

2016-2017

Annual Budget



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Produced by De Anza College
Office of College Life
Student Accounts

Cover Design by Michelle Bounkousohn



2016-2017 Budget Table of Contents

De Anza Associated Student Body President's Message	1
DASB Proposed Budget for Fiscal Year 2016-2017	3
Income	4
DASB Budget Income (Chart).....	5
DASB Budget Income (Itemized).....	6
Card Sales.....	6
Student Events & Activities.....	6
Investments/Interest.....	6
Prior Year Fund Balance.....	6
Total.....	6
Expenses	7
DASB Budget Expenses (Chart).....	8
DASB Budget Expenses (Itemized).....	9-15
Government Costs.....	9
Operating Costs.....	9
Special Allocations.....	10
Eco Project Allocations.....	10
Conference Travel.....	10
Inter Club Council.....	10
College Life.....	11
College Services.....	12
Divisional Support.....	13-14
Carry Forward.....	15
Transfers.....	15
Total.....	15
DASB Fund Balance Summary for 2015-2016	16
DASB Budget Stipulations 2016-2017	18
DASB Budget and Finance Code	23
Memorandums of Understanding	38

**De Anza Associated
Student Body
Message**



DASB Budget 2016-2017

Funding our Future: A Budget of Values

Vice President Joe Biden said, “Don’t tell me what you value; show me your budget, and I’ll tell you what you value.” The De Anza Associated Student Body is proud to unveil a 2016-2017 budget that reflects our values of student success, civic engagement, athleticism, access to information, and more.

Highlights of the budget include increased resources for academic benefits, leadership skills, and matters of other student interest. With more than one million dollars in revenue, DASB will support students through funding of programs such as the Math Performance Success Program, Tutorial Center, and *La Voz* as well as increasing access to advocacy events and athletic competitions on other campuses. All of these opportunities are made possible through the commitment and dedication of De Anza students. This budget is a reinvestment in the student body whose resources make DASB a model of leadership recognized by its peers throughout the California Community Colleges system.

The budget goals for 2016-2017 are to fund programs that directly affect De Anza students except for recruitment programs conducted by DASB members at De Anza College for prospective DASB members and:

- Help students succeed and enable them to achieve their academic and personal goals at De Anza College
- Promote leadership, diversity, civic engagement, campus community development, academic skills development, environmental sustainability and equity among all students
- Benefit students during the fiscal year of the budget
- Benefit DASB members
- Serve the greatest number of students while maintaining quality
- Generate DASB Revenue
- Have demonstrated efficient and effective use of the previously allocated funds

On behalf of DASB, we would like to thank the tireless efforts of the Budget Committee and our advisors to whom we owe the development and success of our last budget as well as this one.

Budget Committee Members:

Naeema Kaleem
Edgar Godinez
Marco Monroy
Thao Le
Keerthana Muthukrishnan
Kairav Sheth
Omar Din
Konrad Melbinger
Kush Patel

Special Thanks to:

John Cognitiona
Lisa Kirk
Dennis Shannakian

A handwritten signature in blue ink that reads "M Monroy".

Marco Monroy
DASB President 2015-2016

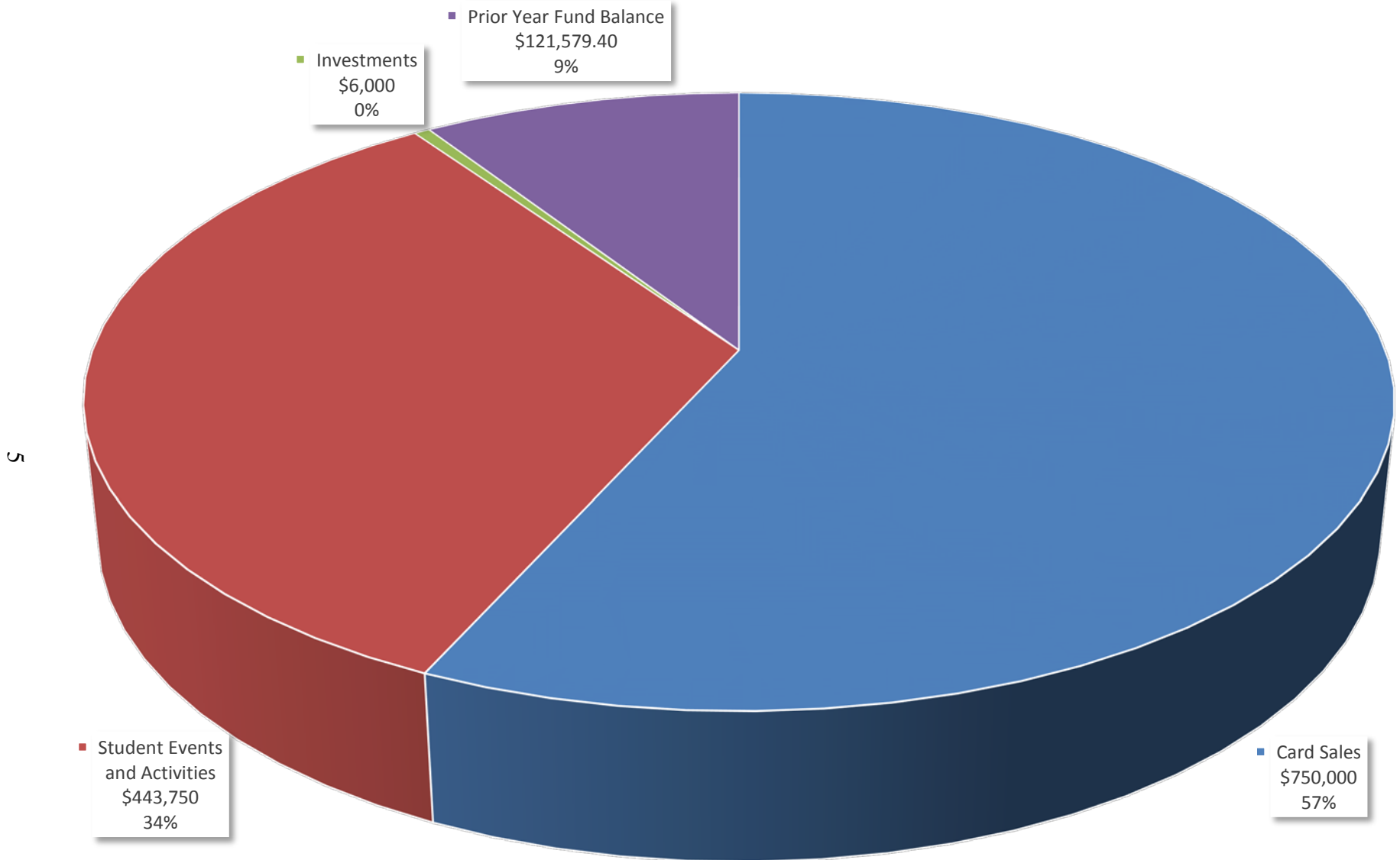
A handwritten signature in blue ink that reads "Naeema Kaleem".

Naeema Kaleem
DASB Chair of Finance 2015-2016

DASB
Proposed Budget
for Fiscal Year
2016-2017

2016-2017
Proposed Income

DASB Income 2016-2017



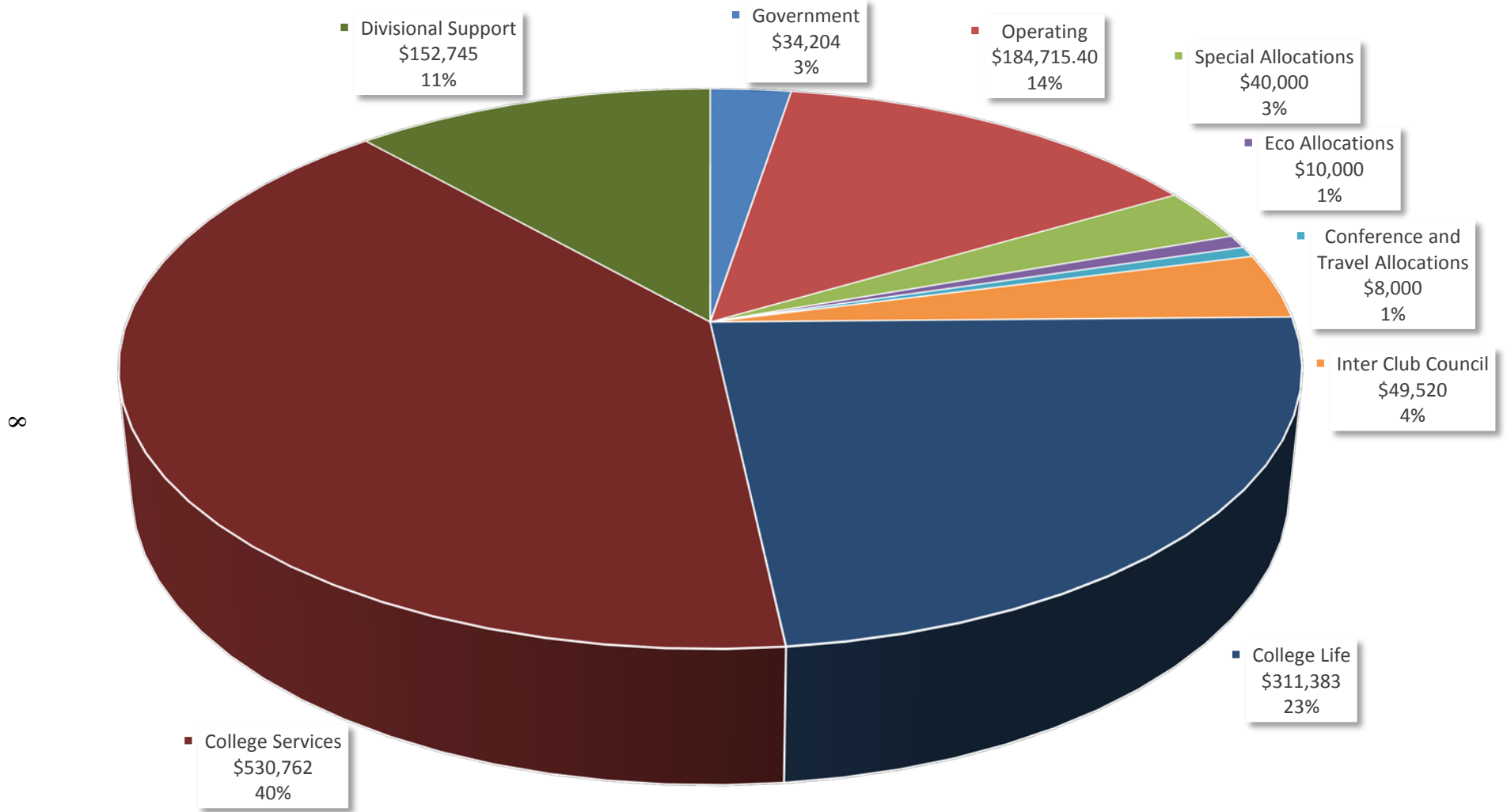
Total - \$1,321,329.40

Income 2016-2017

Item	2014-2015 Actual	2015-2016 Adopted	2015-2016 Revised	2015-2016 Est. to 06/30	2016-2017 Adopted
<u>Card Sales</u>					
Card Sales*	676,035	690,000	690,000	670,000	750,000
Card Sales Subtotal	\$676,035	\$690,000	\$690,000	\$670,000	\$750,000
<u>Student Events & Activities</u>					
Movie Tickets-Gold+Platinum	109,224	120,000	120,000	120,000	102,750
DASB Card Replacement	3,520	3,500	3,500	3,500	3,000
DASB Card/Capture Printing Write-Off	11,649	25,407	25,407	25,407	2,000
Bike Program & Corral Access Fee	280	400	400	700	500
Flea Market	337,750	355,000	355,000	305,000	335,000
Food Trucks		5,000	5,000	0	0
Misc. Income	1,991	0	0	0	0
Returned Check Fees	600	500	500	500	500
Student Events & Activities Subtotal	\$465,014	\$509,807	\$509,807	\$455,107	\$443,750
<u>Investment Income</u>					
Interest Income	6,158	6,000	6,000	7,000	6,000
Investments Income Subtotal	\$6,158	\$6,000	\$6,000	\$7,000	\$6,000
Total Revenue	\$1,147,207	\$1,205,807	\$1,205,807	\$1,132,107	\$1,199,750
Plus Prior Year Fund Balance Reserve for Budget		\$161,299.20			\$121,579.40
Plus Restricted Reserve to Unrestricted: (For Eco Project Allocations in Fund 41)		\$30,000.00			
Total Available to Allocate		\$1,397,106.20			\$1,321,329.40
*Increase from \$9 to \$10 per Quarter in 2016-2017					

2016-2017
Proposed Expenses

2016-2017 DASB Expenses



Total - \$1,321,329.40

Expenses 2016-2017

Item	2014-2015 Actual	2015-2016 Adopted	2015-2016 Revised	2015-2016 Est. to 06/30	2016-2017 Adopted
<u>DASB Administrative</u>					
Government Costs					
DASB Chair of Budget and Finance	0	50	50	50	0
DASB Chair of Student Services	0	50	50	50	0
DASB Chair of Administration	50	50	50	50	0
DASB Chair of Marketing and Communication	10	50	50	50	0
DASB Chair of Diversity and Events	28	50	50	50	0
DASB Chair of Campus Environment and Sustainability	10	50	50	50	0
DASB Budget Committee	749	1,000	1,000	900	1,000
DASB Election	1,623	2,000	2,000	1,626	2,000
DASB Hospitality	450	250	250	250	250
DASB Inauguration	841	1,200	1,200	1,200	900
DASB Leadership Training	408	3,000	3,000	3,000	1,750
DASB New Senate Orientation	1,092	1,000	1,000	1,000	350
DASB Office Staff	9,183	10,150	10,150	10,150	14,814
Campus Environment & Sustainability Committee	666	4,500	4,500	2,000	2,750
Student Rights & Services Committee	1,778	4,050	4,050	2,500	2,100
DASB Office Supplies	3,019	1,250	2,599	2,599	1,250
DASB Marketing and Communications Committee	5,718	9,000	9,000	8,000	7,040
Government Cost Subtotal	\$25,626	\$37,700	\$39,049	\$33,525	\$34,204
Operating Costs					
Accounts Office Staff	158,527	166,119	166,119	161,000	170,070
Accounts Office Supplies	1,077	1,500	1,500	1,500	1,500
Accounts Office System	5,869	6,200	6,200	6,200	6,995
Accounts Office Short/(Over)	2	0	0	30	0
Bank/Credit Card Fees	1,549	1,700	1,700	1,600	2,500
Copy Machine	1,924	3,000	3,000	2,000	3,000
Uncollectible Returned Check Fees	75	100	100	125	150
Variance	92	500.20	500.20	200.00	500.40
Operating Costs Subtotal	\$169,115	\$179,119.20	\$179,119	\$172,655	\$184,715.40
DASB Administrative Subtotal	\$194,741	\$216,819.20	\$218,168	\$206,180	\$218,919.40

Expenses 2016-2017

Item	2014-2015 Actual	2015-2016 Adopted	2015-2016 Revised	2015-2016 Est. to 06/30	2016-2017 Adopted
<u>Allocations</u>					
Special Allocations					
Summer/Fall Allocation		20,000	0	0	20,000
Winter/Spring Allocation		20,000	16,907	16,907	20,000
Special Allocations					
Canopy Tents			4,649	4,649	
SSCCC Region IV Donation			1,000	1,000	
Baseball Pitching Machine	3,806				
Meditation Room Fountain	388				
Baylands Festival	19,283				
Campus Center Microwaves	1,188				
Special Allocation Subtotal	\$24,665	\$40,000	\$22,556	\$22,556	\$40,000
Eco Project Allocations					
Eco Project Allocations		30,000	10,486	0	10,000
Monarch Butterfly Educational Garden			1,200	1,200	
De Anza Water Policy Project			9,200	9,200	
Sustainable Technologies Project			4,114	4,114	
Energy Management Solar Project			5,000	0	
Eco Project Allocations Subtotal		\$30,000	\$30,000	\$14,514	\$10,000
Conference Travel					
SSCCC General Assemblies (DASB/ICC Leadership Confer)	2,989	5,000	5,000	5,000	3,000
Advocacy Activities	6,418	10,800	5,555	5,555	5,000
CCCSAA Conference			5,245	5,245	0
Conference Travel Subtotal	\$9,407	\$15,800	\$15,800	\$15,800	\$8,000
Allocations Subtotal	\$34,072	\$85,800	\$68,356	\$52,870	\$58,000
<u>Inter Club Council (ICC)</u>					
Inter Club Council (ICC)	32,269	51,331	43,381	43,381	49,520
Inter Club Council Subtotal	\$32,269	\$51,331	\$43,381	\$43,381	\$49,520

Expenses 2016-2017

Item	2014-2015 Actual	2015-2016 Adopted	2015-2016 Revised	2015-2016 Est. to 06/30	2016-2017 Adopted
College Life					
Student Events & Activities					
Movie Tickets	118,818	120,025	120,025	119,975	102,785
Cross Cultural Partnerships	6,532	8,001	8,001	8,001	9,430
DASB Bicycle Program	18,586	29,126	29,126	25,000	14,400
DASB Card Office	25,126	43,180	43,180	30,000	34,308
Flea Market	86,706	111,924	111,924	105,000	115,035
New Student Orientation	5,357	5,500	5,500	5,500	5,500
DASB Campus Events-Summer	2,399	2,400	2,400	2,400	0
DASB Campus Events	8,181	9,000	9,000	8,500	11,425
Visiting Speakers Series	4,000	4,000	4,000	4,000	4,000
Student Events & Activities Subtotal	\$275,705	\$333,156	\$333,156	\$308,376	\$296,883
Multicultural/Diversity					
Asian Pacific American	2,951	2,500	2,500	2,500	
Black History	972	2,500	2,500	2,500	
Day of Remembrance	1,500	1,500	1,500	1,500	
Disability Awareness	745	1,000	1,000	1,000	
LGBTQQI	1,407	2,500	2,500	2,500	
Israeli History	0	500	500	0	
Latino/a Events	1,948	2,500	2,500	2,500	
Martin Luther King	1,350	1,000	1,000	0	
Muslim History	0	500	500	0	
Women's History Month	2,906	3,000	3,000	3,000	
Multicultural/Diversity Events		1,500	1,500	0	14,500
Multicultural/Diversity Subtotal	\$13,779	\$19,000	\$19,000	\$15,500	\$14,500
College Life Subtotal	\$289,484	\$352,156	\$352,156	\$323,876	\$311,383

Expenses 2016-2017

Item	2014-2015 Actual	2015-2016 Adopted	2015-2016 Revised	2015-2016 Est. to 06/30	2016-2017 Adopted
College Services					
College Life Staff	36,003	54,341	50,305	38,000	36,760
Art on Campus	2,000	2,000	2,000	2,000	2,500
DASB Scholarship/Book Grants	10,000	10,000	10,000	10,000	10,000
De Anza Presents	0	0	0	0	0
De Anza Youth Leadership Conference (Youth Voices)	1,400	2,150	2,150	1,103	2,270
Campus Wellness (Previous Account Name DLTP)	9,000	9,000	13,000	13,000	12,359
Equity Office		4,005	4,005	4,005	7,950
Gender & Sexuality Center	26,569	29,650	29,650	29,650	29,650
HEFAS	10,354	18,000	18,000	15,000	18,560
Honors Program	7,412	5,700	5,700	4,000	6,600
VIDA (Previous Account Name ICCE Interns)	4,721	6,100	7,000	7,000	7,310
La Voz	11,935	14,000	14,000	11,000	11,000
LGBTQQI Taskforce	4,497	9,900	9,900	9,900	10,425
LEAD Program	28,247	25,500	25,500	25,500	28,946
Legal Aid	9,305	10,080	14,116	14,116	11,088
Library - Textbooks on Reserve	14,996	15,000	15,000	15,000	15,000
Math Performance Success	41,453	50,000	50,000	43,000	43,100
Outreach	16,416	24,530	24,530	24,530	24,530
Puente	3,480	10,000	10,000	8,000	10,030
Sankofa Scholar Program	10,964	10,964	10,964	10,964	10,964
Student Computer Donation Program	10,813	13,500	13,500	13,500	13,435
Student Success and Retention Services	17,833	21,000	21,000	21,000	21,000
Textbook Program-CalWORKS Students	10,581	12,000	12,000	12,000	12,500
Textbook Rentals-EOPS Students	12,787	13,000	13,000	13,000	13,000
Tutorial Center	167,170	162,785	170,280	170,280	162,785
Veteran's Program	7,954	9,000	9,000	9,000	9,000
College Services Subtotal	\$475,890	\$542,205	\$554,600	\$524,548	\$530,762

Expenses 2016-2017

Item	2014-2015 Actual	2015-2016 Adopted	2015-2016 Revised	2015-2016 Est. to 06/30	2016-2017 Adopted
<u>Divisional Support</u>					
Creative Arts					
Band	2,065	1,900	1,900	1,900	2,200
Ceramics	1,350	1,425	1,425	1,425	1,425
Chorale & Vintage Singers	2,997	3,000	3,000	3,000	3,000
Dance Program	1,400	1,600	1,600	1,600	1,600
De Anza Chamber Orchestra	858	1,750	1,750	1,750	1,750
Euphrat Museum	17,021	17,345	18,245	18,245	17,335
Jazz Ensemble Performance/Recording	767	1,700	1,700	1,700	1,500
Patnoe Jazz Festival	2,054	2,000	2,000	2,000	2,000
Photography	500	1,700	1,700	1,700	0
Film & TV Special Programs		4,050	4,050	4,050	4,050
Creative Arts Subtotal	\$29,012	\$36,470	\$37,370	\$37,370	\$34,860
Athletics					
Athletics Fees & Officials	18,799	20,295	20,295	20,295	20,295
Athletics Dept. Transportation	6,196	4,000	4,000	4,000	4,000
Athletic Playoffs	25,062	15,000	15,000	15,000	15,000
Men's Baseball	4,000	3,000	3,000	3,000	3,000
Men's Basketball	2,922	3,000	3,000	2,908	3,000
M & W Cross Country	3,903	4,000	5,000	5,000	4,000
Men's Football	16,074	7,200	7,200	7,195	7,200
Men's Soccer	3,601	5,000	5,000	4,856	5,000
M & W Swim/Dive	3,191	3,600	3,600	3,600	3,600
M & W Tennis Team (In` 12-13 Men & Women's Combined)	3,498	3,500	3,500	3,500	3,500
M & W Track & Field	6,888	6,900	6,900	6,900	6,900
M & W Water Polo (In` 12-13 Men & Women's Combined)	5,377	5,000	6,800	6,800	5,000
Women's Badminton	3,874	2,100	2,100	2,100	2,100
Women's Basketball	3,874	5,000	5,000	5,000	5,000
Women's Soccer	2,143	3,000	3,000	3,000	3,000
Women's Softball	1,355	3,000	3,000	3,000	3,000
Women's Volleyball	1,735	2,000	2,000	1,606	2,000
Athletics Subtotal	\$112,491	\$95,595	\$98,395	\$97,760	\$95,595

Expenses 2016-2017

Item	2014-2015 Actual	2015-2016 Adopted	2015-2016 Revised	2015-2016 Est. to 06/30	2016-2017 Adopted
Physical Education					
Massage Therapy Program	576	1,000	1,000	1,000	2,500
Physical Education Subtotal	\$576	\$1,000	\$1,000	\$1,000	\$2,500
Biological & Health Sciences					
Environmental Studies Area	4,700	5,000	5,000	5,000	5,000
Biological & Health Sciences Subtotal	\$4,700	\$5,000	\$5,000	\$5,000	\$5,000
Disability Support Programs & Services (DSPS)					
Adapted Physical Education	1,220	1,300	1,300	1,300	1,300
DSS/EDC Spring Celebration	724	800	800	800	800
Disability Support Programs & Services Subtotal	\$1,944	\$2,100	\$2,100	\$2,100	\$2,100
Language Arts Division					
Red Wheelbarrow Magazine	1,000	1,000	1,000	1,000	1,000
Speech & Debate Team	1,231	4,500	4,500	4,000	4,500
Language Arts Subtotal	\$2,231	\$5,500	\$5,500	\$5,000	\$5,500
Intercultural Studies Division					
African American Studies Department	990	3,130	3,130	1,500	3,130
Multicultural Center (MCC)					4,060
Intercultural Studies Subtotal	\$990	\$3,130	\$3,130	\$1,500	\$7,190
Divisional Support Subtotal	\$151,944	\$148,795	\$152,495	\$149,730	\$152,745

Expenses 2016-2017

Item	2014-2015 Actual	2015-2016 Adopted	2015-2016 Revised	2015-2016 Est. to 06/30	2016-2017 Adopted
Carry Forward Expenses					
Prior Year Void Checks	(193)	0	0	(145)	
Bike Repair Station		0	1,800	1,700	
Carry Forward Subtotal	(\$193)	\$0	\$1,800	\$1,555	\$0
Transfers					
Transfer to Fund 44 Clubs	14,400	0	7,950	7,950	
Transfers Subtotal	\$14,400	\$0	\$7,950	\$7,950	\$0
TOTAL	\$1,192,607	\$1,397,106.20	\$1,398,906	\$1,310,090	\$1,321,329.40

DASB
Fund Balance Summary
2015-2016

DASB FUND BALANCE SUMMARY FOR 2015-2016

I.	Fund 41 DASB Operating Fund Balance - June 30, 2015	786,679
	Fund Balance Reserved for Encumbrances for 2015-2016	2,000
	Fund Balance Reserved for Carryforwards for 2015-2016	1,800
	General Reserve	470,000
	General Reserve Transferred to DASB Operating Fund Balance	30,000
	Fund Balance Reserved for 2015-2016 Budget	161,299
	Fund Balance Reserved for 2016-2017 Budget	121,579
II.	Fund 41 Estimated Operating Income for 2015-2016	1,132,107
III.	Fund 41 Estimated Operating Expenses for 2015-2016	1,310,090
IV.	Fund 41 Estimated DASB Operating Fund Balance - June 30, 2016	608,696
	*General Reserve	470,000
	Fund Balance Reserved for 2016-2017 Budget	121,579
	Estimated Fund Balance Reserved for 2017-2018 Budget	17,117

*General Reserve Reduction of \$30,000 on 6/30/15 to fund Eco Project Allocations in 2015-2016 Budget

DASB
Budget Stipulations
2016-2017



2016-2017 DASB Budget Stipulations

Failure to comply with these stipulations or with the DASB Finance Code may result in the reduction of your 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 unless it is to augment travel funding already allocated during the annual budget approval process.
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. Any appeals to these dollar amounts shall be heard by the DASB Finance Committee.
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 and Cross Cultural Partners (CCP).
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 April, 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 director of the Office of Equity 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 Office of Equity will collaborate with staff and students and will present their recommended allocations to the DASB Finance Committee prior to any spending.
18. Expenditures over \$1,000 for the Advocacy and Rallies account must be approved by senate.
19. For the DASB Campus Events account there can be no transfers from Technical and Professional Services.
20. No gift items/prizes/giveaways can be over \$50 in value.
21. 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.
22. The funds in the DASB New Senate Orientation account should be used to hold a new senate orientation before the 2nd week of spring quarter by the DASB Executive committee.
23. Continued funding of the Account Office Staff account is dependent on negotiation between the DASB Finance Committee and De Anza College Administration.

24. If a request is made for sign language interpreter(s), the request will come from Special Allocations and not DASB General Diversity Events.
25. Ten (10) movie tickets per week per student and staff.

ICC

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

College Life

30. Repairs on the Bicycles for the DASB Bicycle Program must be completed by a certified mechanic.

College Services

31. 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. The DASB Marketing Committee has to work with Inter Club Council (ICC) on the La Voz advertising space.
32. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASB."
33. The La Voz Weekly account is to only be used for purchasing subscriptions and maintaining their website to La Voz Weekly for DASB members.
34. 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.
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.

39. Funding for Veterans' Program shall be used for renting Veterans' textbooks whenever possible.

Creative Arts

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

Athletics

41. All Athletics accounts are funded only for participating athletes, red shirts, statisticians, referees and film crew (students have to be DASB card holding members). Only contests held in California will be funded.
42. 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.
43. For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. Classifying the type of meal will be up to the discretion of the DASB Chair of Finance. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.
All meal expenditures require original detailed receipts/invoices that show amounts actually spent for meals, and for each athlete(s). Expenses submitted without receipts/invoices will not be reimbursed. All unused cash advance amounts shall be returned to Student Accounts. If the athletic budgeter feels more than one meal is needed it will be up to the discretion of the Chair of Finance if one or more meal(s) will be given.

Other Divisions

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

DASB
Finance Code

DASB FINANCE CODE

TABLE OF CONTENTS

Article I	Finance Committee	25
Section	(1) Membership	25
	(2) Objectives	25
	(3) Right to Act	25
	(4) Committee Duties and Responsibilities	25
Article II	Officers	26
Section	(1) Officers	26
	(2) Individual Duties and Responsibilities	26
Article III	Budgets	27
Section	(1) Use of the DASB Budgets	27
	(2) Preparation of the DASB Budgets	27
	(3) Line Item Transfers	28
	(4) Budget Transfers	28
	(5) Types of Accounts	28
Article IV	Funds	29
Section	(1) Accessing Funds from Reserve Accounts	29
	(2) Accessing Special Allocation Funds	29
	(3) Capital	29
	(4) Deposits	29
Article V	Expenditures	30
Section	(1) Procedures	30
	(2) Signatures	31
Article VI	Documentation	33
Section	(1) Tickets	33
	(2) Maintenance of Records	33
	(3) Financial Reports	33
Article VII	Specific Accounts	34
Section	(1) Student Body Association Fees	34
	(2) Travel	34
	(3) General Diversity Events	34
	(4) ICC and Club Funding	34
	(5) Banquet, Hospitality, Meal, and Mileage Expenses	34
	(6) Athletic Travel Meals	34
Article VIII	End of the Year Close Procedures	35
Article IX	Scholarships	36
Section	(1) Eligibility	36
	(2) Requirements	36
	(3) Amount	36
	(4) Procedure	36
Article X	Glossary	37

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) DASB Senate Interns
 2. DASB Senate Interns must be approved by a simple majority vote of the committee
 3. DASB Senate Interns must meet the eligibility requirements as specified in the DASB Senate Bylaws.
- C. Advisors
 - DASB Senate Advisor
 - Student Accounts Accountant

Section 2: Objectives

The objective of the DASB Finance Committee is financial accountability, transparency, accessibility, and equity within 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. Review its Committee Code at least once, and submit any proposed amendments to the Administration Committee.
- F. Review amendments proposed to its code by the Administration Committee, make a recommendation, and report the result to the Administration Committee.
- G. Inspect at least two (2) programs per quarter that are partially funded by the DASB.
- H. Ensure that the Finance Committee receives a financial overview and procedures training.

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
 - DASB Scholarships Director
- 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.
 3. Collaborate with the DASB Student Rights and Services Committee as a liaison to ensure student accessibility to DASB funded programs.
- 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.
 3. Collaborate with the DASB Diversity and Events Committee as a liaison to work on projects that may increase DASB revenue.
- C. DASB Budget Communications Officer shall:**
1. Contact DASB funded programs and organizations at least once a quarter to offer assistance with any fiscal matters.
 2. Be responsible for offering budgeting procedure advice to programs in order to prevent overages and other budgeting issues.
 3. Organize program field trips in collaboration with program administrators.
 4. Ensure the finance committee conducts at least two (2) program field trips per quarter.
- D. DASB Scholarships Director shall:**
1. Submit the DASB Scholarships application requirements and procedures to Financial Aid Office.
 2. Design and print the certificates for the DASB Scholarships recipients.
 3. Coordinate and work with the Financial Aid Office to implement and review the DASB Scholarship.

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 second (2nd) 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. Any and all amendments throughout the budget deliberations shall also require a two-thirds (2/3) vote for approval. 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. Any and all amendments throughout the budget transfer deliberations shall also require a two-thirds (2/3) vote for approval.

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 (\$470,000), 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. Any and all amendments throughout the funding deliberations shall also require a two-thirds (2/3) vote for 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. Any and all amendments throughout the funding deliberations shall also require a two-thirds (2/3) vote for approval.
- 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 does not approve any request for funds allocated to an account the budgeter shall have the right to appeal the decision to the DASB Finance Committee. 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 appeal the decision to the DASB Senate.

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, including per diem meals, require original detailed receipts/invoices. Reimbursements for gratuity, when applicable, shall not exceed twenty-percent of the total meal cost.

Section 6: Athletic Travel Meals

For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. Classifying the type of meal will be up to the discretion of the DASB Chair of Finance. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.

All meal expenditures require original detailed receipts/invoices that show amounts actually spent for meals, and for each athlete(s). Expenses submitted without receipts/invoices will not be reimbursed. All unused cash advance amounts shall be returned to Student Accounts.

If the athletic budgeter feels more than one meal is needed it will be up to the discretion of the Chair of Finance if one or more meal(s) will be given.

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: SCHOLARSHIPS

Section 1: Eligibility

- A. Be a current DASB member.
- B. Not have received a DASB scholarship within the current nor previous academic year.
- C. Have completed at least eighteen (18) quarter units.
- D. Be enrolled in at least eight (8) quarter units for college credit.
- E. Have a cumulative 2.5 Grade Point Average (GPA).
- F. Not be a current or former DASB Senator.

Section 2: Requirements

- A. Turn in a completed DASB scholarship application to Financial Aid Office by the deadline.
- B. Write an essay about the topic selected by the Committee.

Section 3: Amount

- A. All DASB scholarships must be at least five hundred dollars (\$500).

Section 4: Procedure

The DASB Scholarships Director shall ensure that:

- A. DASB Scholarship applications is revised as necessary.
- B. DASB Scholarships are advertised well in advance to all DASB members.
- C. DASB Scholarship applications are made readily available to all DASB members.
- D. DASB Scholarship applications are reviewed to select recipients.
- E. DASB Scholarships are presented to their recipients at the next Senate meeting after the recipients are selected
- F. The DASB scholarship timeline shall follow the timeline of the De Anza Financial Aid Office.

ARTICLE X: 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 Amended: 11/25/2015
Amended: 02/08/2012
Amended: 01/16/2013
Amended: 06/05/2013
Amended: 08/19/2015

**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 _____

 3/20/99

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