

# DASG Budget Request 2023-2024

## For DASG Operational Accounts Only (DASG Senate and Related Accounts Only)

Budget Request due to the Office of College Life by 4:00 pm Monday, November 7, 2022  
Applications and attachments must be typed and submitted via email to Dennis Shannakian at  
[ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Subject must be in the following format: "DASG Budget Request - DASG Account/Program Name - DASG Account Number"

For Example: "DASG Budget Request - DASG Budget Committee - 41-51140"

Everything submitted will be publicly available online.

**Delete the Object Codes and lines within Object Codes you do not need.**

1. Program (Account) Name: Accounts Office Staff
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-51310
3. Amount requested for 2022-2023 \$ 220,695
4. Total amount allocated for 2022-2023 \$ 220,695
5. How long has this program existed? 40+ Years
6. Number of students directly served in this program: All DASG Members (paying quarterly fees)  
***Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.***
7. List ALL non-DASG accounts and/or sources of income (list ALL **Account Numbers**, **Account Names**, **Account Balances**, and **Account Purposes/Restrictions**) 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-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG Account if already approved.**  
B Budget Accounts: N/A  
Trust Accounts: N/A  
Fund 15 Accounts: N/A  
FHDA Foundation Accounts: N/A  
Grant Funded Accounts: N/A  
Other District Accounts: N/A  
Off-Campus/Off-District Accounts: N/A  
On-Campus Co-Sponsorships: N/A  
Off-Campus Co-Sponsorships: N/A
8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students? Staffing the Student Accounts Office to provide accounting, cashiering, and customer service for all of the financial transactions for DASG, clubs, and any trust accounts. The Accountant also serves as the Financial Advisor to the DASG Finance Committee & Senate as well as assists in the annual DASG Budget process. Staffing request is for the labor and benefits for 40% of the Accountant, 100% for the Accounting Assistant (both full-time classified staff positions), and 100% for one student assistant, who works up to 19 hours per week, generally in the afternoons.
9. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)? When students apply for our student employee position, we ask to see their DASG card to verify they are a DASG member (paying quarterly fee).
10. What would be the impact if DASG did not completely fund this request? We would not be able to provide the same level of service that we currently offer, and the office hours would be reduced to accommodate the reduction in staff hours. In addition, the office would be closed when the classified staff employees are not at work.

11. Total amount being requested for 2023-2024 (from page 2) \$ 231,858

Delete the Object Codes and lines within Object Codes you do not need.

**Student Payroll (2310)**

**MUST ALSO COMPLETE THE BENEFITS (3200) SECTION**

Must adhere to FHDA Student Pay Levels as stated at

<https://www.deanza.edu/financialaid/types/studentjobs.html>

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	See worksheet for details		10,477
2.			
3.			
4.			
5.			
		TOTAL:	\$ 10,477

**Hourly 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.	See worksheet for details		524
2.			
3.			
4.			
5.			
		TOTAL:	\$ 524

**Classified Payroll (2170)**

**MUST ALSO COMPLETE THE BENEFITS (3100) SECTION**

	Job Title		Cost
1.	Accounting Assistant		99,634
2.	Accountant		54,318
3.			
4.			
5.			
		TOTAL:	\$ 153,952

**Benefits (3100)**

**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.	Accounting Assistant		45,621
2.	Accountant		21,284
3.			
4.			
5.			
		TOTAL:	\$ 66,905

Delete the Object Codes and lines within Object Codes you do not need.

**Signatures are not Required for this Application**

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

**Signatures that are Required for Utilizing Funds**

All future 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 DASG 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 and Administrator Information**

Budgeter’s Name:	_____ Lisa Kirk _____
Phone Number:	_____ 408-864-8528 _____
Email:	_____ KirkLisa@fhda.edu _____
Relationship to Project:	_____ Office Staff _____
Position on Campus:	_____ Accountant _____
Administrator’s Name:	_____ Martin Varela _____
Phone Number:	_____ 408-864-8857 _____
Email:	_____ VarelaMartin@fhda.edu _____
Relationship to Project:	_____ Office Supervisor _____
Position on Campus:	_____ Director, College Fiscal Services _____