

De Anza College

DASB

ANNUAL BUDGET

1998-1999

STUDENTS WORKING FOR STUDENTS

Preparing for the Millenium...

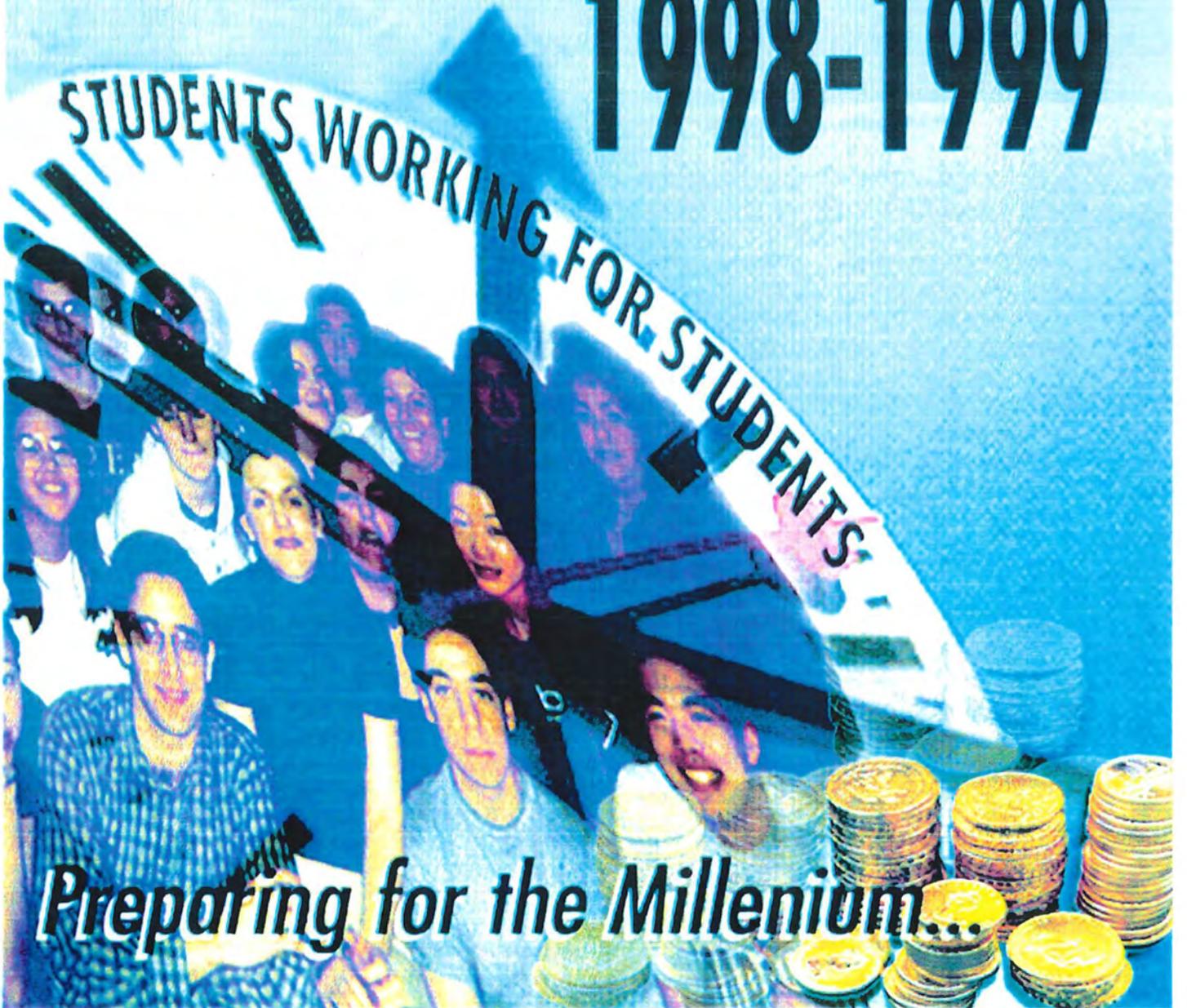


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**De Anza Associated
Student Body
President's Message**

De Anza Associated Student Body 1998-1999

Completion of the budget process is one of the most challenging and rewarding activities within the DASB Senate. The 1998-99 DASB budget is the result of many hours of hard work on the part of the Budget Committee. We allocated approximately \$840,000 to variety of programs on campus.

The budget process started in the beginning of winter quarter and was completed and approved by the Senate in April. In keeping with DASB tradition, some of the criteria used within the budget process were:

- Revenue producing programs
- Student Services (Gain, EOPS, Stars, etc.)
- Multicultural /Diversity
- Enhance quality of student life
- Technology for student use (defined by committee)

I would like to thank all the members of the Budget Committee for their dedication and commitment to fairness and equity. I would also like to extend my sincerest thanks to John Cogna and Louisa Choy for their help in making this budget a reality.

I congratulate all of the programs that were funded and wish them, and the 1998-99 DASB Senate, the best of luck in the coming year.



Tiffany Ann Sommerlad
President



Julie Ann Ramirez
Vice President of Finance

1998- 1999 Budget Committee

Julie A. Ramirez
Tiffany A. Sommerlad
Sylvia V. Martinez
Amanda I. Holt
Scott Bechtle
Tran Tieu

"Students Working for Students"

DASB

Budget History

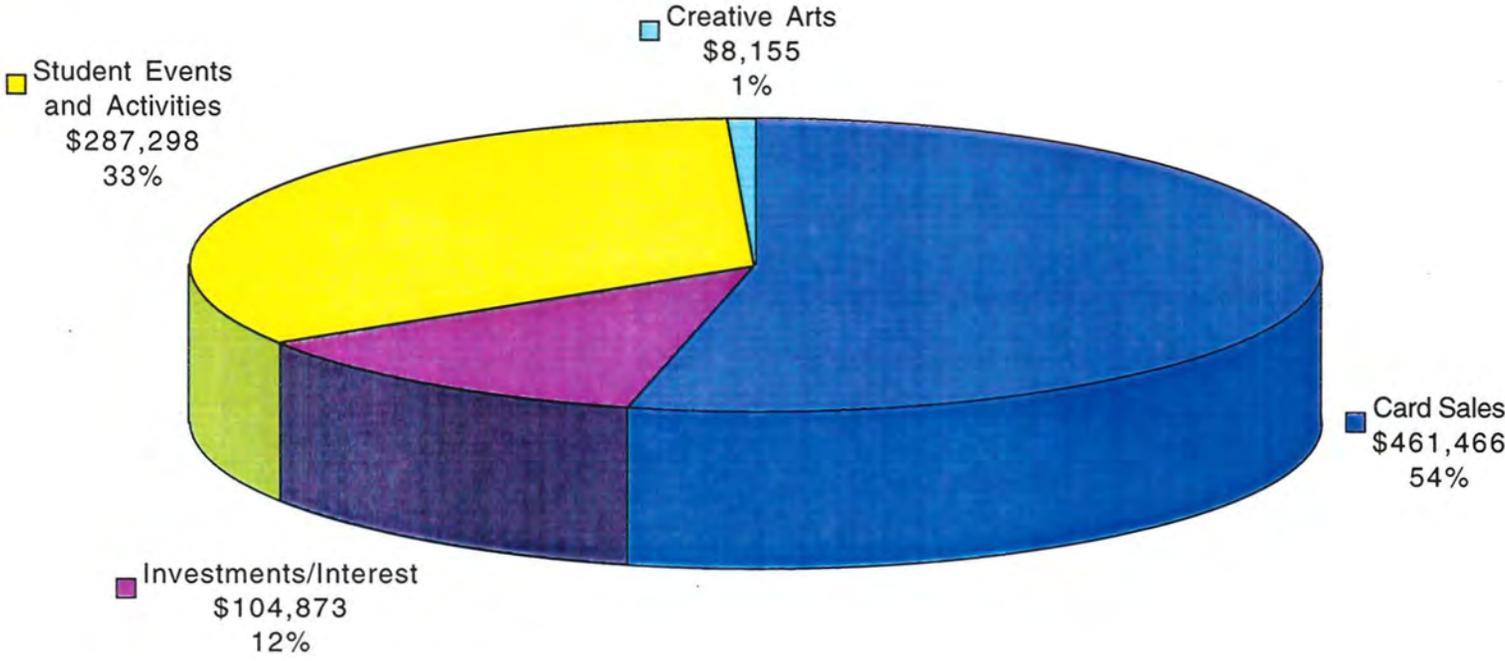
Income

1996-1997 Actual Income

1997-1998 Adopted Income

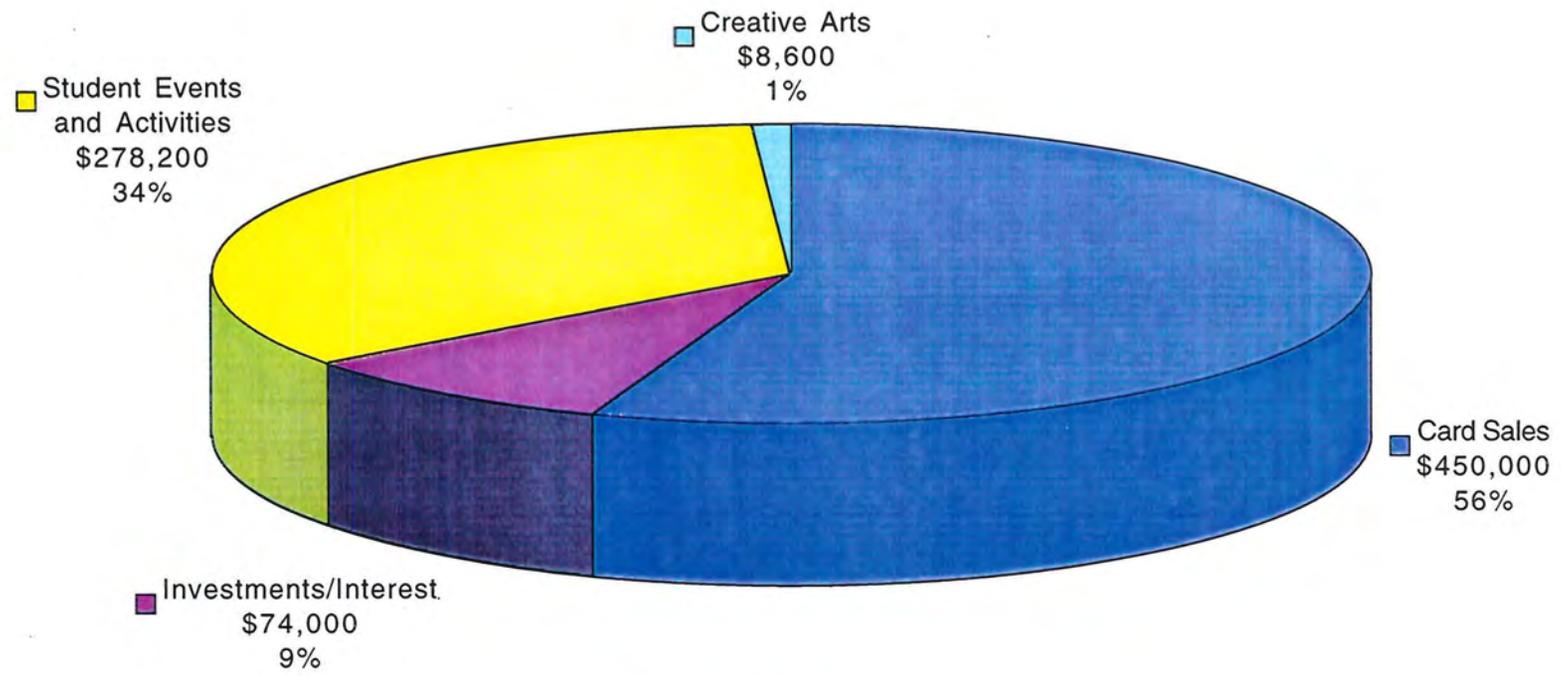
1997-1998 Revised Income

1996-1997 Actual Income



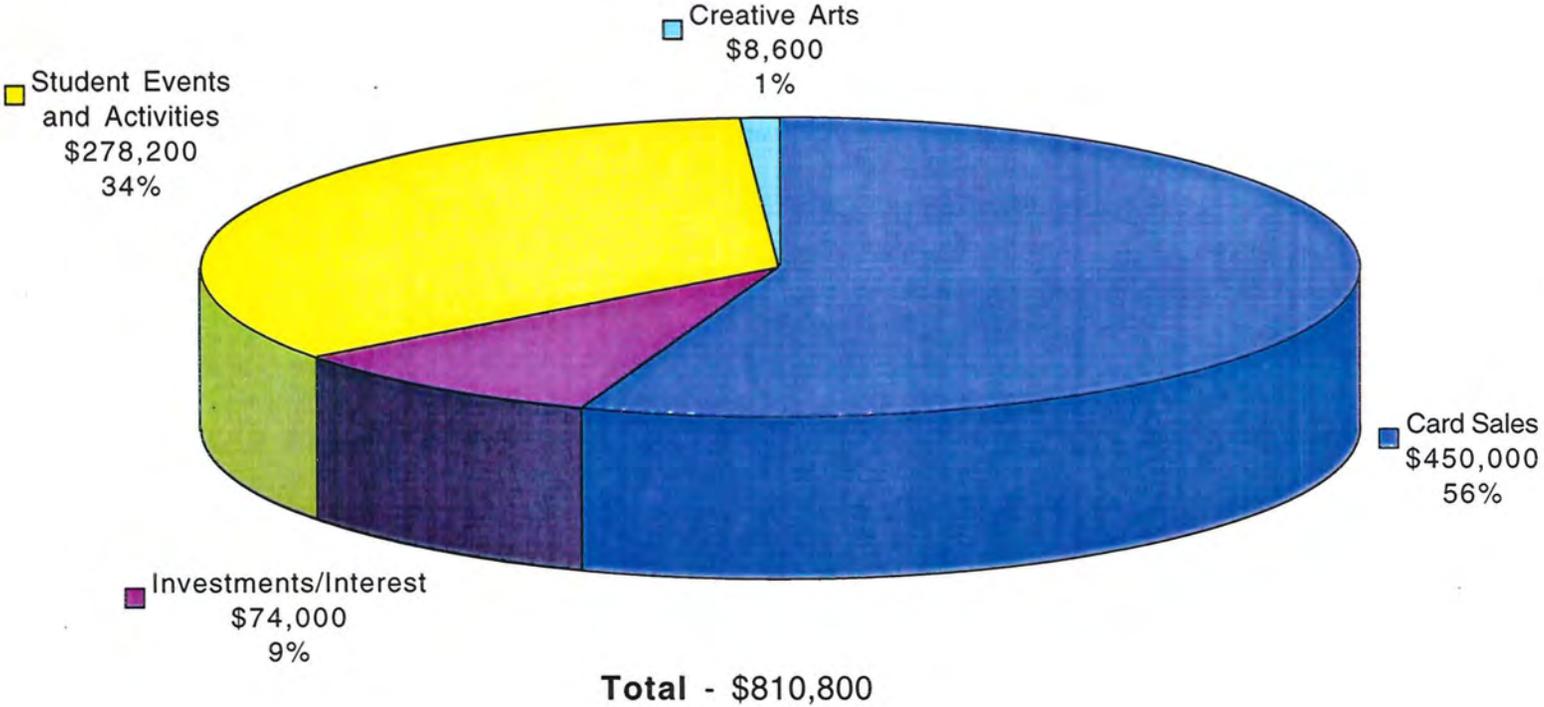
Total - \$861,792

1997-1998 Adopted Income



Total - \$810,800

1997-1998 Revised Income



Expense

1996-1997 Actual Income

1997-1998 Adopted Income

1997-1998 Revised Income

1996-1997 Actual Expenses

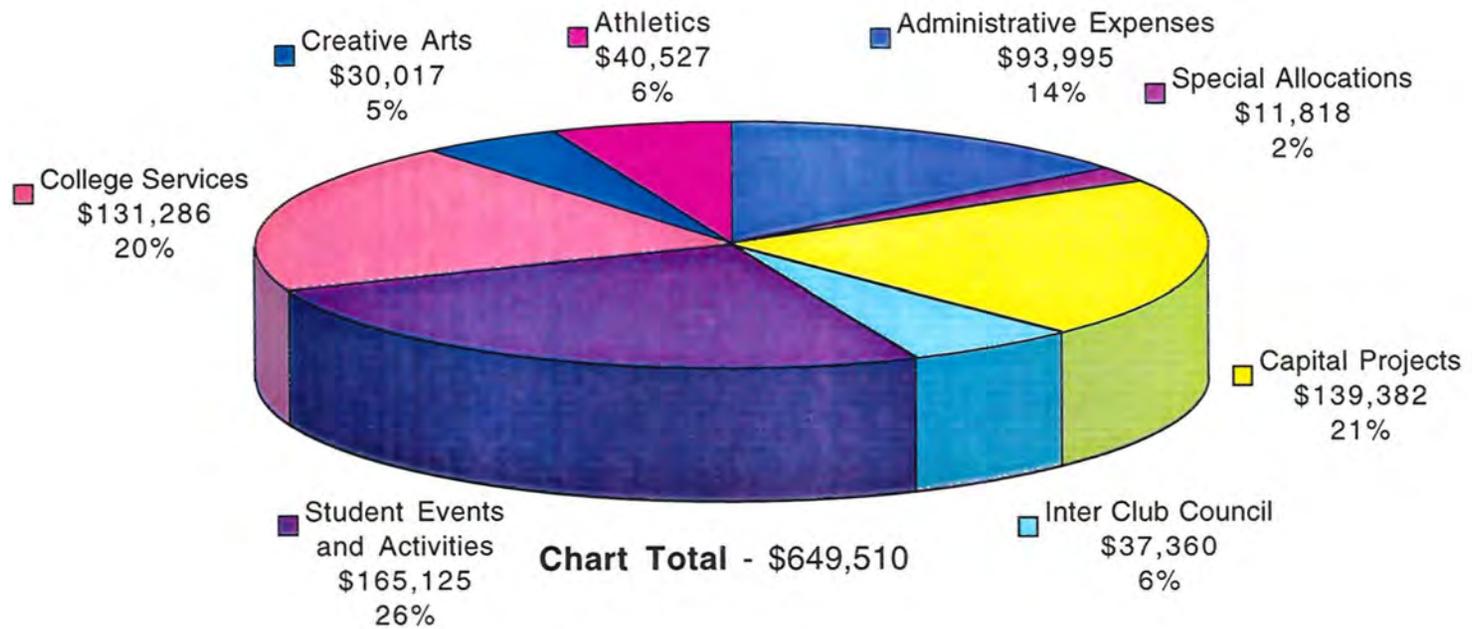
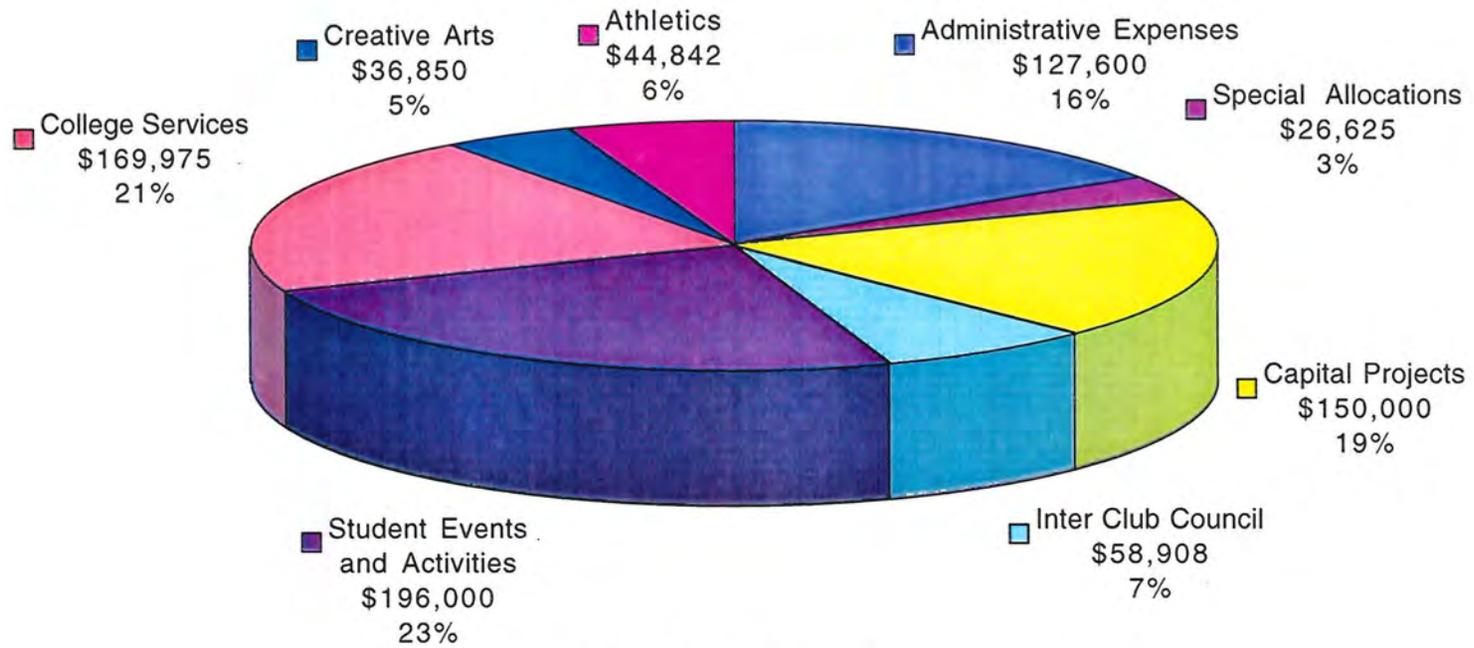


Chart Total - \$649,510

Other 1996-1997 Programs - \$19,857

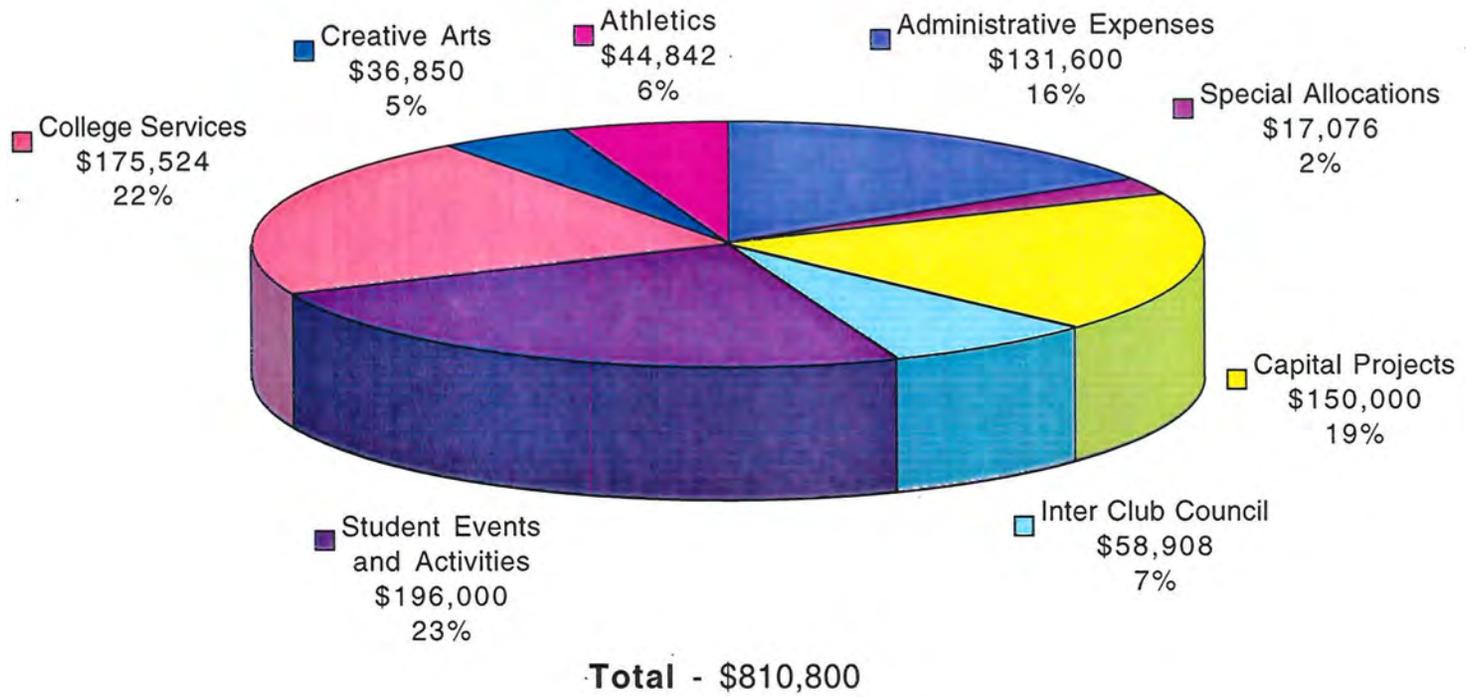
Total - \$669,367

1997-1998 Adopted Expenses



Total - \$810,800

1997-1998 Revised Expenses

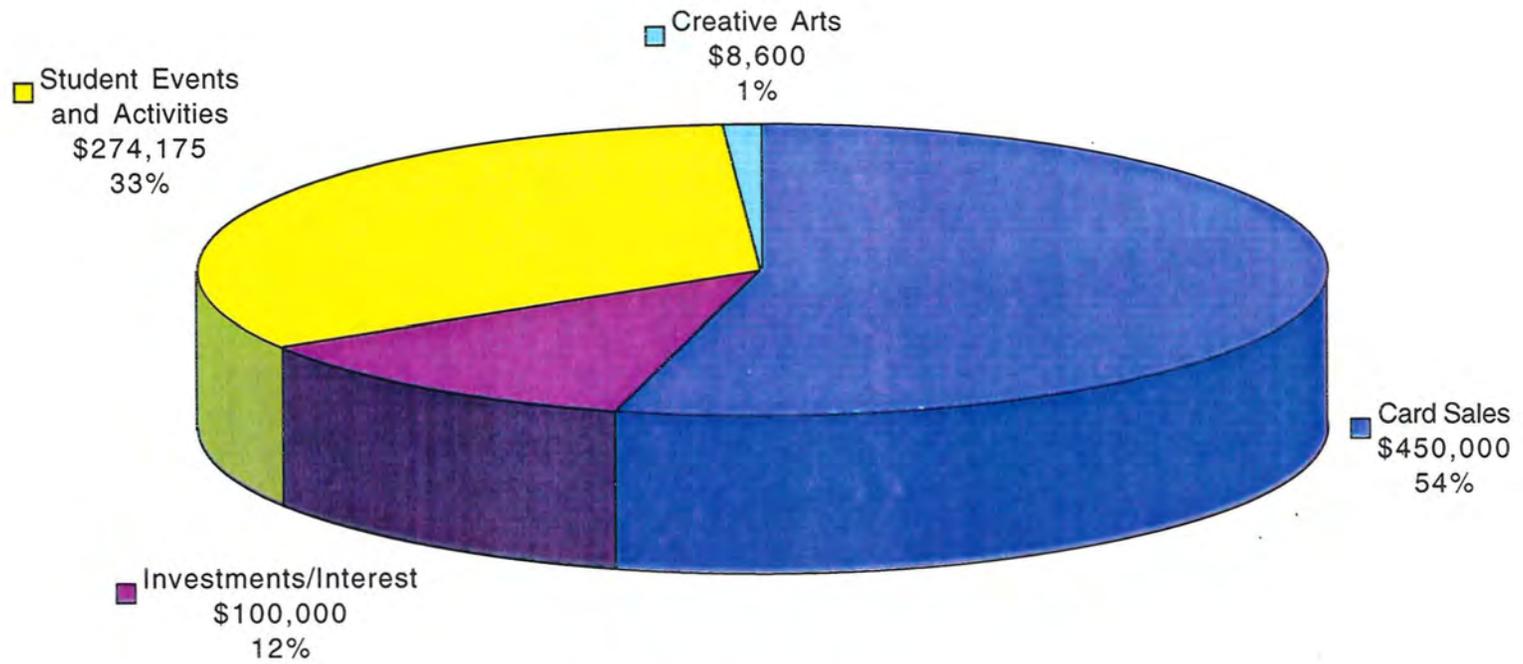


DASB

**1997-1998
Budget Estimated
to June 30, 1998**

**1997-1998
Income Estimated
to June 30, 1998**

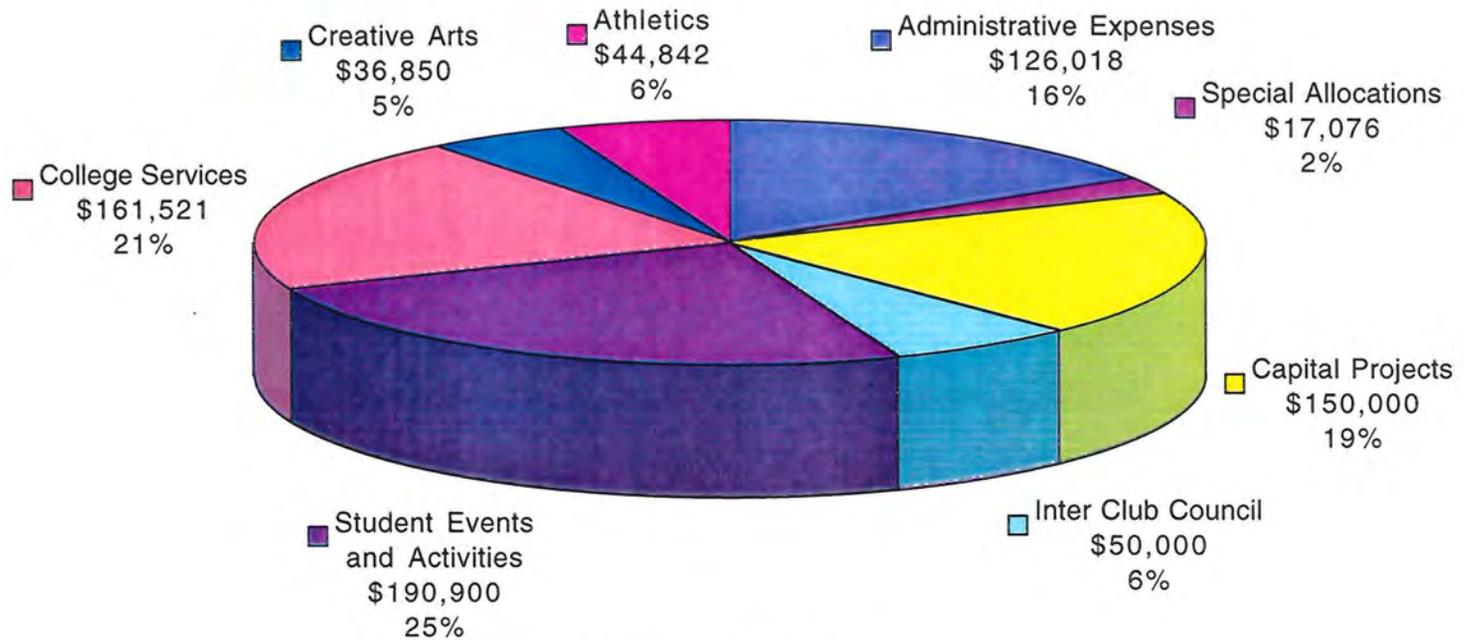
1997-1998 Income Estimated to June 30, 1998



Total - \$832,775

**1997-1998
Expenses Estimated
to June 30, 1998**

1997-1998 Expenses Estimated to June 30, 1998



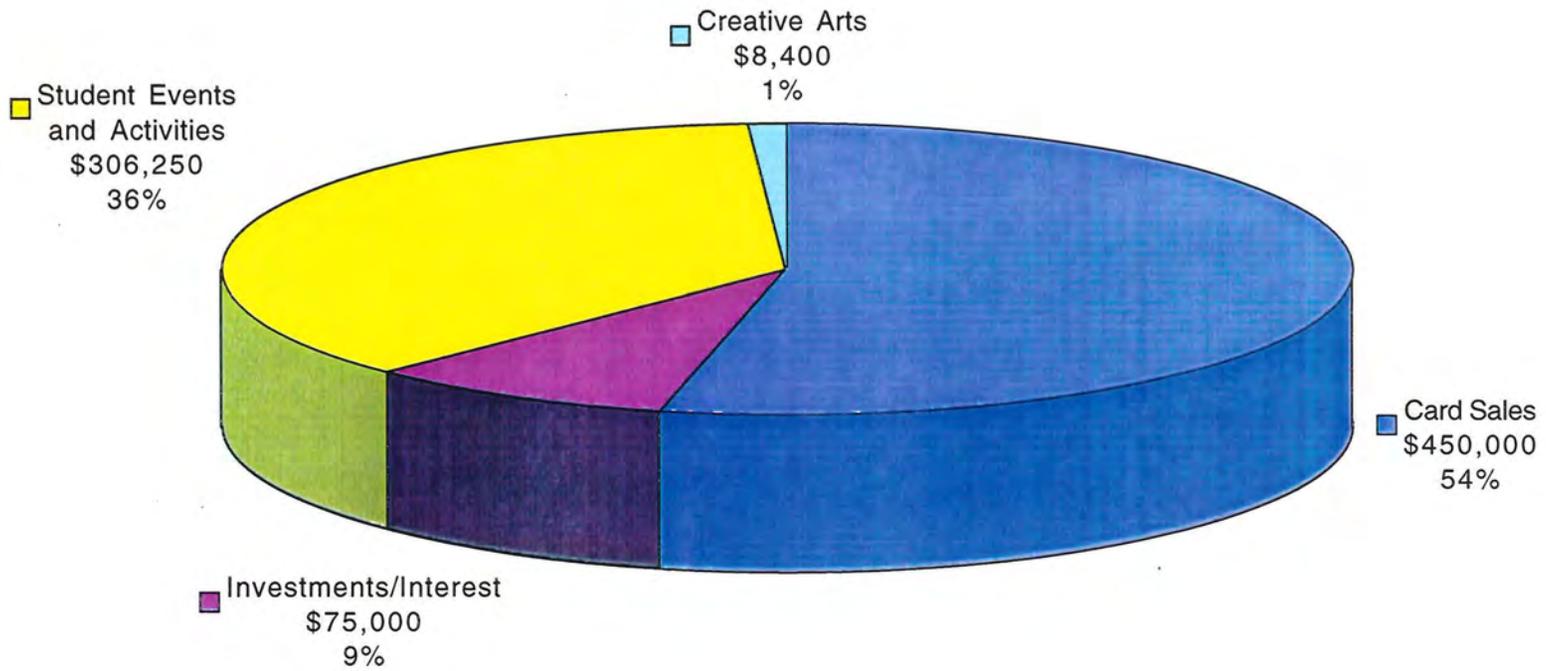
Total - \$777,207

DASB

**Proposed Budget
for Fiscal Year
1998-1999**

**1998-1999
Proposed
Income**

1998-1999 Proposed Income



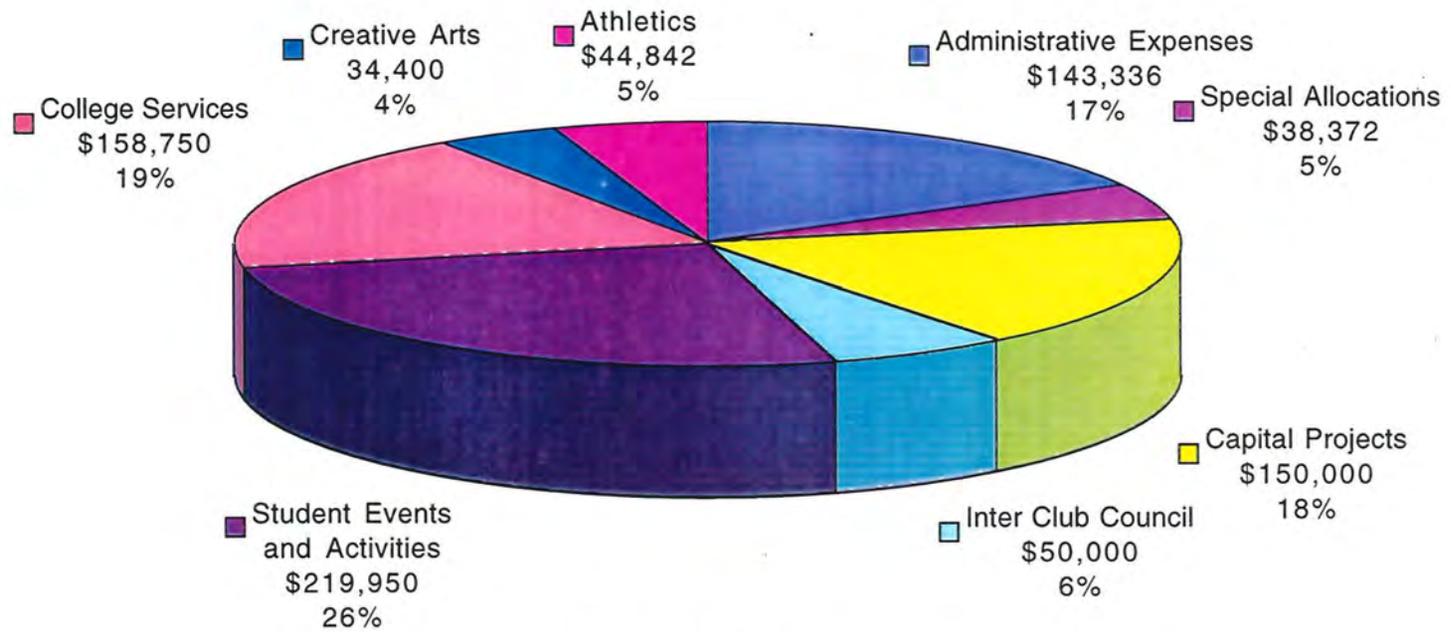
Total - \$839,650

DASB Income

Item	1996-1997 Actual	1997-1998 Adopted	1997-1998 Revised	1997-1998 Est. to 06/30	1998-1999 Proposed
Card Sales					
Card Sales	461,466	450,000	450,000	450,000	450,000
Card Sales Subtotal	\$461,466	\$450,000	\$450,000	\$450,000	\$450,000
Investments/Interest					
Investments/Interest	104,873	74,000	74,000	100,000	75,000
Investments/Interest Subtotal	\$104,873	\$74,000	\$74,000	\$100,000	\$75,000
Student Events & Activities					
Bike Lockers	1,058	1,200	1,200	1,000	750
Flea Market	278,778	270,000	270,000	270,000	300,000
Recreational Sports	375	2,000	2,000	0	500
Student Graphics & Design	4,152	0	0	500	0
DASB Internet Lab	264	5,000	5,000	250	5,000
Misc. Income	1,401	0	0	900	
Misc. Income - Photo ID Replacement	1,195	0	0	1,200	
Flea Market Late Departure Fee	75	0	0	125	
DASB Registration Sticker Replacement Fee	0	0	0	200	
Student Events & Activities Subtotal	\$287,298	\$278,200	\$278,200	\$274,175	\$306,250
Creative Arts					
Band	600	600	600	600	600
Chorale & Vintage Singers	1,500	1,500	1,500	1,500	1,500
All College Chorus	500	500	500	500	500
Dance Program	2,500	2,500	2,500	2,500	2,500
Jazz Ensemble	760	1,200	1,200	1,200	1,000
Student Film	295	300	300	300	300
Vocal Jazz Perf./Recording	2,000	2,000	2,000	2,000	2,000
Creative Arts Subtotal	\$8,155	\$8,600	\$8,600	\$8,600	\$8,400
Total	\$861,792	\$810,800	\$810,800	\$832,775	\$839,650

**1998-1999
Proposed
Expenses**

1998-1999 Proposed Expenses



Total - \$839,650

DASB Expenses

Item	1996-1997 Actual	1997-1998 Adopted	1997-1998 Revised	1997-1998 Est. to 06/30	1998-1999 Proposed
Administrative Expenses					
Accounts Office Clerk	34,995	46,000	46,000	46,000	50,000
Accounts Office Supplies	4,942	5,000	5,000	5,000	5,000
Accounts Office System	1,223	1,500	1,500	1,500	1,500
ACUI	0	0	0	0	536
Budget Committee	300	300	300	300	300
CALSACC Dues	300	600	600	600	0
CALSACC Expenses	1,661	1,500	1,500	0	0
Copier Machine	3,455	5,000	5,000	5,000	5,000
DASB Discount Booklet *S15	1,625	2,000	2,000	2,000	2,500
DASB Elections	2,000	2,000	2,000	2,000	3,000
DASB Executive VP	114	200	200	200	200
DASB Leadership Training *R1	3,242	8,000	10,000	10,000	10,000
DASB Membership Label	5,270	6,000	6,000	5,918	6,000
DASB Newsletter	673	0	0	0	0
DASB Office Staff *S16	5,789	14,000	14,000	12,000	14,000
DASB Offices Supplies	1,612	2,000	4,000	4,000	4,000
DASB President	154	200	200	200	200
DASB Printing	2,266	3,000	3,000	3,000	3,000
DASB Telephone *R2	1,592	2,500	2,500	2,500	4,000
DASB Travel S17	8,862	13,000	13,000	13,000	20,000
Hospitality	323	500	500	500	500
Marketing and Communications Committee *R3	701	1,000	1,000	1,000	2,000
Photo ID *S2	12,428	12,000	12,000	10,000	10,000
Student Rights Service Day *S18	0	300	300	300	600
VP of Finance	198	200	200	200	200
VP of Marketing and Communications	71	200	200	200	200
VP of Programs	199	200	200	200	200
VP of Student Rights and Services	0	200	200	200	200
VP of Technology	0	200	200	200	200
Administrative Expenses Subtotal	\$93,995	\$127,600	\$131,600	\$126,018	\$143,336

* NOTE: Stipulations and Restrictions are located on pages 31 to 35. Some stipulations are general, others are specific to certain programs. The "S"number or "R"number represents the actual item by number in the Stipulations and Restrictions sections.

DASB Expenses

Item	1996-1997 Actual	1997-1998 Adopted	1997-1998 Revised	1997-1998 Est. to 06/30	1998-1999 Proposed
Special Allocations					
Summer Allocation *S8	0	2,000	0	0	4,908
Fall Allocation *S8	0	6,000	501	501	9,000
Winter Allocation *S8	0	9,725	1,253	1,253	12,464
Spring Allocation *S8	0	8,900	7,100	7,100	12,000
1996-97 Special Allocation Programs					
De Anza Day '95-96	209	0	0	0	0
Latina Leadership Network Conference	2,472	0	0	0	0
Sign Interpreting Services	7,712	0	0	0	0
Lobby Day	257	0	0	0	0
OTI Reception	1,168	0	0	0	0
1997-98 Special Allocation Programs					
Diversity Leadership Workshop	0	0	3,250	3,250	0
Valentine Dance	0	0	1,300	1,300	0
Latina Leadership Network Conference	0	0	3,672	3,672	0
Special Allocations Subtotal	\$11,818	\$26,625	\$17,076	\$17,076	\$38,372
Capital Projects					
DASB Campus Center Expansion	100,000	75,000	75,000	75,000	75,000
DASB Technology Projects	39,382	75,000	75,000	75,000	75,000
Capital Projects Subtotal	\$139,382	\$150,000	\$150,000	\$150,000	\$150,000

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DASB Expenses

Item	1996-1997 Actual	1997-1998 Adopted	1997-1998 Revised	1997-1998 Est. to 06/30	1998-1999 Proposed
Inter Club Council (ICC)					
Inter Club Council (ICC)	37,360	58,908	58,908	50,000	50,000
Inter Club Council Subtotal	\$37,360	\$58,908	\$58,908	\$50,000	\$50,000
Student Events & Activities					
Bike Locker Maintenance	54	500	500	200	500
Diversity Programs *S6	26,046	58,000	58,000	54,000	55,000
Flea Market *S2	85,242	95,000	95,000	95,000	115,000
Foothill-De Anza Barbecue	382	800	800	0	0
Graduation *R4	5,500	6,000	6,000	6,000	4,350
Lap Swim	3,000	0	0	0	2,000
New Student Orientation *R5	1,497	1,500	1,500	1,500	1,100
Program Committee Events	8,000	8,000	8,000	8,000	8,000
Recreational Sports *S5 *S19	23,872	17,500	17,500	17,500	25,000
Student Graphics and Design *S2	11,532	8,700	8,700	8,700	9,000
Student Events & Activities Subtotal	\$165,125	\$196,000	\$196,000	\$190,900	\$219,950

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DASB Expenses

Item	1996-1997 Actual	1997-1998 Adopted	1997-1998 Revised	1997-1998 Est. to 06/30	1998-1999 Proposed
College Services					
Admissions and Records	2,894	2,250	2,250	2,250	2,250
California History Center	1,000	0	0	0	500
Career Center *S5 *R6	0	0	0	0	2,000
DAC Child Development *S5	0	0	0	0	5,000
DAC Peer Advisor Program *S5	4,479	1,500	1,500	1,500	1,500
DASB Internet Lab	14,650	42,000	42,000	40,000	50,000
DASB Leadership Scholarship	0	12,000	12,000	0	0
DASB Scholarship/Book Grants *S11	21,935	25,000	25,000	25,000	25,000
Educational Diagnostic Center *S5	0	350	350	350	500
Euphrat, general assistance	2,000	2,000	2,000	2,000	500
International Student Program *S5 *R7	0	0	0	0	2,000
La Voz	7,730	10,000	10,000	10,000	0
Legal Aid *S5	14,280	15,000	15,000	15,000	15,000
Multicultural/International Center *S5	0	0	0	0	2,000
Occupational Training Institute (OTI) *R8	0	2,000	2,249	2,246	4,000
Office of Relations with Schools/Outreach *S19 *R9	13,000	13,000	13,000	13,000	10,000
Phaze II *S3	5,917	4,000	5,800	5,800	4,000
Renew Program *S5	2,620	2,000	2,000	2,000	2,000
SLAMS *S5 *S20	6,810	4,000	4,000	4,000	6,000
STARS (A Starting Point) *S5 *S21 *R9 *R10	12,151	15,000	15,000	15,000	10,000
Student Activities Assistant - Activities Advisor	5,000	5,000	5,000	5,000	4,000
Student Activities Assistant - Student Activities	7,772	9,000	9,000	9,000	9,000
Transfer Center *S5 *S22	9,048	3,500	7,000	7,000	3,500
Tutorial and Academic *S5	0	2,375	2,375	2,375	0
College Services Subtotal	\$131,286	\$169,975	\$175,524	\$161,521	\$158,750

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DASB Expenses

Item	1996-1997 Actual	1997-1998 Adopted	1997-1998 Revised	1997-1998 Est. to 06/30	1998-1999 Proposed
Creative Arts					
Art/Photo Competition	2,621	2,700	2,700	2,700	2,700
Band *S1	1,611	2,200	2,200	2,200	2,200
DAC Chorus *S1	1,571	1,600	1,600	1,600	1,600
Dance Program *S1	7,060	7,400	7,400	7,400	7,400
Film/Video Production	1,339	2,100	2,100	2,100	2,100
Jazz Ensemble *S1	2,563	3,700	3,700	3,700	3,700
Orchestra	432	1,150	1,150	1,150	0
Patnoe Jazz Festival *S1	2,000	2,200	2,200	2,200	2,200
Spring Musical	3,424	4,300	4,300	4,300	3,000
Vintage Singers/Chorale	3,362	3,700	3,700	3,700	3,700
Vocal Jazz Performance	4,034	5,800	5,800	5,800	5,800
Creative Arts Subtotal	\$30,017	\$36,850	\$36,850	\$36,850	\$34,400

* NOTE: Stipulations and Restrictions are located on pages 31 to 35. Some stipulations are general, others are specific to certain programs. The "S"number or "R"number represents the actual item by number in the Stipulations and Restrictions sections.

DASB Expenses

Item	1996-1997 Actual	1997-1998 Adopted	1997-1998 Revised	1997-1998 Est. to 06/30	1998-1999 Proposed
Athletics					
Athletic Playoffs	7,142	6,000	6,000	6,000	4,000
Badminton	0	0	0	0	2,000
Baseball	3,660	3,700	3,700	3,700	3,700
Football	1,350	1,400	1,400	1,400	1,400
Golf Team	1,519	1,642	1,642	1,642	1,642
Men's and Women's Swim/Dive	2,237	3,100	3,100	3,100	3,100
Men's Basketball	3,036	3,100	3,100	3,100	3,100
Men's Cross Country	1,260	1,225	1,225	1,225	1,225
Men's Soccer	2,310	2,350	2,350	2,350	2,350
Men's Tennis Team	1,457	1,600	1,600	1,600	1,600
Men's Track and Field	2,228	2,400	2,400	2,400	2,400
Softball	1,355	2,550	2,550	2,550	2,550
Volleyball	2,294	2,450	2,450	2,450	2,450
Water Polo	785	2,650	2,650	2,650	2,650
Women's Soccer	2,304	2,350	2,350	2,350	2,350
Women's Basketball	2,860	3,100	3,100	3,100	3,100
Women's Cross Country	1,260	1,225	1,225	1,225	1,225
Women's Tennis Team	1,544	1,600	1,600	1,600	1,600
Women's Track and Field	1,926	2,400	2,400	2,400	2,400
Athletics Subtotal	\$40,527	\$44,842	\$44,842	\$44,842	\$44,842
Other 1996-1997 Programs					
Other 1996-1997 Programs	19,857	0	0	0	0
Other 1996-1997 Programs Subtotal	\$19,857	\$0	\$0	\$0	\$0
TOTAL	\$669,367	\$810,800	\$810,800	\$777,207	\$839,650

* NOTE: Stipulations and Restrictions are located on pages 31 to 35. Some stipulations are general, others are specific to certain programs. The "S" number or "R" number represents the actual item by number in the Stipulations and Restrictions sections.

DASB

**Reserve Summary
1997-1998**

DASB RESERVE SUMMARY FOR 1997-1998

I. Reserve Balance June 30, 1997		1,343,553
Contingency	500,000	
COP Reserve	339,187	
Unallocated Special Projects 97-98	271,831	
Unallocated Technology Reserve	109,375	
Unspent OEA Reserve	93,160	
Endowment	30,000	
II. Estimated Budgeted Revenue 1997-1998		832,775
III. Estimated Operating Expenses 1997-98		1,089,326
Operating Budget	777,207	
Allocated Special Projects Reserve	244,125	
Allocated Technology Reserve	67,614	
Allocated capital Project - OEA	380	
IV. Transfer to Foundation Account		30,000
V. Estimated Reserve Balance June 30 , 1998		1,057,002
Contingency	500,000	
COP Reserve	339,187	
Unallocated Special Projects Reserve	83,274	
Unallocated Technology Reserve	41,761	
Unallocated Capital Project - OEA	171	
Unspent OEA Reserve	92,609	

DASB

**Budget Stipulations
1998-1999**

1998-1999 Budget Stipulations

1. All Creative Arts performing groups funded in the 1998-99 DASB budget are required to make at least one scheduled public appearance during a High Noon or Lights Out to be located inside of or within 250 feet of the Campus Center.
2. The Special Events Director must present a quarterly report for the Flea Market, Photo ID and Graphics to the DASB Senate. The report shall include, Profit and Loss statements, inventory and other information deemed important to administer the financial well-being of the Special Events programs and services.
3. Phaze II is required to make at least one scheduled public appearance during a High Noon or Lights Out to be located inside of or within 250 feet of the Campus Center. Phaze II members must be current DASB members.
4. Any budgeteer not in compliance with the DASB Finance Code will have their accounts frozen until the Finance Committee or the Senate is satisfied deficiencies have been corrected.
5. STARS (formerly A Starting Point) *, Career/Transfer Center, DA Counseling Peer Advisor Program, Educational Diagnostic Center, GAIN, Legal Aid, Recreational Sports, Renew, SLAMS, Tutorial & Academic Skills Center are all required to participate in a DASB Service Day, to be located inside of or within 250 feet of the Campus Center. Event to be coordinated by the DASB Vice President of Student Rights and Services.
** Due to its nature as an outreach program, STARS is required to share a table with DASB for representation at all College Day events, whereas their participation in DASB Service Day is an opportunity to recruit volunteer tutorial assistance.*
6. It is recognized that the DASB financially and morally supports Multicultural/Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The DASB Vice President of Programs in concert with the DASB Advisor, will serve as the budgeteer for the Multicultural/Diversity funds. However, it is recognized that De Anza has a tradition of club, staff and curriculum support for several Multicultural programs. Wishing to maintain this tradition and support, the DASB will assign budgeteer responsibility to those staff and club advisors who have demonstrated need to administer funding sources. In order to insure quality programs will be conducted for the good of our student population, the DASB in cooperation with staff, student club members and Student Activities will establish target dates for each funded program. If the staff and student club members associated with each of the funded programs have not met these target dates, the DASB Vice President of Programs may coordinate events recognizing the various Multicultural/Diversity ceremony.
7. Income Commitment: As a condition of funding all programs with Trust Accounts, the income commitment must be met by transferring funds from the Trust account to fulfill the income obligation.
8. Special Allocations: The Special Projects and Quarterly (Summer, Fall, Winter, and Spring) Allocation for all quarters is to be used for the funding of programs not in the budget or for under budgeted items. All financial requests will be routed through the Finance Committee where upon a recommendation will be made to the DASB Senate as to what action should be taken.

9. 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 Student Accounts Manager for safekeeping.
10. Advertising: Programs funded by the DASB must have all advertisement work done at Student Graphics and Design.
11. 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 \$10,000.
12. Recycling: All organizations using DASB funds shall be required to purchase and use recycled paper and paper products with DASB funds. The group must contact the De Anza College Recycling Program, a minimum of 72 hours prior to the activity. If a service is deemed during consultation the De Anza Recycling Program must be contacted.
13. Balloons: No DASB funds shall be used for the purpose of purchasing or renting balloons or helium tanks.
14. Grapes: No DASB funds shall be used for the purpose of purchasing table grapes for the duration of the UFW grape boycott.
15. The DASB Discount Booklet must be published by the ninth week of fall quarter.
16. The DASB Office Staff account is for a DASB Secretary, Videographer and Parliamentarian.
17. The DASB Travel account is to be used for DASB MEMBERS ONLY with Advisors (senators, committees, agents and students at large).
18. The VP of Student Rights and Services must host one Student Rights and Services Day per quarter (fall, winter, and spring).
19. All promotional materials for all programs funded by the DASB must have DASB boldly identified on them.
20. SLAMS must increase enrollment to at least 250 students. SLAMS must present a quarterly report to Student Accounts.
21. For any banquets/receptions funded by the DASB an invitation must be extended to the DASB President at least one month prior to the event for a welcoming address.
22. The Transfer Center must include a UREKA college software purchase.

NOTE: Failure to meet stipulations and restrictions may result in the reduction of your proposed budget allocation by a significant amount for the next fiscal year.

DASB

**Budget Restrictions
1998-1999**

1998-1999 Budget Restrictions

1. The DASB Leadership funds must be used for multiple retreats and workshops.
2. The DASB Telephone funds are to only be used for phone cards, pagers, phone bills and phones.
3. DASB Marketing and Communications must conduct quarterly promotional campaigns and must present a marketing plan to the senate by the first senate meeting of September.
4. The Graduation funds are to only be used for printing and graphics.
5. The New Student Orientation funds are not to be used for salaries.
6. The Career Center funds are to only be used for printing, graphics, advertising and publicity.
7. The International Student Program funds are to only be use for supplies, printing and advertising.
8. The Occupational Training Institute funds are to only be used for textbooks.
9. The Office of Relations with Schools/Outreach and STARS funds are not to be used for capital expenditures.
10. The STARS funds are not to be used on conferences/team travel expenditures.

NOTE: Failure to meet stipulations and restrictions may result in the reduction of your proposed budget allocation by a significant amount for the next fiscal year.

DASB: Budget Restrictions 1998-1999

DASB

Finance Code

De Anza Associated Student Body Finance Code

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

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 VIII)

De Anza Associated Student Body Finance Code

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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.

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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 previous fiscal year operation budget or \$500,000, whichever 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.

**Memorandum of Understanding
on
Capital Project Moneys**



DeAnza
College

Foothill
De Anza
Community
College
District

21250 Stevens Creek Blvd.
Cupertino, CA 95014

July 25, 1996

This "Memorandum of Understanding" (MOU) is entered into by and between De Anza College and the De Anza Associated Student Body, (henceforth referred to as DASB).

HISTORY

The DASB Senate voted in 1987 to establish a capital projects account to fund various student capital projects. The fund accumulated from charging each DASB member an additional \$2.00 to the already established \$4.00 membership fee, (the total fee was increased to \$6.00, \$2.00 of which was deposited into the DASB Capital Projects account). Initially student projects included the creation of a Macintosh Computer Lab in the Open Media Lab located in the Learning Center, partial funding of the Outdoor Events Arena, and for providing a fall back fund for shortages associated with the campus expansion.

CAMPUS CENTER EXPANSION

The Campus Center was built using a loan from HUD funds. The general student body indebted themselves to pay off the loan to build the original Campus Center and to maintain and repair the building. This mandatory Campus Center Use Fee was set at \$4.50 per student per quarter. In 1993, the DASB Senate voted to increase the Campus Center Use Fee by \$3.00 to a total of \$7.50. It was estimated this fee, along with the \$2.00 DASB card surcharge, would create sufficient cash flow to pay the existing loan for the Campus Center, the loan needed for the Campus Center Expansion, support staff, and building repair and maintenance. Since these funds are dependent upon enrollment, the DASB Senate guaranteed available funds for payment of the COP for the Campus Center Expansion. These funds are to be used only if the revenue from the remaining Campus Center Fee (currently \$7.50) is not sufficient to pay the payment due on the COP for the expansion.

The parties to this MOU agree to the following:

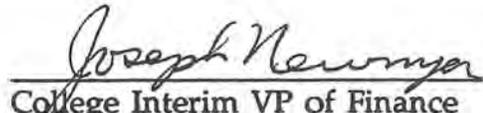
1. The DASB shall establish two new reserve accounts. One shall be titled Campus Center Expansion (CCE) COP Payments, and the second shall be titled DASB Technology.
2. The remaining balance in the District account 284201 of \$456,507.57 shall be deposited with Student Accounts with the appropriate signature cards. The amount of \$331,507.57 shall be deposited in the CCE COP Payment reserve and \$125,000.00 into the DASB Technology reserve.
3. To cover the DASB obligation toward the COP payment for 1995-96 the following will occur:
 - a. From the \$2.00 fee collected during the Spring Quarter of 1994-95, \$18,500 will be transferred to the District.
 - b. From the \$2.00 fee collected in 1995-96, \$81,500 will be transferred to the District.
4. Any remaining funds from the \$2.00 fee collected in 1994-95 and 1995-96 will be deposited in the DASB Technology Reserve.
5. From the \$2.00 fee collected in 1996-97, \$100,000 will be dedicated toward the COP Payment as a line item in the DASB Budget for 1996-97. Any projected remaining funds from the \$2.00 college fee collected during 1996-97 will be included as a line item in the DASB Technology Account. Upon receipt of adequate documentation the DASB shall, within 10 working days, transmit the \$100,000 to the District.
6. Upon receipt of adequate documentation the DASB shall, within 15 working days, transmit any funds required from the CCE COP Payment Reserve to the District.
7. By May 1 of each year, beginning with May 1, 1997, the DASB will be provided an analysis of the debt requirement and "use fee" requirement for the subsequent year. Such analysis shall include the amount from the \$2.00 fee to be dedicated toward the COP payment during the subsequent year. In addition, any excess amount in the CCE COP line item shall be made available for transfer to the DASB Technology Reserve.
8. Quarterly reports shall be presented to the DASB showing all funds collected from the mandatory Campus Center Use Fees.
9. The DASB recognizes its commitment to the College for providing funding for the CCE COP payments. The CCE COP budget and reserve will be maintained until all payments have been completed. In the event

there are not sufficient revenues or fees collected to make annual payments, the CCE COP budget and reserve account will be available to supplement these payments.

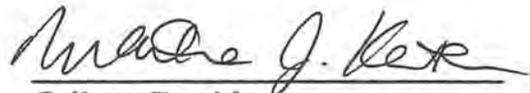
10. Expenditures of the reserve accounts shall follow the procedures outlined in the DASB Finance Code regarding SPA funds.
11. While items 2 through 4 represent the clear intent of all parties involved, the District Controller has provided (see attached) a summary of the actual transactions which accomplish these items. The actual transactions will be done in a manner which minimize the movement of funds.

Signed and certified this 25 day of July, 1996.


DASB President


College Interim VP of Finance


Director of Budget & Personnel


College President


Dean of College Services


Director of Student Activities

DASB

Request for Proposal (RFP) Procedures and Code

DASB REQUEST FOR PROPOSAL(RFP) PROCEDURES AND CODE

The possibility exists for previously allocated De Anza Associated Student Body (DASB) funds to remain un-spent. These un-spent funds shall roll over to the next fiscal year into reserve accounts entitled; General Reserves, Special Project Allocations (SPA), Campus Center Expansion Certificates of Participation, (CCE COP), and Technology Reserve. These funds are intended for projects that specifically and directly benefit the general student population. The following procedures outline the process for requesting and allocating funds from these specific reserve accounts.

1. DEFINITION OF RESERVES

The current DASB Budget has four different reserve accounts. The General Reserve as required by the DASB Finance Code. The Campus Center Expansion, COP(CCE COP) reserve required by the Memorandum of Understanding signed in July 1996. The Technology Reserve also required by the Memorandum of Understanding of July 1996. And, the Special Project Appropriations (SPA) reserve as described in the DASB Finance Code.

A. Special Project Appropriations, (SPA) - SPA reserve funds reflect all un-spent allocated amounts from the previous fiscal year budget except for CCE COP and Technology capital line items.

B. Campus Center Expansion - COP, (CCE COP) - CCE COP reserve account is required through an agreement with District Accounting to insure payment schedules are met for the De Anza College Campus Center Expansion.

C. Technology Reserves - These funds are restricted to Internet Services through fiscal year 1999 and then thereafter can only be used for expenditures that enhance student access to technology.

2 ACCESSING RESERVES

A. *The General and CCE-COP reserves are restricted and cannot be utilized unless the Senate or the College deems an emergency situation exists. In the event these funds are needed, allocations of these funds will follow the guidelines as stated in Section D. No. 1.*

B. SPA and Technology reserve funds can be used to underwrite projects brought forth by students, faculty and staff. Only those projects that adhere to the following guidelines will be considered.

1. RFP must be for goods or services in the amount of more than \$5,000.
2. Project must directly benefit the general student population.

3. Project funds must be used in the fiscal year issued.
4. Only one RFP per department may be submitted.

C. CALL FOR PROPOSALS

1. By the last Monday in November of each fiscal year, announcements will be made to the De Anza College community that DASB, through the Activities Office is accepting RFP's.
2. Completed RFP's shall be due by the second Friday of January to the Activities Office. RFP's will be date stamped and the requester will be issued a receipt. Incomplete RFP's will not be considered. **DEADLINES WILL NOT BE EXTENDED.**
3. The DASB Finance Committee will review each request to ensure they adhere to the guidelines. The Finance Committee will make its recommendations for funding to the full DASB Senate by the first Monday in February. Recommendations will be presented to the Senate in prioritized order as recommended by the Finance Committee.

D. APPROVALS

1. DASB The DASB Senate will follow the established Finance Code in approving the recommendations brought forth by the Finance Committee using Budget Code Section III, E:

"Procedures 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 the committee for action*
 2. *After discussion on the matter, the DASB Senate decides to approve or disapprove the matter by a two thirds 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 DASB Senate meeting the matter will be reread and a final approval or disapproval roll call vote will be taken. The final vote will require a 2/3 majority for approval."*
2. District Board of Trustees
Upon final acceptance by the DASB Senate, the approved

RFP's will be forward to the College President's office for submission to the Board of Trustees. It is expected the RFP's will be given to the Board as soon as possible for approval at the Board's next meeting.

E. PURCHASING AND INVENTORY

1. Once the Board has approved the DASB Senate's RFP recommendations, items for these approved RFP's may be purchased through student accounts/district purchasing procedures.

2. Delivery of any capital equipment (capital purchases are defined as having a monetary value of more than \$250 and a usable life of at least 12 months) purchased with De Anza Associated Student Body (DASB) funds will be coordinated by the Student Activities Office. Capital equipment will be tagged and inventoried prior to delivery and installation.

Adopted at the regular DASB Senate Meeting on January 13, 1997.