



ANNUAL BUDGET



DASB de anza associated
student BODY **2011-2012**

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Office of College Life
Student Accounts

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**De Anza Associated
Student Body
Message**

DASB Budget 2011-2012

Passion Into Actions

The De Anza Associated Student Body is a strong supporter of the success of its students. In order to promote the well being of each student, we fund programs and services that enable the students at De Anza to lead a proactive life. Being able to help students excel in math through the Math Performance Success Program, getting extra help from the Tutorial Center to succeed in their classes, reading La Voz to get the up-to-date news on the happenings around campus and the world, and funding marches against budget cuts on education, benefit concerts and campaigns that empower De Anza students, are benefits funded by the DASB that each De Anza student enjoys.

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

For the 2011-2012 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 including the Student Success & Retention Center, Tutorial Center, and the Math Performance Success Program. With our continued support, every student has the resources they need to succeed at De Anza College.

The Budget Goals for 2011-2012 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 and equality among all students
- Show academic benefits
- Benefit students during the fiscal year of the budget
- Benefit DASB members/cardholders
- Serve the greatest number of students
- 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 Budget & Finance committee members and advisors who have assisted with the development and success of the 2011-2012 Budget.

Budget Committee Members:

Ismail Hasan Desouki
Brenda Kristie
Ze-Kun Li
John "Jarren" Lu
Leo "Long" Nguyen
Victoria Vivi Nguyen
Neesha Tambe

Special Thanks to:

John Cogna
Lisa Kirk
Dennis Shannakian



Ze Kun Li
DASB President

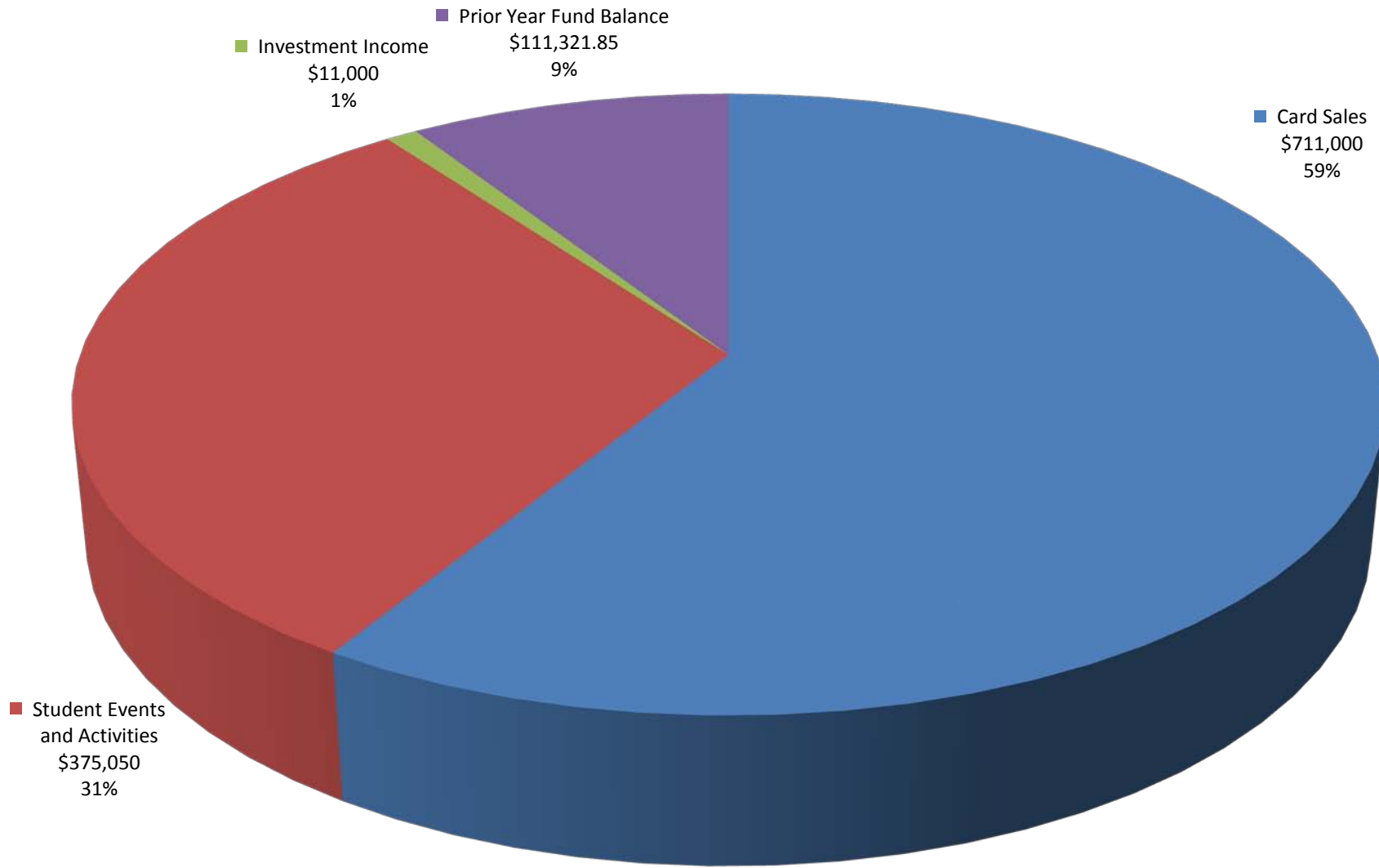


Leo Nguyen
DASB Chair of Finance

DASB
Proposed Budget
for Fiscal Year
2011-2012

2011-2012
Proposed Income

DASB Income 2011-2012



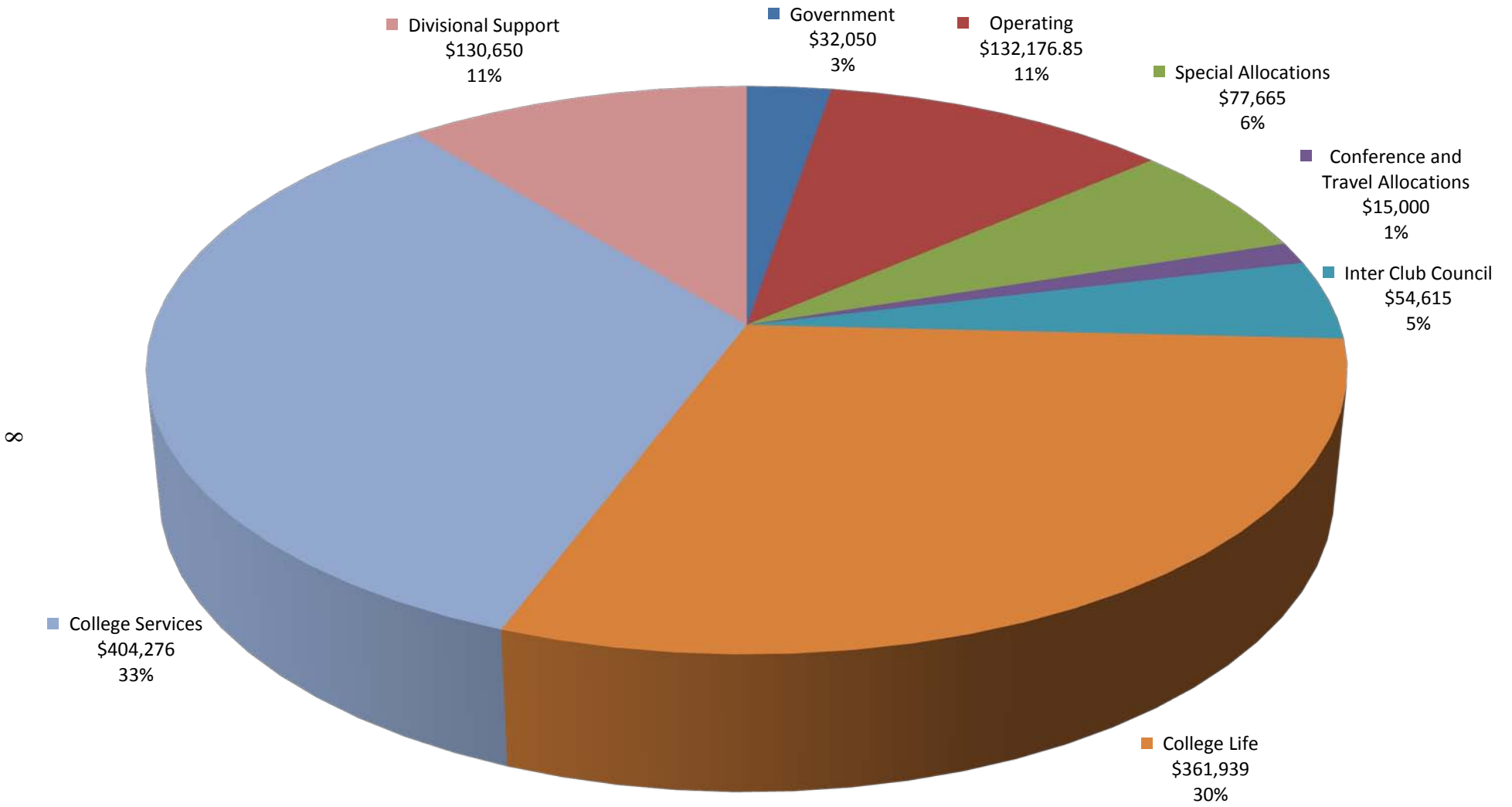
Total - \$1,208,371.85

Income 2011-2012

| Item | 2009-2010 Actual | 2010-2011 Adopted | 2010-2011 Revised | 2010-2011 Est. to 06/30 | 2011-2012 Adopted * |
|--|---------------------|-----------------------|----------------------|----------------------------|------------------------|
| <u>Card Sales</u> | | | | | |
| Card Sales | 493,602 | 470,000 | 470,000 | 470,000 | 711,000 |
| Card Sales Subtotal | \$493,602 | \$470,000 | \$470,000 | \$470,000 | \$711,000 |
| <u>Student Events & Activities</u> | | | | | |
| Movie Tickets-Silver+Classic | 21,181 | 25,250 | 25,250 | 22,250 | 23,500 |
| Movie Tickets-Gold+Platinum | 43,400 | 58,300 | 58,300 | 50,800 | 47,050 |
| DASB Card Replacement | 4,865 | 3,000 | 3,000 | 4,000 | 3,000 |
| DASB Fundraisers | 0 | 0 | 0 | 0 | 500 |
| Bike Corral Access Fee | 0 | 0 | 0 | 100 | 500 |
| Flea Market | 311,814 | 320,000 | 320,000 | 300,000 | 300,000 |
| Flea Market Late Depart/Clean-up Fee | 550 | 500 | 500 | 200 | 500 |
| Misc. Income | 150 | 0 | 0 | 0 | 0 |
| Student Events & Activities Subtotal | \$381,960 | \$407,050 | \$407,050 | \$377,350 | \$375,050 |
| <u>Investment Income</u> | | | | | |
| Interest Income | 13,200 | 20,000 | 20,000 | 11,000 | 11,000 |
| Investments Income Subtotal | \$13,200 | \$20,000 | \$20,000 | \$11,000 | \$11,000 |
| Total | \$888,762 | \$897,050 | \$897,050 | \$858,350 | \$1,097,050 |
| Plus Prior Year Fund Balance Reserve for Budget | | \$141,072.61 | | | \$111,321.85 |
| Total Available to Allocate | | \$1,038,122.61 | | | \$1,208,371.85 |
| *Card Sales-Fee increase from \$6 to \$9 per term effective `11-12 | | | | | |

2011-2012
Proposed Expenses

2011-2012 DASB Expenses



Total - \$1,208,371.85

Expenses 2011-2012

| Item | 2009-2010 Actual | 2010-2011 Adopted | 2010-2011 Revised | 2010-2011 Est. to 06/30 | 2011-2012 Adopted |
|--|---------------------|----------------------|----------------------|----------------------------|----------------------|
| <u>DASB Administrative</u> | | | | | |
| Government Costs | | | | | |
| DASB President | 150 | 0 | 0 | 0 | 0 |
| DASB Executive VP | 36 | 0 | 0 | 0 | 0 |
| DASB VP of Budget and Finance | 100 | 0 | 0 | 0 | 50 |
| DASB VP of Student Rights & Campus Relations | 63 | 0 | 0 | 0 | 0 |
| DASB VP of Student Services | 0 | 0 | 0 | 0 | 50 |
| DASB VP of Administration | 0 | 0 | 0 | 0 | 50 |
| DASB VP of Marketing and Communication | 100 | 0 | 0 | 0 | 50 |
| DASB VP of Diversity and Events | 0 | 0 | 0 | 0 | 50 |
| DASB VP of Campus Environment and Sustainability | 71 | 0 | 0 | 0 | 50 |
| DASB Budget Committee | 1,021 | 1,100 | 1,100 | 1,100 | 1,100 |
| DASB Election | 1,049 | 2,000 | 2,000 | 2,000 | 2,000 |
| DASB Hospitality | 132 | 200 | 200 | 200 | 1,000 |
| DASB Leadership Training | 2,454 | 2,500 | 2,500 | 2,500 | 2,500 |
| DASB New Senate Orientation | 361 | 700 | 700 | 700 | 500 |
| DASB Office Staff | 11,227 | 12,200 | 12,200 | 8,000 | 10,150 |
| Campus Environment & Sustainability Committee | 1,818 | 2,600 | 2,600 | 2,600 | 2,600 |
| Student Rights & Relations Committee | 985 | 400 | 0 | 0 | 0 |
| Student Rights & Services Committee | 137 | 1,600 | 2,000 | 2,000 | 2,100 |
| DASB Office Supplies | 1,459 | 1,500 | 1,500 | 1,500 | 1,500 |
| DASB Telephone | 360 | 0 | 0 | 0 | 0 |
| DASB Marketing and Communications Committee | 7,150 | 8,950 | 8,950 | 8,950 | 8,300 |
| Government Cost Subtotal | \$28,673 | \$33,750 | \$33,750 | \$29,550 | \$32,050 |
| Operating Costs | | | | | |
| Accounts Office Staff | 96,144 | 98,860 | 98,860 | 93,860 | 97,376 |
| Accounts Office Supplies | 1,377 | 1,800 | 1,800 | 1,600 | 1,500 |
| Accounts Office System | 4,883 | 5,100 | 5,100 | 5,030 | 5,300 |
| Accounts Office Short/(Over) | 8 | 0 | 0 | 12 | 0 |
| Bad Debt Expense-Student Body Card | 0 | 480 | 480 | 0 | 0 |
| Copy Machine | 6,122 | 6,000 | 6,000 | 6,000 | 27,000 |
| Variance | 881 | 1,000.61 | 1,000.61 | 102 | 1,000.85 |
| Operating Costs Subtotal | \$109,416 | \$113,241 | \$113,241 | \$106,603 | \$132,176.85 |
| DASB Administrative Subtotal | \$138,089 | \$146,991 | \$146,991 | \$136,153 | \$164,226.85 |

Expenses 2011-2012

| Item | 2009-2010 Actual | 2010-2011 Adopted | 2010-2011 Revised | 2010-2011 Est. to 06/30 | 2011-2012 Adopted |
|--|---------------------|----------------------|----------------------|----------------------------|----------------------|
| <u>Allocations</u> | | | | | |
| Special Allocations | | | | | |
| Summer/Fall Allocation | | 35,559 | 1,459 | 1,459 | 42,108 |
| Winter/Spring Allocation | | 35,557 | 17,657 | 17,657 | 35,557 |
| Special Allocations | | | | | |
| Sacramento Rally | | 0 | 6,000 | 6,000 | |
| Screenwriting Speakers | 4,500 | | | | |
| Parcel Tax Contribution | | 0 | 10,000 | 10,000 | |
| Pepsi Refresh Project | | 0 | 2,275 | 997 | |
| DASB Printer | | 0 | 1,700 | 1,217 | |
| March 4th Rally | 8,755 | | | | |
| Bicycle Project | 0 | | | | |
| DASB Year End Reception | 709 | | | | |
| Public Transportation Project | 3,402 | | | | |
| Special Allocation Subtotal | \$17,366 | \$71,116 | \$39,091 | \$37,330 | \$77,665 |
| Conference Travel | | | | | |
| DASB/ICC Student Leadership Conference | 14,373 | 10,000 | 10,165 | 8,000 | 10,000 |
| Advocacy Rallies | | | | | 5,000 |
| Conference Travel Subtotal | \$14,373 | \$10,000 | \$10,165 | \$8,000 | \$15,000 |
| Allocations Subtotal | \$31,738 | \$81,116 | \$49,256 | \$45,330 | \$92,665 |
| <u>Inter Club Council (ICC)</u> | | | | | |
| Inter Club Council (ICC) | 48,000 | 50,500 | 43,950 | 43,950 | 54,615 |
| Inter Club Council Subtotal | \$48,000 | \$50,500 | \$43,950 | \$43,950 | \$54,615 |

Expenses 2011-2012

| Item | 2009-2010 Actual | 2010-2011 Adopted | 2010-2011 Revised | 2010-2011 Est. to 06/30 | 2011-2012 Adopted |
|---|---------------------|----------------------|----------------------|----------------------------|----------------------|
| College Life | | | | | |
| Student Events & Activities | | | | | |
| Movie Tickets | 68,313 | 85,820 | 85,820 | 85,000 | 72,820 |
| Cross Cultural Partnerships | 4,987 | 5,000 | 8,000 | 8,000 | 2,000 |
| DASB Bicycle Program | 0 | 0 | 0 | 0 | 1,000 |
| DASB Card Office | 21,340 | 90,896 | 90,896 | 90,896 | 97,268 |
| Flea Market | 105,875 | 133,398 | 133,398 | 115,000 | 130,751 |
| Flea Market Short/(Over) | 0 | 0 | 0 | 0 | 0 |
| Graduation | 6,000 | 2,500 | 2,500 | 2,500 | 4,000 |
| New Student Orientation | 6,698 | 6,700 | 6,700 | 6,700 | 6,550 |
| DASB Campus Events-Summer | 0 | 0 | 0 | 0 | 1,950 |
| DASB Campus Events | 12,840 | 10,800 | 10,800 | 10,800 | 11,100 |
| Multicultural Author Reading Series | 1,000 | 0 | 0 | 0 | 0 |
| Visiting Speakers Series | 4,104 | 5,300 | 5,300 | 5,300 | 4,500 |
| Student Events & Activities Subtotal | \$231,157 | \$340,414 | \$343,414 | \$324,196 | \$331,939 |
| Multicultural/Diversity | | | | | |
| Multicultural/Diversity Events | 153 | 0 | 0 | 0 | 0 |
| Asian Pacific American | 4,879 | 5,000 | 5,000 | 5,000 | 5,000 |
| Black History | 3,391 | 5,000 | 5,000 | 5,000 | 5,000 |
| Day of Remembrance | 0 | 2,000 | 2,000 | 1,500 | 2,000 |
| Disability Awareness | 166 | 2,500 | 2,500 | 2,500 | 2,500 |
| First Year Experience | 1,000 | 0 | 0 | 0 | 0 |
| Gay Pride | 0 | 2,500 | 2,500 | 2,500 | 2,500 |
| Latino/a Events | 4,890 | 5000 | 5000 | 5000 | 5,000 |
| Martin Luther King | 243 | 2,000 | 2,000 | 500 | 2,000 |
| Mayan & Latina Art History | 1,000 | 0 | 0 | 0 | 0 |
| Misconceptions of Islam | 200 | 0 | 0 | 0 | 0 |
| Real Food Challenge | 431 | 0 | 0 | 0 | 0 |
| Sign Language Interpreter | 0 | 1,000 | 1,000 | 0 | 1,000 |
| Spoken Word | 1,309 | 0 | 0 | 0 | 0 |
| U.N.I.T.E. | 950 | 0 | 0 | 0 | 0 |
| Women's History Month | 3,873 | 5,000 | 5,000 | 5,000 | 5,000 |
| Multicultural/Diversity Subtotal | \$22,485 | \$30,000 | \$30,000 | \$27,000 | \$30,000 |
| College Life Subtotal | \$253,641 | \$370,414 | \$373,414 | \$351,196 | \$361,939 |

Expenses 2011-2012

| Item | 2009-2010 Actual | 2010-2011 Adopted | 2010-2011 Revised | 2010-2011 Est. to 06/30 | 2011-2012 Adopted |
|--|-----------------------------|------------------------------|------------------------------|------------------------------------|------------------------------|
| <u>College Services</u> | | | | | |
| College Life Staff | 12,781 | 58,254 | 58,254 | 58,254 | 62,960 |
| Art on Campus | 2,025 | 0 | 0 | 0 | 3,500 |
| CalWORKs Students | 14,890 | 0 | 0 | 0 | 0 |
| DASB Scholarship/Book Grants | 9,000 | 15,000 | 15,000 | 10,000 | 15,000 |
| De Anza Youth Leadership Conference | 1,000 | 0 | 500 | 500 | 0 |
| DLTP-Diversity Leadership Training Project | 5,000 | 0 | 6,216 | 6,216 | 9,000 |
| Honors Program | 10,000 | 7,000 | 7,000 | 7,000 | 32,600 |
| Insider - Ultimate Student Guide | 6,600 | 0 | 0 | 0 | 0 |
| La Voz | 20,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| LEAD - Latina/o Empowerment at De Anza | 914 | 0 | 0 | 0 | 0 |
| Legal Aid | 10,080 | 10,080 | 10,080 | 10,080 | 10,080 |
| Library - Textbooks on Reserve | 9,980 | 10,000 | 10,000 | 10,000 | 10,000 |
| Math Performance Success | 15,296 | 27,200 | 39,400 | 39,400 | 43,860 |
| Outreach | 0 | 0 | 0 | 0 | 13,157 |
| Puente | 2,562 | 0 | 0 | 0 | 11,610 |
| Student Computer Donation Program | 7,844 | 9,903 | 9,903 | 9,903 | 13,695 |
| Student Success and Retention Services | 21,745 | 18,275 | 18,275 | 18,275 | 26,314 |
| Textbook Program-CalWORKS Students | 0 | 5,000 | 3,000 | 3,000 | 10,000 |
| Textbook Rentals-EOPS Students | 0 | 5,000 | 5,000 | 5,000 | 7,500 |
| Tutorial Center | 109,582 | 100,550 | 100,550 | 100,550 | 120,000 |
| Writing and Reading Center | 9,965 | 0 | 0 | 0 | 0 |
| College Services Subtotal | \$269,267 | \$281,262 | \$298,178 | \$293,178 | \$404,276 |
| | | | | | |

Expenses 2011-2012

| Item | 2009-2010 Actual | 2010-2011 Adopted | 2010-2011 Revised | 2010-2011 Est. to 06/30 | 2011-2012 Adopted |
|-------------------------------------|---------------------|----------------------|----------------------|----------------------------|----------------------|
| <u>Divisional Support</u> | | | | | |
| Creative Arts | | | | | |
| Band | 2,144 | 2,400 | 2,400 | 2,400 | 2,750 |
| Chorale & Vintage Singers | 1,730 | 1,800 | 1,800 | 1,800 | 2,000 |
| Dance Program | 3,921 | 3,900 | 3,900 | 3,900 | 4,000 |
| De Anza Chamber Orchestra | 2,220 | 2,300 | 2,300 | 2,300 | 2,500 |
| Euphrat Museum | 12,500 | 1,375 | 12,319 | 12,319 | 19,000 |
| Jazz Ensemble Performance/Recording | 2,900 | 2,700 | 2,700 | 2,700 | 3,000 |
| Patnoe Jazz Festival | 2,909 | 2,500 | 2,500 | 2,500 | 2,500 |
| Photography | 3,200 | 2,000 | 2,000 | 1,821 | 3,000 |
| Student Film-Screenwriting | 0 | 1,400 | 1,400 | 1,400 | 0 |
| Student Film & Video Production | 0 | 2,100 | 2,100 | 2,100 | 3,000 |
| Vocal Jazz Performance/Recording | 6,784 | 2,465 | 2,465 | 0 | 0 |
| Creative Arts Subtotal | \$38,308 | \$24,940 | \$35,884 | \$33,240 | \$41,750 |
| Athletics | | | | | |
| Athletics Dept. Transportation | 11,167 | 10,000 | 10,000 | 10,000 | 10,000 |
| Athletic Playoffs | 10,793 | 10,000 | 10,000 | 10,000 | 11,000 |
| Men's Baseball | 1,470 | 2,000 | 2,000 | 2,000 | 2,000 |
| Men's Basketball | 2,303 | 4,500 | 4,500 | 4,500 | 5,000 |
| M & W Cross Country | 2,499 | 3,000 | 3,000 | 2,983 | 3,000 |
| Men's Football | 5,970 | 6,000 | 6,000 | 5,805 | 7,200 |
| Men's Soccer | 3,567 | 4,000 | 4,000 | 3,928 | 6,000 |
| M & W Swim/Dive | 1,670 | 2,000 | 2,000 | 2,000 | 2,000 |
| Men's Tennis Team | 1,447 | 1,500 | 1,500 | 1,500 | 1,500 |
| M & W Track & Field | 6,409 | 6,500 | 6,500 | 6,500 | 7,400 |
| Men's Water Polo | 1,284 | 1,300 | 1,300 | 1,078 | 1,500 |
| Women's Badminton | 949 | 1,500 | 1,500 | 1,500 | 1,500 |
| Women's Basketball | 3,986 | 4,500 | 4,500 | 4,491 | 5,000 |
| Women's Soccer | 3,995 | 4,000 | 4,000 | 3,920 | 6,000 |
| Women's Softball | 1,925 | 2,000 | 2,000 | 1,950 | 2,000 |
| Women's Tennis Team | 1,415 | 1,500 | 1,500 | 1,500 | 1,500 |
| Women's Volleyball | 2,000 | 2,000 | 2,000 | 1,950 | 2,000 |
| Women's Water Polo | 1,325 | 1,300 | 1,300 | 1,170 | 1,500 |
| Athletics Subtotal | \$64,176 | \$67,600 | \$67,600 | \$66,775 | \$76,100 |

Expenses 2011-2012

| Item | 2009-2010 Actual | 2010-2011 Adopted | 2010-2011 Revised | 2010-2011 Est. to 06/30 | 2011-2012 Adopted |
|--|-----------------------------|------------------------------|------------------------------|------------------------------------|------------------------------|
| Physical Education | | | | | |
| Lifetime Fitness & Wellness Center | 5,600 | 11,200 | 11,200 | 3,266 | 0 |
| Massage Therapy Program | 1,000 | 0 | 0 | 0 | 1,000 |
| Physical Education Subtotal | \$6,600 | \$11,200 | \$11,200 | \$3,266 | \$1,000 |
| Biological & Health Sciences | | | | | |
| Environmental Studies Area | 2,969 | 2,000 | 2,000 | 2,000 | 3,000 |
| Biological & Health Sciences Subtotal | \$2,969 | \$2,000 | \$2,000 | \$2,000 | \$3,000 |
| Disability Support Programs & Services (DSPS) | | | | | |
| Adapted Physical Education | 1,300 | 1,300 | 1,300 | 1,300 | 1,300 |
| DSS/EDC Spring Celebration | 715 | 0 | 1,000 | 1,000 | 1,000 |
| Disability Support Programs & Services Subtotal | \$2,015 | \$1,300 | \$2,300 | \$2,300 | \$2,300 |
| Language Arts Division | | | | | |
| Red Wheelbarrow Magazine | 800 | 800 | 800 | 800 | 800 |
| Speech & Debate Team | 0 | 0 | 0 | 0 | 5,700 |
| Language Arts Subtotal | \$800 | \$800 | \$800 | \$800 | \$6,500 |
| Divisional Support Subtotal | \$114,868 | \$107,840 | \$119,784 | \$108,381 | \$130,650 |

Expenses 2011-2012

| Item | 2009-2010 Actual | 2010-2011 Adopted | 2010-2011 Revised | 2010-2011 Est. to 06/30 | 2011-2012 Adopted |
|-------------------------------|-----------------------------|------------------------------|------------------------------|------------------------------------|------------------------------|
| Carry Forward Expenses | | | | | |
| Prior Year Misc.Adjustment | (1,434) | 0 | 0 | 0 | |
| Prior Year Void Checks | (231) | 0 | 0 | (108) | |
| Bicycle Project | 0 | 0 | 3,600 | 3,252 | |
| Public Transportation Project | 0 | 0 | 6,598 | 6,598 | |
| Carry Forward Subtotal | (\$1,665) | \$0 | \$10,198 | \$9,742 | \$0 |
| Transfers | | | | | |
| Transfer to Fund 44 Clubs | 13,400 | 0 | 6,550 | 6,550 | |
| Transfer to Fund 45 Trusts | 65 | 0 | 50 | 50 | |
| Transfers Subtotal | \$13,465 | \$0 | \$6,600 | \$6,600 | \$0 |
| TOTAL | \$867,402 | \$1,038,123 | \$1,048,371 | \$994,530 | \$1,208,371.85 |
| | | | | | |
| | | | | | |

DASB
Fund Balance Summary
2010-2011

DASB FUND BALANCE SUMMARY FOR 2010-2011

| | | |
|---|---------|---------|
| I. Fund 41 DASB Operating Fund Balance - June 30, 2010 | | 780,196 |
| Fund Balance Reserved for Encumbrances for 2010-2011 | 17,604 | |
| Fund Balance Reserved for Carryforwards for 2010-2011 | 10,198 | |
| General Reserve | 500,000 | |
| Fund Balance Reserved for 2010-2011 Budget | 141,073 | |
| Fund Balance Reserved for 2011-2012 Budget | 111,322 | |
| II. Fund 41 Estimated Operating Income for 2010-2011 | | 858,350 |
| III. Fund 41 Estimated Operating Expenses for 2010-2011 | | 994,530 |
| IV. Fund 41 Estimated DASB Operating Fund Balance - June 30, 2011 | | 644,016 |
| General Reserve | 500,000 | |
| Fund Balance Reserved for 2011-2012 Budget | 111,322 | |
| Estimated Fund Balance Reserved for 2012-2013 Budget | 32,694 | |

DASB
Budget Stipulations
2011-2012



2011-2012 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. No Special Allocation Funds can be used for Travel.
7. Mileage shall not be reimbursed by DASB.
8. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
9. 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.

10. 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.
11. No funds shall be used for promotional clothing unless so specified in the approved budget.
12. DASB shall not fund any banquets other than for the Disability Support Programs & Services (DSP&S) Division.
13. 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.
14. No Capital items may be purchased in May or June.
15. Any income on disposal of any capital items purchased with DASB Funds shall revert to the DASB General Fund.

DASB

16. All promotional items purchased by DASB must be eco-friendly whenever available and cost effective.
17. 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 Chair 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 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.
18. The DASB Leadership Training funds must be used for multiple retreats and multiple workshops.
19. The DASB Senate must decide which conferences to attend with the DASB/ICC Student Leadership Conference(s) account.
20. For the DASB Campus Events account there can be no transfers from Technical and Professional Services.
21. No gift items/prizes/giveaways can be over \$50 in value.
22. 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.

ICC

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

College Life

27. In order for the Cross Cultural Partners to access its funding the Cross Cultural Partnerships Council must have been meeting at least once per month starting March 2011 and the Student Learning Outcomes must be submitted to the DASB Senate by the second week of Fall 2011.
28. \$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

29. \$10,000 in funding for the Honors Program is to be used to hire two (2) Honors Curriculum Facilitators to fulfill the duties of the Honors Curriculum Facilitator as described in Appendix 1.
30. 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.
31. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASB."
32. The La Voz Weekly account is to only be used for purchasing subscriptions to La Voz Weekly for DASB members.
33. 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.
34. Students must show their DASB Card to borrow a calculator purchased for the Math Performance Program (MPSP) with DASB funds.
35. Funding for Textbook Program - CalWORKs Students shall be used for renting CalWORKs Students' textbooks whenever possible.
36. Funding for Textbook Rentals - EOPS Students is restricted to renting EOPS Students' textbooks only.

37. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.

38. The Tutorial and Academic Skills Center must provide accountability reports.

Creative Arts

39. 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.

40. Creative Arts cannot use DASB Funds for any facilities rental.

41. The funding for the Patnoe Jazz Festival must be used to maintain the traditional Patnoe Jazz Festival Format as per 2008-2009 and earlier.

42. The Student Film and Video Productions account cannot be used for capital nor can funds be transferred to capital.

Athletics

43. 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.

44. 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.

Other Divisions

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

46. The Speech and Debate Team must cease being a club in order to receive DASB Funding.

APPENDIX 1 HONORS CURRICULUM FACILITATOR

Duties include:

The following duties are to be fulfilled through a variety of means including individual meetings, group discussions, workshops, and the like.

- * Working with Honors Program coordinator to outline what is considered an appropriate level of rigor for Honors courses, both cohorts and core courses.
- * Working with discipline faculty to identify ways in which curriculum can be made appropriately rigorous for Honors cohorts and core courses.
- * Working with discipline faculty to develop consistency of expectations in Honors assignments/projects while still allowing for flexibility and creativity from one course to another.
- * Providing avenues for faculty to discuss within and across disciplines what an Honors course entails.
- * Working with discipline faculty and the Honors Program Coordinator to identify common denominators of Honors work within a discipline and more generally, ultimately developing possible language that might be used in the Course Catalog to identify what it means for a course to be “Honors.”
- * Assisting in identifying and recruiting faculty to teach for the Honors Program and working with those faculty on the areas mentioned above.

Objectives:

- * Gain consistency in expectations and assignments of Honors work while still maintaining flexibility and creativity from one course to another.
- * Develop language to describe what Honors work means at De Anza College.
- * Strengthen the Honors academic program through curriculum development.

Logistics:

- * Two positions available. Each position will be assigned to work with faculty from various divisions, grouped as follows:

Physical Sciences, Math and Engineering
Biological, Health, and Environmental Sciences
Business and Computer Systems

Language Arts
Social Sciences and Humanities
Creative Arts
Intercultural/International Studies

Since we do not offer any courses in Physical Education, Counseling, or Applied Technologies, those divisions are not listed above.

- * Compensation: \$4,000 for the year for the 3-division facilitator, and \$6,000 for the year for the 4-division facilitator.

DASB
Budget and Finance Code

DASB FINANCE CODE

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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) Agents
 2. Agents must be approved by a simple majority vote of the committee
 3. Agents 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. Manage and oversee the DASB Budget Committee Account (41-51140).
- F. Review its Committee Code at least once, and submit any proposed amendments to the Administration Committee.
- G. Review amendments proposed to its code by the Administration Committee, make a recommendation, and report the result to the Administration Committee.

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
- 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.

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 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 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.

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.
- 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 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 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 Chair of Finance refuse to authorize the expenditure, the issue will be forwarded to the next regularly scheduled DASB Finance Committee meeting. 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 request the DASB Senate to review the request for approval or denial.

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 require original detailed receipts/invoices.

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: 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

**Memorandums
of
Understanding**

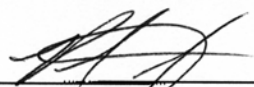
Memorandum of Understanding
March 15, 1999

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).

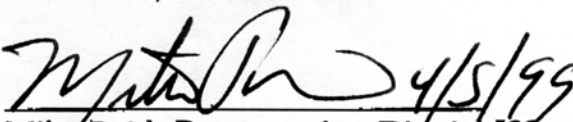
1. It is agreed that the DASB Student Accounts Office shall not be combined with the Foothill Student Accounts office nor any other District Office but shall remain functioning as a De Anza College operation serving the DASB, ICC student clubs and related student programs.
2. It is agreed that the District 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