



De Anza Associated Student Body Finance Committee Budget Bulletin For All Programs Excluding Athletics

Amanda Le, DASB Chair of Finance

October 9, 2017

★ Keep this sheet for your reference. Do not copy/turn in with your application. ★

The DASB is accepting requests for the 2018-2019 fiscal year budget. Use the attached application to request funding for the 2018-2019 fiscal year. If you have any questions, please contact Amanda Le, DASB Chair of Finance, at DASBFinance@deanza.edu, or Dennis Shannakian, College Life Office Coordinator, at 408-864-8757 or ShannakianDennis@deanza.edu.

DASB 2018-2019 ANNUAL BUDGET FUNDING REQUESTS

Welcome to Fall Quarter 2017

In the tradition of “Students Working for Students”, the De Anza Associated Student Body is beginning our annual budget process for the 2018-2019 academic year. Please read below for some changes that will be occurring for this funding cycle.

DASB funds are not intended to fund your entire program. Please be reasonable in your request. The DASB Budget is comprised of two funds, Fund 41 General Fund, and the Fund 46 Student Representation and Advocacy Fund. Fund 46 can only be used for Student Representation, Advocacy and related Leadership Training Activities. The DASB Finance Committee and DASB Senate will determine which Fund to use for your request.

- Any Request that is not fully completed will not be accepted.
- Any Request that is not in by the due date runs the risk of being rejected.

Signatures that are needed for requesting funds

All requests require the signature of the budgeter(s) and the administrator responsible for the program of the account. 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. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

Budget Information Meetings

For questions regarding funding possibilities, procedures, requirements, etc. please go to a DASB Finance Committee Meeting, Mondays at 3:30 PM in Student Council Chambers A (HCC130).

2018-2019 DASB BUDGET CALENDAR

Monday, November 13, 2017

Budget Requests due to the Office of College Life by 4 PM
Fourteen (14) copies (ONLY) total are required (keep the original for yourself)

By Wednesday, February 28, 2018

Proposed 2018-2019 DASB budget posted on the DASB bulletin board located on lower level of the Campus Center and online at www.deanza.edu/dasb/budget
Those requesting funds should review this draft.

By Wednesday, March 2, 2018

Final proposed draft presented to DASB Senate

Monday, May 7, 2018

DASB approved Budget presented to Board of Trustees for their approval.

Approved by DASB Chair of Finance

Produced by College Life/das - 8/7/2017

DASB Budget Request 2018-2019

For All Programs Excluding Athletics

Submit 14 copies (ONLY) total to the Office of College Life by Monday, November 13, 2017, 4:00 PM.

★ This form should be in front with any attachments stapled after it. ★

PLEASE SAVE PAPER: Use the Word version of this form and delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: _____
2. Is this a new DASB account? Yes No DASB Account Number: _____
3. Amount requested for 2017-2018 \$ _____
4. Total amount allocated for 2017-2018 \$ _____
5. How long has this program existed? _____
6. Number of students directly served in this program: _____

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.

7. List ALL other accounts and/or sources of income (list ALL Account Numbers, Account Names, and Account Balances) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified.

Failure to disclose ANY and ALL non-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.

B Budget Accounts: _____

Trust Accounts: _____

Fund 15 Accounts: _____

FHDA Foundation Accounts: _____

Grant Funded Accounts: _____

Other District Accounts: _____

Off-Campus/Off-District Accounts: _____

On-Campus Co-Sponsorships: _____

Off-Campus Co-Sponsorships: _____

8. Give a brief description of the program/services to be provided. How will these funds benefit present and future students? _____

9. What would be the consequences if DASB didn't fund or completely fund this request? _____

10. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? _____

11. Total amount being requested for 2018-2019 (from page 4) \$ _____

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Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Benefits (3200)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

Benefits rates can change each year. Please check rates before requesting the same amount as last year.

(1.52 % for Student Employees, 10.4 % for Casual Employees)

	Job Title	Total \$ x Percentage	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Food/Refreshments (4015)

(Must adhere to district Administrative Procedure 6331, <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Printing (4060)

(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Technical and Professional Services (5214)

(Independent Contractor amounts, Consultants/Guest Speakers/Entertainment (list programs).)

For contracted speakers the fee shall not exceed \$1,500 per speaker per event.

For performances the fee shall not exceed \$2,000 per performance.)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Domestic Conference and Travel (5510)

(Must adhere to district travel policies, <http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Capital (6420)

(Any durable item whose value exceeds \$500 and has usable life of one (1) year or more)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Total amount requested (also complete line 11 at bottom of first page) \$ _____

Income Commitment (if required) \$ _____

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Signatures that are needed for requesting funds

All financial documents, forms, requests/requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. 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. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

Budgeter's Name: (print) _____

Budgeter's Signature: _____

Phone Extension: _____

E-mail: _____

Relationship to Project: _____

Position on Campus: _____

Administrator's Name: (print) _____

Administrator's Signature: _____

Phone Extension: _____

E-mail: _____

Relationship to Project: _____

Position on Campus: _____

Approved by DASB Chair of Finance

(Produced by College Life/das - 8/2/2017)

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