by Andrew Zhou



# 2012-2013 Budget Table of Contents

<b>De Anza Associated Student Body President’s Message</b> .....	<b>1</b>
<b>DASB Proposed Budget for Fiscal Year 2012-2013</b> .....	<b>3</b>
<b>Income</b> .....	<b>4</b>
DASB Budget Income.....	<b>5</b>
DASB Budget Income (Itemized).....	<b>6</b>
Card Sales.....	<b>6</b>
Student Events & Activities.....	<b>6</b>
Investments/Interest.....	<b>6</b>
Prior Year Fund Balance.....	<b>6</b>
Total.....	<b>6</b>
<b>Expenses</b> .....	<b>7</b>
DASB Budget Expenses.....	<b>8</b>
DASB Budget Expenses (Itemized).....	<b>9-15</b>
Government Costs.....	<b>9</b>
Operating Costs.....	<b>9</b>
Special Allocations.....	<b>10</b>
Conference Travel.....	<b>10</b>
Inter Club Council.....	<b>10</b>
College Life.....	<b>11</b>
College Services.....	<b>12</b>
Divisional Support.....	<b>13-14</b>
Carry Forward.....	<b>15</b>
Transfers.....	<b>15</b>
Total.....	<b>15</b>
<b>DASB Fund Balance Summary for 2011-2012</b> .....	<b>16</b>
<b>DASB Budget Stipulations 2012-2013</b> .....	<b>18</b>
<b>DASB Budget and Finance Code</b> .....	<b>24</b>
<b>Memorandums of Understanding</b> .....	<b>39</b>

**De Anza Associated  
Student Body  
Message**

# DASB Budget 2012-2013

## *Passion Into Actions*

The De Anza Associated Student Body strongly supports student success. In order to promote the well being of each student, we fund programs and services that enable De Anza students to lead proactive lives. Being able to assist students to be successful in math through participation in the Math Performance Success Program, getting extra help from the Tutorial Center to succeed in their classes, reading La Voz to gain up-to-date news of the campus and the world, attending marches to speak out against budget cuts on education, occupying the Main Quad to advocate for education, are all possible due to DASB support and funding.

For the 2012-2013 year, we have focused our attention on impacting De Anza students directly by providing funding for programs that provide academic benefits, leadership skills, and enable students to pursue their interests. With a budget exceeding a million dollars, we have funded programs that promote success for our students in many discipline and service areas. With our continued support, every student has the resources they need to succeed at De Anza College.

The Budget Goals for 2012-2013 are to fund programs that must directly affect De Anza students and:

- Help students succeed and enable them to achieve their academic and/or personal goals at De Anza College
- Promote leadership, diversity, civic engagement, academic benefits, and/or equality among all students
- Benefit students during the fiscal year of the budget
- Benefit DASB members/cardholders
- Serve the greatest number of students while maintaining quality
- Generate DASB Revenue
- Promote DASB benefits to the general student body
- Have DASB as their primary funding source

We would like to thank all the Finance Committee members and advisors who have assisted with the development and success of the 2012-2013 Budget.

#### **Finance Committee Members:**

Cristian Aguilar  
Amira Farah  
Shahar Marom  
Kenneth Perng  
Arvind Ravichandran  
Meera Suresh  
William Utomo  
Christine Yu  
Pablo Zamorano

#### **Special Thanks to:**

John Cognitiona  
Lisa Kirk  
Dennis Shannakian



---

Arvind Ravichandran  
DASB President



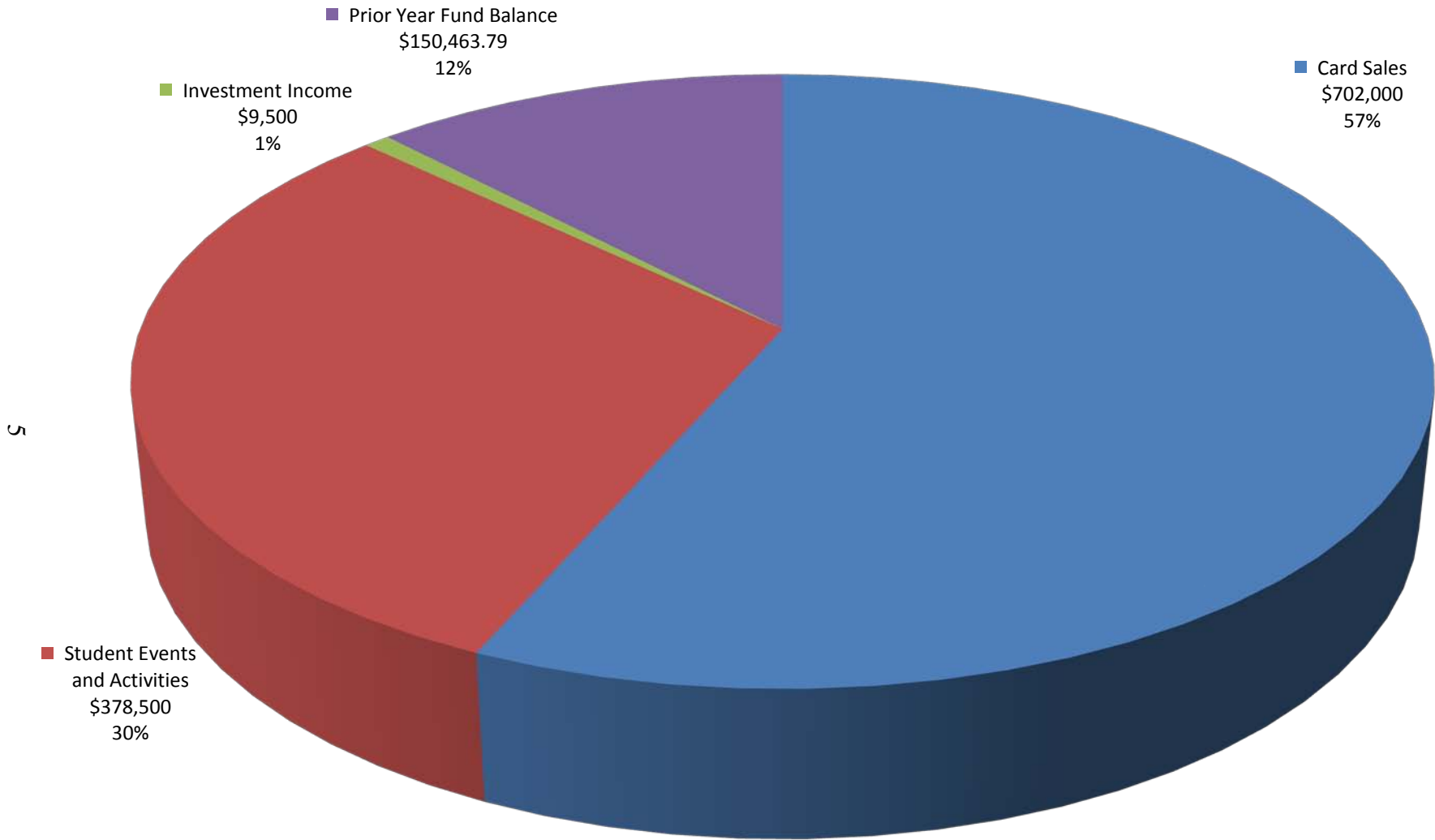
---

Pablo Zamorano  
DASB Chair of Finance

**DASB**  
**Proposed Budget**  
**for Fiscal Year**  
**2012-2013**

**2012-2013**  
**Proposed Income**

# DASB Income 2012-2013



Total - \$1,240,463.79

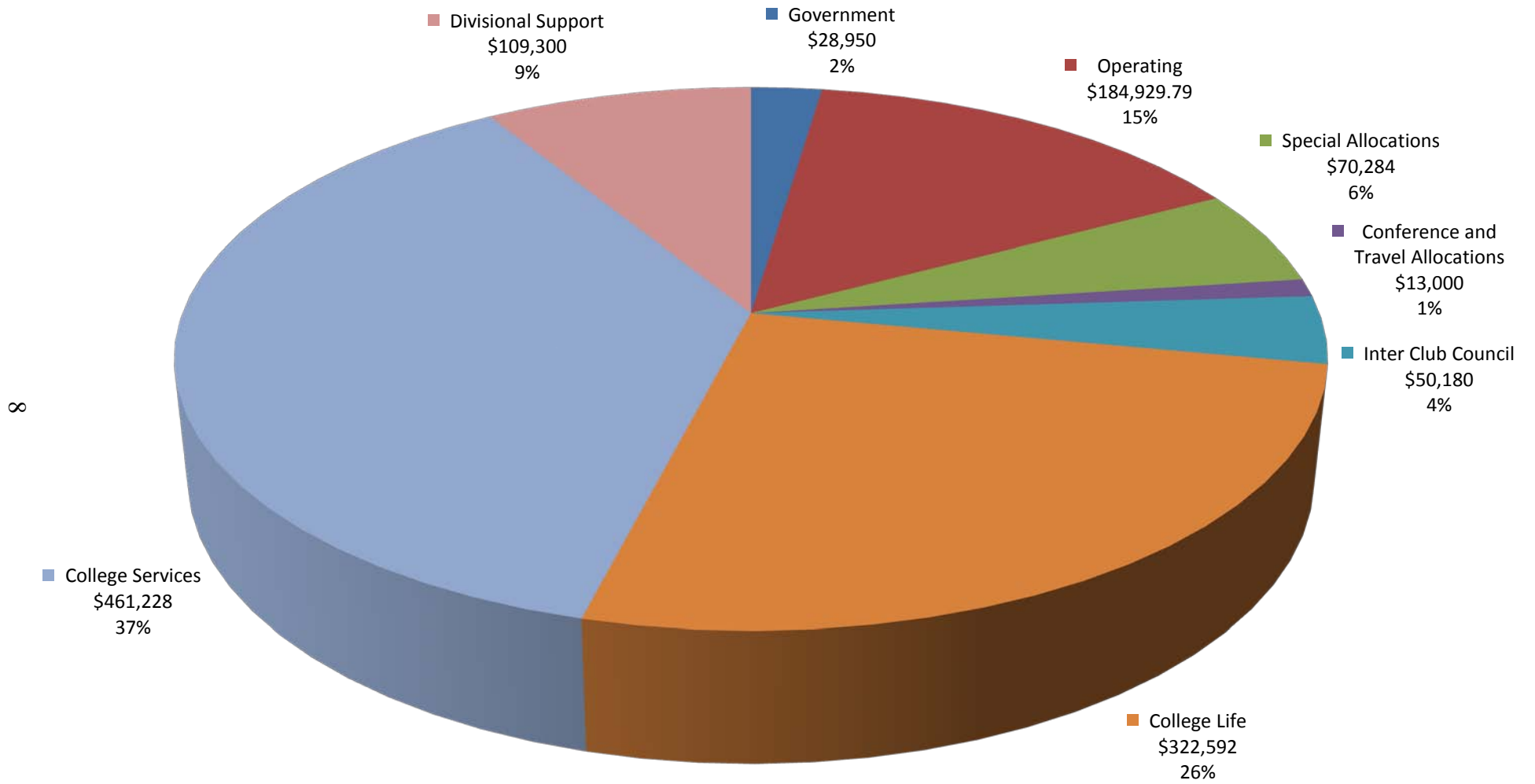


**Income 2012-2013**

Item	2010-2011 Actual	2011-2012 Adopted *	2012-2012 Revised	2011-2012 Est. to 06/30	2012-2013 Adopted
<b><u>Card Sales</u></b>					
Card Sales	468,594	711,000	711,000	708,000	702,000
<b>Card Sales Subtotal</b>	<b>\$468,594</b>	<b>\$711,000</b>	<b>\$711,000</b>	<b>\$708,000</b>	<b>\$702,000</b>
<b><u>Student Events &amp; Activities</u></b>					
Movie Tickets-Silver+Classic	23,726	23,500	23,500	23,500	24,000
Movie Tickets-Gold+Platinum	48,415	47,050	47,050	47,050	49,500
DASB Card Replacement	4,730	3,000	3,000	5,000	4,500
DASB Fundraisers	106	500	500	0	0
Bike Corral Access Fee	100	500	500	400	500
Flea Market	305,670	300,000	300,000	315,000	300,000
Flea Market Late Depart/Clean-up Fee	135	500	500	0	0
Misc. Income	0	0	0	0	0
<b>Student Events &amp; Activities Subtotal</b>	<b>\$382,882</b>	<b>\$375,050</b>	<b>\$375,050</b>	<b>\$390,950</b>	<b>\$378,500</b>
<b><u>Investment Income</u></b>					
Interest Income	9,407	11,000	11,000	9,200	9,500
<b>Investments Income Subtotal</b>	<b>\$9,407</b>	<b>\$11,000</b>	<b>\$11,000</b>	<b>\$9,200</b>	<b>\$9,500</b>
<b>Total</b>	<b>\$860,883</b>	<b>\$1,097,050</b>	<b>\$1,097,050</b>	<b>\$1,108,150</b>	<b>\$1,090,000</b>
<b>Plus Prior Year Fund Balance Reserve for Budget</b>		\$111,321.85			\$150,463.79
<b>Total Available to Allocate</b>		<b>\$1,208,371.85</b>			<b>\$1,240,463.79</b>
*Card Sales-Fee increase from \$6 to \$9 per term effective `11-12					

**2012-2013**  
**Proposed Expenses**

# 2012-2013 DASB Expenses



Total - \$1,240,463.79

### Expenses 2012-2013

Item	2010-2011 Actual	2011-2012 Adopted	2011-2012 Revised	2011-2012 Est. to 06/30	2012-2013 Adopted
<b><u>DASB Administrative</u></b>					
<b>Government Costs</b>					
DASB President	0	0	0	0	0
DASB Executive VP	0	0	0	0	0
DASB VP of Budget and Finance	0	50	50	50	0
DASB VP of Student Rights & Campus Relations	0	0	0	0	0
DASB VP of Student Services	0	50	50	50	0
DASB VP of Administration	0	50	50	50	0
DASB VP of Marketing and Communication	0	50	50	50	0
DASB VP of Diversity and Events	0	50	50	50	0
DASB VP of Campus Environment and Sustainability	0	50	50	50	0
DASB Budget Committee	888	1,100	1,100	1,100	1,000
DASB Election	1,060	2,000	2,000	2,000	2,000
DASB Hospitality	188	1,000	1,000	1,000	100
DASB Inauguration	0	0	0	0	900
DASB Leadership Training	1,271	2,500	2,500	2,500	1,500
DASB New Senate Orientation	0	500	500	500	500
DASB Office Staff	7,903	10,150	10,150	10,150	10,150
Campus Environment & Sustainability Committee	558	2,600	2,600	2,600	1,700
Student Rights & Services Committee	1,247	2,100	4,200	4,200	1,500
DASB Office Supplies	537	1,500	1,500	1,000	1,500
DASB Marketing and Communications Committee	7,217	8,300	8,300	8,300	8,100
<b>Government Cost Subtotal</b>	<b>\$20,869</b>	<b>\$32,050</b>	<b>\$34,150</b>	<b>\$33,650</b>	<b>\$28,950</b>
<b>Operating Costs</b>					
Accounts Office Staff	98,542	97,376	97,376	92,000	170,979
Accounts Office Supplies	1,351	1,500	1,500	1,500	1,500
Accounts Office System	5,030	5,300	5,300	5,180	5,450
Accounts Office Short/(Over)	19	0	0	6	0
Bank/Credit Card Fees	0	0	0	0	2,000
Copy Machine	5,010	27,000	27,000	25,000	4,000
Variance	151	1,000.85	1,000.85	500	1,000.79
<b>Operating Costs Subtotal</b>	<b>\$110,103</b>	<b>\$132,176.85</b>	<b>\$132,177</b>	<b>\$124,186</b>	<b>\$184,929.79</b>
<b>DASB Administrative Subtotal</b>	<b>\$130,973</b>	<b>\$164,226.85</b>	<b>\$166,327</b>	<b>\$157,836</b>	<b>\$213,879.79</b>

**Expenses 2012-2013**

Item	2010-2011 Actual	2011-2012 Adopted	2011-2012 Revised	2011-2012 Est. to 06/30	2012-2013 Adopted
<b><u>Allocations</u></b>					
<b>Special Allocations</b>					
Summer/Fall Allocation		42,108	1,181	1,181	38,284
Winter/Spring Allocation		35,557	19,414	19,414	32,000
<b>Special Allocations</b>					
H.E.F.A.S.			8,000	8,000	
Student Council Chambers Remodel			12,655	12,536	
Veteran's Program			5,000	5,000	
Hollywood North Studios			9,904	9,904	
Sacramento Rally	5,687				
Parcel Tax Contribution	10,000				
Pepsi Refresh Project	996				
Farmer's Market	286				
DASB Printer	1,217				
Bicycle Project	0				
DASB Year End Reception	1,473				
DASB Intramural Sports	340				
<b>Special Allocation Subtotal</b>	<b>\$19,999</b>	<b>\$77,665</b>	<b>\$56,154</b>	<b>\$56,035</b>	<b>\$70,284</b>
<b>Conference Travel</b>					
DASB/ICC Student Leadership Conference	4,884	10,000	10,000	6,000	7,000
Advocacy Rallies	0	5,000	8,500	7,100	6,000
<b>Conference Travel Subtotal</b>	<b>\$4,884</b>	<b>\$15,000</b>	<b>\$18,500</b>	<b>\$13,100</b>	<b>\$13,000</b>
<b>Allocations Subtotal</b>	<b>\$24,883</b>	<b>\$92,665</b>	<b>\$74,654</b>	<b>\$69,135</b>	<b>\$83,284</b>
<b><u>Inter Club Council (ICC)</u></b>					
Inter Club Council (ICC)	36,272	54,615	46,865	46,865	50,180
<b>Inter Club Council Subtotal</b>	<b>\$36,272</b>	<b>\$54,615</b>	<b>\$46,865</b>	<b>\$46,865</b>	<b>\$50,180</b>

### Expenses 2012-2013

Item	2010-2011 Actual	2011-2012 Adopted	2011-2012 Revised	2011-2012 Est. to 06/30	2012-2013 Adopted
<b>College Life</b>					
<b>Student Events &amp; Activities</b>					
Movie Tickets	85,007	72,820	72,820	71,800	73,500
Cross Cultural Partnerships	7,978	2,000	9,145	9,145	8,256
DASB Bicycle Program	0	1,000	1,000	1,000	1,000
DASB Card Office	91,542	97,268	97,268	97,268	108,268
Flea Market	93,732	130,751	130,751	130,751	87,438
Flea Market Short/(Over)	0	0	0	0	0
Graduation	2,500	4,000	4,000	4,000	4,000
New Student Orientation	6,659	6,550	6,910	6,910	4,150
DASB Campus Events-Summer	0	1,950	1,950	1,350	2,280
DASB Campus Events	8,777	11,100	11,100	9,000	8,700
Visiting Speakers Series	5,000	4,500	4,500	4,500	4,000
<b>Student Events &amp; Activities Subtotal</b>	<b>\$301,197</b>	<b>\$331,939</b>	<b>\$339,444</b>	<b>\$335,724</b>	<b>\$301,592</b>
<b>Multicultural/Diversity</b>					
Asian Pacific American	4,682	5,000	5,000	5,000	3,500
Black History	463	5,000	5,000	5,000	3,500
Day of Remembrance	1,500	2,000	2,000	2,000	1,500
Disability Awareness	1,306	2,500	2,500	2,500	2,000
Gay Pride	0	2,500	2,500	2,500	1,500
Latino/a Events	4,611	5,000	5,000	5,000	3,500
Martin Luther King	508	2,000	2,000	2,000	1,000
Sign Language Interpreter	0	1,000	1,000	1,000	1,000
Women's History Month	3,795	5,000	5,000	5,000	3,500
<b>Multicultural/Diversity Subtotal</b>	<b>\$16,864</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$21,000</b>
<b>College Life Subtotal</b>	<b>\$318,061</b>	<b>\$361,939</b>	<b>\$369,444</b>	<b>\$365,724</b>	<b>\$322,592</b>

**Expenses 2012-2013**

<b>Item</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted</b>	<b>2011-2012 Revised</b>	<b>2011-2012 Est. to 06/30</b>	<b>2012-2013 Adopted</b>
<b><u>College Services</u></b>					
College Life Staff	11,016	62,960	62,960	62,960	62,660
Art on Campus	0	3,500	3,500	3,500	3,000
DASB Scholarship/Book Grants	15,000	15,000	15,000	15,000	10,000
De Anza Youth Leadership Conference	433	0	0	0	0
DLTP-Diversity Leadership Training Project	6,215	9,000	9,000	9,000	9,000
Honors Program	8,194	32,600	32,600	32,600	21,636
La Voz	13,509	15,000	15,000	15,000	15,000
LEAD Program	0	0	7,406	7,406	0
Legal Aid	9,727	10,080	10,080	9,500	10,080
Library - Textbooks on Reserve	9,734	10,000	10,000	10,000	15,000
Math Performance Success	39,227	43,860	43,860	43,860	50,000
Outreach	0	13,157	13,157	13,157	24,528
Puente	0	11,610	11,610	11,610	11,610
Student Computer Donation Program	7,809	13,695	13,695	13,695	9,000
Student Success and Retention Services	20,775	26,314	26,314	26,314	26,314
Textbook Program-CalWORKS Students	1,495	10,000	10,000	10,000	12,000
Textbook Rentals-EOPS Students	4,747	7,500	7,500	7,500	8,000
Tutorial Center	97,747	120,000	120,000	120,000	167,400
Veteran's Program	0	0	0	0	6,000
<b>College Services Subtotal</b>	<b>\$245,629</b>	<b>\$404,276</b>	<b>\$411,682</b>	<b>\$411,102</b>	<b>\$461,228</b>

### Expenses 2012-2013

Item	2010-2011 Actual	2011-2012 Adopted	2011-2012 Revised	2011-2012 Est. to 06/30	2012-2013 Adopted
<b><u>Divisional Support</u></b>					
<b>Creative Arts</b>					
Band	2,048	2,750	2,750	2,750	2,700
Chorale & Vintage Singers	1,799	2,000	2,000	2,000	1,900
Dance Program	644	4,000	4,000	4,000	2,000
De Anza Chamber Orchestra	1,626	2,500	2,500	2,500	2,000
Euphrat Museum	12,151	19,000	19,000	19,000	12,000
Jazz Ensemble Performance/Recording	1,606	3,000	3,000	3,000	1,900
Patnoe Jazz Festival	2,150	2,500	2,500	2,500	2,000
Photography	2,000	3,000	3,000	3,000	2,000
Student Film-Screenwriting	1,400	0	0	0	0
Student Film & Video Production	500	3,000	3,000	3,000	2,000
Vocal Jazz Performance/Recording	0	0	0	0	0
<b>Creative Arts Subtotal</b>	<b>\$25,923</b>	<b>\$41,750</b>	<b>\$41,750</b>	<b>\$41,750</b>	<b>\$28,500</b>
<b>Athletics</b>					
Athletics Dept. Transportation	9,913	10,000	10,000	4,000	4,000
Athletic Playoffs	9,951	11,000	11,000	11,000	10,000
Men's Baseball	2,000	2,000	2,000	2,000	1,900
Men's Basketball	2,417	5,000	5,000	5,000	4,700
M & W Cross Country	2,983	3,000	3,000	3,000	3,500
Men's Football	5,805	7,200	7,200	6,000	7,200
Men's Soccer	3,928	6,000	6,000	5,985	5,500
M & W Swim/Dive	3,742	2,000	2,000	2,000	3,500
Men's Tennis Team (In` 12-13 Men & Women's Combined)	276	1,500	1,500	1,500	3,000
M & W Track & Field	6,470	7,400	7,400	7,400	6,700
Men's Water Polo (In` 12-13 Men & Women's Combined)	1,078	1,500	1,597	1,593	3,200
Women's Badminton	1,500	1,500	1,500	1,500	1,600
Women's Basketball	4,106	5,000	5,000	4,998	4,700
Women's Soccer	3,920	6,000	6,000	3,798	4,500
Women's Softball	1,950	2,000	3,000	3,000	2,600
Women's Tennis Team (In` 12-13 Men & Women's Combined)	1,491	1,500	1,500	1,500	0
Women's Volleyball	1,950	2,000	2,000	1,739	1,900
Women's Water Polo (In` 12-13 Men & Women's Combined)	1,170	1,500	1,403	1,403	0
<b>Athletics Subtotal</b>	<b>\$64,652</b>	<b>\$76,100</b>	<b>\$77,100</b>	<b>\$67,416</b>	<b>\$68,500</b>



### Expenses 2012-2013

Item	2010-2011 Actual	2011-2012 Adopted	2011-2012 Revised	2011-2012 Est. to 06/30	2012-2013 Adopted
<b>Physical Education</b>					
Lifetime Fitness & Wellness Center	3,266	0	0	0	0
Massage Therapy Program	0	1,000	1,000	1,000	1,000
<b>Physical Education Subtotal</b>	<b>\$3,266</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>Biological &amp; Health Sciences</b>					
Environmental Studies Area	1,984	3,000	3,000	3,000	3,000
<b>Biological &amp; Health Sciences Subtotal</b>	<b>\$1,984</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>Disability Support Programs &amp; Services (DSPS)</b>					
Adapted Physical Education	1,300	1,300	1,300	1,300	1,300
DSS/EDC Spring Celebration	718	1,000	1,000	1,000	1,000
<b>Disability Support Programs &amp; Services Subtotal</b>	<b>\$2,018</b>	<b>\$2,300</b>	<b>\$2,300</b>	<b>\$2,300</b>	<b>\$2,300</b>
<b>Language Arts Division</b>					
Red Wheelbarrow Magazine	800	800	800	800	1000
Speech & Debate Team	0	5,700	5,700	5,700	5,000
<b>Language Arts Subtotal</b>	<b>\$800</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>\$6,000</b>
<b>Divisional Support Subtotal</b>	<b>\$98,642</b>	<b>\$130,650</b>	<b>\$131,650</b>	<b>\$121,966</b>	<b>\$109,300</b>

**Expenses 2012-2013**

Item	2010-2011 Actual	2011-2012 Adopted	2011-2012 Revised	2011-2012 Est. to 06/30	2012-2013 Adopted
<b>Carry Forward Expenses</b>					
Prior Year Void Checks	(108)	0	0	(1,200)	
Bicycle Project	3,252	0	5,500	4,590	
Public Transportation Project	1,838	0	0	0	
Farmer's Market		0	1,173	0	
<b>Carry Forward Subtotal</b>	<b>\$4,983</b>	<b>\$0</b>	<b>\$6,673</b>	<b>\$3,390</b>	<b>\$0</b>
<b>Transfers</b>					
Transfer to Fund 44 Clubs	12,800	0	7,750	7,750	
Transfer to Fund 45 Trusts	25	0	0	125	
<b>Transfers Subtotal</b>	<b>\$12,825</b>	<b>\$0</b>	<b>\$7,750</b>	<b>\$7,875</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$872,268</b>	<b>\$1,208,371.85</b>	<b>\$1,215,045</b>	<b>\$1,183,893</b>	<b>\$1,240,463.79</b>

**DASB**  
**Fund Balance Summary**  
**2011-2012**

## DASB FUND BALANCE SUMMARY FOR 2011-2012

I. Fund 41 DASB Operating Fund Balance - June 30, 2011	768,811
Fund Balance Reserved for Encumbrances for 2011-2012	352
Fund Balance Reserved for Carryforwards for 2011-2012	6,673
General Reserve	500,000
Fund Balance Reserved for 2011-2012 Budget	111,322
Fund Balance Reserved for 2012-2013 Budget	150,464
II. Fund 41 Estimated Operating Income for 2011-2012	1,108,150
III. Fund 41 Estimated Operating Expenses for 2011-2012	1,183,893
IV. Fund 41 Estimated DASB Operating Fund Balance - June 30, 2012	693,068
General Reserve	500,000
Fund Balance Reserved for 2012-2013 Budget	150,464
Estimated Fund Balance Reserved for 2013-2014 Budget	42,604

**DASB**  
**Budget Stipulations**  
**2012-2013**



## 2012-2013 DASB Budget Stipulations

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

### General

1. All programs that receive DASB funds shall encourage DASB Card membership purchase. Encouragement includes, but is not limited to, requiring DASB funded student employees to be current DASB members, and that students receiving DASB funded services be current members of DASB. DASB Card membership purchase encouragement will be a factor in future funding.
2. All Student Employees funded by DASB must be DASB Members. 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. Mileage shall not be reimbursed by DASB.
7. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
8. Funds allocated must be used for the purpose stated in the original request and cannot be used for or allocated/donated to other programs without DASB senate approval.

9. For contracted speakers the fee shall not exceed \$1500.00 per speaker per event. For performances the fee should not exceed \$2000.00 per performance. Meals and beverages will not be reimbursed.
10. No funds shall be used for promotional clothing unless so specified in the approved budget.
11. DASB shall not fund any banquets other than for the Disability Support Programs & Services (DSP&S) Division.
12. All College/Student services funded by the DASB are required to participate in a DASB Student Services Day, to be located inside of or within 250 feet of the Campus Center.
13. No Capital items may be purchased in May or June.
14. Any income on disposal of any capital items purchased with DASB Funds shall revert to the DASB General Fund.

## **DASB**

15. All promotional items purchased by DASB must be eco-friendly whenever available and cost effective.
16. DASB recognizes the importance of and supports Multicultural/Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The DASB Diversity and Events must establish a committee to host the event, in concert with the DASB Diversity and Events Committee Advisor, will serve as the budgeter for the Multicultural/Diversity funds. In order to insure quality programs will be conducted for the good of our student population, the DASB in cooperation with staff, student club members and The Office of College Life will establish target dates for each funded program. If the staff and student club members associated with each of the funded programs have not met these target dates, the DASB Chair of Diversity and Events may coordinate events recognizing the various Multicultural/Diversity groups.
17. The DASB Leadership Training funds must be used for multiple retreats and multiple workshops.
18. The DASB Senate must decide which conferences to attend with the DASB/ICC Student Leadership Conference(s) account.
19. For the DASB Campus Events account there can be no transfers from Technical and Professional Services.
20. No gift items/prizes/giveaways can be over \$50 in value.
21. 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.

22. All marketing related supplies must be purchased through the Office Supplies Account.
23. The funds in the DASB New Senate Orientation account should be used to hold a new senate orientation before the 8<sup>th</sup> week of spring quarter by the DASB Executive committee.
24. Continued funding of the Account Office Staff account is dependent on negotiation between the DASB Finance Committee and De Anza College Administration.

## **ICC**

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

## **College Life**

29. In order for the Cross Cultural Partners to access its funding the Cross Cultural Partnerships Council must have been meeting at least once per quarter starting March 2011 and the Student Learning Outcomes must be submitted to the DASB Senate by the second week of Fall 2012.
30. \$1,000 in funding for the DASB Bicycle Program is for Technical and Professional Services for Bicycle Maintenance and Repair by Certified Mechanics.

## **College Services**

31. 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 advertizing space.
32. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASB."
33. The La Voz Weekly account is to only be used for purchasing subscriptions and maintaining their website to La Voz Weekly for DASB members.
34. Books purchased with the Library – Textbook on Reserve Collection account must have a sticker placed on them with the DASB Logo and indicating they were purchased by DASB.
35. Students must show their DASB Card to borrow a calculator purchased for the Math Performance Program (MPSP) with DASB funds.



36. Funding for Textbook Program - CalWORKs Students shall be used for renting CalWORKs Students' textbooks whenever possible.
37. Funding for Textbook Rentals - EOPS Students is restricted to renting EOPS Students' textbooks only.
38. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
39. The Tutorial and Academic Skills Center must provide accountability reports.

### **Creative Arts**

40. All Creative Arts performing groups funded in the DASB Budget are required to put on a performance at least once a year during Monday – Thursday, 11:30 am – 1:30 pm or 5:30 pm – 7:00 pm, at any location accessible to all students.
41. Creative Arts cannot use DASB Funds for any facilities rental.
42. The funding for the Patnoe Jazz Festival must be used to maintain the traditional Patnoe Jazz Festival Format as per 2008-2009 and earlier.
43. The Student Film and Video Productions account cannot be used for capital nor can funds be transferred to capital.

### **Athletics**

44. All Athletics accounts are funded only for participating athletes, away games and contests travel in California. Teams may use some of this funding for games and contests out of California by requesting a waiver from the DASB Finance Committee during the fiscal year of the budget.
45. 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.

46. Athletic Travel Meals for away games De Anza athletic teams are subject to maximum allocation of \$10 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.

Athletic away events that last less than 6 hours, including travel and competition time, will be deserving of two meals.

Athletic away events that last longer than 6 hours, including travel and competition time, will be deserving of two meals.

Athletic events that last longer than 9 hours, including travel and competition time, will be deserving of three meals.

### **Other Divisions**

47. 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

## TABLE OF CONTENTS

Article I	Finance Committee .....	26
Section	(1) Membership .....	26
	(2) Objectives .....	26
	(3) Right to Act .....	26
	(4) Committee Duties and Responsibilities .....	26
Article II	Officers .....	27
Section	(1) Officers .....	27
	(2) Individual Duties and Responsibilities .....	27
Article III	Budgets .....	28
Section	(1) Use of the DASB Budgets .....	28
	(2) Preparation of the DASB Budgets .....	28
	(3) Line Item Transfers .....	29
	(4) Budget Transfers .....	29
	(5) Types of Accounts .....	29
Article IV	Funds .....	30
Section	(1) Accessing Funds from Reserve Accounts .....	30
	(2) Accessing Special Allocation Funds .....	30
	(3) Capital .....	30
	(4) Deposits .....	30
Article V	Expenditures .....	31
Section	(1) Procedures .....	31
	(2) Signatures .....	32
Article VI	Documentation .....	34
Section	(1) Tickets .....	34
	(2) Maintenance of Records .....	34
	(3) Financial Reports .....	34
Article VII	Specific Accounts .....	35
Section	(1) Student Body Association Fees .....	35
	(2) Travel .....	35
	(3) General Diversity Events .....	35
	(4) ICC and Club Funding .....	35
	(5) Banquet, Hospitality, Meal, and Mileage Expenses .....	35
	(6) Athletic Travel Meals .....	35
Article VIII	End of the Year Close Procedures .....	36
Article IX	Scholarships .....	37
Section	(1) Eligibility .....	37
	(2) Requirements .....	37
	(3) Amount .....	37
	(4) Procedure .....	37
Article X	Glossary .....	38

## **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 (2<sup>nd</sup>) 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.

Adopted: 06/09/2010

Amended: 02/08/2012

**Memorandums  
of  
Understanding**

Memorandum of Understanding  
March 15, 1999

**STUDENT ACCOUNTS OPERATION AND  
ACCOUNTING SOFTWARE PURCHASE**

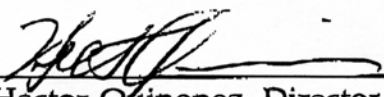
This memorandum of Understanding is entered into by and between the Foothill-De Anza Community College District (District), De Anza College and the De Anza Associated Student Body (DASB).

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