# DASG Budget Request 2024-2025

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 6, 2023

Applications and attachments must be typed and submitted via email to Dennis Shannakian at

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 Email Subject must be in the following format:

"DASG Budget Request - Your DASG Account/Program Name - Your 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: <u>41-51310</u> |
| 3. | Amount requested for 2023-2024 \$ 231,858                                   |
| 4. | Total amount allocated for 2023-2024 \$ 231,858                             |
| 5. | How long has this program existed? 40+ Years                                |

6. Number of students directly served in this program: <u>All DASG Members (Paying \$10 Quarterly Fee)</u>

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

| 7. | List ALL non-DASG accounts and/or sources  | s 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? <u>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 expert on the DASG Finance Committee, assists in the annual DASG Budget process, and provides financial information to the DASG Senate as well. Staffing request is for labor and benefits for 40% of the Accountant, 100% for the Accounting Assistant (both positions are full-time classified staff positions and may require union negotiated Cost of Living Adjustments-COLA), and 100% for one student assistant, who may work up to 19 hours per week, generally in the afternoons. We have not</u> hired a student employee since before the COVID shutdown. However we hope to hire a student assistant in the future.

- 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)? <u>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).</u>
- 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 in the office.

| 11. Total amount being requested for 2024-2025         | \$                                       |                      |
|--|--|----------------------|
| Delete the Object Codes and lines with                 | in Object Codes you do not need.         |                      |
| Student Payr   | oll (2310)                               |                      |
| MUST ALSO COMPLETE THE HOU                             | RLY BENEFITS (3200) SECTION              |                      |
| Must adhere to FHDA Studer                             | nt Pay Levels as stated at               |                      |
| https://www.deanza.edu/financi                         | alaid/types/studentjobs.html             |                      |
|  | of emp. x \$ Per hr x # hrs/wk x # of wk | s Cost               |
| 1. Cashiering Assistant (see spreadsheet f             | -  |                      |
|  |  | TAL:\$ <u>13,100</u> |
| Hourly Benef   | its (3200)                               |                      |
| MUST ALSO BE COMPLETED W                               | HEN REQUESTING PAYROLL                   |                      |
| Benefits rates can change each year. Please check rate | s before requesting the same amo         | ount as last year.   |
| (1.52 % for Student Employees, 1                       | .0.4 % for Casual Employees)             |                      |
| Job Title  | Total \$ x Percentage                    | Cost                 |
| 1. Cashiering Assistant (see spreadsheet f             | or details)                              |                      |
|  | TOT                                      | TAL:\$ <u>700</u>    |
| Classified Lab   | oor (2170)                               |                      |
| Item   | Intended Use                             | Cost                 |
| 1. Accounting Assistant                                |  |                      |
| 2. Accountant  |  |                      |
|  | TOTAL:                                   | \$ <u>170,500</u>    |
| Classified Ben   | efits (3100)                             |                      |
| Item   | Intended Use                             | Cost                 |
| 1. Accounting Assistant                                |  |                      |
| 2. Accountant  |  |                      |
|  | TOTAL:                                   | \$ <u>77,500</u>     |
| Fotal amount requested (also complete line 11 at bo    | ttom of page two) \$                     | 261,800              |

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**

For DASG accounts the Budgeter is the person directly responsible for managing the account program and the Administrator is the person over them.

| Budgeter's Name:                  | Martin Varela  |  |
|-----------------------------------|--|--|
| Phone Number:                     | 408-864-8857   |  |
| Email Address:                    | VarelaMartin@fhda.edu                                |  |
| Relationship to Project:          | Office Supervisor                                    |  |
| Position on Campus:               | Director, College Fiscal Services                    |  |
| Administrator's Name:             | Pam Grey   |  |
| Phone Number:                     |  |  |
| Email Address:                    | GreyPam@fhda.edu                                     |  |
| Relationship to Project:          | Senior Administrator                                 |  |
| Position on Campus:               | Vice President, Administrative Services              |  |
| Approved by DASG Chair of Finance | (Produced by the Office of College Life - 10/2/2023) |  |