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**D A S B**

DE ANZA ASSOCIATED STUDENT BODY

**B U D G E T**

HONOR • INTEGRITY • COMMITMENT

**1 9 9 2 - 1 9 9 3**

# **De Anza Associated Student Body**

## **Budget for 1992 - 1993**

### **DASB Finance and Budget Committee**

**Mari Murray, Chair**

**Matthew Huff**

**Teo King**

**Abe Kmetovic**

**Dorian LaGuardia White**

**William Lynch**

**Sandra Madrigal**

**Hemali Naik**

**Donal Wilkinson**

**John Cognetta, Advisor**

**Rhoda Wang, Accounts Office Manager**

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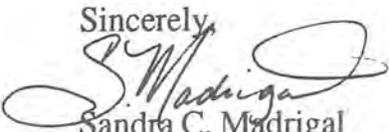
One of the greatest experiences of becoming involved with the De Anza Associated Student Body is serving as a member of the Finance & Budget Committee.

The Committee consists of hard working students who have dedicated endless hours on researching, compiling, debating, and revising a final budget for the next year's student body. Each program was given a time and date to present its operation and plan to the budget committee. The following standards were part of the funding process:

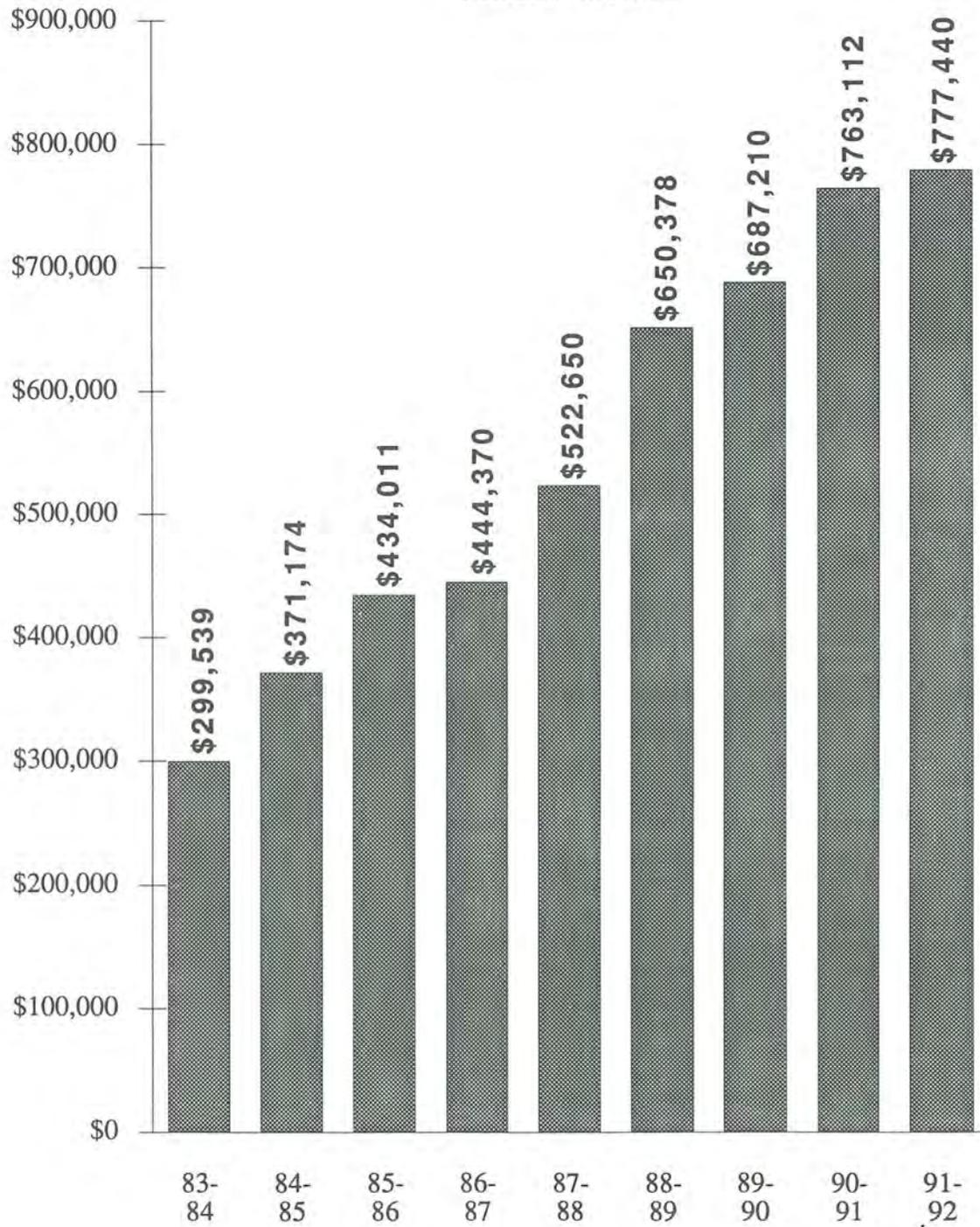
1. availability and interaction towards a positive enhancement of student life,
2. number of students each program would benefit,
3. availability of alternative income for each program, and
4. the program's potential to produce income.

I would like the opportunity to thank the members of the 1991-92 D.A.S.B. Finance & Budget Committee and the De Anza Associated Student Body Senate. I would also like to recognize Mari R. Murray, Vice President of Finance, Rhoda Wang, Louisa Choy, and John Cogna for their crucial input and advisement towards a well researched budget.

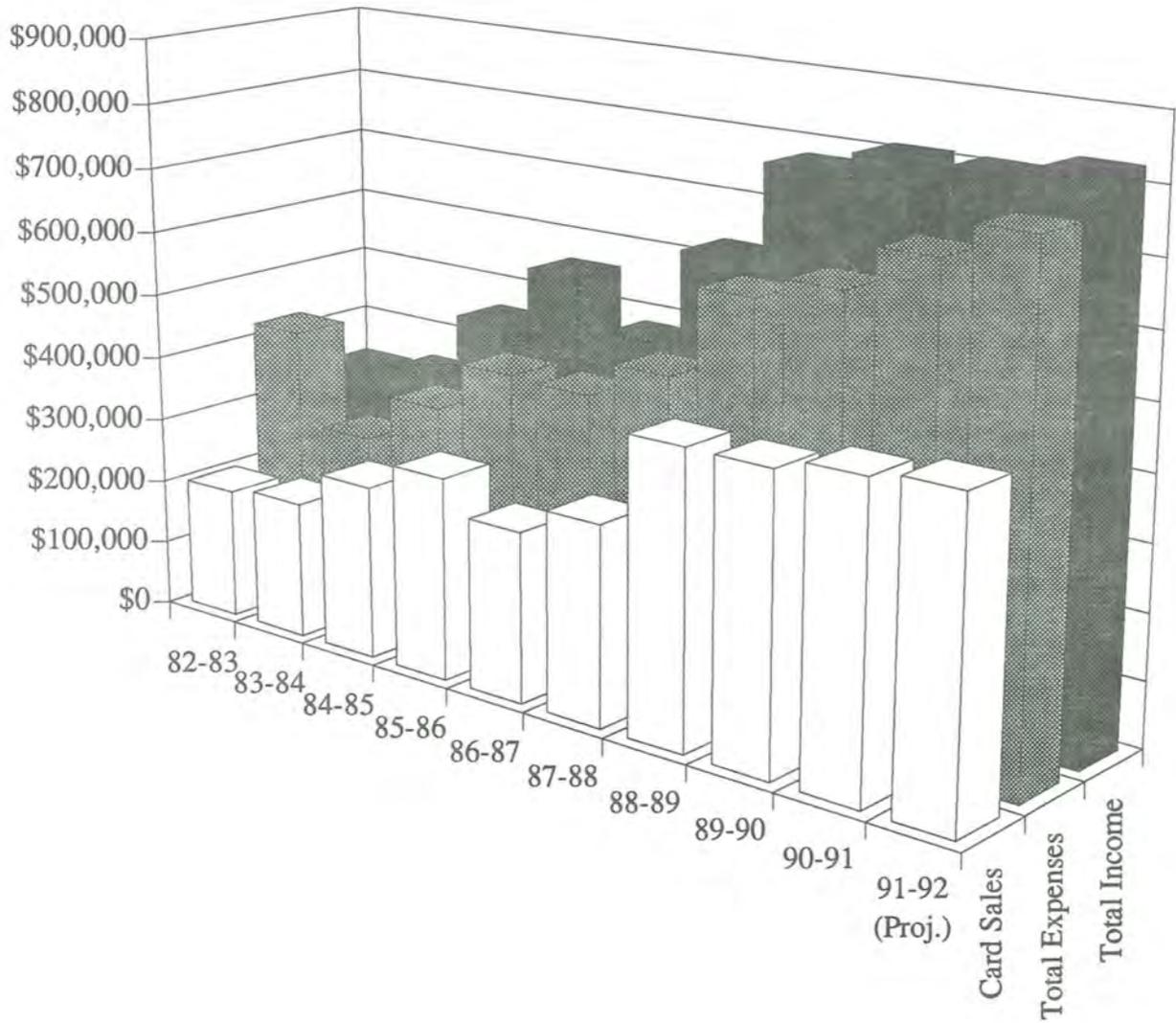
Now, for the event we have all been waiting for . . . I am pleased to present the De Anza College Associated Student Body Budget for the 1992-93 Fiscal Year. Congratulations to all of the funded programs and good luck next year!

Sincerely,  
  
Sandra C. Madrigal  
D.A.S.B. President, 1991-1992

### DASB BUDGET HISTORY YEARS 1983-93

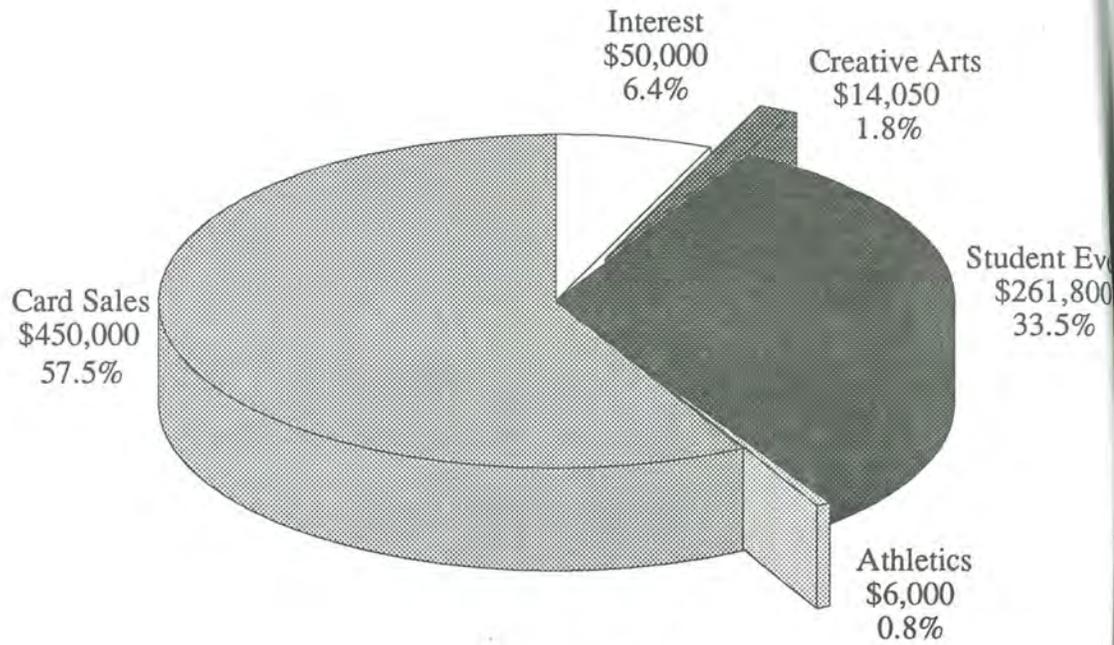


## DASB INCOME AND EXPENSE HISTORY 1982-92



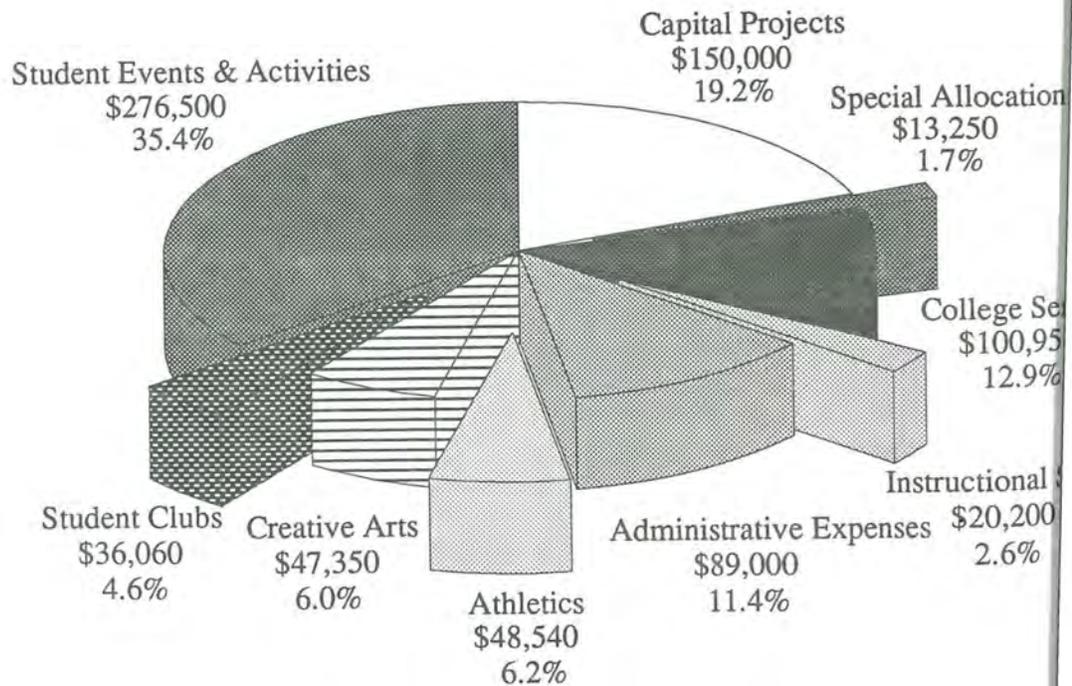
# DASB BUDGET 1992-93

## INCOME PROFILE



**\$781,850**

## EXPENSE PROFILE



## De Anza Associated Student Body 1992-93 Budget

### Income and Expense Summary

#### Income

Card Sales	\$450,000
Interest	50,000
Student Events	261,800
Athletics	6,000
Creative Arts	14,050

<b>Income Total</b>	<b>\$781,850</b>
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#### Expense

Administrative Expenses	\$89,000
Special Allocations	13,250
Student Clubs	36,060
Student Events & Activities	276,500
DASB Capital Projects	150,000
College Services	100,950
Creative Arts	47,350
Instructional Support	20,200
Athletics	48,540

<b>Expense Total</b>	<b>\$781,850</b>
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## De Anza Associated Student Body Income for Fiscal Year 1

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

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
<b>Creative Arts</b>			
Actor's Ensemble			600
Band	700	400	400
Children's Theatre	3,000	3,000	
Chorale	1,500	1,500	1,500
College Chorus	500	500	500
Dance Program	3,000	3,000	2,500
Jazz Ensemble Performance	600	600	600
Jazz Ensemble Recording	650	650	650
Spring Musical	3,000	3,000	2,500
Student Films	400	400	400
Summer Musical	3,000	3,000	3,000
Vocal Jazz Performance	750	750	750
Vocal Jazz Recording			650
	<u>17,100</u>	<u>16,800</u>	<u>14,050</u>
<b>Clubs</b>			
Film & TV Guild	400		
Ski Club	1,770		
	<u>2,170</u>	<u>0</u>	<u>0</u>
<b>Total DASB Income</b>	<u><u>763,112</u></u>	<u><u>777,440</u></u>	<u><u>781,850</u></u>
<b>% Increase</b>	11.0%	1.9%	0.6%

## De Anza Associated Student Body Expense for Fiscal Year 1992-93

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
<b>Administrative Expenses</b>			
Accounts Office Clerk	17,000	17,000	28,000
Accounts Office Equipment		10,000	
Accounts Office Supplies	6,000	6,100	6,000
Accounts Office Sys. Cons.	15,000		900
Advisor Travel	1,300	2,000	1,300
Budget Committee	250	250	250
CalSACC Region IV Dues	150	150	150
CalSACC State Dues	150	300	300
Copy Machine Supply/Maint.	5,000	1,580	2,300
DASB Card Printing	34,000	10,000	29,000
DASB Elections	1,500	1,300	1,500
DASB Plaques	400	400	400
DASB Printing	2,300	2,000	2,500
DASB Secretary	3,500	4,000	4,000
Executive Vice President	100	100	150
High School Leadership	1,000	1,000	
Leadership Training	1,250	1,700	2,500
Office Supplies	1,200	1,200	1,500
President	100	100	150
Student Travel	5,000	5,000	6,000
Telephone	1,500	1,500	1,500
V.P./Communications	100	100	150
V.P./Finance	100	100	150
V.P./Programs	100	100	150
V.P./Student Right & Services	100	100	150
	<u>97,100</u>	<u>66,080</u>	<u>89,000</u>

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
<b>Special Allocations</b>			
Emergency Allocation	1,000	1,000	
Fall Allocation	1,800	1,500	<b>4,000</b>
Spring Allocation	1,800	1,500	<b>4,000</b>
Summer Allocation	1,100	1,000	<b>1,250</b>
Winter Allocation	1,800	1,500	<b>4,000</b>
	<u>7,500</u>	<u>6,500</u>	<u><b>13,250</b></u>
<b>Student Clubs</b>			
Alpha Gamma Sigma	900		
Art Association	4,000	3,000	<b>500</b>
Asian Cultural Association	910	710	<b>500</b>
Auto Tech	500	800	<b>500</b>
Bahai Club	400	400	<b>500</b>
Black Student Alliance	1,300	1,300	
Business Club		650	<b>500</b>
C. A. A. P A.			<b>250</b>
Child Development Parents Club	900	1,000	<b>500</b>
Chinese Christian Fellowship	630	700	<b>500</b>
Chinese Student Union		650	
De Anza Christian Fellowship		500	
De Anza Photography Association	800	500	
Disabled Students Unlimited	950	1,050	
E.O.P.S. Club		350	
Fencing Club			<b>300</b>
Filipino Club (F.A.C.E.)	500		
Film & TV Guild	1,000	1,000	<b>500</b>
Friends of Central America			
Future Teachers Club		500	<b>500</b>
GO Club		500	
Green Future Ecology Club	2,400	1,300	<b>500</b>
Ham Radio Club		500	<b>500</b>
I.C.C. General Fund	10,000	12,200	<b>12,500</b>

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
I.C.C. Club Misc.			<b>10,510</b>
International Students Club		500	
Jewish Student Union			<b>500</b>
Korean Bible Study		500	<b>500</b>
Korean Student Association	550		<b>500</b>
Lesbian, Gay, Bisexual Alliance	640	800	<b>500</b>
M. E. Ch. A.	1,200	1,300	<b>500</b>
Muslim Student Association			<b>500</b>
Native American Club		650	
New Americans Club	550		
Outdoor Club	900	900	<b>500</b>
Pep Club	700	800	<b>500</b>
Phi Theta Kappa		800	<b>500</b>
PsyAnza		600	
Radical Reality	150		
Shotokan Karate Club	900	900	
Single Parents on Campus	750	1,000	<b>500</b>
Ski Club	2,770	950	
Student Action Coalition			<b>500</b>
Student Ambassadors	1,360	1,350	<b>500</b>
Student Nurses Organization		650	
Tae Kwon Do Club		400	
Vietnamese Student Assoc.	900	900	<b>500</b>
Wheelchair Athletics	900	900	<b>500</b>
	<u>37,460</u>	<u>41,510</u>	<u>36,060</u>

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
<b>Student Events &amp; Activities</b>			
Activities Office Equipment			750
Activities Office Program	4,000	5,000	4,500
Alumni Association	1,000	1,000	2,000
Athletic Dinner	900	1,000	700
Bike Locker Maintenance	1,270	1,300	900
Campus Spirit	4,500	7,000	5,000
College Life Weekly	4,500	4,000	2,000
Communications Committee	4,000	1,500	2,000
Computer Mart	15,000	15,000	18,000
DASB Card Benefits	8,900	9,000	10,000
DASB Hospitality	1,000	1,000	1,000
DASB Programs Equipment			2,500
De Anza Day 5K Run	3,000	3,500	3,500
De Anza Day Activities	5,000	10,000	14,000
De Anza Day DASB	12,000	7,000	7,000
De Anza Design & Publicity	36,000	28,000	10,000
Flea Market	70,000	76,200	81,000
Graduation	3,000	4,000	6,000
High Noon	4,000	4,000	5,000
Holiday Decorations	1,000	1,000	500
Honors Program	1,250	750	
Intramural Sports	42,000	40,000	40,000
Lights Out	4,000	3,000	3,500
Marketing Development		2,175	
New Student Orientation	2,000	2,000	6,000
Programs Committee Events	6,000	4,000	4,500
Sports Information Department	4,000	5,000	4,500
Spring Ball			900
Student Events Photography	450	700	600
Student Handbook	12,500	21,000	23,000
Student Recognition	3,000	4,500	4,250

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
Student Rights & Services	500	500	500
Substation Renovation		1,000	
Summer Events	1,000	1,500	
Ticket Takers	1,512	1,500	1,200
25th Anniversary			10,000
Welcome Week	800	1,000	300
Women's Week	1,150	1,200	900
	<u>259,232</u>	<u>269,325</u>	<u>280,500</u>
<b>DASB Capital Projects</b>	144,000	150,000	150,000
<b>Extended Campus</b>			
Activities Coord.	7,500		
Misc. Activities		17,400	
Noontime Entertainment	2,500		
Publication	1,500		
	<u>11,500</u>	<u>17,400</u>	<u>0</u>
<b>College Services</b>			
A Starting Point	1,350	1,300	3,000
Activities Office Assistant	9,000	10,000	10,000
Activities Office Interns	6,000	7,000	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	2,000
Counseling Center Peer Advising			1,500
DASB Scholarships	7,200	9,000	15,000
De Anza Recycling Project		6,000	6,000
Edna Campbell Memorial Scholarship	250		
Educational Diagnostic Center		500	
Environmental Study Area	8,200		

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
Exchange Student Program	900	900	250
GAIN Program			500
Information Center	20,000	22,000	24,700
Intl. Student Scholarships	1,000		
Legal Aid	8,670	12,750	17,000
Outreach Program	2,500	2,500	2,400
Perkins Loan	9,000	7,000	
Physically Limited Services		600	900
Registrar's Office	5,000	6,000	6,200
Renew Orientation	400	500	500
Student Evaluation Printing	7,000		
	<u>93,670</u>	<u>93,525</u>	<u>100,950</u>

#### **Creative Arts**

Actor's Ensemble	1,300	1,500	1,750
All College Chorus	2,400	2,400	2,500
Art & Photography Competition		2,500	2,000
Band	2,450	2,650	2,600
Children's Theatre	5,000	5,000	
Chorale & Vintage Singers	3,450	4,000	4,500
Dance Program	7,000	9,000	9,000
De Anza Chamber Orchestra		1,000	1,000
Euphrat Gallery	1,000	1,000	1,000
Jazz Ensemble Performance	1,850	2,000	2,000
Jazz Ensemble Recording		1,700	2,000
Jazz Festival	2,000	2,000	2,000
Spring Musical	6,250	7,000	7,500
Student Film & Video Production	2,500	3,000	3,500
Summer Musical	7,000	7,000	
Vocal Jazz Performance	2,500	2,250	3,000
Vocal Jazz Recording	1,400	3,000	3,000
	<u>46,100</u>	<u>57,000</u>	<u>47,350</u>

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
<b>Instructional Support</b>			
Asian Events	1,500	1,500	
Black Events	1,500	1,500	
Bottomfish Magazine	1,200	2,000	2,200
Chicano Events	1,500	1,500	
EOPS Summer Work Program	650	650	400
EOPS/Care Program	1,000	1,500	1,500
EOPS/Target Access	1,000	1,200	800
Friday Night Films	3,000	3,000	3,300
International Cultural Events		1,500	8,000
Intl./Intl. Studies	1,500	2,000	1,500
La Voz	7,500	3,810	
Native American Events	1,500	1,500	
Older Adult Services	4,100	4,100	2,500
Sunnyvale Bilingual Center	2,500	1,000	
	<u>28,450</u>	<u>26,760</u>	<u>20,200</u>

### **Physical Education**

Awards	600		
Banquets	800	800	800
Baseball	3,000	3,500	3,500
Football	4,000	5,000	5,000
Golf	1,300	1,690	1,690
Men's Basketball	3,100	3,800	3,800
Men's Cross Country	1,000	1,300	1,300
Men's Soccer	1,500	2,000	2,000
Men's Swimming	1,000	1,500	1,500
Men's Tennis	1,300	1,600	1,600
Men's Track & Field	2,000	2,300	2,300
Men's Volleyball	1,500	2,000	2,000
Playoffs	3,000	3,800	5,000
Softball	1,500	1,850	1,850

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
Water Polo	1,500	2,000	<b>2,000</b>
Women's Basketball	2,700	3,500	<b>3,500</b>
Women's Cross Country	1,000	1,300	<b>1,300</b>
Women's Soccer	1,500	2,000	<b>2,000</b>
Women's Swimming	1,000	1,500	<b>1,500</b>
Women's Tennis	1,300	1,600	<b>1,600</b>
Women's Track & Field	2,000	2,300	<b>2,300</b>
Women's Volleyball	1,500	2,000	<b>2,000</b>
Wrestling		2,000	
	<u>38,100</u>	<u>49,340</u>	<u>48,540</u>
Total DASB Expenses	<u><u>763,112</u></u>	<u><u>777,440</u></u>	<u><u>781,850</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 Associate Dean 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 Associate Dean 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 Associate Dean, 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 Associate Dean, DASB President 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 Associate Dean 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 Associate Dean 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 the Council 1992-1993

## 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.
9. Recycling: All organizations using DASB funds shall be required to purchase and use recycled paper only with DASB funds.
10. Balloons: No DASB funds shall be used for the purpose of purchasing or renting balloons or helium tanks.

## STUDENT ACCOUNTS OFFICE (SAO) GENERAL PROCEDURES

The Student Accounts Office is located inside the Bookstore. The office provides the following services to students and staff:

- \* New account set-up and maintenance.
- \* DASB budget account processes, including income collection and expenses disbursements.
- \* Trust/Club account cash deposits and withdrawals.
- \* Bike locker rental and maintenance.
- \* Cash box rental, activities ticket sales and other miscellaneous services.

To open a new account, please contact the office staff for a detail orientation.

### **REQUISITIONS:**

Requisitions are used for requesting a check or for transferring funds between accounts. Complete all areas of the 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, the account holder needs to sign the requisition form before submitting it to the SAO (Student Account Office). For Club accounts, both the Club Advisor and Treasurer must sign the form before submitting to the SAO. Requisitions must have substantiating evidence of the transaction (i.e. invoices, receipts). Please retain the yellow copy for your records.

### **PAYMENTS:**

Once the SAO has acquired the other required signatures (i.e. DASB VP of Finance, Associate Dean of Activities, Activities Advisor), the requisition will be processed. The checks will be prepared every Monday, Wednesday, and Friday and will be ready for mailing or pickup after 1:30. 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 charge for manual, void or returned checks is \$10.00 for each check.

### **PROFESSIONAL SERVICES**

Prior to hiring student workers, casual employees, or contractors, account holders must obtain the approval of the proper on-campus authority. Please consult with the SAO staff as to which form the account holder should complete. Checks for student workers and casual employees are processed semi-monthly. Please allow ten working days for the District Office to process the checks for independent contractors.

### **BIKE LOCKERS:**

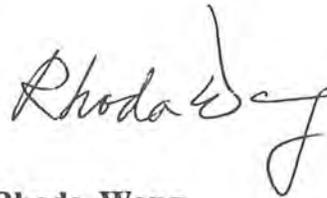
The bike lockers are for rent each quarter to DASB card holders. The rental fee is \$12 for each quarter and \$6 for each summer session. The key deposit is \$12. If the key is not returned by the last day of the quarter, the deposit will be forfeited. Any items left inside the locker will be forwarded to Campus Security. The key deposit will be refunded within one week after the assigned key is returned and use of the locker is terminated.

**OTHER SERVICES:**

Cash boxes, tickets, and change funds may be requested through the SAO. The form showing the denomination and total amount required for the change fund is to be completed in advance. On the next working day after the event, the exact amount of change must be returned to the SAO with the cash box, unused tickets, and cash collected. Other services like T-shirt sales, key rental, sales of postage stamps, and movie tickets are also available.

The SAO is a service oriented office. If you have any questions or need assistance, please call either 864-8442 or 864-8528. Thank you.

**Student Accounts Manager**

A handwritten signature in cursive script that reads "Rhoda Wang". The signature is written in black ink and is positioned above the printed name.

**Rhoda Wang**