

D A S B

1996-1997 Annual Budget

Celebrate Diversity



DeAnza  College

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De Anza Associated Student Body

1996-1997

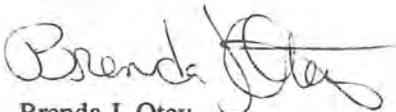
The primary priorities used in developing the 1996-97 DASB Budget were: to include programs which will enhance student access and success to District resources; to promote multiculturalism and diversity awareness; to promote student involvement in college life in order to nurture a well-rounded education; and, to fund income generating programs which will provide resources for scholarships and enhancements for the approximately 25,000 students at De Anza College.

New programs include a DASB Internet Lab which was opened this year through the collaborative efforts of the DASB Technology Task Force and the De Anza Computer Club. To meet the demands of the information age and the challenge of a 21st century work force, a DASB Technology Project account was created under the DASB Capital Project fund to provide students increased access to computing and information resources. In support of diversity and the enhancement of multiculturalism across the curriculum we also funded the Multicultural/Multiaccess Media Curriculum Project which is intended to assist faculty in developing a multicultural prospective in the class room through the inclusion of information and class materials which reflect the diverse reality of the world.

The De Anza Associated Student Body is confident that the 1996-97 budget will provide all students with an enhanced and enjoyable learning experience at De Anza College. We appreciate the assistance we have received from College and District staff who have worked with us during this year and have helped us gain valuable insights into making this a productive budget. The commitment and persistent hard work of the members of the budget committee is greatly appreciated and the wisdom of their well informed decisions is reflected in the final product. We thank the members of the 1996-97 Budget.

If you would like more information regarding this budget or any aspect of the DASB, please call (408) 864-8690 or 8695.

Sincerely,



Brenda J. Otey
President, DASB



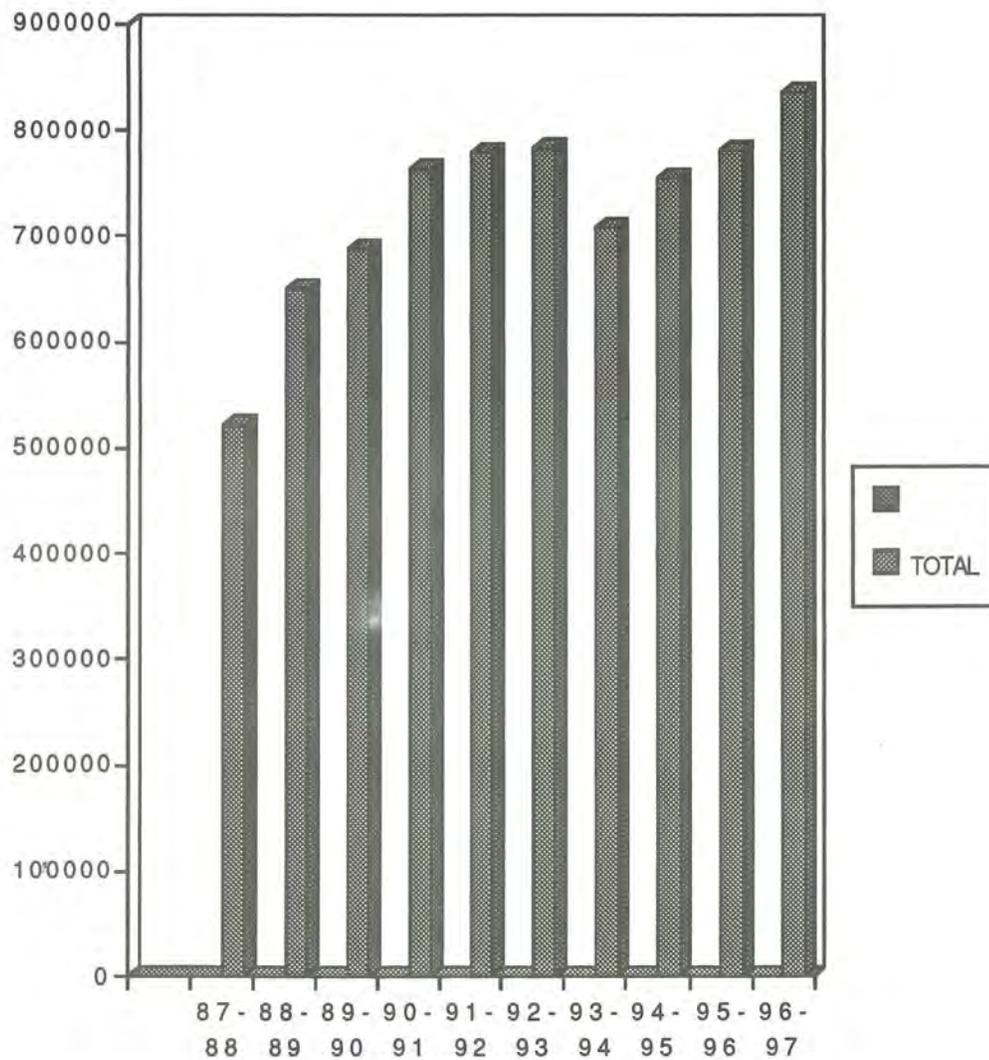
Ryan A. Zotovich
Vice President of Finance

1996-1997 Budget Committee

Brenda Otey
Ryan Zotovich
Atiba Amalile
Michael Hanely
Starr Ingraham
John Cognition, Advisor
Louisa Choy, Accounts office

DASB Budget History Years 1987-1997

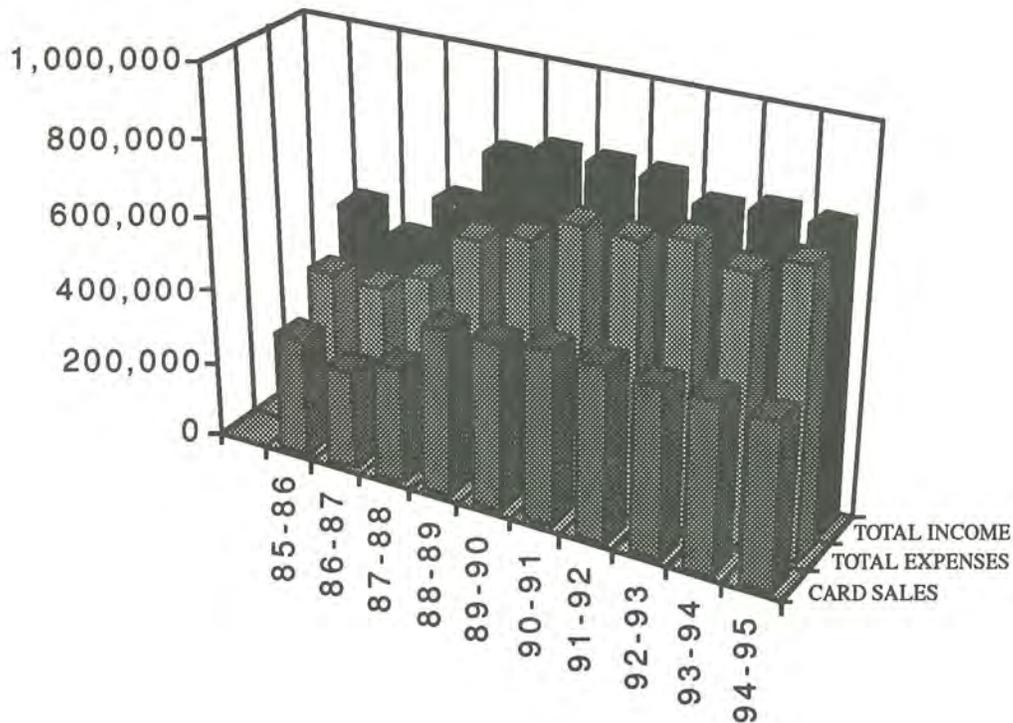
87-88	522,650
88-89	650,378
89-90	687,210
90-91	763,112
91-92	777,440
92-93	781,850
93-94	707,950
94-95	754,150
95-96	780,016
96-97	836,257



DASB Income and Expense History 1985-1995

	Card Sales	Total Expenses	Total Income
85-86	310,016	433,824	556,032
86-87	260,112	429,402	497,739
87-88	303,245	485,234	627,978
88-89	442,486	621,209	776,373
89-90	441,612	654,783	808,184
90-91	459,926	721,171	806,492
91-92	457,747	716,992	803,704
92-93	442,121	743,699	761,619
93-94	447,178	700,382	781,023
94-95	434,123	673,672	794,034

Income and Expense History



De Anza Associated Student Body Income for Fiscal Years 1996-97

	1994-1995	1995-1996	1996-97
Card Sales	422,000	427,780	430,007
Interest	40,000	45,003	74,400
	462,000	472,783	504,407
Student Events and Activities			
Bike Lockers	3,500	2,500	1,200
Flea Market	252,000	278,333	287,000
Friday Night Films	500	750	750
Recreational Sports	5,000	0	500
Student Graphics and Design	4,000	10,000	13,000
Internet Services	0	0	20,000
Video Games	12,000	0	0
	277,000	291,583	322,450
Creative Arts			
All College Chorus	500	500	500
Actors Ensemble	500	0	0
Band	400	600	600
Chorale & Vintage Singers	1,500	1,500	1,500
Dance Program	2,000	2,500	2,500
Jazz Ensemble Perf./Rec.	1,250	1,000	1,000
Spring Musical	1,000	0	1,000
Student Films	0	300	300
Vocal Jazz Perf./Rec.	2,000	2,000	2,000
	9,150	8,400	9,400
Athletics			
Football	4,000	5,250	0
Men's Basketball	1,000	1,000	0
Women's Basketball	1,000	1,000	0
	6,000	7,250	0
Total Income	754,150	780,016	836,257

De Anza Associated Student Body Expenses for Fiscal Years 1996-1997

Administrative Expenses	1994-1995	1995-1996	1996-1997
Accounts Office Clerk	46,000	39,000	43,000
Accounts Office System	2,000	2,000	2,000
Accounts Office Supplies	4,800	5,000	5,000
Advisor Travel	600	0	0
Budget Committee	250	300	300
CalSACC Dues	450	300	300
CalSACC Expenses	2,000	2,000	2,000
Copy Machine Supplies/Maint.	2,000	2,000	4,000
DASB Card Printing	13,600	12,000	0
DASB Communication Committee	0	0	1,000
DASB Discount Booklet	0	0	8,500
DASB Elections	1,500	2,000	2,000
DASB Executive Vice President	200	200	200
DASB Leadership Grant	0	50,000	0
DASB Leadership Training	300	4,000	4,000
DASB Membership Label	0	0	6,000
DASB Newsletter Printing	0	0	2,500
DASB Office Staff	0	8,000	15,000
DASB Office Supplies	1,000	2,000	2,000
DASB President	200	200	200
DASB Printing	4,500	5,000	3,000
DASB Secretary	4,000	5,000	0
DASB Telephone	800	1,000	1,000
DASB Travel	2,000	7,000	12,000
Photo ID	0	0	12,000
V.P./ Communications	200	200	200
V.P./ Finance	200	200	200
V.P./ Programs	200	200	200
V.P./ Student Rights & Services	200	200	200
	87,000	147,800	126,800
Special Allocations			
Fall Allocation	8,000	8,000	8,000
Spring Allocation	8,000	8,000	8,000
Summer Allocation	2,000	2,000	2,000
Winter Allocation	8,000	8,000	8,000
	26,000	26,000	26,000
Capital Projects			
DASB Campus Center Expansion	0	0	71,670
DASB Technology Project	0	0	71,670
			143,340
Inter Club Council			
Inter Club Council	0	0	50,000
			50,000

De Anza Associated Student Body Expenses for Fiscal Years 1996-1997

	1994-1995	1995-1996	1996-1997
Student Events and Activities			
Activities Program	1,000	0	1,000
Bike Locker Maintenance	2,000	2,000	1,000
Campus Spirit	2,000	1,000	1,500
College Life Weekly	4,000	0	0
DASB Hospitality	400	1,000	500
DASB Library Fund	1,000	0	0
De Anza Day Committee	15,000	15,000	7,200
De Anza Pow-Wow	5,000	8,000	10,000
Annual FHDA BBQ	0	700	800
Flea Market	100,000	110,000	100,000
Graduation	4,863	5,000	5,500
Lapswim	0	0	3,000
New Student Orientation	2,000	500	1,500
Programs Committee Events	6,000	8,000	8,000
Programs Multicultural Events	10,500	13,500	16,500 ¹
Recreational Sports	30,000	0	35,015
Student Graphics and Design	7,000	18,000	19,000
Students Events Photography	500	500	500
Student Handbook	22,000	8,000	0
Student Recognition Program	1,500	1,000	0
Student Rights and Services	500	800	500
Ticket Takers	1,200	1,000	0
Welcome Week	0	500	350
Women's Week	1,500	0	0
	218,663	195,500	211,865

¹ Includes funding for Womens' month

De Anza Associated Student Body Expenses for Fiscal Years 1996-1997

College Services	1994-1995	1995-1996	1996-1997
A Starting Point	10,000	13,000	15,000
Activities Office Assistant	11,500	6,000	8,000
Activities Office Interns	8,500	5,000	5,000
Admissions & Records	8,000	6,350	7,000
Art on Campus	500	1,000	0
Assistive/Technology Training Center	900	1,234	0
Afro-American & Latino Conference	0	8,000	6,000
Bottomfish Magazine	1,000	0	0
California History Center	0	1,000	1,000
Career & Transfer Center	0	8,600	12,710
Child Development Center	2,000	5,200	0
Counseling Center/Peer Advising	2,000	4,500	4,500
DAC Diversity Leadership Training	22,000	5,000	0
DAC Latina Conference	2,500	0	0
DASB Internet Lab	0	0	28,000
DASB Scholarships	20,000	26,000	25,000
DASB Scholarship Reception	0	0	1,000
DASB Student Book Grant	3,000	4,000	4,000
De Anza Recycling Program	12,000	10,000	13,000
Educational Diagnostic Center	1,200	2,654	0
Euphrat General Assistance	0	1,000	2,000
Friday Night Films	3,000	0	0
Information Center	17,000	0	0
La Voz	7,000	6,000	8,000
Legal Aid	20,000	18,000	18,000
Multicultural/International Center	0	1,000	0
Multicultural/Multiaccess Media Curriculum Project	0	0	10,000
Outreach Program	4,970	4,000	7,000
Phaze II	0	3,350	4,000
Disabled Student Services	800	1,035	1,500
Renew Orientation	550	2,700	2,900
S.L.A.M..S.	0	0	6,400
College Services Expenses	158,420	150,923	190,010

De Anza Associated Student Body Expenses for Fiscal Years 1994-1997

Creative Arts	1994-1995	1995-1996	1996-1997
Actors Ensemble	2,000	0	0
All College Chorus	1,500	1,500	1,575
Band	2,000	2,000	2,100
Chorale & Vintage Singers	3,300	3,500	3,675
Dance Program	7,000	7,000	7,350
De Anza Chamber Orchestra	1,100	1,100	1,155
Jazz Ensemble Perf./Rec.	3,500	3,500	3,675
Patnoe Jazz Festival	2,000	2,000	2,100
Public Sculpture	0	0	2,500
Spring Musical	6,000	6,000	6,300
Student Art & Photo Competition	3,000	2,500	2,625
Student Film & Video Production	2,900	2,900	3,045
Vocal Jazz Perf./Rec.	5,500	5,500	5,775
Creative Arts Expenses	40,000	37,500	41,875
Athletics			
Athletic Playoffs	0	0	8,000
Baseball	3,500	3,500	3,675
Football	5,000	5,000	1,350 ²
Golf	1,000	1,000	1,642
Men's Basketball	3,750	3,750	3,040 ²
Men's Cross Country	1,200	1,200	1,260
Men's Soccer	2,200	2,200	2,310
Men's & Women's Swimming	2,800	2,800	2,940
Men's Tennis	1,500	1,500	1,575
Men's Track & Field	2,300	2,300	2,415
Men's Water Polo	2,500	2,500	2,625
Women's Basketball	3,750	3,750	3,040 ²
Women's Cross Country	1,200	1,200	1,260
Women's Soccer	2,200	2,200	2,310
Women's Softball	2,400	0	2,520
Women's Tennis	1,500	1,500	1,575
Women's Track & Field	2,300	2,300	2,415
Women's Volleyball	2,300	0	2,415
	41,400	36,700	46,367

² These programs will retain gate receipts

De Anza Associated Student Body Finance Code

I. Objectives

This Finance 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 the De Anza Associated Student Body.

II. Special Qualifications

Other than the general qualifications as stated in the DASB 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 request 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 the organization shall be administered using 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 De Anza budget administrators, college deans, DASB Senate members, posted on the DASB Senate Bulletin Board and made known to any other interested persons by mid November.
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 request. 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 request should have the signature of the program advisor and, when possible, 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 Senate at least two (2) weeks before dead week of the Spring Quarter.
5. The budget shall be presented to the DASB Senate for a two third (2/3) vote approval process; each vote shall require a 2/3 majority vote of the DASB Senate approval. The budget shall be presented for a preliminary two third (2/3) vote; if a 2/3 vote is not reached at this time the budget shall be sent back to the Budget Committee with specific recommendations from the DASB Senate for amendment. This revised budget shall be submitted to the DASB Senate for approval, including amendment by the DASB Senate if necessary.
6. Announcements of the availability of the moneys for the next fiscal year must be made in the appropriate campus media.

C. 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 Finance Committee for approval.

D. Requests for funds other than approved budget items must be submitted one week in advance to the Vice President of Finance who will present to the DASB Senate with a recommendation from the Finance Committee. The DASB Senate by a two thirds (2/3) vote can waive this requirement in the event of an emergency.

E. Procedure for the disposition of money matters other than budgeted items:

1. The Vice President of Finance presents the item to the DASB Senate with recommendations from committee for action.
2. After discussion on the matter, the DASB Senate decides to approve or disapprove the matter by a two third 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 Senate Bulletin Board. At the following meeting, the matter will be reread and a final approval or disapproval roll call requiring a two third 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. Deposit

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 Student Accounts Manager, who shall be a bonded employee of the District.

D. All DASB programs and student organization funds collected from any source shall be deposited on the first business day after receipt of funds.

E. The Student Accounts Manager shall issue a receipt for all moneys 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 fund shall complete a requisition (obtained from the Faculty Advisor or the Student Account Manager) and will submit to Student Account office for approval of the DASB Vice President of Finance-Advisor.

B. 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 by Student Accounts to allow for a discussion of any questions the Vice President of Finance may have. All Trust accounts require the signature of the Vice President of Finance.

C. The Student Accounts Manager will facilitate the transaction in any of the three ways listed below and will note on the requisition the action taken. The DASB Senate 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.

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 Account Office. Each requisition shall identify the budget code number from

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 Student Accounts Manager shall prepare the check. Ordinarily, checks shall be made out to the vender.

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 Student 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 DASB President and Vice President of Finance, Student Accounts Manager or District Internal Auditor at any time.

B. Inventory- All capital purchased with funds will, at the discretion of the Student Account 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 Account 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 purchases 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 Senate 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 Senate

X. Contracts

Contracts for orchestras, dance halls, entertainers, athletic events, speakers, etc., must be signed by the Faculty Advisor, the DASB Advisor 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 Student Account 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 Senate with the approval of the District Board of Trustees.

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 Photo I.D. Office after proof of prior purchase by the Registrar's Office at a replacement charge of \$5.00.

XII. Travel Claims

A. Organization representatives must consult with the DASB Advisor about securing approval of trips and/or conferences. Anyone planning to claim reimbursement for travel expense 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. DASB assumes no responsibility for private cars providing transportation for school activities. In no instance will the expense 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 amount listed below are the maximum the DASB Senate 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. Arrangement for the car pools and/or economy/chartered airfares are expected.)

1. Hotel accommodation: \$25.00 per person/ per diem.

2 Total cost of food will not exceed \$20.00 per diem.

3 Mileage expense: \$0.25 per mile.

C. All persons claiming travel allowances must have a current DASB cards.

XII. Banquet and Orientation

Meeting Meal Expense

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

XIV. Income Commitment and Fund

Accounts

All programs in the budget which have income commitment are expected to return their committed amount to DASB. If any program at the end of the budget year had not reached its income commitment and has a trust fund account, that program may be obligated to use its trust fund account to reach the income commitment. This action is to be determined by the DASB Senate 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 obligated to continue to deposit that money into its income account. DASB shall maintain a reserve account to equal 2/3 of its pervious fiscal year operation budget or \$500,000, which ever is greater. Any funds over and above this amount will be placed in the account entitled "Special Projects Allocations" (SPA). Money in this account will be used for special projects that the DASB senate feels will be beneficial to student.

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 Senate.

B. Procedure for disposition of DASB Capital Projects:

1. The DASB Finance committee shall submit a recommendation to the DASB Senate for action.

2. After discussion on the matter, the DASB Senate 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 the DASB Finance 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 Senate Bulletin Board. 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.

C. Decision on a particular DASB Capital Project shall be binding from approval to completion.

D. Agreements of understanding shall be made between DASB Senate and the appropriate college or district representative concerning each DASB Capital Project.



Student Accounts Office General Procedures

The SAO (Student Account Office) is located inside the Activities Office in the lower level of the Campus Center. The office provides the following services to students and staff:

- New account setup and maintenance.
- DASB budget accounts processes, including income collection and expenses disbursements.
- Trust/Club cash deposits and withdrawals.
- Bike lockers 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 to be charged. Check all appropriate boxes under "Remarks". Be specific as to the date needed, whether the check to be mailed or picked up, and write down the requester'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. For Club accounts, both the Club Advisor and President/Treasurer must sign the form before submitting it 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 Vice President of Finance, Associate Dean of Activities, Activities Advisor), the requisition will be processed. Checks will be prepared every Monday, Wednesday, and Friday and will be ready for mailing or pickup after 1:30 PM. Allow 3 working days for check preparation. The blue copy of the requisition will be returned to the originator to indicate payment of fund transfer. Service charge for manual, void or returned checks is \$10.00 for each check.

Professional Services

Prior to hiring student workers, casual employees, or independent contractors, account holders must obtain the approval from the proper on-campus authority. Please consult the SAO staff as to which form the account holder should complete. Payroll checks for student workers and casual employees are processed monthly. Please allow 30 days for the District Accounting Office to process the checks for independent contractors.

Bike Lockers

Bike lockers are for rent each quarter to DASB card holders. Rental fee is \$12 for each quarter and \$6 for each summer session. Refundable key deposit is \$12. If the key is not returned by the last day of the quarter, the deposit will be forfeited. Any item 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 to SAO, and the 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 the total amount required for the change fund must 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.

Student Accounts Office is a service-oriented office. If you have any questions or need assistance, please call either 864-8442 or 864-8528.

Thank you.