



**2009-2010  
ANNUAL BUDGET**

**STUDENTS WORKING FOR STUDENTS**

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Produced by De Anza College  
Office of College Life (formerly Student Activities)  
Student Accounts

Cover Photography by Esha Menon  
DASB Vice President of Budget and Finance

Cover Design by Dennis Armen Shannakian  
College Life Administrative Assistant



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**De Anza Associated  
Student Body  
Message**

# **DASB Budget 2009-2010**

## ***Students Working For Students***

The De Anza Associated Student Body is a strong supporter of the success of its students. Promoting the well being of each student, we fund programs and clubs that enable the students at De Anza to lead a proactive life that may not be possible without DASB funding. Being able to get their term paper checked by tutors for free at the Writing Reading Center (WRC), getting that extra help from the Tutorial Center to ace the class, reading La Voz (Student Newspaper) to get the up to date news on the happenings around campus and the world, and listening to the numerous bands that visit to provide entertainment to De Anza, are the benefits funded by the DASB that each De Anza student enjoys.

Keeping with our goals of funding to cater to our students' advancement, the funding for this year has ensured the success of the Creative Arts department, Athletics, DASB Scholarships, Multi-Cultural Author Reading Series, Textbook Reserves at the Library and the Tutorial Center, and many more academic programs and services.

For the 2009-2010 year, we have focused our attention on affecting De Anza students directly by providing funding for programs that provide academic benefits, leadership skills, and enable students to pursue their interests. Though falling short of our million dollar mark, we have funded programs that promote diversity and success to our students including the Puente Project, Textbook Reserves in the Library, Lifetime Fitness & Wellness Center, and the Math Performance Success Progress. With our continued support, each and every student has many of the resources they need to succeed at De Anza.

The Budget Goals for 2009-2010 are to fund programs that:

- Help students succeed and enable them to achieve their academic and/or personal goals at De Anza College
- Fund programs which promote diversity and equality among all students
- Fund programs that show academic benefits
- Fund programs which benefit students during the fiscal year of the budget
- Fund programs which serve the greatest number of students
- Fund programs that would generate DASB Revenue
- Fund programs that promote DASB benefits to the general student body
- Fund programs that would affect De Anza students directly
- Fund programs that have DASB as their primary funding source

For the amazing job they have done for the Senate, we would like to thank all the Budget & Finance committee members and advisors who have assisted with the development and success of the 2009-2010 Budget.

**Budget Committee Members:**

Esha Menon  
Michelle Zhong  
Terell Sterling  
Zeynep Ertukoglu  
Patrick Leung  
Anson Lai  
Amie Ngan  
Mohammad Shirazi  
Yujin Yoshimura

**Special Thanks to:**

John Cognetta  
Lisa Kirk  
Dennis Shannakian



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Terell Sterling  
DASB President



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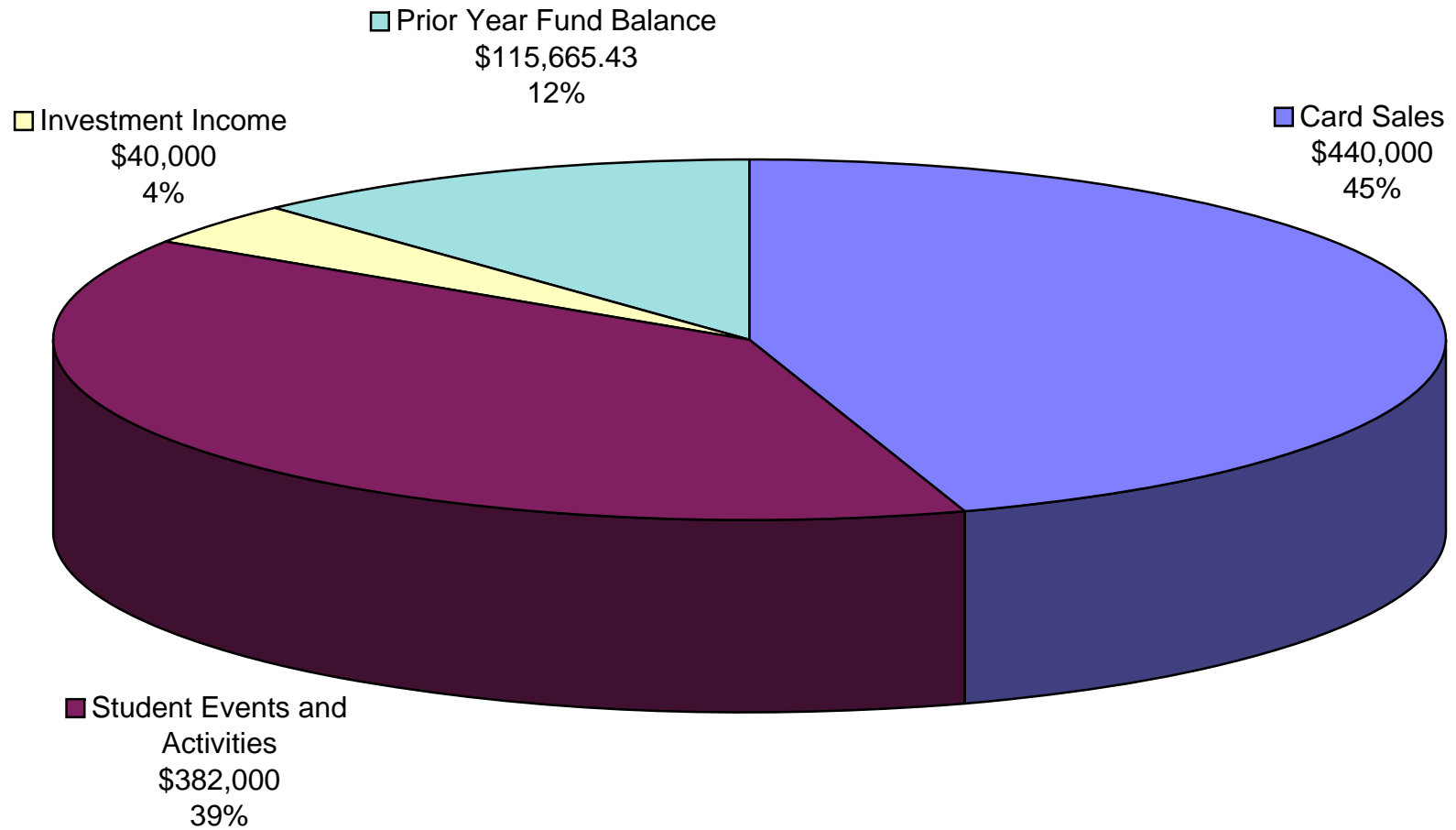
Esha Menon  
DASB Vice President of Budget and Finance



**DASB**  
**Proposed Budget**  
**for Fiscal Year**  
**2009-2010**

**2009-2010**  
**Proposed Income**

# DASB Income 2009-2010



Total - \$977,665.43

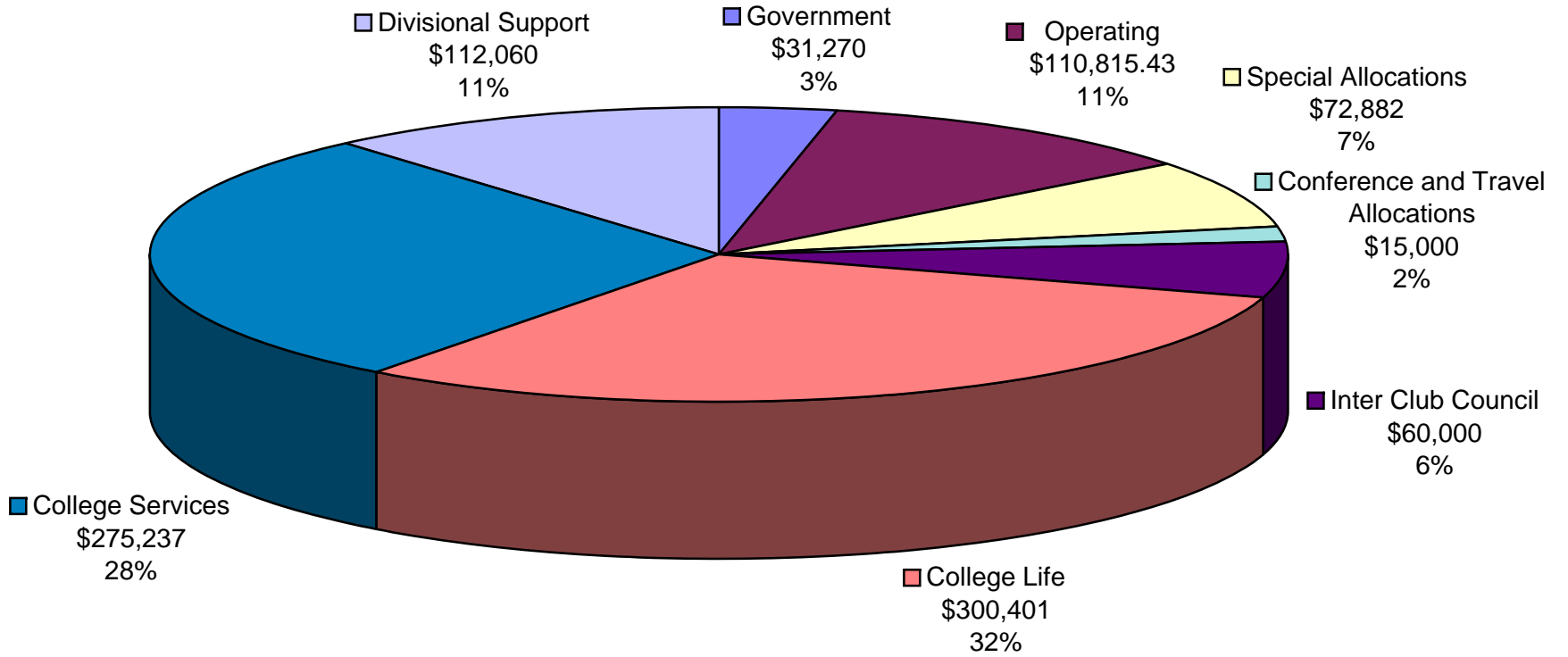


**Income 2009-2010**

<b>Item</b>	<b>2007-2008 Actual</b>	<b>2008-2009 Adopted</b>	<b>2008-2009 Revised</b>	<b>2008-2009 Est. to 06/30</b>	<b>2009-2010 Adopted</b>
<b><u>Card Sales</u></b>					
Card Sales	437,938	420,000	420,000	440,000	440,000
<b>Card Sales Subtotal</b>	<b>\$437,938</b>	<b>\$420,000</b>	<b>\$420,000</b>	<b>\$440,000</b>	<b>\$440,000</b>
<b><u>Student Events &amp; Activities</u></b>					
Movie Tickets-Silver+Classic	21,114	24,000	24,000	24,000	25,500
Movie Tickets-Gold+Platinum	18,750	22,500	22,500	22,500	28,000
DASB Card Replacement	3,275	1,000	1,000	3,000	3,000
Flea Market	340,555	365,000	365,000	320,000	325,000
Flea Market Late Depart/Clean-up Fee	1,075	0	0	1,000	500
Misc. Income	237	0	0	0	0
<b>Student Events &amp; Activities Subtotal</b>	<b>\$385,006</b>	<b>\$412,500</b>	<b>\$412,500</b>	<b>\$370,500</b>	<b>\$382,000</b>
<b><u>Investment Income</u></b>					
Interest Income	61,816	55,000	55,000	42,000	40,000
<b>Investments Income Subtotal</b>	<b>\$61,816</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$42,000</b>	<b>\$40,000</b>
<b>Total</b>	<b>\$884,760</b>	<b>\$887,500</b>	<b>\$887,500</b>	<b>\$852,500</b>	<b>\$862,000</b>
<b>Plus</b> Prior Year Fund Balance Reserve for Budget		\$207,007.46			\$115,665.43
<b>Total Available to Allocate</b>		<b>\$1,094,507.46</b>			<b>\$977,665.43</b>

**2009-2010**  
**Proposed Expenses**

# 2009-2010 DASB Expenses



Total - \$977,665.43

**Expenses 2009-2010**

Item	2007-2008 Actual	2008-2009 Adopted	2008-2009 Revised	2008-2009 Est. to 06/30	2009-2010 Adopted
<b>DASB Administrative</b>					
<b>Government Costs</b>					
DASB President	77	100	100	100	150
DASB Executive VP	0	100	100	100	100
DASB VP of Budget and Finance	0	100	100	100	100
DASB VP of Student Rights & Campus Relations	62	100	100	100	100
DASB VP of Student Services	52	100	100	100	100
DASB VP of Administration	0	100	100	100	100
DASB VP of Marketing and Communication	45	100	100	100	100
DASB VP of Diversity and Events	100	100	100	100	100
DASB VP of Campus Environment and Sustainability	0	0	100	100	100
DASB Budget Committee	700	900	900	900	1,100
DASB Election	2,926	1,500	1,500	1,500	2,000
DASB Hospitality	174	500	500	500	500
DASB Leadership Training	1,624	3,000	3,000	3,000	2,500
DASB New Senate Orientation	671	1,000	1,000	1,000	1,000
DASB Office Staff	6,558	7,110	13,157	12,000	12,200
Administration Committee	198	0	0	0	0
Campus Environment & Sustainability Committee	0	0	300	300	650
Student Rights & Relations Committee	0	500	500	500	500
Student Services Committee	180	500	900	900	500
DASB Office/Student Council Chambers Remodel	15,000	0	0	0	0
DASB Office Supplies	1,500	1,500	1,500	1,500	1,500
DASB Telephone	750	720	720	720	720
DASB Marketing and Communications Committee	5,417	7,150	7,150	4,000	7,150
<b>Government Cost Subtotal</b>	<b>\$36,034</b>	<b>\$25,180</b>	<b>\$32,027</b>	<b>\$27,720</b>	<b>\$31,270</b>
<b>Operating Costs</b>					
Accounts Office Staff	85,243	93,090	93,090	90,000	96,755
Accounts Office Supplies	1,243	2,300	2,300	1,800	1,800
Accounts Office System	7,749	4,200	8,700	8,700	4,900
Accounts Office Short/(Over)	(6)	0	0	0	0
Bad Debt Expense-Student Body Card	0	2,500	2,500	1,300	1,360
Copy Machine	4,766	5,000	5,000	5,000	5,000
Variance	24	1,000.46	1,000.46	400	1,000.43
<b>Operating Costs Subtotal</b>	<b>\$99,019</b>	<b>\$108,090</b>	<b>\$112,590</b>	<b>\$107,200</b>	<b>\$110,815.43</b>
<b>DASB Administrative Subtotal</b>	<b>\$135,053</b>	<b>\$133,270</b>	<b>\$144,617</b>	<b>\$134,920</b>	<b>\$142,085.43</b>

**Expenses 2009-2010**

Item	2007-2008 Actual	2008-2009 Adopted	2008-2009 Revised	2008-2009 Est. to 06/30	2009-2010 Adopted
<b>Allocations</b>					
<b>Special Allocations</b>					
Summer/Fall Allocation	0	45,366	0	0	36,441
Winter/Spring Allocation	0	45,366	36,579	36,579	36,441
<b>Special Allocations</b>					
Sacramento Rally	2,446		8,400	5,400	
Screenwriting Speakers			9,000	9,000	
DSS/APE Cargo Trailer			3,000	2,997	
DASB Server			450	450	
Visual Perform.Arts Ctr.Seats			2,000	2,000	
Insider: Ultimate Student Guide	9,500				
Black Student Graduation Ceremony	1,943				
Art on Campus	2,894				
Dance Master Class Series	2,500				
Equity=Excellence Conference	1,000				
<b>Special Allocation Subtotal</b>	<b>\$20,282</b>	<b>\$90,732</b>	<b>\$59,429</b>	<b>\$56,426</b>	<b>\$72,882</b>
<b>Conference Travel</b>					
DASB/ICC Student Leadership Conference	13,175	15,000	15,000	13,000	15,000
<b>Conference Travel Subtotal</b>	<b>\$13,175</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$13,000</b>	<b>\$15,000</b>
<b>Allocations Subtotal</b>	<b>\$33,457</b>	<b>\$105,732</b>	<b>\$74,429</b>	<b>\$69,426</b>	<b>\$87,882</b>

**Expenses 2009-2010**

<b>Item</b>	<b>2007-2008 Actual</b>	<b>2008-2009 Adopted</b>	<b>2008-2009 Revised</b>	<b>2008-2009 Est. to 06/30</b>	<b>2009-2010 Adopted</b>
<b><u>Inter Club Council (ICC)</u></b>					
Inter Club Council (ICC)	30,647	65,000	57,850	52,000	60,000
<b>Inter Club Council Subtotal</b>	<b>\$30,647</b>	<b>\$65,000</b>	<b>\$57,850</b>	<b>\$52,000</b>	<b>\$60,000</b>
<b><u>College Life</u></b>					
<b>Student Events &amp; Activities</b>					
Movie Tickets	43,799	47,220	47,220	47,220	54,540
Cross Cultural Partnerships	12,490	10,155	10,155	10,155	5,000
DASB Card Office	23,465	45,830	45,830	44,000	44,720
Flea Market	148,631	164,316	164,316	160,000	127,941
Flea Market Short/(Over)	0	0	0	0	0
Graduation	5,000	0	5,000	5,000	6,000
New Student Orientation	7,580	7,100	7,100	7,100	6,700
DASB Campus Events	8,162	9,000	9,000	9,000	9,000
Multicultural Author Reading Series	1,650	2,390	2,390	2,390	2,000
Visiting Speakers Series	6,000	6,500	6,500	6,500	4,500
<b>Student Events &amp; Activities Subtotal</b>	<b>\$256,777</b>	<b>\$292,511</b>	<b>\$297,511</b>	<b>\$291,365</b>	<b>\$260,401</b>
<b>Multicultural/Diversity</b>					
Multicultural/Diversity Events		48,655	5,915	0	40,000
African American Cultural Exchange	2,840	0	0	0	
Yaaba Soore	0	0	2,300	2,300	
African Ancestry Conversations Across the Diaspora	318	0	965	965	
Asian Pacific American	5,912	0	6,500	6,500	
Black History	3,267	0	6,500	3,500	
Day of Remembrance	1,500	0	2,000	2,000	
Deaf Awareness	936	0	0	0	
Disability Awareness	1,157	0	1,550	1,550	
Latino/a Events	6,058	0	6,500	6,500	
Martin Luther King	1,272	0	2,425	1,325	
Multicultural Event	4,200	0	6,500	6,500	
Sign Language Interpreter	0	0	1,000	0	
Women's History Month	6,468	0	6,500	6,500	
<b>Multicultural/Diversity Subtotal</b>	<b>\$33,928</b>	<b>\$48,655</b>	<b>\$48,655</b>	<b>\$37,640</b>	<b>\$40,000</b>
<b>College Life Subtotal</b>	<b>\$290,705</b>	<b>\$341,166</b>	<b>\$346,166</b>	<b>\$329,005</b>	<b>\$300,401</b>

**Expenses 2009-2010**

<b>Item</b>	<b>2007-2008 Actual</b>	<b>2008-2009 Adopted</b>	<b>2008-2009 Revised</b>	<b>2008-2009 Est. to 06/30</b>	<b>2009-2010 Adopted</b>
<b><u>College Services</u></b>					
College Life Office Assistant	7,342	11,465	11,465	7,500	10,975
Art on Campus	0	4,000	4,000	4,000	0
California History Center	2,593	1,000	1,000	1,000	0
CalWORKs Students	14,735	15,000	15,000	15,000	15,000
Career Center	2,030	0	0	0	0
Child Development Center	15,230	0	0	0	0
DASB Scholarship/Book Grants	16,700	20,000	20,000	15,000	15,000
De Anza Youth Leadership Conference	3,201	0	3,600	3,600	0
DLTP-Diversity Leadership Training Project	8,230	10,000	10,000	10,000	5,000
Health Services	3,137	0	0	0	0
High School Events	0	3,500	3,500	3,500	0
Honors Program	10,500	10,500	10,500	10,500	10,000
Insider - Ultimate Student Guide	0	10,000	10,000	9,909	5,000
La Voz	22,000	23,200	23,200	23,200	20,000
LEAD - Latina/o Empowerment at De Anza	0	1,698	1,698	1,660	1,152
Legal Aid	6,745	11,970	11,970	11,970	10,080
Library - Textbooks on Reserve	0	10,000	10,000	10,000	10,000
Math Performance Success	14,609	25,740	25,740	25,740	18,300
Multicultural/International Center	2,855	0	0	0	0
Outreach	18,674	12,965	12,965	12,965	0
Puente	6,966	7,092	7,092	7,092	3,730
Renew	1,542	6,047	0	0	0
Research Mentoring Program	0	8,772	8,772	5,000	2,195
Student Computer Donation Program	8,769	9,096	9,096	9,096	8,825
Student Success and Retention Services	29,098	25,400	25,400	25,400	19,500
Tutorial Center	88,525	100,000	100,000	100,000	110,000
Writing and Reading Center	8,573	10,000	10,000	10,000	10,480
<b>College Services Subtotal</b>	<b>\$292,054</b>	<b>\$337,445</b>	<b>\$334,998</b>	<b>\$322,132</b>	<b>\$275,237</b>



**Expenses 2009-2010**

Item	2007-2008 Actual	2008-2009 Adopted	2008-2009 Revised	2008-2009 Est. to 06/30	2009-2010 Adopted
<b><u>Divisional Support</u></b>					
<b>Creative Arts</b>					
Band	2,112	2,600	2,600	2,600	2,600
Chorale & Vintage Singers	1,710	3,369	3,369	3,369	2,000
Dance Program	4,645	3,750	3,750	3,750	4,000
De Anza Chamber Orchestra	2,270	2,250	2,250	2,250	2,300
Euphrat Museum	4,498	2,400	9,885	9,885	0
Jazz Ensemble Performance/Recording	2,995	2,700	2,700	2,700	2,900
Patnoe Jazz Festival	2,000	3,250	3,250	3,250	2,500
Photography	0	0	0	0	3,200
Student Film & Video Production	739	1,600	1,600	1,600	1,000
Vocal Jazz Performance/Recording	6,739	6,781	6,781	6,781	6,810
Women's Chorus	3,600	3,090	3,090	3,090	3,000
<b>Creative Arts Subtotal</b>	<b>\$31,309</b>	<b>\$31,790</b>	<b>\$39,275</b>	<b>\$39,275</b>	<b>\$30,310</b>
<b>Athletics</b>					
Athletics Dept. Transportation	12,521	10,000	10,000	10,000	10,000
Athletic Playoffs	9,998	10,000	10,000	10,000	10,000
Men's Baseball	1,969	4,000	4,000	4,000	2,000
Men's Basketball	4,642	4,000	4,600	4,502	4,000
Men's Cross Country (Now M & W Cross Country)	1,900	2,500	3,500	3,145	2,500
Men's Football	5,950	6,000	6,000	5,980	6,000
Men's Soccer	4,500	4,000	4,000	3,300	4,000
Men's Swim/Dive (Now M & W Swim/Dive)	1,015	2,500	2,500	2,500	2,000
Men's Tennis Team	1,472	1,500	1,500	1,500	1,500
Men's Track and Field (Now M & W Track & Field)	3,761	6,000	6,000	6,000	6,500
Men's Water Polo	970	750	1,575	850	1,500
Women's Badminton	0	1,000	1,000	1,000	1,000
Women's Basketball	4,639	4,000	4,600	4,548	4,000
Women's Cross Country	1,015	0	0	0	0
Women's Soccer	4,500	4,000	4,000	4,000	4,000
Women's Softball	1,425	2,000	2,000	2,000	2,000
Women's Swim/Dive	735	0	0	0	0
Women's Tennis Team	1,493	1,500	1,500	1,500	1,500
Women's Track and Field	2,639	0	0	0	0
Women's Volleyball	1,675	2,000	2,000	1,995	2,000
Women's Water Polo	0	750	750	750	1,500
<b>Athletics Subtotal</b>	<b>\$66,819</b>	<b>\$66,500</b>	<b>\$69,525</b>	<b>\$67,570</b>	<b>\$66,000</b>

**Expenses 2009-2010**

Item	2007-2008 Actual	2008-2009 Adopted	2008-2009 Revised	2008-2009 Est. to 06/30	2009-2010 Adopted
<b>Physical Education</b>					
Lifetime Fitness & Wellness Center	2,711	0	0	0	5,600
Massage Therapy Program	1,000	0	0	0	1,000
<b>Physical Education Subtotal</b>	<b>\$3,711</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,600</b>
<b>Biological &amp; Health Sciences</b>					
Environmental Studies Area	2,985	2,000	2,000	2,000	3,000
<b>Biological &amp; Health Sciences Subtotal</b>	<b>\$2,985</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$3,000</b>
<b>Special Education Division</b>					
Adapted Physical Education	1,300	1,300	1,300	1,300	1,300
DSS/EDC Spring Celebration	849	900	900	900	1,000
DSS Computer Access Lab	861	4,704	4,704	2,000	3,050
<b>Special Education Subtotal</b>	<b>\$3,010</b>	<b>\$6,904</b>	<b>\$6,904</b>	<b>\$4,200</b>	<b>\$5,350</b>
<b>Language Arts Division</b>					
Red Wheelbarrow Magazine	1,000	1,000	1,000	1,000	800
<b>Language Arts Subtotal</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$800</b>
<b>Social Science Division</b>					
Administration of Justice	0	0	3,200	3,200	0
<b>Social Science Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$0</b>
<b>Intercultural/International Studies Division</b>					
APALI	8,222	3,700	7,393	7,393	0
<b>Intercultural/International Studies Subtotal</b>	<b>\$8,222</b>	<b>\$3,700</b>	<b>\$7,393</b>	<b>\$7,393</b>	<b>\$0</b>
<b>Divisional Support Subtotal</b>	<b>\$117,057</b>	<b>\$111,894</b>	<b>\$129,297</b>	<b>\$124,638</b>	<b>\$112,060</b>

**Expenses 2009-2010**

Item	2007-2008 Actual	2008-2009 Adopted	2008-2009 Revised	2008-2009 Est. to 06/30	2009-2010 Adopted
<b>Carry Forward Expenses</b>					
Blackbaud Accounting Software Conversion	0	0	21,099	20,000	
Prior Year Void Checks	(241)	0	0	(516)	
<b>Carry Forward Subtotal</b>	<b>(\$241)</b>	<b>\$0</b>	<b>\$21,099</b>	<b>\$19,484</b>	<b>\$0</b>
<b>Transfers</b>					
Transfer to Fund 44 Clubs	13,050	0	7,150	13,000	
Transfer to Fund 45 Trusts	0	0	0	0	
<b>Transfers Subtotal</b>	<b>\$13,050</b>	<b>\$0</b>	<b>\$7,150</b>	<b>\$13,000</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$911,782</b>	<b>\$1,094,507</b>	<b>\$1,115,606</b>	<b>\$1,064,605</b>	<b>\$977,665.43</b>

**DASB**  
**Fund Balance Summary**  
**2008-2009**

## DASB FUND BALANCE SUMMARY FOR 2008-2009

I. Fund 41 DASB Operating Fund Balance - June 30, 2008	856,595
Fund Balance Reserved for Encumbrances for 2008-2009	12,824
Fund Balance Reserved for Carryforwards for 2008-2009	21,099
General Reserve	500,000
Fund Balance Reserved for 2008-2009 Budget	207,007
Fund Balance Reserved for 2009-2010 Budget	115,665
II. Fund 41 Estimated Operating Income for 2008-2009	852,500
III. Fund 41 Estimated Operating Expenses for 2008-2009	1,064,605
IV. Fund 41 Estimated DASB Operating Fund Balance - June 30, 2009	644,490
General Reserve	500,000
Fund Balance Reserved for 2009-2010 Budget	115,665
Estimated Fund Balance Reserved for 2010-2011 Budget	28,825

**DASB**  
**Budget Stipulations**  
**2009-2010**



## 2009-2010 DASB Budget Stipulations

Failure to comply with these stipulations or with the DASB Budget and 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.
3. 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.
4. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
5. No Special Allocation Funds can be used for Travel. With the exceptions of Creative Arts and Athletics, no funds can be used for Travel/Conferences unless so allocated during the budget approval process. Any clubs wanting to get funding for travel must submit applications to the Inter Club Council (ICC).
6. For any workshops and performances funded by the DASB an invitation should be extended to the DASB President or delegate at least two weeks prior to the event.
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. For every matter in stipulations that must be “mutually agreed upon”, the service in question may not use any of the money allocated to it by the DASB Senate until after said mutual agreement has occurred between representatives of the involved service and the DASB Budget & Finance Committee.
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. Funds may be used for promotional clothing by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.
11. DASB shall not fund any banquets other than for the Special Education Division.
12. Items that are not listed in the annual budget are not reimbursed for mileage.
13. The Special Events Coordinator must present a quarterly report for the Flea Market to the DASB Senate. The report shall include Profit and Loss statements, inventory and other information deemed important to administer the financial well being of the Special Events programs and services.
14. 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.

## **DASB**

15. 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 Vice President of Diversity and Events, 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 Student Activities 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 Vice President of Diversity and Events may coordinate events recognizing the various Multicultural/Diversity groups.
16. The DASB Leadership funds must be used for multiple retreats and multiple workshops.
17. The DASB Telephone funds are to only be used for cell phone reimbursements for the DASB President and DASB Vice President of Budget and Finance, up to \$30.00 per month, not to exceed the budgeted amount.
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 no gift items/prizes/giveaways can be over \$50 in value and there can be no transfers from Technical and Professional Services.

## **ICC**

20. ICC Travel must have its own account. All students must be current DASB cardholders. Travel must have a club advisor to travel with at all times. All ICC accounts are funded only for participating clubs and conferences in California. Clubs may use some of this funding for conferences outside of California by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.

21. No capital funding for clubs.

## **College Life**

22. The Multicultural Author Readings Series account is not to be used for the purchase of promotional pens.

## **College Services**

23. Funding for CalWORKs Students is restricted to the purchase of required class supplies only.
24. La Voz shall provide DASB with one-half page of advertisement space per issue. The DASB Marketing and Communications Committee shall determine the allocation of the information within advertising space.
25. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASB." The DASB VP of Marketing and Communications will work with the La Voz Advertising Manager regarding the final details.
26. La Voz account is to only be used for printing.
27. 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.
28. Students must show their DASB Card to borrow a calculator purchased for the Math Performance Program (MPSP) with DASB funds.
29. For the Research Mentoring Program priority will be given to surveys by DASB for students at no cost.
30. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.

## **Creative Arts**

31. 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.
32. Creative Arts cannot use DASB Funds for any facilities rental.
33. The Student Film and Video Productions account cannot be used for capital nor can funds be transferred to capital.

## **Athletics**

34. 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 Budget and Finance Committee during the fiscal year of the budget.
35. For Athletics accounts no budget transfers shall be allowed from women's to men's accounts or vice versa.
36. Vehicles rented for athletics use must only be rented for the day of the event.

## **Other Divisions**

37. DASB funding for the Red Wheelbarrow Literary Magazine is to be used for the De Anza College Student Edition only.

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**DASB**  
**Budget and Finance Code**

# DASB BUDGET AND FINANCE CODE

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## **PREAMBLE**

This Budget and Finance Code is established to define policies and procedures for budget development, budget approval and expending of all money under the control of De Anza Associated Student Body Senate and its associated organizations in order to ensure that all financial transactions will be made in the best interests of the Associated Students and in accordance with all pertinent State and District financial regulations. Only De Anza Associated Student Body members are eligible to receive benefits and privileges outlined in this code or those specified by the De Anza Associated Student Body Senate.

## **ARTICLE I: BUDGET AND FINANCE COMMITTEE**

### **Section 1: Purpose of Budget and Finance Committee**

The purpose of the DASB Budget and Finance Committee shall be:

- A. To fund programs and services in the best interest of the DASB membership.
- B. To manage and oversee all DASB funds and accounts.
- C. To generate DASB revenue.

### **Section 2: Budget and Finance Committee Makeup**

The DASB Budget and Finance Committee shall consist of the following:

- A. Voting Members
  - DASB Vice President of Budget and Finance (Chair)
  - DASB President, or in the absence of the DASB President, a designee, serving as a DASB Senator, approved by the Senate, to serve for a temporary period equal to or less than one (1) quarter
  - At least three (3), but no more than five (5) other DASB Senators-; During Budget Deliberations the maximum shall be raised to seven (7) other DASB Senators to allow for additional input into DASB Budget preparation-
- B. Non-Voting Members
  - No more than five (5) DASB Junior Senators
  - No more than two (2) DASB Agents
- C. Ex-Officio Members
  - DASB Senate Advisor
  - Student Accounts Accountant

### **Section 3: Budget and Finance Committee Positions**

- A. The DASB Budget and Finance Committee shall have following positions:
  - DASB Program Benefit Organizer
  - DASB Business Operations Manager
  - DASB Budget Communications Officer
  - DASB Legislative Coordinator
- B. The DASB Budget and Finance Committee shall reserve the right to create or dissolve ad hoc positions as deemed necessary.
- C. DASB Vice President of Budget and Finance shall appoint or remove the committee members for the positions above with an approval of the DASB Senate.
- D. DASB Vice President of Budget and Finance shall assume all duties and responsibilities of the vacant positions.

### **Section 4: Special Qualifications**

Other than the general qualifications as stated in the DASB Senate Bylaws, the DASB Vice President of Budget and Finance shall have working knowledge of bookkeeping and fund accounting by the first day of the Fall Quarter.

### **Section 5: Duties and Responsibilities of Budget and Finance Committee**

The DASB Budget and Finance Committee shall:

- A. Process all DASB budget and finance requests submitted to the DASB Senate and propose a recommendation to the DASB Senate.
- B. Research and review DASB expenditures as deemed necessary by the DASB President, DASB



- Executive Council, or the DASB Senate.
- C. Oversee and ensure income commitments are met.
- D. Review and propose amendments to the DASB Budget and Finance Code, referring them to the DASB Administration Committee, and act in accordance with the adopted DASB Budget and Finance Code.
- E. Be authorized to manage and oversee all DASB funds and accounts, both budgeted and reserved, in accordance with the approved DASB Budget and Finance Code, and in the best interest of the DASB membership.
- F. Meet at least weekly to discuss the next fiscal year's budget beginning by the third (3rd) Monday in November, or more often as deemed necessary by the DASB Vice President of Budget and Finance, the DASB President, the DASB Executive Council, or the DASB Senate.
- G. Research and review other DASB Budget concerns at the discretion of the DASB Budget and Finance Committee and the DASB Senate and make recommendations to the DASB Senate.
- H. Draft and propose the DASB Budget and budget stipulations for the next fiscal year to the DASB Senate.

**Section 6: Additional 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.
- B. DASB Business Operations Manager shall:
  - 1. Check and report on statistics of DASB Card Sales and Flea Market.
  - 2. Implement new venues for increasing DASB revenue.
- C. DASB Budget Communications Officer shall:
  - 1. Notify budgeters when their budget request will be met with at the Budget and Finance Committee meeting.
  - 2. Inform budgeters on the Presentation Protocol.
- D. DASB Legislative Coordinator shall:
  - 1. Be well versed with the budget stipulations.
  - 2. Ensure programs and services funded by the DASB are complying the budget stipulations.

## **ARTICLE II: 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 DASB Budgets**

- A. The DASB Budget and 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 first 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. 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 Vice President of Budget and Finance line item amounts by fifteenth (15th) of June. If the Budgeter fails to meet the fifteenth (15th) of June deadline, the DASB Vice President of Budget 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 Budget and Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Vice President of Budget and Finance shall authorize all Line Item Transfers with his/her signature with a confirming signature by the DASB Senate Advisor. Any discrepancy between the DASB Vice President of Budget and Finance and the DASB Senate Advisor's signatures shall be brought to the DASB Budget and Finance Committee for approval/disapproval.

**Section 4: Budget Transfers**

Budgeters requesting budget transfers between DASB accounts shall submit completed DASB Budget and Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Budget and 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.

**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 Budget and 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 III: 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 Vice President of Budget and Finance who will present the item to the DASB Budget and Finance Committee.
- C. The DASB Budget and 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.
- 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.
- E. The DASB Vice President of Budget and 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 IV: 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 Vice President of Budget and 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 Vice President of Budget and 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 Vice President of Budget and 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 Vice President of Budget and Finance (for information only)
  - 4. College administrator
  
- D. In the event the DASB Vice President of Budget and 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 Vice President of Budget and 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 Vice President of Budget and 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 Vice President of Budget and Finance shall be available to sign (approve or disapprove) financial documents at least three (3) times per week.
- G. If the DASB Vice President of Budget and Finance do not approve any request for funds allocated to an account, the DASB President will be asked to approve the item. In the case that both the DASB President and DASB Vice President of Budget and Finance refuse to authorize the expenditure, the issue will be forwarded to the next regularly scheduled DASB Budget and Finance Committee meeting. If the DASB Budget and Finance Committee approves the expenditure, the DASB Vice President of Budget and Finance will be directed to sign the request. If the DASB Budget and Finance Committee does not approve the expenditure, the Budgeter shall have the right to request the DASB Senate to review the request for approval or denial.

## **ARTICLE V: 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 Vice President of Budget and 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 Vice President of Budget and 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 Vice President of Budget and 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 Vice President of Budget and Finance and Designee of the Board of Trustees.

### **Section 3: Financial Reports**

- A. The DASB Vice President of Budget and Finance shall give a financial report of DASB and Organization Accounts to the DASB Senate at least once per each quarter.
- B. Any warrants over five hundred dollars (\$500) must be presented on a monthly basis to the DASB Senate as information.



## **ARTICLE VI: 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 and 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 require original detailed receipts/invoices.

### **Section 6: Discretionary Accounts**

DASB Executive Officer discretionary accounts shall be used to benefit the Associated Students and may be used for committee, administrative, or any other reasonable expenses at the discretion of that executive officer.

**ARTICLE VII: END OF THE YEAR CLOSE PROCEDURES**

The DASB Vice President of Budget and 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 VIII: 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 Budget and Finance Committee as agenda items prior to the first DASB Budget and 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.

Amended: 10/13/1998  
Amended: 04/12/2000  
Amended: 10/04/2000  
Amended: 11/15/2000  
Amended: 11/28/2001  
Amended: 05/29/2002

Amended: 08/21/2002  
Amended: 05/28/2003  
Amended: 10/15/2003  
Amended: 04/06/2005  
Amended: 05/17/2006  
Amended: 02/04/2009

**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