

✦ 1979-80 ✦

Budget

\$

Associated
Students of
De Anza
College

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I N T R O D U C T I O N

With greater demands being placed on people and programs throughout De Anza, there has been an increased emphasis on responsibility, accountability and fulfillment of constantly changing expectations on all levels of the college, including student government.

In order to meet these demands, the student decision making structure has grown more sophisticated, the financial situation more complex.

In response to this the budget committee has compiled its most detailed and comprehensive annual budget report to date. Among the most conspicuous of its revisions is the redefined use of letters of stipulation, and through this, an inherent redefinition of their purpose.

In the past such letters were used primarily as brief guidelines to spending. They were relatively unspecific and risked being considered too informal and of little consequence.

The revised letters in this budget more closely represent a contract agreement between ASDAC and budget recipients. They are more specific in outlining the condition under which allocated money will be spent, as well as listing detailed expectations to be derived from the use of ASDAC monies.

These revisions are designed to provide a more exact measure with which to determine a program's success or failure. They shall serve as a principal criterium for assessing successive budget requests.

This presentation of a mutually agreed-upon measuring stick protects the budget recipient as well as council and the students, for with fulfillment of a budget recipient's stipulated conditions, it becomes council's responsibility to insure an ongoing commitment to that program's future expansion and financial security.

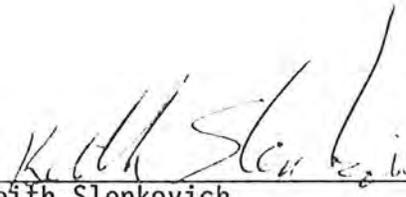
A simple change in procedure by itself is of limited value unless it indicates a new approach in student budget administration, an innovative and fresh approach that reflects the attitude that future budget decisions be made with greater attention directed towards a creative awareness of all aspects of a budget. This includes specific goals and student benefits to be directly derived from student monies and an annual updating of those goals, the growth potential and expectations of each program in the long-term future (2+ years), a sensitive approach to constantly changing political and financial conditions among the students, their council, and each program that ASDAC funds.

By combining this approach to budget administration with clearer and more complete information about the interaction of responsibilities and expectations, future ASDAC budgeteers will be more informed and better equipped to evaluate the performance of each program. This, we hope, will make accurate and mutually beneficial long-term budget planning a reality that has been waiting in the wings far too long.

Associated Day Students
of
De Anza College

ATTESTING SIGNATURES

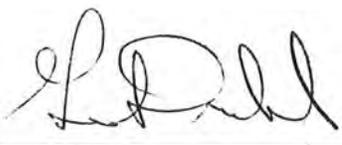
This budget was adopted by Student Council on Friday,
June 1, 1979.



Keith Stenkovich
ASDAC Presiding Member



Morgan Maher
ASDAC Director of Finance



Greg Druehl
Faculty Advisor

FINANCIAL CODE

ARTICLE I--OBJECTIVES

This Financial Code is established to define those policies and procedures of the developing, approving, and expending of all money under the control of the Associated Students of De Anza College and its Associated Organizations in order to insure that all financial transactions will be made in the best interests of the Associated Students and in accordance with all pertinent County, State, and District financial regulations. ONLY ASDAC MEMBERS ARE ELIGIBLE TO RECEIVE BENEFITS AND PRIVILEGES OUTLINED IN THIS CODE.

ARTICLE II--RESPONSIBILITY OF THE DIRECTOR OF FINANCE

- A. The Director of Finance shall be responsible for seeing that all financial transactions of the Associated Students are in accordance with this code.
- B. Be present at all Student Council meetings or send a representative knowledgeable on financial matters to be discussed.
- C. Represent the ASDAC in financial matters.
- D. Assume responsibility for the coordination, preparation, and presentation of the annual budget.
- E. Be responsible for inventory of all ASDAC Student Government property.
- F. Be responsible for seeing that all financial matters are in the best interests of the students, and that these transactions are in accordance with all pertinent District, County, and State financial regulations.

ARTICLE III--SPECIAL QUALIFICATIONS

Other than the general qualifications as stated in the ASDAC Constitution the ASDAC Director of Finance shall have a working knowledge of bookkeeping.

ARTICLE IV--BUDGETS

The governing principle in considering budget requests will be to allocate money to those activities which will assure the greatest good for the greatest number of students.

Section 1. All of the finances of this organization shall be administered under a budget system.

Section 2. Preparation of the Budget

- A. The announcement of the submission deadline for budget requests for the following fiscal year must be sent to all ASDAC Budget Administrators, College Deans, Student Council members, posted on the ASDAC Bulletin Board and made known to any other interested persons by mid-January.
- B. Announcement of the availability of the monies for the next fiscal year must be made in the various campus media.
- C. A general meeting should be held at least two(2) weeks

prior to the budget request submission deadline which will include requestors and the Director of Finance. The purpose of this meeting will be to discuss the guidelines for the submission of the budget requests.

D. All requests for budget items must be submitted to the Director of Finance no later than the last week of February. The budget requests should have the signature of the program advisor and, when appropriate, a student representative.

E. The Director of Finance shall present a proposed budget, approved by a majority of the Budget Committee, to the Student Council at least two (2) weeks before dead week of the Spring Quarter.

Section 3. The approval of the annual budget requires a 2/3 vote of the Student Council. The procedure for approval must follow the procedure in Section 7 except for the 2/3 majority requirement. Once the budget has been approved, changes require a 2/3 majority approval and must follow the procedures in Section 7.

Section 4. The Budget Committee shall consist of the ASDAC Director of Finance (chairperson), Activities Coordinator, the Accounts Manager, and at least four (4) other students. The Budget Committee shall be responsible for the review of all budget requests and the preparation of the preliminary budget.

Section 5. Requests for line item transfers of budgeted items must be submitted in advance to the Director of Finance who will present the request to the Student Council.

Section 6. Requests for funds other than approved budget items must be submitted in advance to the Director of Finance who will present the request to the Student Council.

Section 7. Procedure for the disposition of money matters other than budgeted items.

A. The Director of Finance presents the item to the Student Council.

B. After discussion on the matter, the Student Council decides to approve or disapprove the matter by a simple majority vote.

C. If the item is disapproved, the matter is closed.

D. If the item is approved, the affirmative vote is considered approval to post the motion on the ASDAC Bulletin Board under "Financial Information" at least one (1) week prior to the next meeting of the Student Council. At this second meeting, the matter will be reread and a final approval or disapproval roll call vote requiring a simple majority will be held.

Section 8. After consultation with the Director of Finance, the Presiding Officer may declare an emergency at which time financial matters may be approved by Student Council by a majority roll call vote without due notice or postponement.

ARTICLE V--TYPES OF ACCOUNTS

Section 1. ASDAC Accounts: All income and expenditures designated in the annual ASDAC Budget.

Section 2. Organization Accounts: Income and expenditures of recognized clubs and organizations.

ARTICLE VI--DEPOSITS

Section 1. All money collected from any source must be substantiated by prenumbered receipts, prenumbered tickets, or other checkable records.

Section 2. No part of the expenses of any event may be paid from money collected but must be paid for in the manner described under purchase orders and requisitions (ARTICLE VII).

Section 3. Banking of all funds and all official bookkeeping records shall be the responsibility of the Accounts Manager, who shall be a bonded employee of the School District.

Section 4. All ASDAC and student organizations funds collected from any source what-so-ever shall be deposited immediately with the Accounts Manager.

Section 5. The Accounts Manager shall issue a receipt for all money received.

ARTICLE VII--EXPENDITURES

All expenditures of the ASDAC or Organization accounts shall follow the procedures outlined below. No deficit spending will be allowed. No funds will be advanced on a petty cash basis.

Section 1. The person seeking the funds shall fill out a requisition (obtained from the faculty advisor, or the Accounts Manager) and will secure the approval of the Faculty Advisor, Activities Coordinator, and the ASDAC Director of Finance. (In the case of an emergency, the Activities Coordinator may authorize an expenditure which must then be reported at the next Student Council meeting, or at the next club meeting.

Section 2. The approved requisition shall then be presented to the Accounts Manager.

Section 3. The Accounts Manager will facilitate the transaction in either of two ways and will note on the requisition the action taken.

A. Purchase Orders - Whenever possible all goods or services must be acquired through a system of purchase orders. Purchase orders shall be obtained through the submission of a requisition to the Accounts Office. Each requisition shall identify the budget code number from which funds are to be drawn, the items or services to be purchased and the amount and the vendor from whom such items are to be purchased. After review and approval by the student organization/advisor, the Activities Coordinator and the ASDAC Director of Finance

a Purchase Order will be issued. Copies of all requisitions and purchase orders will be made for the ASDAC Director of Finance. Receipt of goods prior to payment must be reported in writing.

The ASDAC will not assume financial responsibility for any charge item not covered by the Purchase Order issued in advance of purchases. Individuals obtaining goods or services without a Purchase Order will be held responsible for the payment for any goods or services.

B. Checks - It is sometimes desirable to pay for certain goods and services directly by check. Upon receipt of an approved requisition indicating that a check is necessary, the Accounts Manager shall prepare the check. Ordinarily checks shall be made out to the vendor.

In the event that the check is made payable to a student officer or faculty member (himself not the vendor), it is the duty of this person to obtain receipts for all money paid out and to return these immediately to the Accounts Manager.

Any goods or services paid for by check must be validated by receipt bills which must be returned to the Accounts Manager indicating that delivery has been made.

C. 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 issued designating authorized purchases, designated time periods, and maximum amount of expenditure for the period.

ARTICLE VIII--TICKETS

Section 1. Tickets to be sold for all ASDAC approved events may be secured from the Accounts Manager. All unsold tickets must be returned to source.

Section 2. Complimentary tickets to social, athletic, and other events must be approved by the ASDAC President, and Director of Finance.

ARTICLE IX--MAINTENANCE OF RECORDS

Every club or organization shall maintain accurate records of all income and expenditures and shall open their books to audit by the Director of Finance at any time.

Inventory - All equipment not of a consumable nature purchased with ASDAC funds, will, at the discretion of the Accounts Manager and the ASDAC Director of Finance, be identified with an inventory number and described in a permanent record. The inventory record shall be maintained in the Accounts Office. The Director of Finance shall have the responsibility of periodically inspecting

the inventory record and conducting an inventory of actual equipment with the assistance of the appropriate department, organization, or club.

All equipment purchased with ASDAC funds remain the property of ASDAC and will be stored on school premises when not in use.

An annual audit of all ASDAC accounts, organization accounts, and trust accounts shall be made by a certified accountant or a public accountant employed by the School District. A report of the audit shall be made to the Student Council and the Board of Trustees of the District.

ARTICLE X--FINANCIAL REPORTS

Section 1. The Director of Finance shall give a financial report of ASDAC and Organization accounts to the Student Council and obtain approval of current expenditures once a month.

Section 2. The Treasurer (or other designated finance officer) of every organization shall present a financial report to the Director of Finance once each quarter (time of such reporting to be established by the Director of Finance).

ARTICLE XI--CONTRACTS

Contracts for orchestras, dance halls, entertainers, athletic events, speakers, etc., must be signed by the faculty advisor and Activities Coordinator, ASDAC President, and Director of Finance. All contracts must be made out in triplicate; one copy shall remain with the faculty advisor, and one copy shall be filed with the Accounts Manager. Payment on contracts must be initiated by the regular requisition procedure.

ARTICLE XII--FUND RAISING EVENTS

Fund raising events must be approved by the Student Council and/or Inter-Club Council in advance. Fund raising drives sponsored by organizations not affiliated with the college must be coordinated in advance with the campus calendar as established by Student Council.

ARTICLE XIII--STUDENT BODY CARDS

Section 1. The cost of membership in the Associated Students of De Anza College shall be determined by the Student Council with the approval of the College President.

Section 2. Lost or stolen student body cards may be replaced by the Campus Cashier after proof of prior purchase by the Registrar's Office at a replacement charge to be determined by the ASDAC House of Representatives.

Section 3. Spouse cards may be made available to married students at \$3.00 for the year or \$1.00 for each quarter.

ARTICLE XIV--TRAVEL CLAIMS

Section 1. Faculty advisors must check with the Activities Coordinator about securing approval for trips and/or conferences. Anyone planning to claim reimbursement for travel expenses must secure a trip voucher in advance of the trip and the completed voucher listing estimated expenses must be approved and signed by the Activities Coordinator prior to the trip. Groups or teams traveling with an advisor must submit one claim form per group/trip signed by the advisor.

Owners of private cars providing transportation for school activities must present written evidence of liability insurance and be able to show a valid California State drivers license. Minors must supply written approval of parent or guardian.

In no instance will the expenses claimed be more than the actual amount expended. All expenses must be verified by written receipts.

The dollar amounts listed below are the portion ASDAC is willing to contribute toward travel expenses. These amounts are intended as a subsidy and any charges that exceed the stated subsidies will be at the expense of the person/group incurring them.

Section 2. Travel Allowances: Group and Team (based on group rates. Arrangements for car pools and/or economy/chartered airfares are expected).

A. Hotel accommodations: \$7.50 per person per night.

B. The total cost of meals per day will not exceed \$9.00 (\$2.50 for breakfast; \$2.50 for lunch; and \$4.00 for dinner) per person.

C. Mileage expenses: \$.08 per mile, with a minimum of four people per car and 80% in California and 50% out of state per event, airfare per person

Section 3. Travel Allowances: Individual (subsidies are based on an effort to obtain shared lodging with others attending the conference or event. Arrangements for car pools and/or economy/chartered airfares are expected).

A. Hotel accommodations: \$10.00 per night.

B. Total cost of food will not exceed \$9.00 (\$2.50 for breakfast; \$2.50 for lunch; and \$4.00 for dinner) per day.

C. Mileage expense: \$.08 per mile, auto and 80% in California and 50% out of state per event, airfare per person.

ARTICLE XV--BANQUET AND ORIENTATION MEETING MEAL EXPENSES

All activities serving meals must be listed in the budget request which is approved by the Student Council.

The subsidized cost of meals served at these activities must not exceed \$1.35 per person.

Revised
June 1978



ASSOCIATED STUDENTS OF DE ANZA COLLEGE

21250 Stevens Creek Boulevard • Cupertino, California 95014 • Telephone (408) 255-9544 – Ext.358

May 16, 1979

MEMORANDUM

TO: All 1989-80 Budget Participants
FROM: ASDAC Student Council
RE: Budget Award Stipulation

The dollar amount awarded your account by ASDAC is given with the stipulation that your program acknowledge publicly, through advertising and promotional material, and in other instances where circumstances allow, that ASDAC is funding your program.

May 18, 1979

ASDAC allocates \$7,649. to Emergency Fund with the stipulation that no budget recipient be allowed to draw more than 20% of his original 1979-80 ASDAC budget allocation from this fund in one year.

For example, if any given program is budgeted \$1,000. for the 1979-80 year, and that program needs additional funds, that program cannot receive more than \$200. or the equivalent of 20%. This 20% ceiling applies regardless of the reason given for the additional funds.

This stipulation reflects an effort to encourage a greater reliance on long-term budget planning and more precise budget forecasting on the parts of both ASDAC budgeteers and the individual budget recipients.

ASDAC BUDGET 1979-80

ESTIMATED INCOME

701 000 ASDAC REGISTRATION \$ 88,180.00

702 000 ATHLETICS

702 100 Men's Athletics			
702 101 Basketball	700.00		
702 102 Football	2,100.00	2,800.00	
702 200 Women's Athletics			
702 201 Basketball		175.00	2,975.00

703 300 PROGRAM BOARD

703 100 FINE ARTS			
703 101 Band	1,000.00		
703 102 Chorale	1,900.00		
703 103 Dance	300.00		
703 104 Euphrat Gallery	142.00		
703 105 Film Festival	690.00		
703 106 Jazz	900.00		
703 107 Theatre Arts	900.00	5,832.00	
703 200 Cellar		135.00	
703 300 Friday Night Films		1,000.00	
703 400 Student Events		300.00	7,267.00

704 000 OTHER

704 100 Bike Lockers		550.00	
704 200 Showstoppers		100.00	
704 300 Publicity Room		600.00	
704 400 Copy Machine - Xerox		750.00	
704 500 CESDAC Participation		1,000.00	
704 600 Flea Market		20,000.00	
704 700 Other		2,983.00	25,983.00

TOTAL ESTIMATED INCOME \$124,405.00

ASDAC BUDGET 1979-80

ESTIMATED EXPENDITURES

801 000 ASDAC ACCOUNTS OFFICE \$ 2,466.00

802 000 ASDAC ADMINISTRATIVE EXPENSES

802 100 CCCSGA		118.00	
802 200 Conference and Travel		275.00	
802 300 Operating Contingency		78.00	
802 400 Presiding Member		78.00	
802 500 Secretary Fall		315.00	
802 600 Secretary Winter		315.00	
802 700 Secretary Spring		315.00	
802 800 Telephone Summer		35.00	
802 900 Telephone Fall		78.00	
802 910 Telephone Winter		78.00	
802 920 Telephone Spring		78.00	1,763.00

803 000 ATHLETICS

803 100 Men's Athletics			
803 101 Baseball	1,600.00		
803 102 Basketball	1,950.00		
803 103 Cross Country	420.00		
803 104 Football	2,790.00		
803 105 Golf	420.00		
803 106 Soccer	700.00		
803 107 Swimming	560.00		
803 108 Tennis	700.00		
803 109 Track and Field	1,050.00		
803 110 Water Polo	835.00	11,025.00	
803 200 Women's Athletics			
803 201 Basketball	1,050.00		
803 202 Cross Country	210.00		
803 203 Field Hockey	700.00		
803 204 Softball	700.00		
803 205 Swimming	420.00		
803 206 Tennis	700.00		
803 207 Track and Field	525.00		
803 208 Volleyball	525.00	4,830.00	
803 300 Awards		350.00	
803 400 Banquets		350.00	
803 500 Playoffs		1,040.00	
803 600 Films		700.00	18,295.00

ASDAC BUDGET 1979-80

ESTIMATED EXPENDITURES

804 000 CLUB ACCOUNTS

804 100 Auto Tech	1,043.00	
804 200 Student Nurses	171.00	
804 300 Machine Tool	306.00	
804 400 Showstoppers	613.00	
804 500 Inter Club Council	327.00	2,460.00

805 000 CO-REC

805 100 Awards	100.00	
805 200 Game Officials	900.00	
805 300 Program	2,800.00	
805 400 Publicity	500.00	
805 500 Supplies	600.00	
805 600 Tournaments	100.00	5,000.00

806 000 PROGRAM BOARD

806 100 Fine Arts		
806 100 Band	3,102.00	
806 102 Chorale	4,453.00	
806 103 Dance	2,555.00	
806 104 Film	894.00	
806 105 Gallery	1,306.00	
806 106 Jazz	3,504.00	
806 107 Theatre	3,285.00	19,099.00
806 200 Intercultural		756.00
806 300 Multicultural		
806 301 Asian	525.00	
806 302 Black	875.00	
806 303 Chicano	875.00	
806 304 Native American	537.00	2,812.00
806 400 Film		2,525.00
806 500 CEEC		386.00
806 600 Cellar By Night		534.00
806 700 Student Events		3,000.00
		29,112.00

807 000 PUBLICATIONS

807 100 Grapevine	306.00	
807 200 Budget	61.00	
807 300 Calendar of Events	2,446.00	
807 400 La Voz	5,000.00	
807 500 Handbook	1,476.00	9,289.00

ASDAC BUDGET 1979-80

ESTIMATED EXPENDITURES

808 000 SERVICES

808 100 Child Care Co-Op	4,588.00	
808 200 Consumer Aid	382.00	
808 300 Emergency Eye Care	500.00	
808 400 Legal Aid	2,294.00	
808 500 Bike Lockers	383.00	8,147.00

809 000 SPECIAL ALLOCATIONS

809 100 General Contingency		
809 101 Fall	1,377.00	
809 102 Winter	1,377.00	
809 103 Spring	1,377.00	
809 200 Emergency Fund	7,649.00	11,780.00

810 000 SUPPLIES

810 100 Publicity Room	1,377.00	
810 200 Copy Machine - Xerox	917.00	
810 300 Student Body Cards	700.00	
810 400 Student Government	382.00	
810 500 Election	283.00	
810 600 Savin Copier	838.00	4,497.00

811 000 NDSL

11,979.00

812 000 INFORMATION AND RESOURCE CENTER

1,836.00

813 000 FLEA MARKET

16,380.00

814 000 READINESS (on campus)

917.00

815 000 PHYSICALLY LIMITED PROGRAM

484.00

TOTAL ESTIMATED EXPENDITURES

\$124,405.00

ACCOUNTS OFFICE GUIDELINES

COMPLETE THE REQUISITION: In many cases requisitions for purchase orders or reimbursement are not properly completed by the originator which causes needless delay. Be sure the proper account number is written legibly and the materials needed are clearly spelled out for review. Be sure there are adequate funds to cover the request and insure that all necessary signatures from your area are on the requisition.

RECEIPTS & BACK-UP MATERIAL: Whenever a purchase is made, reimbursement can only be made with proper proof of purchase. Cash register receipts must have the store's name printed on them with the amount and date of purchase clearly legible. Receipts without this information are unacceptable. Open receipts purchased by the general public at stationar stores are not acceptable. The Associated Students will not honor requests for reimbursement without proper back-up.

STIPULATIONS & LINE ITEMS: Please note that funds may only be spent as approved by the Associated Students. Read the financial code carefully, note your approved line items and any stipulations that apply to your account. For instance, if funds were only approved for supplies, they may not be used for student payroll or travel.

OVERDRAWN ACCOUNTS: Each month the Accounts Office can provide you with a statement showing the financial condition of your account. In addition, a call to the Accounts Office staff or a review of your own records will allow you to determine your remaining balance. The Associated Students will not honor requests for expenditures that would overdraw your accounts. Any expenditures made on a deficit balance will be the responsibility of the purchaser, not the Associated Students.

TIME ELEMENT: Requests for purchase orders or checks can be expected to be ready within three to five working days. Indicate on the requisition a specific date when a deadline is to be met. Avoid the term "ASAP" as this indicates a non-specific time of need.