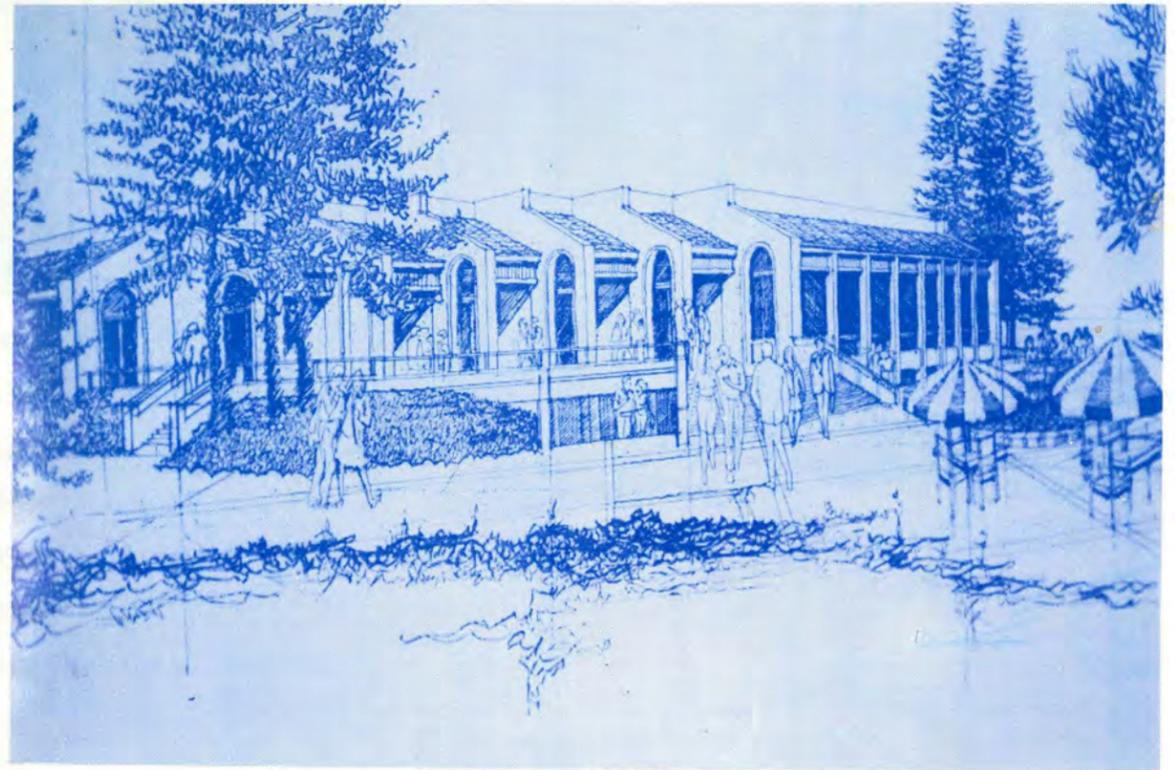


D A S B

De Anza Associated Student Body



Hinson Campus Center Expansion

B U D G E T

Honor · Integrity · Commitment

1991-1992

De Anza College

De Anza Associated Student Body

Budget for 1991 - 1992

DASB Finance and Budget Committee

Teo King, Chair

Jason Ables

James Barrese

Michelle Baughman

James Franzen

Wally Huynh

William Lynch

Mari Murray

John Cognitiona

Rhoda Wang

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June 1, 1991

We would like to take this opportunity to thank the members of the 1990-91 DASB Finance Committee for the many hours of hard work they have contributed towards the production of this document. These students have taken time away from their studies, jobs, and personal life to compile a fair and equitable budget for next year's Student Body. In keeping with the tradition of DASB, certain guidelines were used by the Finance Committee, three of which are:

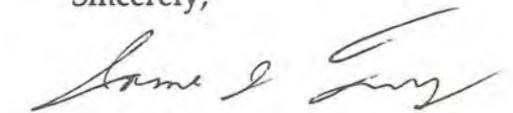
1. The number of students each program would benefit
2. The potential for enhancement of student life
3. The availability of alternative income for each program

We would also like to thank the other members of the DASB Senate for their critical evaluation and helpful suggestions during the final stages of the budget. This has been a long and tedious process.

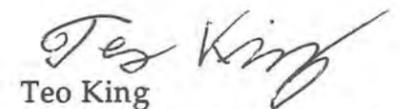
We give special thanks to Rhoda Wang, Louisa Choy, and John Cognetta for the guidance and assistance they provided throughout this year. The daily interactions with each of them were learning experiences for us and helped to ensure that all De Anza students were treated fairly.

With the approval of the 1990-91 DASB Senate, this budget is the final product of a group of students who took the time and effort to get involved and affect life at De Anza College. We offer our congratulations to the programs that are funded in this document, and wish the best of luck to next year's DASB Senate.

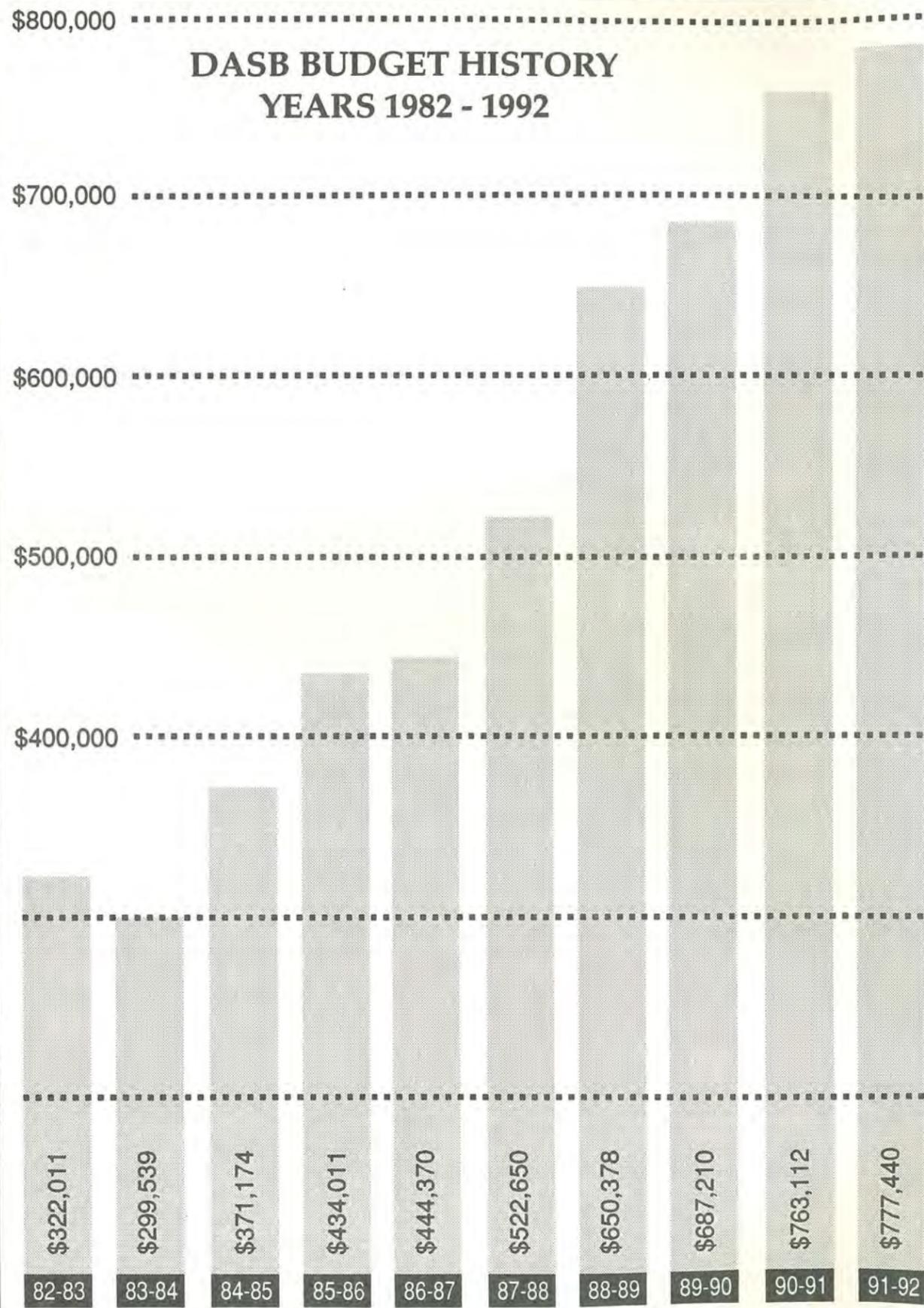
Sincerely,



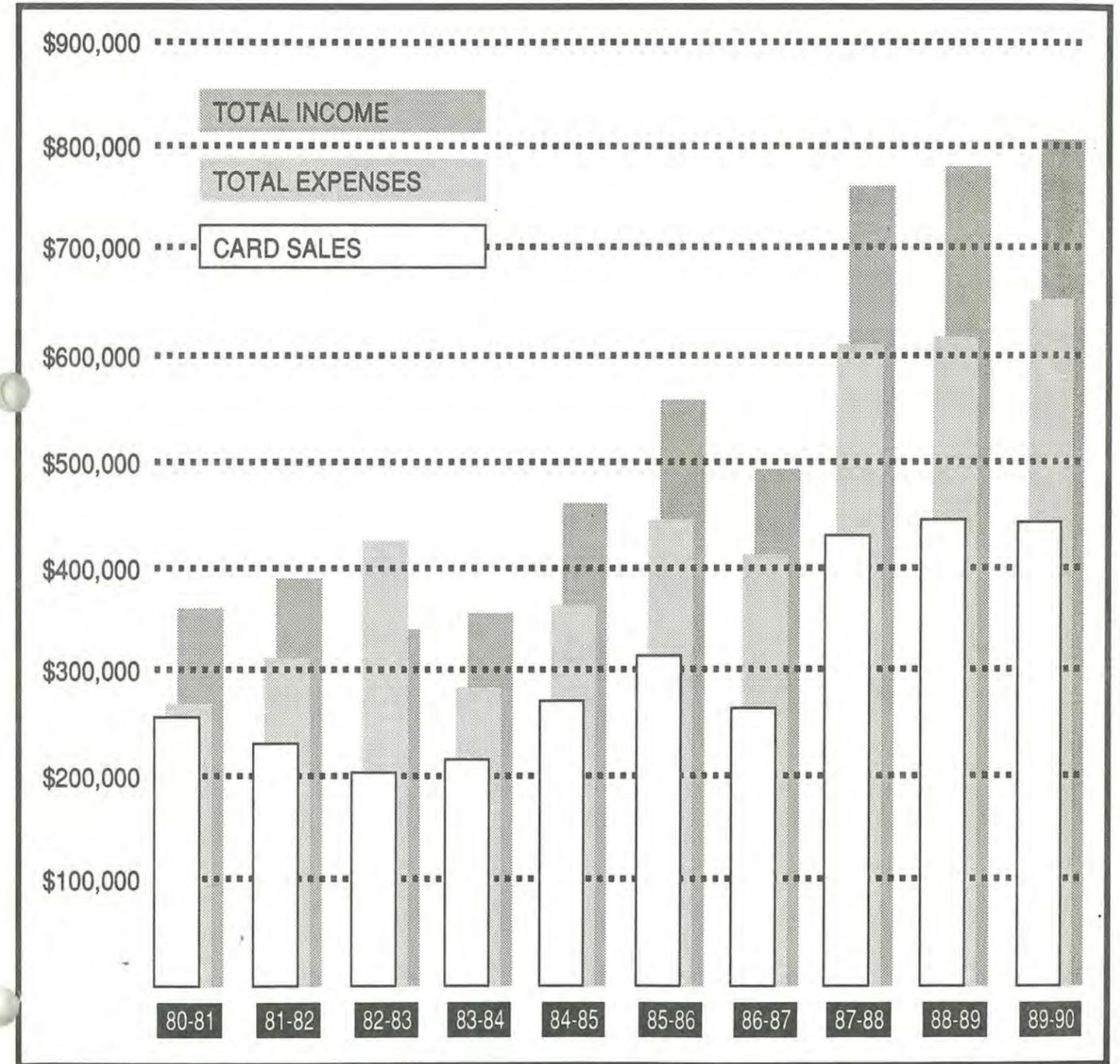
James J. Franzen
1990-91 DASB President



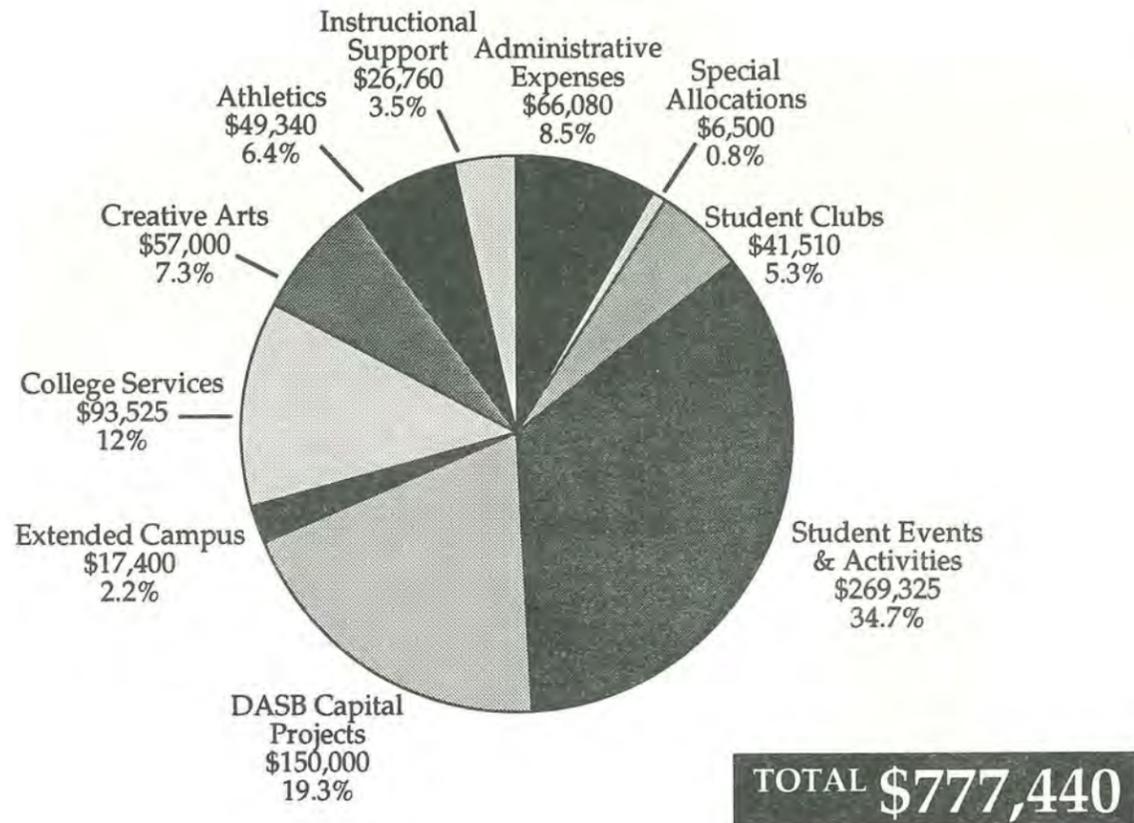
Teo King
1990-91 Vice-President of Finance



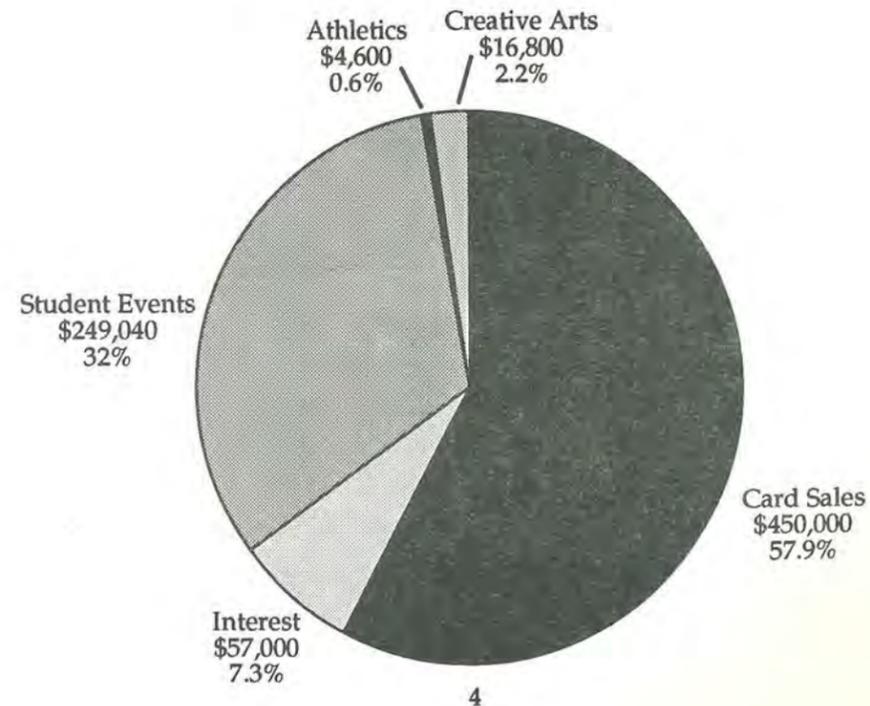
DASB BUDGET INCOME AND EXPENSE HISTORY YEARS 1980 - 1990



DASB BUDGET 1991 - 1992 EXPENSE PROFILE



INCOME PROFILE



De Anza Associated Student Body 1991-92 Budget

Income and Expense Summary

Income

Card Sales	\$450,000
Interest	57,000
Student Events	249,040
Creative Arts	16,800
Athletics	4,600
Income Total	\$777,440

Expense

Administrative Expenses	\$66,080
Special Allocations	6,500
Student Clubs	41,510
Student Events & Activities	269,325
DASB Capital Projects	150,000
Extended Campus	17,400
College Services	93,525
Creative Arts	57,000
Athletics	49,340
Instructional Support	26,760
Expense Total	\$777,440

De Anza Associated Student Body Income for Fiscal Year 1991-92

	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Card Sales	402,850	432,000	450,000
Interest	40,710	60,000	57,000
Student Events & Activities			
Bike Lockers	2,200	3,000	3,000
Bottomfish Magazine	100	100	100
Computer Mart	26,000	30,000	26,000
De Anza Design & Publicity	24,000	27,600	15,000
Flea Market	150,000	150,000	180,000
Friday Films	600	300	300
Intramural Sports	20,000	27,000	12,640
Outdoor Events Arena			2,000
Student Events	300	300	
Video Games	4,000	7,042	10,000
	<u>227,200</u>	<u>245,342</u>	<u>249,040</u>
Athletics			
Football	4,000	4,000	2,000
Men's Basketball	1,000	1,250	1,300
Women's Basketball	600	1,250	1,300
	<u>5,600</u>	<u>6,500</u>	<u>4,600</u>

	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
Creative Arts			
Band	700	700	400
Children's Theatre		3,000	3,000
Chorale	1,500	1,500	1,500
College Chorus	500	500	500
Dance Program	3,500	3,000	3,000
Jazz Ensemble	600	600	600
Jazz Recording	650	650	650
Spring Musical	1,000	3,000	3,000
Student Films	500	400	400
Summer Musical		3,000	3,000
Vocal Jazz	1,000	750	750
	<u>9,950</u>	<u>17,100</u>	<u>16,800</u>
Clubs			
Chinese Student Union	300		
Filipino Club	300		
Film & TV Guild		400	
Outdoor Club	300		
Ski Club		1,770	
	<u>900</u>	<u>2,170</u>	<u>0</u>
Total DASB Income	<u>687,210</u>	<u>763,112</u>	<u>777,440</u>
% Increase	5.7%	11.0%	1.9%

De Anza Associated Student Body Expenses for Fiscal Year 1991-92

	1989-90	1990-91	1991-92
Administrative Expenses			
Accounts Office Clerk	13,000	17,000	17,000
Accounts Office Computers			10,000
Accounts Office Supplies	3,050	6,000	6,100
Accounts Office Sys. Cons.	10,000	15,000	
Advisor Travel	1,500	1,300	2,000
Budget Committee	250	250	250
CalSACC Region IV Dues		150	150
CalSACC State Dues		150	300
Copy Machine Maintenance	6,000	5,000	1,580
DASB Card Printing	19,000	34,000	10,000
DASB Elections	1,100	1,500	1,300
DASB Plaques/Name Tags		400	400
DASB Printing	2,300	2,300	2,000
DASB Secretary	4,000	3,500	4,000
De Anza College Sweaters	600		
Executive V. P.	100	100	100
High School Leadership Program		1,000	1,000
Leadership Training	2,000	1,250	1,700
Office Supplies	1,400	1,200	1,200
President	100	100	100
Student Travel	7,000	5,000	5,000
Telephone	3,000	1,500	1,500
V.P./Communications	100	100	100
V.P./Finance	100	100	100
V.P./Programs	100	100	100
V.P./Student Right & Services	100	100	100
	74,800	97,100	66,080
Special Allocations			
Emergency Allocation	1,000	1,000	1,000
Fall Allocation	1,800	1,800	1,500

Spring Allocation	1,800	1,800	1,500
Summer Allocation	1,100	1,100	1,000
Winter Allocation	1,800	1,800	1,500
	7,500	7,500	6,500

Student Clubs

Alpha Gamma Sigma	1,250	900	
Amateur Radio Club			500
Art Association (The Other Gallery)		4,000	3,000
Asian Cultural Association		910	710
Auto Tech Club	1,000	500	800
Bahai Club	450	400	400
Black Student Alliance	1,000	1,300	1,300
Chinese Christian Fellowship	700	630	700
Chinese Student Union	1,300		650
College Parents Club	1,300	900	1,000
De Anza Christian Fellowship	700		500
De Anza GO Club			500
De Anza Marketing Club			650
De Anza Photography Association	800	800	500
Disabled Students Unlimited	1,300	950	1,050
E.O.P.S. Club			350
Filipino American Cultural Exch.	1,300	500	
Film & TV Guild	1,000	1,000	1,000
Friends of Central America	700		
Future Teachers Club			500
Gay and Lesbian Alliance	1,000	640	800
Green Future Ecology Club	600	2,400	1,300
Inter Club Council	6,000	10,000	12,200
International Students Club			500
Korean Bible Study			500
Korean Student Association		550	
M.E.Ch.A. / Latino		1,200	1,300
Native American Club			650
New Americans Club	700	550	
Outdoor Club	1,000	900	900

Pep Club	500	700	800
Phi Theta Kappa			800
PsyAnza			600
Radical Reality		150	
Shotokan Karate Club	900	900	900
Single Parents on Campus		750	1,000
Ski Club		2,770	950
Student Ambassadors	1,100	1,360	1,350
Student Nurses Organization	1,100		650
Students/Creative Anachsm.	700		
Table Tennis Club	900		
Tae Kwon Do Club			400
Vietnamese Student Assoc.		900	900
Wheelchair Athletics Club	1,300	900	900
	<u>28,600</u>	<u>37,460</u>	<u>41,510</u>

Student Events & Activities

Activities Office Program	4,000	4,000	5,000
Alumni Association	1,000	1,000	1,000
Athletic Dinner	900	900	1,000
Bike Locker Maintenance	1,000	1,270	1,300
Campus Spirit	5,000	4,500	7,000
Canopy Tents	450		
Communications Board	3,100	4,000	1,500
Computer Mart	14,500	15,000	15,000
DASB Card Benefits	12,000	8,900	9,000
DASB Hospitality	1,000	1,000	1,000
De Anza Day 5K Run	2,500	3,000	3,500
De Anza Day/Activities Office	7,500	5,000	10,000
De Anza Day/DASB	7,500	12,000	7,000
De Anza Design & Publicity	28,000	36,000	28,000
Flea Market	75,000	70,000	76,200
Graduation	2,500	3,000	4,000
Grapevine	3,920	4,500	4,000
High Noon	3,700	4,000	4,000
Holiday Decorations	800	1,000	1,000

Honors Program	3,000	1,250	750
Intramural (Rec) Sports	39,000	42,000	40,000
Lights Out	2,800	4,000	3,000
Marketing Development			2,175
New Student Orientation	2,000	2,000	2,000
Program Board Events	5,500	6,000	4,000
Rec Sports Substation Renovation			1,000
Sports Information Department		4,000	5,000
Student Events Photography	400	450	700
Student Handbook	8,000	12,500	21,000
Student Recognition	2,800	3,000	4,500
Student Rights & Services	500	500	500
Summer Events	1,000	1,000	1,500
Ticket Takers	1,860	1,512	1,500
Welcome Week		800	1,000
Women's History Month	1,300	1,150	1,200
	<u>242,530</u>	<u>259,232</u>	<u>269,325</u>

DASB Capital Projects

Extended Campus

Activities			17,400
Activities Coord.	7,500	7,500	
Legal Aid	1,500		
Misc. Oper./Contingency	1,500		
Entertainment	1,500	2,500	
Publications	1,300	1,500	
	<u>13,300</u>	<u>11,500</u>	<u>17,400</u>

College Services

A Starting Point	1,500	1,350	1,300
Activities Office Assistant	7,000	9,000	10,000
Activities Office Interns	5,000	6,000	7,000
California History Center	4,000	4,000	4,000
Career Planning & Placement		2,000	2,000
Child Development Center		1,200	1,475

DASB Scholarships	7,200	7,200	9,000
De Anza Recycling Project			6,000
Edna Campbell Mem. Scholarship		250	
Educational Diagnostic Center			500
Environmental Study Area	5,000	8,200	
Exchange Student Program		900	900
Information & Resource Center	18,000	20,000	22,000
International Student Program		1,000	
Legal Aid	7,000	8,670	12,750
Outreach Program	2,300	2,500	2,500
Perkins Loan	9,000	9,000	7,000
Physically Limited Services			600
Registrar's Office	5,000	5,000	6,000
Renew Orientation	350	400	500
Student Evaluation Printing		7,000	
	<u>71,350</u>	<u>93,670</u>	<u>93,525</u>

Creative Arts

Actor's Ensemble		1,300	1,500
All College Chorus	2,400	2,400	2,400
Art & Photography Competition			2,500
Band	3,800	2,450	2,650
Children's Theatre		5,000	5,000
Chorale & Vintage Singers	3,400	3,450	4,000
Dance Program	8,000	7,000	9,000
De Anza Chamber Orchestra			1,000
Euphrat Gallery	4,000	1,000	1,000
Jazz Ensemble	2,000	1,850	2,000
Jazz Festival	2,000	2,000	2,000
Jazz Recording			1,700
Pep Band	1,300		
Spring Musical		6,250	7,000
Student Film & Video Production	3,000	2,500	3,000
Summer Musical	7,500	7,000	7,000
Vocal Jazz Performance	2,800	2,500	2,250
Vocal Jazz Recording	1,000	1,400	3,000

Instructional Support

Asian Cultural Events	1,500	1,500	1,500
Bilingual Center	3,500		
Black Cultural Events	1,500	1,500	1,500
Bottomfish Magazine	400	1,200	2,000
Friday Night Films	2,400	3,000	3,000
Chicano Cultural Events	1,500	1,500	1,500
College Readiness	900		
EOPS Commencement		650	650
EOPS/CARE Program	1,200	1,000	1,500
EOPS/Target Access Program		1,000	1,200
Intercultural/International Studies	1,500	1,500	2,000
International Cultural Events			1,500
La Voz	7,500	7,500	3,810
Native American Cultural Events	1,500	1,500	1,500
Older Adult Services	5,700	4,100	4,100
Summer Learn & Work	630		
Sunnyvale Bilingual Center		2,500	1,000
	<u>29,730</u>	<u>28,450</u>	<u>26,760</u>

Learning Center

Library Services	11,000		
	<u>11,000</u>	<u>0</u>	<u>0</u>

Athletics

Awards	560	600	
Banquets	850	800	800
Baseball	3,160	3,000	3,500
Football	5,980	4,000	5,000
Golf	1,369	1,300	1,690
Men's Basketball	2,785	3,100	3,800
Men's Cross Country	1,005	1,000	1,300
Men's Soccer	1,220	1,500	2,000
Men's Swimming	1,520	1,000	1,500

Men's Tennis	1,240	1,300	1,600
Men's Track & Field	2,190	2,000	2,300
Men's Volleyball		1,500	2,000
Playoffs	2,720	3,000	3,800
Softball	1,440	1,500	1,850
Water Polo	1,360	1,500	2,000
Women's Basketball	2,640	2,700	3,500
Women's Cross Country	1,005	1,000	1,300
Women's Soccer		1,500	2,000
Women's Swimming	1,520	1,000	1,500
Women's Tennis	1,116	1,300	1,600
Women's Track & Field	2,100	2,000	2,300
Women's Volleyball	1,420	1,500	2,000
Wrestling			2,000
	<u>37,200</u>	<u>38,100</u>	<u>49,340</u>
Total DASB Expenses	<u><u>687,210</u></u>	<u><u>763,112</u></u>	<u><u>777,440</u></u>

De Anza Associated Student Body Finance Code

I. Objectives

This Financial Code is established to define policies and procedures for developing, approving and expending of all money under the control 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 DE ANZA ASSOCIATED STUDENT BODY MEMBERS ARE ELIGIBLE TO RECEIVE BENEFITS AND PRIVILEGES OUTLINED IN THIS CODE OR THOSE SPECIFIED BY DE ANZA ASSOCIATED STUDENTS.

II. Special Qualifications

Other than the general qualification as stated in the Bylaws, the DASB Vice President of Finance shall have or be willing to obtain a working knowledge of bookkeeping.

III. Budgets

The governing principle in considering budget requests will be to allocate money to those activities which will assure the greatest benefits to the Associated Student Body of De Anza College.

- A. All of the finances of this organization shall be administered under a budget system.
- B. Preparation of the Budget:
 1. The announcement of the submission deadline for budget requests for the following fiscal year must be sent to all Budget Administrators, College Deans, DASB Council members, posted on the DASB Council Bulletin Board and made known to any other interested persons by mid January.
 2. A general meeting should be held at least two (2) weeks prior to the budget request deadline. The purpose of this meeting will be to discuss the guidelines for the requests. The meeting will be chaired by the Vice President of Finance.
 3. All requests for budget items must be submitted to the Vice President of Finance. The budget requests should have the signature of the program advisor and, when appropriate, a student representative.

4. The Vice President of Finance shall present a proposed budget, approved by a majority of the Budget Committee to the DASB Council at least one (1) week before dead week of the Spring quarter.
 5. The budget shall be approved by a 2/3 vote of the DASB Council.
 6. Announcements of the availability of the monies for the next fiscal year must be made in the various campus media.
- C. The Finance & Budget Committee shall consist of the DASB Vice President of Finance (chairperson), and at least four (4) other Senators. During the budget period the committee shall be augmented by the Activities Advisor, and the Accounts Manager. The Finance & Budget Committee shall be responsible for the review of all budget requests and the preparations of the preliminary budget.
- D. The approval of the annual budget requires a two thirds (2/3) vote of the DASB Council with a vote to post for at least one week.
- E. Request for line item transfers of budgeted items must be submitted in advance to the Vice President of Finance who will present the request to the DASB Council with a recommendation from the Finance Committee.
- F. Requests for funds other than approved budget items must be submitted one week in advance to the Vice President of Finance who will present the request to the DASB Council with a recommendation from the Finance & Budget Committee. The DASB Council by a two thirds (2/3) vote can waive this requirement in the event of an emergency.
- G. Procedure for the disposition of money matters other than budgeted items:
1. The Vice President of Finance presents the item to the DASB Council with recommendations from committee for action.
 2. After discussion on the matter, the DASB Council decides to approve or disapprove the matter by a simple majority vote.
 3. If the item is disapproved, the matter is closed.
 4. If the item is approved, the affirmative vote is considered approval to post the motion for one week on the DASB Council Bulletin Board under "Financial Information." At the following meeting, the matter will be reread and a final approval or disapproval roll call vote requiring a simple majority will be held.

IV. Types of Accounts

- A. DASB Accounts: All income and expenditures designated in the annual budget.
- B. Organization Accounts: Income and expenditures of recognized clubs and organizations.

V. Deposits

- A. All money collected from any source must be substantiated by prenumbered receipts, prenumbered tickets, or other records that may be checked.
- B. No part of the expense of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions (Item VII).
- C. 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 District.
- D. All DASB programs and student organizations funds collected from any source shall be deposited on the first business day after receipt of funds.
- E. The Accounts Manager shall issue a receipt for all monies received.

VI. Expenditures

All expenditures of the DASB accounts 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.

- A. 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, the Activities Coordinator and the DASB Vice President of Finance.
- B. For information only, the Vice President of Finance shall sign all trust account requisitions prior to processing. In the event he/she declines to sign the requisition, the requisition will be held for 24 hours by Student Accounts to allow for a discussion of any questions the Vice President of Finance may have. The requisition may be processed by Student Accounts after the 24 hour period.

- C. The approved requisition shall then be presented to the Accounts Manager.
- D. The Accounts Manager will facilitate the transaction in any of three ways and will note on the requisition the action taken.
 - 1. 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 goods or services to be purchased, 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 DASB Vice President of Finance, a purchase order will be issued. Copies of requisitions and purchase orders will be made for the DASB Vice President of Finance. Receipt of goods prior to payment must be reported in writing.

The DASB Council 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 of any goods or services. **All account holders must obtain a purchase order for any expenditures in excess of \$300.**

- 2. 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.

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

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

VII. Tickets

- A. Tickets to be sold for all DASB approved events must be secured from the Accounts Manager. All unsold tickets must be returned to the source.
- B. Complimentary tickets to social, athletic and other events must be approved by the DASB President and the Vice President of Finance.

VIII. 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 Vice President of Finance, Accounts Manager or District Internal Auditor at any time.
- B. Inventory - All equipment of a consumable nature purchased with funds will, at the discretion of the Accounts Manager and Vice President 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 Vice President of Finance 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 student 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 Vice President of Finance for redistribution or sale.

- C. An annual audit of all DASB accounts, organization accounts, and trust accounts shall be made by a certified public accountant retained by the College District. A written report of the audit shall be made to the DASB Council through the Vice President of Finance and Board of Trustees of the District.

IX. Financial Reports

The Vice President of Finance shall give a financial report of DASB and Organization accounts to the DASB Council and obtain approval of current expenditures once a month.

X. Contracts

Contracts for orchestras, dance halls, entertainers, athletic events, speakers, etc., must be signed by the Faculty Advisor, the Activities Director, DASB Presiding member and Vice President 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.

XI. Student Body Cards

- A. The cost of membership in the De Anza Associated Student Body shall be determined by the DASB Council with the Approval of the College President.
- B. For every student body card sold, \$2.00 shall be earmarked towards DASB Capital Projects.
- C. 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 DASB Council.

XII. Travel Claims

- A. Organization representative must check with the Activities Director about securing approval of 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 and the Vice President of Finance prior to the trip. Groups or teams that are traveling must submit one claim form per trip prior to departure, and turn it in to the Vice President of Finance. This is to be signed by the authorized administrator of the account from which the funds are being drawn.

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 driver's license. Minors must supply written approval from 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.

All participants in a program funded by DASB shall sign a form releasing the De Anza Associated Student Body from all liability in route from, and during a club/team/organization trip.

The dollar amounts listed below are the portions the DASB Council is willing to contribute toward travel and any charges that exceed the stated subsidies will be at the expense of the person/group incurring them.

- B. Travel allowances: Group and Team (Based on group rates - minimum of 3 DASB students. Arrangements for the car pools and/or economy/catered airfares are expected.)
 1. Hotel accommodation: \$25.00 per night.
 2. Total cost of food will not exceed \$25.00 (\$6.00 for breakfast; \$7.00 for lunch, and \$12.00 for dinner) per day.
 3. Mileage expense: \$0.25 per mile.
- C. All persons claiming travel allowances must have current DASB cards.

XIII. Banquet and Orientation Meeting Meal Expenses

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

XIV. Income Commitments and Fund Accounts

All programs in the budget which have income commitments are expected to return their committed amount to DASB. If any program at the end of the budget year has not reached its income commitment and has a trust fund account, that program may be obliged to use its trust fund account to reach the income commitment. This action is to be determined by council upon recommendation of the Vice President of Finance.

If any program reaches its income commitment early in the budget year and continues to produce income using student funds, the program will be obliged to continue to deposit that money into its income account.

At the end of fiscal year, after the books are closed, DASB will set aside in a special account, any budget surplus in excess of \$60,000 to be administered by DASB. The funds will be used for special projects that the council feels will be beneficial to students.

XV. DASB Capital Projects

DASB Capital Projects are to be developed to meet specific needs of the student body that are above and beyond the regular DASB operating budget.

- A. Each project, its duration, and its cost shall be determined by the DASB Council.
- B. Procedure for disposition of DASB Capital Projects:
 1. The specific project committee shall submit a recommendation to the DASB Council for action.
 2. After discussion on the matter, the DASB Council will take action to approve or disapprove the project by a simple majority vote.
 3. If the project is disapproved, a secondary vote must be taken as to determine whether the matter will be sent back to committee for more research, or terminated.
 4. If the project is approved, the affirmative vote is considered approval to post the motion for one week on the DASB Council Bulletin Board under "Financial Information." At the next following meeting, the matter will be reread and a final approval or disapproval roll call vote, requiring a simple majority, will be held.
- C. Decision on a particular DASB Capital Project shall be binding from approval to completion.
- D. Agreements of understanding shall be made between DASB and the appropriate college or district representative concerning each DASB Capital Project.

Budget Stipulations by Council 1991-1992

General Stipulations

1. All programs funded by the De Anza Associated Student Body are to acknowledge publicly, by means of advertising and promotional material, that they and their functions are sponsored by the Associated Student Body.
2. All students participating in programs funded by DASB are to purchase current DASB cards.
3. No program in this budget can draw more than their original budget allotment from the emergency fund. Council by a 2/3 vote can overrule this stipulation in the event of a program that has been seriously underbudgeted.
4. A program funded by DASB must keep accurate records of the number of persons attending that program's activities with a breakdown of the number of students included. This information will be subject to the scrutiny of the Vice President of Finance and the Finance & Budget Committee, and may be called upon at any time for review. If deemed necessary by the Vice President of Finance, these statistics will be turned over to the DASB Council if it is felt that a program is running inefficiently (funds are not being used for intended purpose, lack of proper statistical information or the falsification of such information, lack of student service, or any other reasonable complaint lodged against a program by the DASB Council). If just cause is given, a program account may then be frozen by a 2/3 vote from the DASB Council and will only be reinstated when the DASB Council feels that the program should be reinstated. A 2/3 vote is required for the reinstatement of a program once it has been frozen. Any action taken in this section requires a one week notice to the involved program and all related people. This one week notice is to be done before the action is taken.
5. All programs must follow the Financial Code included in this budget.

Individual Stipulations

1. **Income Commitment:** As a condition of funding all programs with trust, the income commitment must be met by transferring funds from the Trust account to fulfill the income obligation.
2. **Special Allocations:** The Special Allocations for all quarters is to be used for the funding of programs not in the budget or for underbudgeted items. All financial requests will be routed through the Finance & Budget Committee where upon a recommendation will be made to the DASB Council as to what action should be taken. The Emergency fund is to be used for the 10% ceiling allowed on the budgeted programs and for emergency situations which will require the use of DASB monies. An emergency situation may be declared by the President after consultation with the Vice President of Finance according to the DASB Bylaws.
3. **Inventory:** All programs funded by DASB shall submit an inventory list to the Vice President of Finance by mid November. This list will be compiled by the Vice President of Finance and submitted to the Accounts Manager for safekeeping.
4. **Programmed Events:** At least 5% of a program's budget must be spent on advertising programmed activities. Related material must be posted in areas of most visibility and must conform to campus regulations on the posting of literature.
5. **Advertising:** Programs funded by DASB must have all advertisement work done at De Anza Design and Publicity.
6. **Athletics:** The athletics programs funded by DASB must spend at least 5% of their budgeted funds on advertising of sporting events. Checks will be issued in the name of coaches for student food allowance while traveling. Documentary receipt of funds will be submitted upon return from trip. Lodging will be paid directly unless otherwise specified.
7. **Eureka:** All students with current student body cards shall receive a 50% discount.
8. **Student Scholarships:** All DASB scholarship recipients will be presented their scholarships at a regular Senate meeting. The total amount of these scholarships is to be at least \$5,000.

Student Accounts Office General Procedures

REQUISITION FORMS

They are used for:

- (1) requesting a check
- (2) requesting a transfer of funds from one account to another.

REQUISITIONS:

Complete all areas of the requisition form. INDICATE THE NAME AND NUMBER OF TRUST OR CLUB ACCOUNT BEING CHARGED. Check all appropriate boxes under "Remarks". Be specific as to the date needed, whether the check will be mailed or picked up, and write down the requestor's phone number. For DASB Budget Accounts and Trust Accounts, three signatures are required (Account holder, Associate Dean of Student Activities, and DASB Vice President of Finance); for Club Accounts, five signatures are required (Club Advisor, Associate Dean of Student Activities, Inter Club Council Vice Chair, Club Treasurer and Activities Advisor) before the check can be processed. REQUISITIONS MUST HAVE SUBSTANTIATING EVIDENCE OF THE TRANSACTION. Please retain the yellow copy of the requisition for your records.

PAYMENTS:

UPON COMPLETING ALL REQUIRED SIGNATURES, THE CHECKS WILL BE PREPARED EVERY MONDAY, WEDNESDAY, AND FRIDAY AND WILL BE READY FOR MAILING OR PICKUP AFTER 1:30PM. Allow 3 working days for check preparation. The blue copy of the requisition will be returned to the originator to indicate payment or fund transfer. The service charges for manual checks, void checks, or returned checks is \$10.00 for each check.

PROFESSIONAL SERVICES:

THE INDEPENDENT CONTRACTOR'S CHECK REQUEST FORMS are available in the Student Accounts Office. The form needs to be filled out clearly with the payee's name, social security number, address, type of service, date of service, amount to be paid, and the account to be withdrawn from. The account holder or budgeter needs to approve the payment before sending it to the Accounts Office for processing. The required approval signatures are the same as for requisitions. Each contractor's first payment request needs to have the payee's signature at the bottom of the form. After the payee's signature is on file, the account holder may prepare the check request form without the payee to sign again for any subsequent payments. Please attach an invoice as backup. CHECK IS PRINTED BY THE DISTRICT ACCOUNTING OFFICE, so please allow 10 working days for the District to process the check.

SERVICES:

BIKE LOCKERS are for rent each quarter to DASB card holders. The rental fee is \$12 for each quarter and \$6 for each summer session. The key deposit is \$12. If the key is not returned by the last day of the quarter, the deposit will be forfeited. The key deposit will be returned within one week after the assigned key is returned and use of the locker is terminated.

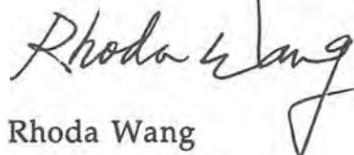
Other services like camera rental, T-shirt sales, senate room key rental, sales of postage stamps and AMC movie tickets are also available in the office.

CASH BOXES, TICKET BOXES, ROLL TICKETS AND CHANGE FUNDS may be requested through the Accounts Office. A form showing the denominations and total amount required for the change fund is required to be filled out in advance. On the next working day after the event, the exact amount of change is to be returned to the Accounts Office with the cash box, unused tickets and cash collected.

ACCOUNT INQUIRIES:

DETAILS OF INDIVIDUAL ACCOUNTS ARE AVAILABLE FROM A COMPUTER TERMINAL LOCATED IN THE ACTIVITIES OFFICE. A password for each account is set up and is only released to the account holder, Vice President of Finance, Club President or Club Treasurer.

Student Accounts Manager



Rhoda Wang