

ICC Guide in Club Finance & Budgeting

by 25-26 ICC Finance Team

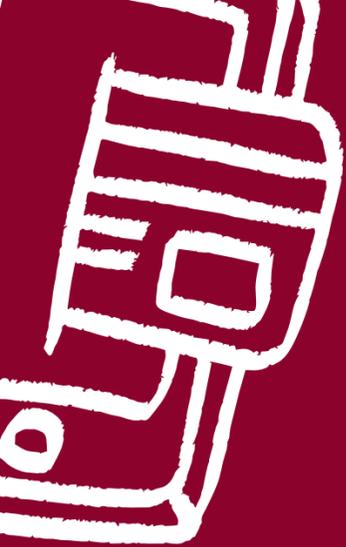


Ethan Nguyen
Chair of Finance



Vincent Shao
Vice Chair of Finance





Understanding the Financial Code



De Anza College Inter-Club Council (ICC)'s Financial Code exists for requesting additional club funding, mandated club expenditures, and required reporting of clubs for all funds received from ICC as a result of the student body.

Key Points:

- Check Your Club Account Balance (Fund 44) Prior to Purchasing
- ICC Spending Guidelines: Rules for what clubs can and cannot spend funds on.
- Reimbursements via ICC/Clubs: How members receive reimbursement for purchases made on behalf of the club.
- ICC Budget Requests: The process for requesting additional funding for events and activities.
- Deadlines: Timeframes for submissions, approval processing, and reimbursement cutoffs

To access the financial code:

De Anza Website → Clubs → ICC Codes



Fund 41 & Fund 44's Differences

Fund 41 – DASG Account

- Finances for DASG and other programs in De Anza College.
- Funds DASG programs such as ICC, Honors, etc..
- Funded by an opt-in fee that students can pay.
- Primarily funded by the DA-FH district.

Fund 44 – Club Account

- Contains your club's own money (dues, fundraisers, startup funds)
- Used for regular club operations, meetings and events
- Club Managed Account; Reimbursements submitted to Student Accounts
- Still follows De Anza financial rules (receipts, reimbursements, etc.)
- Forms Can be Found in the ICC Forms and Documents



Fund 44

- Fund 44 is the recognized De Anza College club financial account.
- All deposits, reimbursements, and expenditures for clubs are processed through the student account office.
- [View your club's account details here!](#)
- Clubs CAN'T have bank accounts off-campus. (This violates the California Education Code and ICC Financial Code).
- Account balances are typically updated once per month
- Important: Clubs must not spend more funds than the amount currently available in their account. Check your club account prior to spending. (No deficit spending is permitted.)

To access club account

De Anza Website → Student Accounts → Account Reports → Club Accounts (Fund 44)

4/11/2025 10:22:31AM

**De Anza College Student Accounts
Project Activity Report**

Report name: [REDACTED]
Include these dates: <Specific fiscal periods> (7/1/2024 to 6/30/2025)
Include these Projects: 4378
User has access to all Projects

Account	Description	Date	Reference	Balance	
[REDACTED]				<i>Beginning Balance</i>	\$225.55
				<i>Adjustments to Balance</i>	\$0.00
44-41000-0821					
44-41000-0821	Club Revenue Donation	11/19/2024	[REDACTED]		\$500.00
44-41000-0821	Club Revenue Donation	2/11/2025	[REDACTED]		\$2,000.00
					<hr/> \$2,500.00
44-51110-4010					
44-51110-4010	Club Expenses Supplies	12/3/2024	[REDACTED]		(\$47.55)
					<hr/> (\$47.55)
44-51110-4015					
44-51110-4015	Club Expenses Food	12/3/2024	[REDACTED]		(\$180.70)
					<hr/> (\$180.70)
					<hr/> \$2,497.30

How do I get funding as a new club?



How to access club funds?

1. Complete the Financial Action Form

a. Clubs must approve spending before purchasing



2. The Purchaser Fill out the DASG & Club Account Check Request Form

a. Include who purchased, what was bought, and why



3. Attach Itemized Receipts showing form of payment
(credit card or cash)

a. Follow instructions on the form

b. Get signatures from a club officer and the advisor



4. Note:

a. The purchaser cannot sign the check request if food is in the check request, an additional document is a sign up sheet

Please submit form with receipts/invoices and/or other required documentation digitally/electronically by email to dastudentaccounts@fhda.edu or in person at the Student Accounts window inside the Office of College Life in the lower level of the Campus Center. If you have any questions, please contact the Student Accounts Office at dastudentaccounts@fhda.edu.

**DE ANZA COLLEGE STUDENT ACCOUNTS
DASG AND CLUB ACCOUNT CHECK REQUEST**

(408) 864-8442

www.deanza.edu/studentaccounts

dastudentaccounts@fhda.edu

Make Check Payable To

Legal Name: _____

Mail Check To

Name: _____

Address: _____

Address: _____

City: _____ State: _____ ZIP: _____

Check One:

Interoffice (Faculty/Staff Only)

Pick Up

Recipient's Email: _____

Recipient's Phone #: _____

Please Mail

Check all that apply:

Reimbursement of Expenses*

Advance – Travel

Transfer of Funds

Receipts/Invoice Attached

(Detailed Itemized Receipts/Invoices** Required)

Receipts to Follow

Check Request Date: _____

DASG Account Name or Club Name: _____

Fund #:	DASG or Club Account #	Object Code:
---------	------------------------	--------------

General Ledger Acct.# (Fund 44 Office use only):
51110 (44)

Requested By: _____

Requester's Email: _____

Requester's Phone #: _____

DESCRIPTION OF EXPENSES <small>Purchased items do not need to be listed individually. For Events, Meetings, or Conferences include Event, Meeting, or Conference Title, Date, Time, Location, Number of Attendees, etc. Also attach the Event, Meeting, or Conference Agenda/Program, Invitation, Flyer, Webpage, Social Media Posts, Attendee List, Sign-In Sheet, etc.</small>	RECEIPT/INVOICE TOTAL
<i>Sample: Decorations for Fall 2023 Club Day Table (Target)</i>	37.98
TOTAL	\$ 0.00

* Reimbursement Receipts/Invoices must show that payments were made, the payment amounts, and the payment methods (Cash, Credit, Debit, Apple Pay, Google Pay, PayPal, Venmo, etc.) to qualify for reimbursement.

** Detailed Itemized Receipts/Invoices must include information about the items, number of items/copies/printouts, price per item/copy/printout, individual food items, individual drinks, Subtotal, Tax, Tip, Shipping, Total, etc.

All Food/Drink/Snack/Candy purchases must follow the FHDA Food Purchase Procedures at <https://business.fhda.edu/policies-and-procedures/fff-food-purchase-procedures.html> and cannot exceed the Domestic Per Diem amounts found in the FHDA Travel Guidelines at <https://business.fhda.edu/policies-and-procedures/hh-travel-guidelines.html>. Include Event, Meeting, or Conference Title, Date, Time, Location, Agenda/Program, Invitation, Flyer, Webpage, Social Media Posts, Attendee List, Sign-In Sheet, Number of Attendees, and any other information or documentation specific to the Event, Meeting, or Conference.

AUTHORIZED SIGNATURES (For all check requests from DASG/ICC/Club funded accounts, the budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASG funds and in the best interest of the student body, the DASG Chair of Finance shall sign designating funds are available and have been approved by the Senate for such an expenditure, the Director of College Life or designee and/or Student Activities Coordinator do not approve expenditures but rather sign designating all codes, bylaws and DASG/ICC procedures have been completed, and the Director, College Fiscal Services shall sign representing administrative staff):

Advisor/Budgeter	Date	Club Officer (President, VP, or Treasurer)	Date	ICC Chair/Chair of Finance/Programs/Marketing	Date
Administrator Responsible for the Program	Date	Student Activities Coordinator	Date	Director of College Life	Date
DASG Chair of Finance	Date	Director, College Fiscal Services	Date		Date

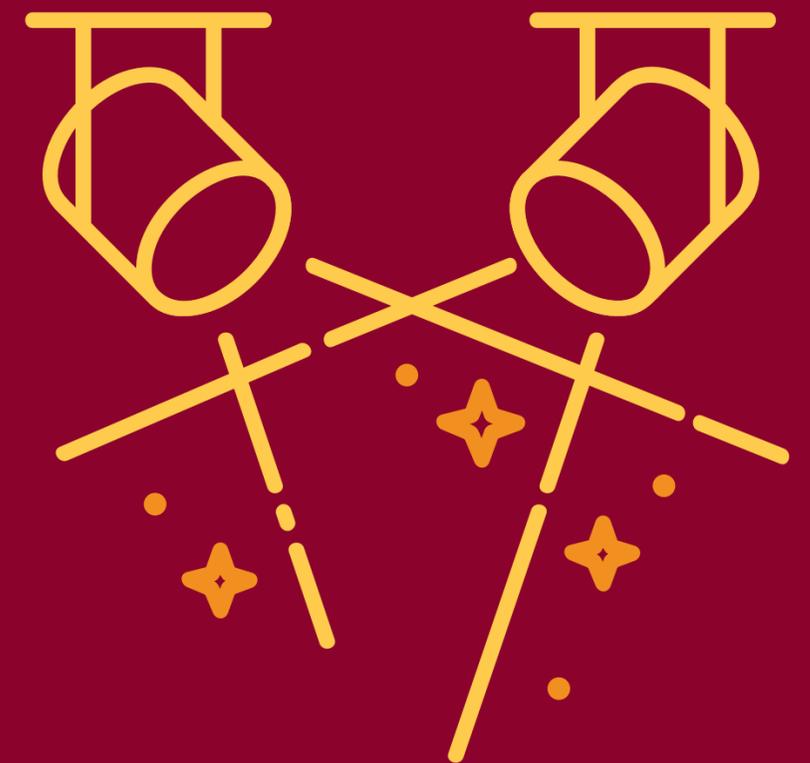
Check Request form

- **Payee Information:**
 - Name, mailing address, phone & email
- **Club/Account Information:**
 - Club Name, Club Fund 44 number, Object Code
- **Check only these two(2) boxes**
 - Reimbursement of Expenses
 - Receipts/Invoice attached
- **Explanation of Expenditures:**
 - Title of event, date, location, item(s) purchased, why purchased.
 - Must include flyers/social media posts for events
 - Sign-in sheet required for Food expenses: to confirm attendance and verify it's for students

To access the Check Request Form

De Anza Website → Student Accounts → Student Accounts Forms and Documents

- **Additionally, if you are using club funds for events other than Club Day, a Special Event Request approval is required before reimbursement can be processed.**
- **DJs/Guest speakers/Professional services cannot get reimbursed. A District Contract is needed.**



If the club purchases food, the club can spend no more than...

- **Breakfast will not exceed \$18.00**
- **Lunch will not exceed \$21.00**
- **Dinner will not exceed \$31.00**

The amount needs to include tax and tip per person.

Much more info can be found here

→ <https://www.gsa.gov/travel/plan-book/per-diem-rates>



List of Object Codes

Frequently used:

- **Supplies - 4010**
- **Promotional Items (Banner)-
4013**
- **Food - 4015**
- **Printing - 4060**
- **Professional Services - 5214**

Table Name	Short Description	Table Entry
Object Code		
	0000	.
	0820	Membership
	0821	Donation
	0846	Flea Mkt Concessions
	0860	Interest Income
	0892	Returned Check Fees
	0894	Refund
	0895	Local Revenue
	1260	CE Salaries Noninstruction
	1430	Academic Salary
	2170	Classified Salary
	2310	Student Salary
	2350	Casual Salary
	2360	Overtime Salary
	3100	Contract Benefits
	3200	Hourly Benefits
	4010	Supplies
	4013	Promotional Items
	4015	Food
	4020	Books Non-Capital
	4060	Printing
	4209	Banquet Supplies
	5030	Dues & Memberships
	5209	Banquet Services
	5214	Professional Service
	5260	Scholarships
	5310	Equip.Rental/Lease
	5315	Software Maintenance
	5340	Facilities Rental
	5350	Equip.Maint.&Repair
	5510	Conference & Travel
	5520	Field Trips
	5620	Telephone
	5624	Phone/Mobile Device
	5745	Advertising
	5901	Depreciation Expense
	5906	Credit Card Fees
	5910	Cash Over & Short
	5914	Bad Debts
	5922	Misc Operating Exp
	6420	Capital Equipment
	7130	Debt Maint. Exp.
	7320	Intrafund Transfers
	7410	Other Outgo
	9999	Total

ICC Budget Request Form

Club Information Section:

- Club name, account number (#44-xxxx), account balance
- Officer names, signatures, phone numbers, and emails

Event Information Section:

- Event name, date, location
- Description: item name, quantity, unit price, purpose

Budget Details Section (Object Codes):

- Supplies (4010), Banner (4013), Printing (4060)
- Speaker/Entertainment (5214), Equipment Rental (5310),
- Advertisement (5745), Website Support (5922)
- Total funding amount requested

Signatures Section:

(Co) President + Vice President or Treasurer + Advisor



2025-2026 ICC/Club Budget Request
for Special Allocations

Rev 11/25/2025

For ICC use only

Qtr: F W S

Club Name: _____

Submitter's Name: _____

Signature: _____

Phone: _____

Email: _____

1. Club Account Number: #44-_____

2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ _____

3. Event /Date/Location _____

4. FUNDS WILL BE USED BY THIS DATE: _____ (Officer Use Only)

5. Brief description of budget request (unit price, estimated quantity to purchase, description of supplies...) (Use additional sheet if necessary)

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ _____	\$ _____
7. Banner (4013)	7.\$ _____	\$ _____
8. Printing (4060)	8.\$ _____	\$ _____
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9.\$ _____	\$ _____
10. Equipment Rental (5310)	10 \$ _____	\$ _____
11. Advertisement (5745, Facebook Ad)	11 \$ _____	\$ _____
12. Web Site Support/Insurance (5922)	12 \$ _____	\$ _____
13. Grand total of items 6 – 12	Total: \$ _____	\$ _____

Budget form will only be considered with these authorized signatures

15. _____ Officer Title ((Co) President)	_____ Name	_____ Signature	_____ Phone
16. _____ Officer Title (VP or Treasurer)	_____ Name	_____ Signature	_____ Phone
17. _____ Club Advisor	_____ Name	_____ Signature	_____ Phone

Additional funds?

1. Budget Request

2. Fundraising/Money Collection

3. Club Awards



ICC Budget Request Form Guidelines

- **Make sure every box is checked!**
- **Must be submitted by the ICC Agenda Meeting at least two (2) weeks before the club's sponsored event. A club representative should be present during the meeting.**
- **The club should be active**
- **May only fund on-campus events, and needs to be open to all De Anza students**
- **Food/Refreshments CANNOT get funded.**
- **Once approved, funds can be accessed via Reimbursement by submitting Check Request Form.**
 - **Please fill in the area: Fund #41 and Club Account# 54730**
 - **must be processed within three(3) weeks of approval or if year end preferred by June 20th.**
- **Cannot go past June 30, because all the funds in Fund 41 will no longer be available.**

12/20/2024



ICC/Club Budget Request Guidelines

for Special Allocations

Please check the box if you meet the requirement

- The club is not on probation ☺
- The club has finished the last budget request. (forms all submitted and processed)
 - If no, please contact the ICC Chair of Finance to complete.
- Attach a copy of the club's 41-account balance.(Did club get funds from ICC already?)
- This is an on campus event.
- Have a brief plan about this budget request (date, location, what do you plan to purchase)
- The request does not include awards, refreshments, capital equipment or illegal items.
- Allocation for supplies for Club Day and Club sponsored event (usable goods, decorations, paper, supplies, tape) will be limited to \$250.00 per fiscal year (July 1-June 30). May not be used for supplies to support a club fundraiser or to give away items
- Banner does not exceed \$ 150.00
 - Attach the design of the banner.
- Printing does not exceed \$ 250.00 and Club may not buy prepaid printing cards.
 - Printing materials will state "Funded by ICC"
- One speaker does not exceed \$ 300.00, and total speakers do not exceed \$ 800.00
- One entertainment performer does not exceed \$ 300.00, and total performers do not exceed \$ 800.00
- The total amount requested this time does not exceed \$ 800.00
- The total requests do not exceed \$ 1,000.00 in this fiscal year (including this request).
- Fill out the whole form at the front page.
- There are two club officers and one club advisor signatures.
- If I have any other question, I will look at the [ICC Financial Code](#) page 2 for help.
- I will submit the request to the ICC Chair of Finance **no later than two (2) weeks prior to the event.**
- I will present this form and other documents to the ICC Agenda Meeting after submitting the forms but before the event. Agenda Meetings are held biweekly on **Mondays 1:30 pm - 2:30 pm** Hybrid, Online via Zoom or in Student Council Chambers (Downstairs of De Anza Dining Services).
- Now you are all set. The ICC Chair of Finance will go over the guidelines at the ICC Agenda Meeting.

Sample Budget Request Form



2024-2025 ICC/Club Budget Request for Special Allocations

12/20/2024

For ICC use only

Qtr: F W S

Club Name: De Anza Club

Name: Jenny XX

Signature: Jenny

Phone: 123-456-7890

Email: abcde fgh @ gmail.com

- Club Account Number: #44-44xx
- Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 0
- Event /Date/Location De-stress Event / July 2nd 2025 / Student Council Chambers

4. FUNDS WILL BE USED BY THIS DATE: _____ (Officer Use Only)

5. Brief description of budget request (unit price, estimated quantity to purchase, description of supplies...) (Use additional sheet if necessary)

Stress balls (20 x \$1.50 = \$30.00)

coloring kits (10 x \$3.00 = \$30.00)

Custom banner (2 x \$2.25 = \$4.50)

Total = \$ 64.50

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.S <u>60.00</u>	\$ _____
7. Promotional (4013, Banner)	7.S <u>4.50</u>	\$ _____
8. Printing (4060)	8.S _____	\$ _____
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9.S _____	\$ _____
10. Equipment Rental (5310)	10.S _____	\$ _____
11. Advertisement (5745, Facebook Ad)	11.S _____	\$ _____
12. Web Site Support/Insurance (5922)	12.S _____	\$ _____
13. Grand total of items 6 – 12	Total: \$ <u>64.50</u>	\$ _____

Budget form will only be considered with these authorized signatures

- | | | | |
|---------------------------------|-----------------|----------------|---------------------------|
| 15. <u>President</u> | <u>Jenny XX</u> | <u>Jenny</u> | <u>(510) - xxx - xxxx</u> |
| Officer Title ((Co) President) | Name | Signature | Phone |
| 16. <u>V.P</u> | <u>Melanie</u> | <u>Melanie</u> | <u>(408) - xxx - xxxx</u> |
| Officer Title (VP or Treasurer) | Name | Signature | Phone |
| 17. <u>Club Advisor</u> | <u>Vincent</u> | <u>Vincent</u> | <u>(408) - xxx - xxxx</u> |
| Club Advisor | Name | Signature | Phone |

12/20/2024



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Please check the box if you meet the requirement

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- The total amount requested this time does not exceed \$ 800.00
- The total requests do not exceed \$ 1,000.00 in this fiscal year (including this request).
- Fill out the whole form at the front page.
- There are two club officers and one club advisor signatures.
- If I have any other question, I will look at the [ICC Financial Code](#) page 2 for help.
- I will submit the request to the ICC Chair of Finance **no later than two (2) weeks prior to the event.**
- I will present this form and other documents to the ICC Agenda Meeting after submitting the forms but before the event. Agenda Meetings are held biweekly on **Mondays 1:30 pm - 2:30 pm Hybrid**, Online via Zoom or in Student Council Chambers (Downstairs of De Anza Dining Services).
- Now you are all set. The ICC Chair of Finance will go over the guidelines at the ICC Agenda Meeting.



IMPORTANT REMINDER:

- **Budget Requests must be tied to a specific event on-campus.**
- **The event must be approved by the Office of College life before the budget request can be fully approved. Submit your event using the Special Event Request Form at least 12 business days before the event date.**
- **Requests without an approved event on file maybe delayed or conditionally approved.**

To access the Special Event Request Form

De Anza Website → Facilities Rental → Student Clubs → Facility Reservations

Fundraising/Money Collection

- **Complete a Fundraiser/Money Collection Form and submit it to the Office of College Life(OCL) for approval before starting your plan.**
- **Example, you can fundraise by selling goods, merch, handcrafted items or tickets through on-campus events. No handmade foods are allowed.**
- **Contact OCL for more info.**

Club Awards

- **At the end of each quarter, ICC celebrates club involvement with a variety of awards! One example is the Best Attendance Award, given based on club attendance at ICC Rep Meetings.**
- **There are also several opportunities to win some of them while engaging in Club Day & ICC sponsored events such as Best Performance or Best Decorated Awards.**
- **ICC distributes awards throughout the academic year in ICC hosted events.**
- **The award amounts are determined annually by ICC officers.**

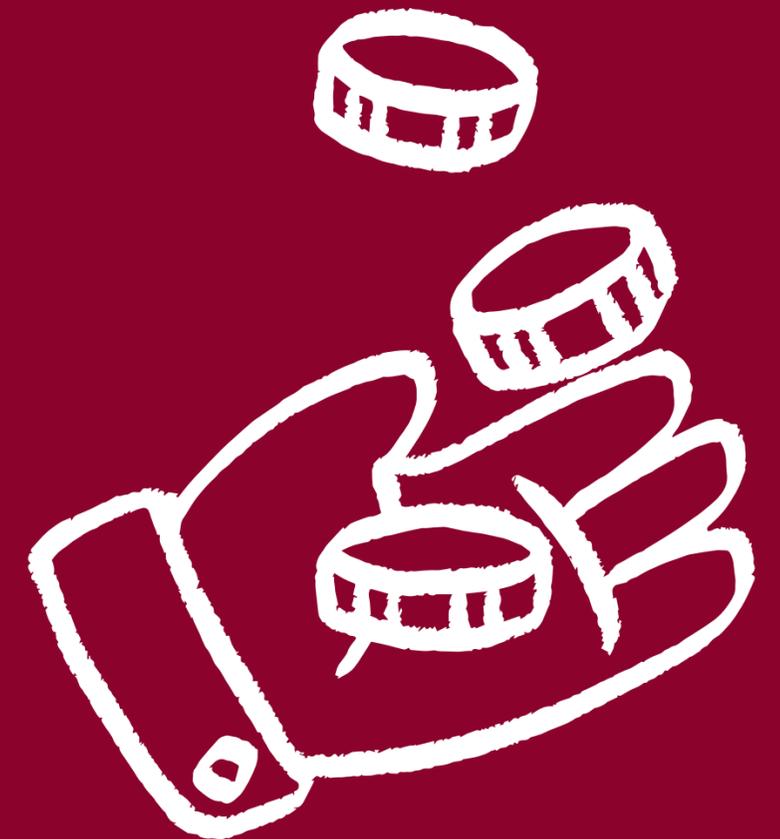
Inactive, Clubs on probation, Reactivated Clubs

Inactive Clubs/Clubs on Probation

- The Club Fund 44 account will be frozen.
- No budget requests may be filed, and clubs will not have access to club funds.

Reactivated Clubs

- If reactivated clubs still have their accounts on file, they will continue with their previous funds. If less than \$50, they will receive the additional allocation to bring the total to \$50.
- To return to active status, the club must submit required paperwork (Club Constitution + petition)



Producing Banners

Funding Information

- ICC funds one banner up to \$150 per academic year.
- If the club requests a second banner, the club covers the cost.
- Clubs must not be on probation to receive funding.

Request Procedure

1. Complete ICC Budget Request Form (#1) (signed by 2 officers + advisor).
2. Bring:
 - Completed form
 - Copy of Fund 44 account
 - Banner design preview (PDF preferred)
3. The request is reviewed by ICC at a agenda meeting.
4. The request is voted on at the ICC Rep Meeting.

Banner Specifications

- Standard size: 3 ft x 6 ft (36" x 72")
- Save artwork as Press-Quality PDF
- Design must match 3:6 ratio (ex: 5" x 10" design also works)
- Option for grommets (holes) if hanging is needed

Club Compliance: Finances, Equipment, and Posting

Finances

All financial actions must follow the ICC Financial Code.

Clubs violating financial rules face frozen funds + inactive status.

ICC approval required for off-campus use of equipment

Equipment

Clubs must submit an Equipment Checkout Form before using ICC equipment.

Late returns result in a \$5/day fine (up to the item's value).

Damaged or missing equipment must be paid for by the club.

Failure to return/pay by the end of the quarter leads to probation.

Posting

All posters/flyers must be approved and stamped by the Office of College Life.

1st violation: \$25 fine (or community service if funds are insufficient).

2nd violation: Club is placed on probation.

3rd violation: Club becomes inactive.

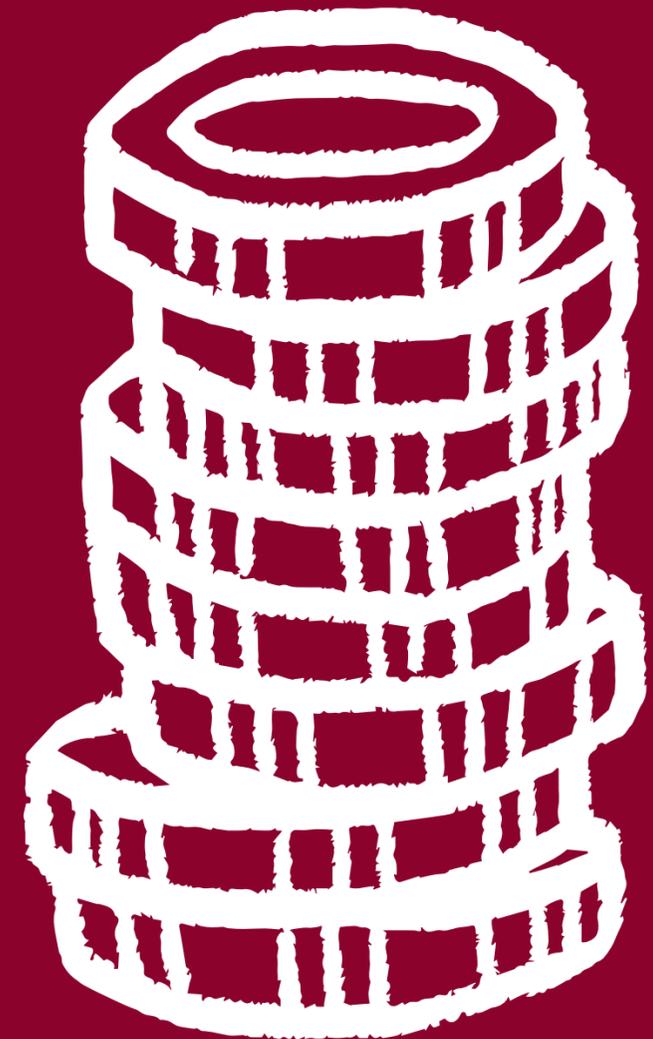
Stay ACTIVE!

Always submit paperwork ON-TIME!

Check out the ICC Financial Code for more info!

To access ICC Forms

De Anza Website → Clubs → ICC Forms and Documents





Thank you!

Any Questions?

ICCFinance@fhda.edu
ICCVCFinance@fhda.edu

