

STUDENT REPRESENTATION FEE (FUND 46)

DASB FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts **NO LATER** than 4:30 PM on the Tuesday (subject to change) before the meeting in which you wish the item to appear. It **MUST** be filled out completely (all pages), or your request may be postponed or denied. Attach additional sheets if necessary.

Clubs should fill out the "ICC/Club Budget Request" form for all requests.

NOTE: The Finance Committee does not meet during the first week of the quarter, dead and finals weeks or breaks.

Please submit the original and one (1) copy of this form and any attachment(s) for a total of two (2) sets.

Name: Lisa Kirk Signature & Date: 7/30/20

Phone: 864-8528 E-mail: KirkLisa@fhda.edu

Group or department you are representing: Accounts Office

You are required to attend the DASB Finance Committee meeting, Monday at 3:30 PM (subject to change), to answer any questions for items 1 and 2 below and possibly item 3 as well if determined by the Chair of Finance.

Request to be on the Finance Committee Agenda For: (check one)

1. **GENERAL ITEM (Includes Budget Transfers):**
 Summary of item: (REQUIRED, use additional sheets if necessary) _____

2. **NEW OR ADDITIONAL FUNDING: Total Requested Amount \$ 1,000**
Complete the next two pages as well when requesting new or additional funding. Attach additional sheets if necessary. Also attach additional details and event/program descriptions. Incomplete applications will not be accepted.

3. **OBJECT CODE/LINE ITEM TRANSFER** (Only Page 1 Required; must attend Finance Committee meeting only if contacted):

Account Name: _____

Account Number: _____

From Object Code:	To Object Code:	Requested Amount \$	DASB Use only Approved Amount \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary) _____

The Budgeter and Administrator cannot be the same person.

 Budgeter's Name (PRINT) Budgeter's Signature Phone Number E-mail

 Administrator's Name (PRINT) Administrator's Signature Phone Number E-mail

Action Taken
(office use only)

Transfer Approved and Forwarded to Student Accounts on _____ Date Transfer Denied

 DASB Chair of Finance Date DASB Advisor Date

The DASB Finance Code and the DASB Budget Stipulations must be adhered to at all times.
 They are available at <http://www.deanza.edu/dash/budget/>

Student Representation Fee (Fund 46) Funding Criteria

Check off all of the criteria you feel this request meets and attach all supporting documents including conference programs/schedules, event/workshop descriptions, etc.

Also submit a typed statement explaining why you feel this request meets the criteria for Student Representation Fee funds.

Your request will be reviewed by the DASB Finance Committee, DASB Senate, Dean of Student Development, and Vice President of Student Services to determine eligibility for funding from the Student Representation Fee funds.

- Carrying out voter registration, education and mobilization campaigns
- Training students and hiring student interns to organize and advocate for themselves and their communities before state and local decision-making bodies
- Carrying out educational programs for the student body to help students become better informed of important decisions being made at the state and local level affecting their lives as students
- Supporting student advocates to meet with members of the state legislature and other elected officials in Sacramento and/or at the regional or local level
- Supporting student advocates to organize with other students at the local, regional and statewide level at conferences, training sessions and advocacy gatherings
- Increasing the capacity of the student body to organize and mobilize and develop leadership to be more effective advocates for themselves and their communities before state and local decision-making bodies

Variance request would cover any variances in Fund 46 due to actual versus budget revenue and expenses to avoid overall deficit at fiscal year-end and also to record any small expenses over budget due to fluctuation in student employee benefit costs, etc. There is a Variance account in Fund 41 but one is also needed for Fund 46.

Please Note Fund 46 Detail for 2019-2020:

Net Operating Deficit	(\$6,046.69)
+ Fund Balance Allocated for 2019-2020 Budget	<u>5,702.59</u>
Overall Deficit	(344.09)

NEW OR ADDITIONAL STUDENT REPRESENTATION FEE (FUND 46) FUNDING REQUESTS

- 1. Program (Account) Name: Variance
- 2. Have you previously received DASB funding for this program?
 No Yes DASB Account Number: 41-51395 (need separate Fund 46 account) Year Funded: 20-21
- 3. If yes, amount previously requested for current account \$ 500 (in Fund 41)
- 4. If yes, total amount previously allocated current account \$ 500 (in Fund 41)
- 5. How long has this program existed? 20+Years
- 6. Number of students directly served or involved in this program: _____

Please ACCURATELY and THOROUGHLY complete numbers 8 – 11 and use additional sheets if necessary.

7. List ALL other accounts and/or sources of income (list ALL Account Numbers, Account Names, Account Balances and Account Purposes/Restrictions) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified. **Failure to disclose ANY and ALL non-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.**

- B Budget Accounts: N/A
- Trust Accounts: N/A
- Fund 15 Accounts: N/A
- FHDA Foundation Accounts: N/A
- Grant Funded Accounts: N/A
- Other District Accounts: N/A
- Off-Campus/Off-District Accounts: N/A
- On-Campus Co-Sponsorships: N/A
- Off-Campus Co-Sponsorships: N/A

8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students? This account will provide funds to cover unexpected costs due to estimates too low (for example: benefit % for employee payroll, estimate for shipping costs, sales tax, etc.) Just as the Fund 41 Variance account is used to cover fluctuations in actual versus budget, a Fund 46 Variance account is needed to cover overall deficit in Fund 46. Please note that I will also begin to request this budget annually beginning with the `21-22 DASB Budget, but a special allocations request is needed to create an account for `20-21.

9. How do you use other funding to support your program? _____

10. What would be the impact if DASB did not completely fund this request? _____

11. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? _____

12. Total amount being requested **\$ 1,000**
(You must also complete the object code information on the next page)

Signatures that are needed for requesting funds

All financial documents, forms, requests/requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASB funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

**The DASB Finance Code and the DASB Budget Stipulations must be adhered to at all times.
They are available at <http://www.deanza.edu/dasb/budget/>**

DASB Student Representation Fee (Fund 46) Object Code/Line Item Information



* Fill out only applicable object codes. *

Object Code Name and Number	Description of Expenses (Please itemize all your expenses, BE SPECIFIC)	Requested Amount (round up to the next whole dollar)	DASB Use Only Approved Amount
Student Payroll – 2310 Include hours to be worked x pay rate MUST ALSO COMPLETE BENEFITS – 3200			
Benefits – 3200 (1.52 % for Student Employees) MUST BE COMPLETED WHEN REQUESTING PAYROLL			
Supplies – 4010 (Office supplies or as specified in request or stipulations)	Various expense codes would be used as needed & expense budget can also offset actual revenue shortfall	1,000	
Banners – 4013 (Reusable banners that will last multiple years)			
Food/Refreshments – 4015 (Must adhere to district Administrative Procedure 6331, http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98)			
Printing – 4060 (flyers, posters, programs, forms, etc.)			
Technical & Professional Services – 5214 (Consultants/Guest Speakers/Entertainment) maximum \$1,200 per speaker per event maximum \$1,800 per performance			
Domestic Conference and Travel – 5510			
Grand Total		\$1,000	

No deficit spending will be allowed and all accounts shall be held to line item amounts. 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.

A budgeter's and an administrator's signature are required before this form will be considered.

The Budgeter and Administrator cannot be the same person.

Lisa Kirk		864-8528	kirkalisa@fhda.edu
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
Martin Varela		864-8857	varelamartin@fhda.edu
Administrator's Name (PRINT)	Administrators Signature	Phone Number	E-mail

**The DASB Finance Code and the DASB Budget Stipulations must be adhered to at all times.
They are available at <http://www.deanza.edu/dasb/budget/>**

De Anza College Student Accounts

Balance Sheet

As of June 30, 2020

		Fund 41	Fund 44	Fund 45	Fund 46	Total
ASSETS						
CURRENT ASSETS						
CASH						
**-11115-0000	Bank of America .	\$817,698.44	\$145,408.94	\$597.83	\$77,115.83	\$1,040,821.04
41-11120-0000	Change Fund .	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
TOTAL CASH		<u>\$818,098.44</u>	<u>\$145,408.94</u>	<u>\$597.83</u>	<u>\$77,115.83</u>	<u>\$1,041,221.04</u>
ACCOUNTS RECEIVABLE						
41-11211-0000	Bank of America Interest Receivable .	\$4,832.33	\$0.00	\$0.00	\$0.00	\$4,832.33
41-11225-0000	Returned Check Fees Receivable .	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
TOTAL ACCOUNTS RECEIVABLE		<u>\$4,857.33</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$4,857.33</u>
TOTAL CURRENT ASSETS		<u>\$822,955.77</u>	<u>\$145,408.94</u>	<u>\$597.83</u>	<u>\$77,115.83</u>	<u>\$1,046,078.37</u>
OTHER ASSETS						
PREPAID EXPENSES						
41-12117-0000	Prepaid - Movie Tickets .	\$23,697.75	\$0.00	\$0.00	\$0.00	\$23,697.75
44-12123-0000	Prepaid - Outdoor Club .	\$0.00	\$90.00	\$0.00	\$0.00	\$90.00
TOTAL PREPAID EXPENSES		<u>\$23,697.75</u>	<u>\$90.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$23,787.75</u>
DUE FROM						
**-12210-0000	Due from District .	\$230.00	\$0.00	\$0.00	\$30.83	\$260.83
TOTAL DUE FROM		<u>\$230.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$30.83</u>	<u>\$260.83</u>
TOTAL OTHER ASSETS		<u>\$23,927.75</u>	<u>\$90.00</u>	<u>\$0.00</u>	<u>\$30.83</u>	<u>\$24,048.58</u>
TOTAL ASSETS		<u>\$846,883.52</u>	<u>\$145,498.94</u>	<u>\$597.83</u>	<u>\$77,146.66</u>	<u>\$1,070,126.95</u>
LIABILITIES AND FUND BALANCE						
LIABILITIES						
CURRENT LIABILITIES						
ACCOUNTS PAYABLE						

De Anza College Student Accounts

Balance Sheet

As of June 30, 2020

	Fund 41	Fund 44	Fund 45	Fund 46	Total
46-22115-0000 Payable To CA Chancellor's Office .	\$0.00	\$0.00	\$0.00	\$33,748.91	\$33,748.91
41-22120-0000 Other Payables .	\$58,415.17	\$0.00	\$0.00	\$0.00	\$58,415.17
TOTAL ACCOUNTS PAYABLE	\$58,415.17	\$0.00	\$0.00	\$33,748.91	\$92,164.08
TOTAL CURRENT LIABILITIES	\$58,415.17	\$0.00	\$0.00	\$33,748.91	\$92,164.08
OTHER LIABILITIES					
DUE TO					
**_23110-0000 Due to District - Chargeback .	\$72,335.87	\$4,000.00	\$597.83	\$10,940.15	\$87,873.85
TOTAL DUE TO	\$72,335.87	\$4,000.00	\$597.83	\$10,940.15	\$87,873.85
TOTAL OTHER LIABILITIES	\$72,335.87	\$4,000.00	\$597.83	\$10,940.15	\$87,873.85
TOTAL LIABILITIES	\$130,751.04	\$4,000.00	\$597.83	\$44,689.06	\$180,037.93
FUND BALANCE					
UNRESTRICTED FUND BALANCE					
**_31100-0000 Current Year-To-Date Available .	\$1,676.00	\$141,498.94	\$0.00	(\$344.09)	\$142,830.85
**_31150-0000 Prior Yr. Surplus Allocated for Budget .	\$66,100.28	\$0.00	\$0.00	\$12,801.69	\$78,901.97
TOTAL UNRESTRICTED FUND BALANCE	\$67,776.28	\$141,498.94	\$0.00	\$12,457.60	\$221,732.82
RESTRICTED FUND BALANCE					
**_32100-0000 General Reserve .	\$400,000.00	\$0.00	\$0.00	\$20,000.00	\$420,000.00
41-32300-0000 Surplus Reserved for Next Yr Budget .	\$248,356.20	\$0.00	\$0.00	\$0.00	\$248,356.20
TOTAL RESTRICTED FUND BALANCE	\$648,356.20	\$0.00	\$0.00	\$20,000.00	\$668,356.20
TOTAL FUND BALANCE	\$716,132.48	\$141,498.94	\$0.00	\$32,457.60	\$890,089.02
TOTAL LIABILITIES AND FUND BALANCE	\$846,883.52	\$145,498.94	\$597.83	\$77,146.66	\$1,070,126.95
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$614,950.93	\$144,724.46	\$7,353.09	\$38,504.28	\$805,532.76

De Anza College Student Accounts

Balance Sheet

As of June 30, 2020

	Fund 41	Fund 44	Fund 45	Fund 46	Total
NET SURPLUS/(DEFICIT)	\$101,181.55	(\$3,225.52)	(\$7,353.09)	(\$6,046.68)	\$84,556.26
ENDING FUND BALANCE	\$716,132.48	\$141,498.94	\$0.00	\$32,457.60	\$890,089.02

De Anza College Student Accounts

Balance Sheet

As of June 30, 2020

Report name: June Balance Sheet

Include account levels 1 to 5

Column 1 criteria:

Heading:

Definition:

Column 2 criteria:

Heading:

Definition: Account Number

Column 3 criteria:

Heading:

Definition: Account Description

Column 4 criteria:

Heading: Fund 41

Include these dates: <Specific fiscal period> (6/30/2020)

Definition: { Actual }

Include these Funds: 41

Column 5 criteria:

Heading: Fund 44

Include these dates: <Specific fiscal period> (6/30/2020)

Definition: { Actual }

Include these Funds: 44

Column 6 criteria:

Heading: Fund 45

Include these dates: <Specific fiscal period> (6/30/2020)

Definition: { Actual }

Include these Funds: 45

Column 7 criteria:

Heading: Fund 46

Include these dates: <Specific fiscal period> (6/30/2020)

Definition: { Actual }

Include these Funds: 46

Column 8 criteria:

Heading: Total

Include these dates: <Specific fiscal period> (6/30/2020)

Definition: { Column 4 } + { Column 5 } + { Column 6 } + { Column 7 }

De Anza College Student Accounts

Income Statement - Fund 46 DASB Student Representation Fee

For the Period Ending June 30, 2020

	Original Budget	Revised Budget	Actual Current	Actual YTD	Encumbrances	Balance Available
REVENUE						
DASB STUDENT REPRESENTATION FEE						
46-41200 DASB Student Representation Fee (SRF)	\$72,000.00	\$72,000.00	\$30.83	\$67,497.83	\$0.00	\$4,502.17
TOTAL DASB STUDENT REPRESENTATION FEE	\$72,000.00	\$72,000.00	\$30.83	\$67,497.83	\$0.00	\$4,502.17
TOTAL REVENUE	\$72,000.00	\$72,000.00	\$30.83	\$67,497.83	\$0.00	\$4,502.17
EXPENSES						
ALLOCATIONS						
SRF SPECIAL ALLOCATIONS						
46-51400 SRF Special Allocations	\$2,650.59	\$0.59	\$0.00	\$0.00	\$0.00	\$0.59
TOTAL SRF SPECIAL ALLOCATIONS	\$2,650.59	\$0.59	\$0.00	\$0.00	\$0.00	\$0.59
TRAVEL ALLOCATIONS						
46-52612 CCCSAA Conference	\$5,000.00	\$5,443.00	\$0.00	\$5,443.00	\$0.00	\$0.00
46-52640 SSCCC General Assemblies	\$2,500.00	\$2,500.00	\$0.00	\$1,916.91	\$0.00	\$583.09
46-52643 Public Policy School Washington DC	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
46-52644 FACCC Advocacy & Policy Conference	\$1,000.00	\$3,956.00	\$0.00	\$3,956.00	\$0.00	\$0.00
46-52645 CalWorks Conference	\$0.00	\$1,251.00	\$0.00	\$0.00	\$0.00	\$1,251.00
TOTAL TRAVEL ALLOCATIONS	\$10,500.00	\$13,150.00	\$0.00	\$11,315.91	\$0.00	\$1,834.09
TOTAL ALLOCATIONS	\$13,150.59	\$13,150.59	\$0.00	\$11,315.91	\$0.00	\$1,834.68
ADVOCACY TRAINING						
46-56350 CA Campus Camp	\$13,015.00	\$13,015.00	\$200.00	\$13,015.00	\$0.00	\$0.00
46-56405 FA PAC Interns	\$4,575.00	\$4,575.00	\$0.00	\$4,524.54	\$0.00	\$50.46
46-56430 VIDA	\$10,962.00	\$10,962.00	\$10,940.15	\$10,940.15	\$0.00	\$21.85
TOTAL ADVOCACY TRAINING	\$28,552.00	\$28,552.00	\$11,140.15	\$28,479.69	\$0.00	\$72.31
OTHER OUTGO						
46-75100 CCCCCO Outgo	\$36,000.00	\$36,000.00	\$15.41	\$33,748.91	\$0.00	\$2,251.09

De Anza College Student Accounts

Income Statement - Fund 46 DASB Student Representation Fee

For the Period Ending June 30, 2020

	Original Budget	Revised Budget	Actual Current	Actual YTD	Encumbrances	Balance Available
TOTAL OTHER OUTGO	\$36,000.00	\$36,000.00	\$15.41	\$33,748.91	\$0.00	\$2,251.09
TOTAL EXPENSES	\$77,702.59	\$77,702.59	\$11,155.56	\$73,544.51	\$0.00	\$4,158.08
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$43,582.33	\$38,504.28	\$0.00	(\$38,504.28)
NET SURPLUS/(DEFICIT)	\$0.00	\$0.00	(\$11,124.73)	(\$6,046.68)	\$0.00	\$6,046.68
FUND BALANCE RESERVED FOR ENCUMBRANCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FUND BALANCE RESERVED FOR PRIOR YEARS' ENCUMBRANCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ENDING FUND BALANCE	\$0.00	\$0.00	\$32,457.60	\$32,457.60	\$0.00	(\$32,457.60)

De Anza College Student Accounts
Income Statement - Fund 46 DASB Student Representation Fee
For the Period Ending June 30, 2020

Include these Funds: 46

Column 1 criteria:

Heading:

Definition: Account Number

Column 2 criteria:

Heading:

Definition: Account Description

Column 3 criteria:

Heading: Original

Budget

Include these dates: <Specific fiscal periods> (7/1/2019 to 6/30/2020)

Definition: {Original Budget[Budget]}

Column 4 criteria:

Heading: Revised

Budget

Include these dates: <Specific fiscal periods> (7/1/2019 to 6/30/2020)

Definition: {Adjusted Budget[Budget]}

Column 5 criteria:

Heading: Actual

Current

Include these dates: <Specific fiscal periods> (6/1/2020 to 6/30/2020)

Definition: {Actual}

Column 6 criteria:

Heading: Actual

YTD

Include these dates: <Specific fiscal periods> (7/1/2019 to 6/30/2020)

Definition: {Actual}

Column 7 criteria:

Heading: Encumbrances

Include these dates: <Specific fiscal periods> (7/1/2019 to 6/30/2020)

Definition: {Encumbrance}

Column 8 criteria:

Heading: Balance

Available

Include these dates: <Specific fiscal periods> (7/1/2019 to 6/30/2020)

Definition: {Column 4} - ({Column 6} + {Column 7})