

D A S B

De Anza Associated Student Body



2002-2003

Budget



2002-2003 Budget Table of Contents

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Produced by De Anza College
Student Activities
Student Accounts

**De Anza Associated
Student Body
Message**

De Anza Associated Student Body 2001-2002

These were the goal that we the student body have adopted as guidance for allocating the funds for the 2002-2003 fiscal year.

- ❖ Fund capital items that will be used in the current fiscal year
- ❖ Fund programs that show academic benefits
- ❖ Fund programs that will help all students succeed at De Anza College
- ❖ Fund programs that will be beneficial to students during the current fiscal year
- ❖ Fund programs that have a direct benefit to students
- ❖ Fund programs that create diversity and equality among all students
- ❖ Fund programs that have demonstrated efficient and effective use of the funds

Based on the budget goals that we have set we allocated all the money in the budget, which exceeded over one million dollars. Each program that submitted a request for consideration proved to be very worthy of funding and all received equal consideration. Because of the limited amount of funds we were unable to fund all of the requests. We hope that no entity gets discouraged from submitting future requests because the DASB financial standing varies year to year due to roll over funds.

This year the budget process was very slow but rewarding. Each senator put forth his and her time and effort to ensure that the budget covered all areas of interest of the student body. Even though this budget required a lot of dedication, we, as students and Senators, have all enjoyed our participation in this learning experience.

In conclusion, I would like to thank all the budget committee members, senators and advisors who dedicated their effort and input to ensure the success of the 2002-2003 budget.

2001-2002 budget Committee Members

Rafael Beyer, VP of Budget and Finance
Christina Schranz, Vice Chair of Finance
Shirin Darbani, DASB President
Colin Pickel, Senator
Christina Smith, Senator
Anthony Choice, Senator
Karie Marlin, Senator

2001-2002 Budget advisors

John Cognitiona, DASB Advisor
Lisa Ross-Kirk, Student Accounts Accountant
Allen Frische, Director of Budget and Personnel
Dennis Shannakian, Student Activities Admin. Assistant



Shirin Darbani
DASB President

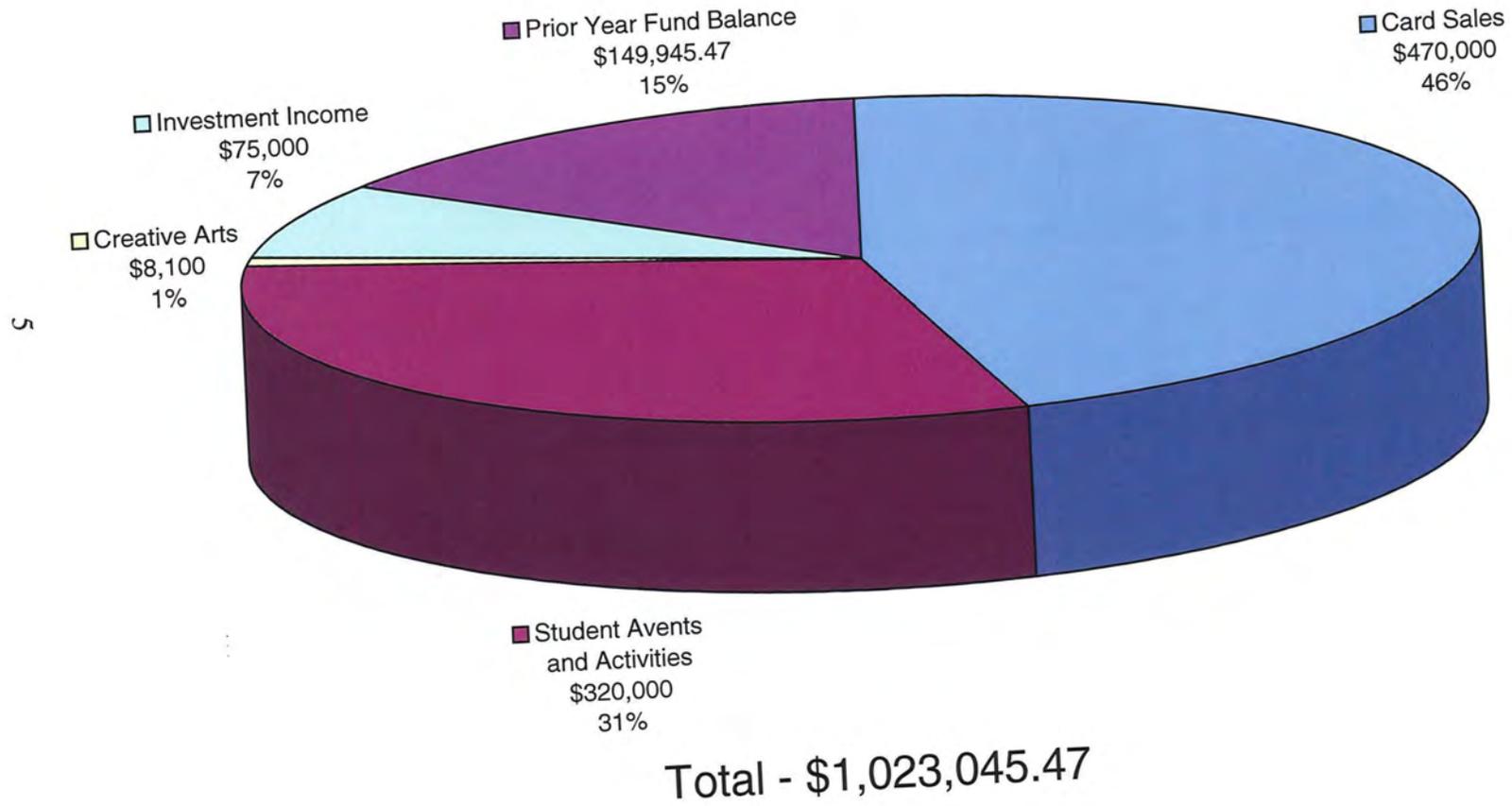


Rafael Beyer
DASB VP of Budget and Finance

DASB
Proposed Budget
for Fiscal Year
2002-2003

2002-2003
Proposed Income

Income 2002-2003



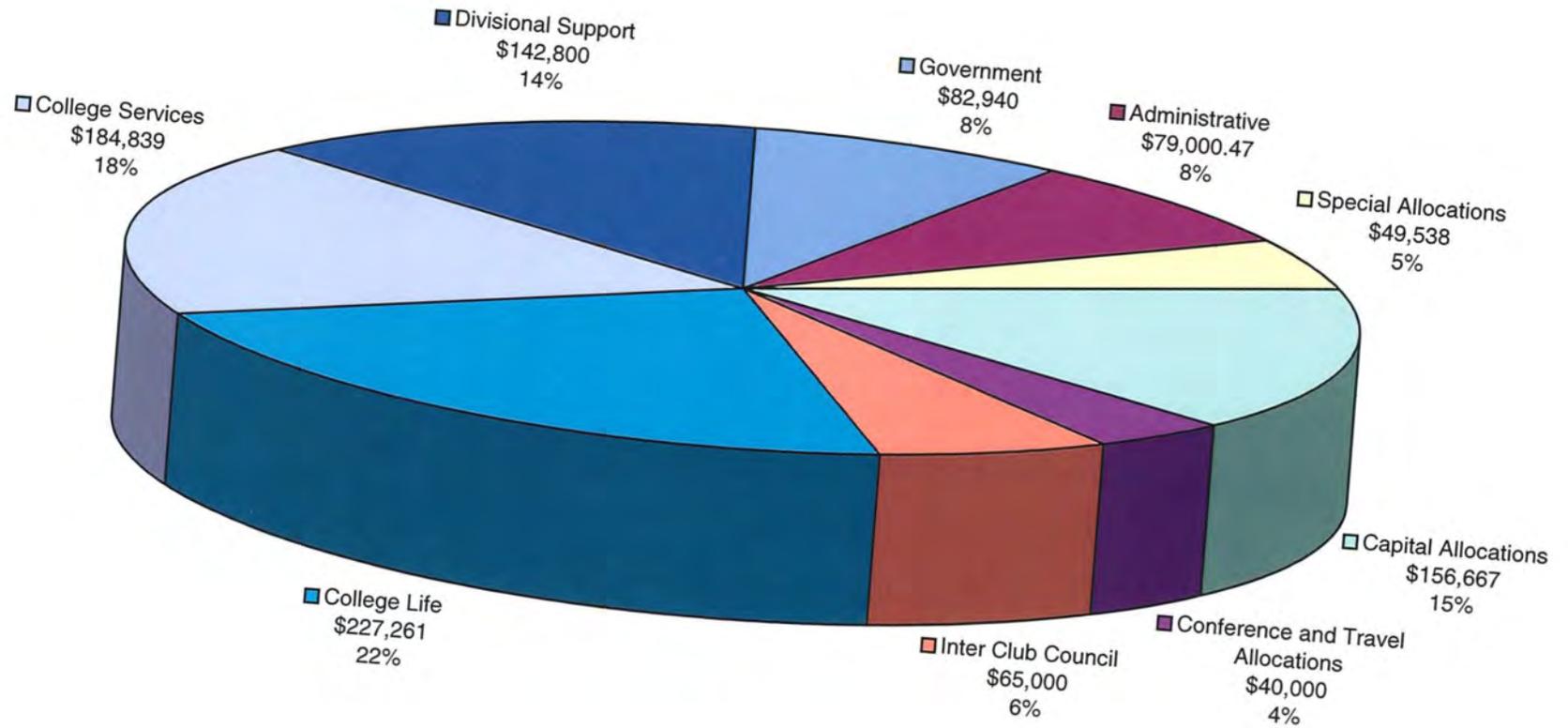
Income 2002-2003

Item	2000-2001 Actual	2001-2002 Adopted	2001-2002 Revised	2001-2002 Est. to 06/30	2002-2003 Adopted
Card Sales					
Card Sales	463,367	480,000	480,000	475,000	470,000
Card Sales Subtotal	\$463,367	\$480,000	\$480,000	\$475,000	\$470,000
Student Events & Activities					
Bike Lockers	286	0	0	0	0
Flea Market	341,843	310,000	310,000	340,000	320,000
Student Graphics & Design	70	0	0	0	0
Misc. Income	1,417	0	0	300	0
Misc. Income - Holiday Boutique	1,313	0	0	2,375	0
Misc. Income - Flea Market Late Departure Fee	175	0	0	225	0
Student Events & Activities Subtotal	\$345,103	\$310,000	\$310,000	\$342,900	\$320,000
Creative Arts					
Band	650	650	650	650	650
Chorale & Vintage Singers	1,500	1,500	1,500	1,500	1,500
Dance Program	2,500	2,500	2,500	2,500	2,500
Jazz Ensemble	523	1,000	1,000	600	650
Student Film	745	300	300	300	300
Vocal Jazz Performance/Recording	2,001	2,000	2,000	2,000	2,000
Women's Chorus	500	500	500	500	500
Creative Arts Subtotal	\$8,419	\$8,450	\$8,450	\$8,050	\$8,100
Investments Income					
Bank of the West Investment Income	108,237	90,000	90,000	80,000	75,000
Investments Income Subtotal	\$108,237	\$90,000	\$90,000	\$80,000	\$75,000
Total	\$925,125	\$888,450	\$888,450	\$905,950	\$873,100
Plus Prior Year Fund Balance:					
Prior Year Fund Balance Reserve for General		350,871.35		350,871.35	149,945.47
Prior Year Fund Balance Reserve for Capital		12,012.17		12,012.17	0.00
Total Prior Year Fund Balance		\$362,883.52		\$362,883.52	\$149,945.47
Total Available to Allocate		\$1,251,333.52		\$1,268,833.52	\$1,023,045.47

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2002-2003
Proposed Expenses

Expenses 2002-2003



Total - \$1,023,045.47

Expenses 2002-2003

Item	2000-2001 Actual	2001-2002 Adopted	2001-2002 Revised	2001-2002 Est. to 06/30	2002-2003 Adopted
DASB Administrative					
Government Costs					
DASB President	200	200	500	500	200
DASB Executive VP	179	200	200	200	200
DASB VP of Budget and Finance	200	200	200	200	200
DASB VP of Student Rights and Services	53	200	200	200	200
DASB VP of Administration	0	200	200	200	200
DASB VP of Marketing and Communications	200	200	200	200	200
DASB VP of Diversity and Events	0	200	200	200	200
DASB VP of Technology	200	200	200	200	200
DASB Budget Committee	288	400	400	400	850
CALSACC Dues	714	1,000	1,000	0	1,000
DASB Election	1,375	2,000	2,000	2,000	2,000
DASB Hospitality	500	500	500	500	500
DASB Leadership Scholarship	43,300	50,000	50,000	50,000	50,000
DASB Leadership Training	5,184	4,500	4,500	4,500	4,400
DASB New Senate Orientation	0	1,500	334	331	500
DASB Office Staff	6,042	17,000	17,000	9,000	12,000
DASB Printing	382	500	500	500	500
Student Services Day	129	800	800	500	800
DASB Offices Supplies	2,108	2,500	2,500	2,500	1,250
DASB Telephone	2,992	3,500	2,000	1,200	540
DASB Marketing and Communications Committee	6,136	3,000	7,000	7,000	7,000
Government Cost Subtotal	\$70,181	\$88,800	\$90,434	\$80,331	\$82,940
Administrative Costs					
Accounts Office Staff	40,097	60,450	60,450	60,000	61,000
Accounts Office Supplies	3,434	4,650	4,650	4,650	4,500
Accounts Office System	3,340	5,500	5,500	5,500	5,000
Copier Machine	5,611	7,000	7,000	7,000	7,000
Variance	0	3,600	1,600	1,600	1,500
Administrative Costs Subtotal	\$52,483	\$81,200	\$79,200	\$77,150	\$79,000.47
DASB Administrative Subtotal	\$122,664	\$170,000	\$169,635	\$157,481	\$161,940.47

* NOTE: Stipulations begin on page 22. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

Expense 002-2003

Item	2000-2001 Actual	2001-2002 Adopted	2001-2002 Revised	2001-2002 Est. to 06/30	2002-2003 Adopted
Allocations					
Special Allocations					
Summer/Fall Allocation	0	16,875	0	0	21,413
Winter/Spring Allocation	0	28,125	8,400	8,400	28,125
2000-2001 Special Allocations					
DASB Volunteer Project	329	0	0	0	0
Music Department	2,500	0	0	0	0
Hero Awards	193	0	0	0	0
Mural Project Labor	1,847	0	0	0	0
Honors Program	0	0	0	0	0
India Earthquake Relief	750	0	0	0	0
Red Wheelbarrow Magazine	44	0	0	0	0
May Day	1,497	0	0	0	0
2001-2002 Special Allocations					
DASB Auction Dinner	0	0	500	359	0
Golf	0	0	767	767	0
DASB Thanksgiving Lunch	0	0	5,200	5,200	0
Ceramics Banner	0	0	200	200	0
Scantrons/Quickscores	0	0	5,330	5,330	0
W.Basketball Uniforms	0	0	5,000	5,000	0
M.Basketball Uniforms	0	0	5,000	5,000	0
Bad Debt Expense-Student Body Card	0	0	9,000	9,000	0
OTI Computer Support	0	0	5,313	5,313	0
Library Extended Hours			2,880	2,880	0
Special Allocation Subtotal	\$7,161	\$45,000	\$47,590	\$47,449	\$49,538

Expense 002-2003

Item	2000-2001 Actual	2001-2002 Adopted	2001-2002 Revised	2001-2002 Est. to 06/30	2002-2003 Adopted
Capital Project Allocations					
DASB Campus Center Expansion	75,000	75,000	75,000	65,000	65,000
Capital	4,288	37,012	22,532	22,532	14,337
DASB Office Furniture	0	0	0	0	0
Senate Office Printer	1,405	0	0	0	0
Tutorial Center	2,167	0	0	0	0
PE - Gym Sound System	890	0	0	0	0
DASB Scanner	0	0	0	0	0
Mural Project Frame	500	0	305	305	0
Flea Market Computer	45	0	1,806	1,686	0
Honors Program	713	0	0	0	0
Flea Market Database	10,000	0	0	0	0
Football Clocks	0	0	5,665	5,662	0
Track & Field Shed	6,970	0	0	0	0
PE 21 Sound System	0	0	0	0	0
Fim/TV Video Cameras	0	0	0	0	0
Photo Dept. Equipment	0	0	0	0	0
Multicultural Center	0	0	0	0	0
DASB Marquee	0	60,000	60,000	60,000	0
Baseball Batting Cage	0	0	3,805	3,805	0
Women's Softball Shed	0	0	4,675	4,675	0
Music Dept. Microphones	0	0	500	500	0
Biology Health Sciences	0	0	3,500	3,500	0
Math Performance Success	0	0	2,000	2,000	0
Comics Speak Our Lives Mural	0	0	0	0	7,160
Open Media Lab & Library	0	0	0	0	19,170
Performance Hall	0	0	0	0	50,000
STARS	0	0	0	0	1,000
Capital Projects Subtotal	\$101,978	\$172,012	\$179,788	\$169,665	\$156,667

* NOTE: Stipulations begin on page 22. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

Expense 2002-2003

Item	2000-2001 Actual	2001-2002 Adopted	2001-2002 Revised	2001-2002 Est. to 06/30	2002-2003 Adopted
Conference Travel					
Travel--Unrestricted	0	40,000	30,524	30,524	40,000
CCCSAA Conference	4,633	0	3,753	3,753	0
SDSU Leadership Institute Conference	5,273	0	0	0	0
PTK NV/CA Regional Leadership Conference	544	0	1,237	1,237	0
USSA 32nd Grassroots Legislative Conference	3,130	0	0	0	0
PTK International Convention	779	0	0	0	0
West Coast Salsa Conference	2,798	0	0	0	0
CA Massage & Bodywork Convention	2,616	0	0	0	0
La Ruta Maya-Guatemala	1,200	0	0	0	0
PTK Regional Convention-San Diego	980	0	0	0	0
SLAMS	0	0	4,114	4,114	0
Israeli Club Washington DC Conference	0	0	373	373	0
Travel--Restricted:					
CalSACC	0	0	0	0	0
SLAMS	0	0	0	0	0
Band	1,000	0	0	0	0
Chorale & Vintage Singers	0	0	0	0	0
Transfer Center	0	0	0	0	0
Conference Travel Subtotal	\$22,953	\$40,000	\$40,000	\$40,000	\$40,000
Allocations Subtotal	\$132,092	\$257,012	\$267,378	\$257,114	\$246,205

* NOTE: Stipulations begin on page 22. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

Expense 2002-2003

Item	2000-2001 Actual	2001-2002 Adopted	2001-2002 Revised	2001-2002 Est. to 06/30	2002-2003 Adopted
Inter Club Council (ICC)					
Inter Club Council (ICC)	41,555	65,000	59,250	59,250	65,000
Inter Club Council Subtotal	\$41,555	\$65,000	\$59,250	\$59,250	\$65,000
College Life					
Student Events					
Cross Cultural Partnerships	4,858	4,111	5,111	5,111	5,111
Flea Market	132,086	135,000	135,000	135,000	140,000
Flea Market Short & Over	280	0	0	20	0
Graduation	10,000	10,000	10,000	10,000	5,000
Lap Swim	0	4,080	4,080	4,080	0
Mosaic	122	0	0	0	0
New Student Orientation	599	2,200	2,200	2,200	4,000
Program Committee Events/Diversity and Events Comm.	5,221	4,000	8,800	8,800	4,000
Visiting Speakers Series	8,500	10,000	10,000	10,000	8,500
Voter Registration/Get Out The Vote	638	1,350	1,350	600	650
Student Events Subtotal	\$162,304	\$170,741	\$176,541	\$175,811	\$167,261

Expense 2002-2003

Item	2000-2001 Actual	2001-2002 Adopted	2001-2002 Revised	2001-2002 Est. to 06/30	2002-2003 Adopted
Multicultural/Diversity					
General Diversity Events	0	52,500	8,835	8,835	60,000
Asian Pacific American	5,487	0	7,700	7,700	0
Black History	5,034	0	7,975	7,975	0
Disability Month	0	0	550	300	0
Diversity	0	0	0	0	0
El Dia de Los Muertos	0	0	500	500	0
Latino/a Events	3,840	0	0	0	0
Gay	0	0	0	0	0
Interfaith Event	0	0	630	630	0
Latino Awareness Student Recognition	4,977	5,980	5,980	5,980	0
Lunar New Year	1,199	0	1,800	1,800	0
Martin Luther King	1,994	0	1,410	1,410	0
Pow Wow	8,000	0	10,000	10,000	0
Ramadan Islamic	0	0	0	0	0
Vietnamese Cultural Festival	10,000	0	4,000	4,000	0
Women's History Month	4,000	0	5,000	5,000	0
World Languages Week	0	0	4,100	4,100	0
Multicultural/Diversity Subtotal	\$44,531	\$58,480	\$58,480	\$58,230	\$60,000
College Life Subtotal	\$206,835	\$229,221	\$235,021	\$234,041	\$227,261

Expenses - 02-2003

Item	2000-2001 Actual	2001-2002 Adopted	2001-2002 Revised	2001-2002 Est. to 06/30	2002-2003 Adopted
College Services					
Activities Assistant - Student Activities	11,578	12,000	12,000	12,000	12,000
Activities Assistant - Activities Advisor	4,421	8,000	8,000	8,000	8,000
Admissions and Records	0	4,922	0	0	0
Altrans - Pro-Active Trip Plan	0	8,000	8,000	8,000	5,269
California History Center	2,358	2,000	2,000	2,000	2,000
CalWORKs Students	5,179	10,000	10,000	10,000	10,000
Career Center	0	0	0	0	5,000
Counseling Center Student Assistant	4,044	11,000	11,000	11,000	0
DASB Scholarship/Book Grants	29,900	30,000	30,000	30,000	35,500
Disabled Student Services	0	0	0	0	3,220
DLTP-Diversity Leadership Training Project	11,890	13,000	13,000	13,000	12,000
EDC-Educational Diagnostic Center	454	750	750	750	0
Honors Program	0	6,500	6,500	6,500	0
International Students	9,846	6,300	4,200	4,200	0
La Voz	17,919	18,000	18,000	18,000	21,000
Legal Aid	14,630	15,000	15,000	15,000	15,000
Library - ADA Compliant Workstation	0	18,000	18,000	18,000	0
Multicultural/International Center	3,000	6,928	6,928	6,928	8,850
Open Media Lab	0	70,000	70,000	68,267	0
Outreach	0	10,000	10,000	10,000	0
Renew	0	15,000	15,000	15,000	13,000
SLAMS	7,161	20,000	20,000	20,000	18,000
STARS	13,022	26,500	26,500	26,500	16,000
Transfer Center	0	5,000	5,000	5,000	0
Tutorial Center	10,290	0	0	0	0
College Services Subtotal	\$145,691	\$316,900	\$309,878	\$308,145	\$184,839

* NOTE: Stipulations begin on page 22. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

Expense 002-2003

Item	2000-2001 Actual	2001-2002 Adopted	2001-2002 Revised	2001-2002 Est. to 06/30	2002-2003 Adopted
Divisional Support					
Creative Arts					
Art/Photo Competition	1,998	3,600	3,600	3,600	3,600
Band	1,673	3,960	3,960	3,960	4,000
Chorale & Vintage Singers	4,889	5,640	5,640	5,640	5,000
Dance Program	9,010	13,200	13,200	13,200	10,000
De Anza Chamber Orchestra	873	3,180	3,180	3,180	3,180
Euphrat Museum	2,498	4,380	4,380	4,380	4,300
Jazz Ensemble Performance/Recording	1,295	5,800	5,800	5,800	5,800
Patnoe Jazz Festival	2,325	3,000	3,000	3,000	3,000
Photography	0	15,000	15,000	15,000	10,000
Spring Musical	1,974	4,300	4,300	4,300	2,200
Student Film & Video Production	0	7,200	7,200	7,200	7,200
Vocal Jazz Performance/Recording	5,937	8,640	8,640	8,640	8,700
Women's Chorus	2,376	3,000	3,000	3,000	3,000
Creative Arts Subtotal	\$34,847	\$80,900	\$80,900	\$80,900	\$69,980
Athletics					
Athletic Playoffs	5,000	7,220	7,220	7,220	5,016
Men's Baseball	3,354	4,200	4,200	4,200	6,040
Men's Basketball	3,995	4,800	4,800	3,832	2,588
Men's Cross Country	817	1,300	1,300	442	1,300
Men's Football	1,225	12,000	12,000	12,000	10,355
Men's Golf Team	535	1,700	1,700	1,700	1,208
Men's Soccer	3,996	4,800	4,800	4,725	4,314
Men's Swim/Dive	1,054	1,920	1,920	1,920	2,588
Men's Tennis Team	2,300	2,760	2,760	2,760	1,380
Men's Track and Field	2,406	3,300	3,300	3,300	3,300
Men's Water Polo	1,214	1,800	1,800	1,125	1,725
Women's Badminton	618	2,400	2,400	2,400	1,725
Women's Basketball	3,771	4,800	4,800	4,375	2,588
Women's Cross Country	1,051	1,300	1,300	480	1,300
Women's Soccer	3,996	4,800	4,800	3,178	4,314
Women's Softball	2,500	3,000	3,000	3,000	2,588
Women's Swim/Dive	763	1,920	1,920	1,920	2,588
Women's Tennis Team	1,652	2,760	2,760	2,760	1,380
Women's Track and Field	2,428	3,300	3,300	3,300	3,300
Women's Volleyball	2,100	2,520	2,520	2,520	2,588
Women's Water Polo	0	0	0	0	1,725
Athletics Subtotal	\$44,776	\$72,600	\$72,600	\$67,158	\$63,910

* NOTE: Stipulations begin on page 22. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

Expense 02-2003

Item	2000-2001 Actual	2001-2002 Adopted	2001-2002 Revised	2001-2002 Est. to 06/30	2002-2003 Adopted
Physical Science/Mathematics/Engineering					
Physics	0	0	0	0	0
Physical Science/Mathematics/Engineering Subtotal	\$0	\$0	\$0	\$0	\$0
Physical Education					
Massage Therapy Program	0	16,000	16,000	16,000	5,500
Physical Education Subtotal	\$0	\$16,000	\$16,000	\$16,000	\$5,500
Biological & Health Sciences					
Biology & Health Student Recruitment Program	0	700	700	700	410
Environmental Studies Area	0	0	0	0	3,000
Environmental Studies Building	0	43,000	43,000	43,000	0
Biological & Health Sciences Subtotal	\$0	\$43,700	\$43,700	\$43,700	\$3,410
Divisional Support Subtotal	\$79,623	\$213,200	\$213,200	\$207,758	\$142,800
1999-2000 Carry Forward					
Student Account Supplies	209	0	0	0	0
Student Account System	691	0	0	0	0
Art Sculpture Project	399	0	0	0	0
Bike Lockers	0	0	0	0	0
Tutorial Center	239	0	0	0	0
Student Film	7,900	0	0	0	0
Career Center Database	3,000	0	0	0	0
STARS	0	0	0	0	0
Band	0	0	0	0	0
Jazz Ensemble	1,250	0	0	0	0
Prior Year Void Checks	(517)	0	0	0	0
2000-2001 Carry Forward					
Band	0	627	627	0	0
Jazz Ensemble	0	3,205	3,205	1,638	0
Chorale/Vintage Singers	0	31	31	0	0
Patnoe Jazz Festival	0	175	175	0	0
Vocal Jazz Perf./Recording	0	263	263	0	0
Women's Chorus	0	66	66	0	0
Cross Cultural Partnerships	0	477	477	447	0
Honors Program	0	3,580	3,580	0	0
Red Wheelbarrow Magazine	0	3,956	3,956	3,956	0
May Day	0	1,003	0	0	0
ICC PA System/TV Stand	0	3,722	3,722	3,722	0

* NOTE: Stipulations begin on page 22. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

Expense 02-2003

Item	2000-2001 Actual	2001-2002 Adopted	2001-2002 Revised	2001-2002 Est. to 06/30	2002-2003 Adopted
Cal Works	0	1,820	1,820	1,820	0
Honors Program-Capital	0	187	187	187	0
PE 21 Sound System-Capital	0	10,000	10,000	10,000	0
Film/TV Video Cameras-Capital	0	4,400	4,400	4,400	0
Photo Dept. Equipment-Capital	0	5,160	5,160	4,524	0
Multicultural Center-Capital	0	12,367	12,367	0	0
DASB Scanner-Capital	0	500	500	500	0
DASB Office Furniture-Capital	0	15,000	15,000	1,732	0
Prior Year Void Checks	0	0	0	(\$439)	0
Carry Forward Subtotal	\$13,170	\$66,537	\$65,535	\$32,486	\$0
Transfers To					
Transfer to Fund 44 Clubs	10,350	0	5,750	5,750	0
Transfer to Fund 45 Trusts	115				
Transfers To Subtotal	\$10,465	\$0	\$5,750	\$5,750	\$0
TOTAL	\$752,095	\$1,317,871	\$1,325,647	\$1,262,025	\$1,028,045.47

DASB
Fund Balance Summary
2001-2002

DASB FUND BALANCE SUMMARY FOR 2001-2002

I.	Fund 41 DASB Operating Fund Balance - June 30, 2001		1,237,142
	Fund 41 F/B Reserved for Encumbrances	7,776	
	Fund 41 F/B Reserved for Carryforwards	66,537	
	Fund 41 Contingency Reserve	500,000	
	Fund 41 COP Reserve	150,000	
	Fund 41 Surplus Reserved for Next Yr. Budget	149,945	
	Prior Yr. F/B Trf. From Fund 42 Allocated to 2001-2002 Budget	284,699	
	Prior Yr. F/B Trf. From Fund 43 Allocated to 2001-2002 Budget	78,185	
	Fund 42 DASB Special Appropriations Fund Balance - June 30, 2001		36,767
	Fund 42 Unallocated Reserves	0	
	Fund 42 F/B Reserved for Encumbrances	0	
	Fund 42 F/B Reserved for Carryforwards	36,767	
	Fund 43 DASB Technology Appropriations Fund Balance - June 30, 2001		0
	Fund 43 Unallocated Reserves	0	
	Fund 43 F/B Reserved for Encumbrances	0	
	Fund 43 F/B Reserved for Carryforwards	0	
II.	Fund 41 Estimated Operating Income 2001-2002		905,950
III.	Estimated Operating Expenses 2001-2002		1,298,792
	Fund 41 Operating Budget	1,262,025	
	Fund 42 Special Appropriations	36,767	
	Fund 43 Technology Appropriations	0	
IV.	Estimated Fund Balance June 30 , 2002		881,067
	Fund 41:		
	Contingency Reserve	500,000	
	COP Reserve	150,000	
	Fund Balance Reserved for 2002-2003 Budget	149,945	
	Fund Balance Reserved for 2003-2004 Budget	81,122	

DASB
Budget Stipulations
2002-2003

2002-2003 DASB Budget Stipulations

1. Any budgeter not in compliance with the DASB Budget and Finance Code or Budget Stipulations will have their accounts frozen until the Finance Committee or the Senate is satisfied deficiencies have been corrected.
2. All Creative Arts performing groups funded in the 2002-2003 DASB budget are required to put on a performance at least once a year during Monday – Thursday, 11:30 am – 1:30 pm or 5:30 pm – 7:00 pm, at any location accessible to all students.
3. The Special Events Coordinator must present a quarterly report for the Flea Market 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.
4. The DASB Vice President of Student Rights and Services must host Student Rights and Services Day twice per year (fall and spring quarters); by the fourth (4th) week of Fall Quarter and by the fourth (4th) week of Spring Quarter.
5. All services funded by the DASB are 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.
6. DASB recognizes the importance of and supports Multicultural/ Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The DASB Vice President of Diversity and Events in concert with the DASB Diversity and Events Committee Advisor, will serve as the budgeter for the Multicultural/Diversity funds. 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 Diversity and Events may coordinate events recognizing the various Multicultural/Diversity groups.
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 Capital Projects and Quarterly (Summer/Fall and Winter/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 DASB Budget and Finance Committee where upon a recommendation will be made to the DASB Senate as to what action should be taken.
9. The DASB Vice President of Budget and Finance or designee must send out a notice, on the same day, to all administrators regarding the availability of Special and Capital Allocations, by the sixth (6th) week of every quarter, provided funds are still available.
10. Annual Capital Inventory: All programs funded by DASB shall submit an annual capital inventory list of items purchased with DASB funds to the Vice President of Budget and Finance by mid

November. This list will be compiled by the Vice President of Budget and Finance and submitted to the Student Accounts Office for safekeeping.

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 \$25,000.
12. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
13. The DASB Travel account is to be used for DASB MEMBERS ONLY with Advisors (DASB Senators/ICC Officers, club members, campus organizations).
14. All promotional materials for all programs funded by the DASB must have DASB boldly identified on them.
15. For any banquets/receptions/workshops funded by the DASB an invitation must be extended to the DASB President or delegate at least one month prior to the event.
16. The DASB Leadership funds must be used for multiple retreats and workshops.
17. The DASB Telephone funds are to only be used for cell phone reimbursements for the DASB President and DASB Vice President of Budget and Finance, up to \$30.00 per month.
18. DASB Marketing and Communications must conduct quarterly promotional campaigns and must present a marketing plan to the senate by the first senate meeting of each quarter.
19. The DASB opposes sweatshop labor and thus encourages all programs to not buy products that were manufactured in sweatshops.
20. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
21. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASB Senate approval.
22. With the exceptions of Creative Arts and Athletics, no funds can be used for Travel/Conferences. Any program wanting to get funding for travel must submit applications to the DASB Travel Committee.
23. All event requests shall be referred to the DASB Diversity and Events Committee.
24. The current DASB President or designee must conduct a New Senate Orientation by at least the third (3rd) weekend after Spring Quarter final exams.
25. Funding for CalWORKs Students is restricted to the purchase of required class supplies only.
26. DASB Book Grants must be available at least winter and spring quarters.

27. The DASB Scholarship and Book Grant account cannot be used for any food.
28. The ICC Chairs' discretionary accounts cannot exceed the levels set for the DASB Executives' discretionary accounts (currently \$200.00).
29. The ICC Supplies line item cannot exceed \$5,000.00.
30. The funding for the Graduation account is for food only.
31. The Visiting Speakers Series account cannot be used for food.
32. All computers purchased by the DASB for use in the Learning Center must be returned to the DASB Senate when they are surplus by the Learning Center.
33. The Open Media Lab and Library Internet Lab account can be used to purchase computers and only one printer.
34. The Multicultural/International Center account cannot be used for technical and professional services or capital. Also, \$1,922 must be used for printing of brochures promoting the Multicultural/International Center and Intercultural/International Studies Division.
35. The Renew (Re-entry) Project account cannot be used for tutors, technical and professional services, or capital. The supplies line item can only be used for office supplies, and the food line item can only be used for the graduation recognition.
36. The Chorale and Vintage Singers account cannot be used for payroll or benefits.
37. The Spring Musical account cannot be used for payroll or benefits.
38. All Athletics accounts are funded for Domestic Conference and Travel only.
39. The funding for the Massage Therapy Program is for supplies only.
40. The Biology and Health Student Recruitment Program account is to be used for student payroll and benefits only.
41. The Environmental Study Area account is to be used for printing only.
42. Faculty coordinators for the Cross Cultural Partners Program are to be paid at no higher than the Casual Hourly Category of Coordinator IV, Class Code C941.

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

DASB

Budget and Finance Code

Budget and Finance Committee Makeup

The DASB Budget and Finance Committee shall:

1. Consist of the following Voting Members:
 - DASB Vice President of Budget and Finance (Chair)
 - DASB President
 - At least three (3) other DASB Senators, but no more than five (5) other DASB Senators. During Budget Deliberations the maximum shall be raised to seven (7) other DASB Senators to allow for additional input into DASB Budget preparation.
2. Consist of the following Ex-Officio Members:
 - Advisor
 - Student Accounts Accountant
3. Process all DASB budget and finance requests submitted to the DASB Senate and propose a recommendation to the DASB Senate.
4. Research and review DASB expenditures as deemed necessary by the DASB President, DASB Executive Council, or the DASB Senate.
5. Oversee and ensure income commitments are met.
6. Review and propose amendments to the DASB Budget and Finance Code, referring them to the DASB Administration Committee, and act in accordance with the adopted DASB Budget and Finance Code.
7. Be authorized to manage and oversee all DASB funds and accounts, both budgeted and reserved, in accordance with the approved DASB Budget and Finance Code, and in the best interest of the DASB membership.
8. Meet at least weekly to discuss the next fiscal year's budget beginning by the third (3rd) Monday in November, or more often as deemed necessary by the DASB Vice President of Budget and Finance, the DASB President, the DASB Executive Council, or the DASB Senate.
9. Research and review other DASB Budget concerns at the discretion of the DASB Budget and Finance Committee and the DASB Senate and make recommendations to the DASB Senate.
10. Draft and propose the DASB Budget and budget stipulations for the next fiscal year to the DASB Senate.

I. PURPOSE

This Budget and Finance Code is established to define policies and procedures for budget development, budget approval and expending of all money under the control of De Anza Associated Student Body Senate and its associated organizations in order to ensure that all

financial transactions will be made in the best interests of the Associated Students and in accordance with all pertinent 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 Senate.

II. SPECIAL QUALIFICATIONS

Other than the general qualifications as stated in the DASB Senate Bylaws, the DASB Vice President of Budget and Finance shall have working knowledge of bookkeeping and fund accounting by the first day of the fall quarter.

III. BUDGETS

The governing principle in considering DASB Budget request will be to allocate money to those activities that will assure the greatest benefits to the Associated Student Body of De Anza College.

A. Use of DASB Budgets

All finances of the organization shall be administered using a formal DASB Budget system.

B. Preparation of the DASB Budget:

1. The DASB Budget and Finance Committee shall insure broad advertisement of available DASB funding by announcing the DASB Budget cycle and procedures to all De Anza Administrators, College Deans, currently funded programs, faculty associations, DASB Senate members, and appropriate campus media. Notice of this shall also be posted on the DASB Senate Bulletin Board and made known to any other interested persons.
2. The following DASB Budget calendar shall be used in formulating the Budget for the next fiscal year: By the first day of Fall Quarter Budget forms shall be available to all prospective DASB Budgeters. Twelve completed DASB Budget forms shall be submitted to the Student Activities Office by the first Monday of November. Budget deliberations shall be completed by February 28. This draft will be made available to each budgeter and the general student body at the same time that it is presented to the DASB Senate at the next DASB Senate meeting. Appeals to the draft DASB Budget shall be heard during the senate meetings.
3. All requests for DASB Budget items must be submitted to the Student Activities Office who will issue a confirming receipt. The DASB Budget request should have the signature of the budgeter and administrator responsible for the program area.
4. The Budget shall be presented to the DASB Senate for approval by the first meeting in March. After the first 2/3 vote for approval, the proposed Budget shall be posted for one week for the general public to view. Approval is a two week

process that requires a 2/3 vote of the DASB Senate at successive DASB Senate meetings. The budget may be amended on the floor of the DASB Senate prior to the second 2/3 vote. However, once a change is made to the Budget that has been posted for the public to view, the changes must also be posted for the public to view for a period of at least 72 hours. The second 2/3 vote will take place after this period. The Final budget will be approved before March 31.

5. Funded budgeters will be notified of the amounts allocated within one week of board approval. Budgeters will be expected to provide the DASB Vice President of Budget and Finance line item amounts by June 15. If the budgeter fails to meet the June 15 deadline, the DASB Vice President of Budget and Finance will assign line item amounts. All accounts, including DASB Senate administrative accounts, shall be held to the line item amounts.
- C. Line Item Transfers
Budgeters requesting line item transfers of budgeted items shall submit completed DASB Budget and Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Vice President of Budget and Finance will present the request to the DASB Budget and Finance Committee for approval. The DASB Budget and Finance Committee is authorized to approve line item transfers.
- D. Budget Transfers
Budgeters requesting budget transfers between DASB accounts shall submit completed DASB Budget and Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Budget and Finance Committee shall make their recommendations to the DASB Senate for final approval. Approval of budget transfers requires a 2/3 approval vote of the DASB Senate, and a second confirming 2/3 approval vote at the next regularly scheduled DASB Senate meeting.
- E. Types of accounts
1. DASB Accounts: All income and expenditures designated in the annual DASB budget.
 2. Organizational Accounts: All income and expenditures of recognized clubs and organizations.
 3. Trust Accounts: All income and expenditures for student events and DASB events.
 4. Restricted Reserve Accounts: The current DASB Budget has three different reserve accounts.
 - a) The General Reserve as required by this DASB Budget and Finance Code. DASB shall maintain a reserve account to equal 2/3 of its previous fiscal year operation Budget or \$500,000, whichever is less.

- b) The Campus Center Expansion, COP(CCE COP) reserve created by the Memorandum of Understanding signed in July 1996. Campus Center Expansion - COP, (CCE-COP) - CCE COP reserve account was created through an agreement with District Accounting to ensure payment schedules are met for the De Anza College Campus Center Expansion. In the year 2007 the debt shall be paid and this reserve account will terminate.
- c) Surplus Reserved for Next Year's Budget

IV. ACCESSING FUNDS FROM RESERVE ACCOUNTS

- A. The DASB General and DASB CCE-COP reserves are restricted and cannot be utilized unless the DASB Senate or the College deems an emergency situation exists and the DASB Senate approves such action.

V. ACCESSING SPECIAL ALLOCATION FUNDS

- A. Special Allocation Funds are budgeted specifically to serve unexpected non-capital or project needs.
- B. Requests for DASB Special Allocation Funds are submitted to the Student Accounts Office and forwarded to the DASB Vice President of Budget and Finance who will present the item to the DASB Budget and Finance Committee.
- C. The DASB Budget and Finance Committee will make their recommendation to the DASB Senate. A 2/3 vote is required for approval. 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 2/3 approval.
- D. For purposes of emergency expenditures, the senate may vote to make a request an urgent action item. Urgent action approval requires a 2/3 vote. One affirming 2/3 vote shall be required.

VI. CAPITAL

- A. Delivery of any capital item (capital items are defined as having a retail value of more than \$1000 per item or a usable life of at least 12 months) purchased with DASB funds will be coordinated by the Student Activities Office in concert with the DASB Executive Vice President. Capital items will be tagged and inventoried prior to delivery and installation.
- B. Disposal of any DASB capital items shall follow accepted DASB Senate procedures for disposal of capital items.

- C. The DASB shall retain ownership of all capital items purchased with DASB funds unless otherwise specified by the DASB Senate.

VII. DEPOSITS

- A. All money collected from any source must be substantiated by pre-numbered receipts, pre-numbered tickets or other records that may be checked for the purpose of accounting for the funds.
- B. No part of the expense of any event may be paid from the money collected, but must be paid for in the manner described under requisitions (Item VIII).
- C. Banking of all funds and all official bookkeeping records shall be the responsibility of the Student Accounts Staff, who shall be bonded employees 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 Office shall issue a receipt for all moneys received.

VIII. EXPENDITURES

A. Procedures

1. All expenditures of the DASB Accounts or Organizational Accounts shall follow the procedures outlined below. All expenditures require original detailed receipts/invoices. Requisitions from DASB funds cannot be processed without the appropriate student signatures. **No deficit spending will be allowed.** Administrators are responsible for any expenditures exceeding budget allocations. Expenses will be transferred to their respective District Budget. No funds will be advanced on a petty cash basis.
2. Either the DASB Vice President of Budget and Finance, Student Activities Specialist, DASB Advisor, administrator responsible for the program area, or college administrator has the authority to hold any request for funds if circumstances merit delay.
3. The DASB will not assume financial responsibility for any charge item not covered by the approved purchase requisition issued in advance purchases. Individuals obtaining goods or services without an approved purchase order will be held responsible for the payment of any good or service. The Student Accounts Office will facilitate the financial transaction in any of the following ways.
 - a. District Purchase Order issued via a District Purchase Requisition
 - b. Checks issued via a Student Accounts Requisition

- c. Open Accounts. In the event that open charge accounts are maintained, only items specified in writing shall be purchased. An advance purchase order must be made designating authorized purchases, designated time period and maximum amount of expenditure for that period.
 - d. Independent Contractor Agreement, W-9 Form, and Invoice
 - e. Payroll. The DASB may fund budgeters to hire employees. Budgeters hiring employees should consult with the Student Accounts Office for hiring procedures.
 - f. Cash Advances. Cash advances must be accompanied with specific detail as to how the funds will be used PRIOR to being approved. Requests for reimbursements without prior approval may be denied. Receipts must be submitted for cash advances prior to being approved for any additional advances. Cash advances cannot be used to pay for an Independent Contractor.
When requesting a cash advance the Student Accounts Cash Advance Agreement form must be completed. The form contains the following guidelines:
 - 1. Advance will be used for the purpose stated on the requisition.
 - 2. All receipts will be turned in within fifteen working days of the check date. Original receipts are required. The receipts must be detailed.
 - 3. All money not spent shall be returned along with the receipts. The total of the receipts plus the money returned must equal the amount of the advance.
 - 4. The Receipts to Follow Memo will be turned in with the receipts and unused money; the Program Administrator or Club Advisor must review and approve all receipts as backup.
 - 5. I understand that I am personally responsible for the amount of the advance.
 - 6. Failure to comply with the above will result in a freeze on all financial transactions of the account. If I am a student, a hold will be placed on my record until I comply. If I am a District employee, the matter will be referred to the Director of Budget and Personnel.
4. No DASB funds shall be used to purchase alcoholic beverages or any illegal substances.

SEE APPENDIX "1" FOR A COMPLETE FLOW CHART EXPLANATION OF HOW TO PROCESS PAYMENTS FOR VARIOUS MATERIAL GOODS, CUSTOM DESIGN WORK AND PAYMENTS FOR INDIVIDUALS.

B. Signatures

The person seeking the DASB funds shall complete the appropriate forms. Forms shall be submitted to the Student Accounts Office for necessary signatures.

1. All funds requisitioned from DASB accounts shall require approving signatures from:
 - a) Account Budgeter
 - b) Administrator responsible for the program area
 - c) DASB Vice President of Budget and Finance
 - d) DASB Advisor
 - e) College administrator

2. All funds requisitioned from club DASB accounts shall require approving signatures from:
 - a) Designated Club Officer
 - b) Club Advisor
 - c) Student Activities Specialist
 - d) ICC Chair of Finance
 - e) Administrator responsible for the program area
 - f) DASB Vice President of Budget and Finance
 - g) College administrator

3. All funds requisitioned from trust accounts shall require approving signatures from:
 - a) Account Budgeter
 - b) Administrator responsible for the program area
 - c) DASB Vice President of Budget and Finance (for information only)
 - d) College administrator

4. In the event the DASB Vice President of Budget and Finance is unable to sign requisitions the following line of successive officers are authorized to approve requisitions:
 - a) DASB President
 - b) DASB Executive Vice President
 - c) DASB Vice President of SRS
 - d) DASB Vice President of Administration
 - e) DASB Vice President of Marketing and Communications.
 - f) DASB Vice President of Diversity and Events
 - g) DASB Vice President of Technology

In signing requisitions, the above mentioned officers have the same authorities as the DASB Vice President of Budget and Finance.

5. For all requisitions from DASB funded accounts, the budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASB funds and in the best interest of the student body, the DASB Vice President of Budget and Finance shall sign designating funds are available and have been approved by the DASB Senate for such an expenditure, the DASB Advisor (or designee) and/or Student Activities Specialist do not approve expenditures but rather sign designating that all code, bylaw, and Senate/ICC procedures have been completed, and the Director of Budget and Personnel shall sign representing administrative staff.
6. The DASB Vice President of Budget and Finance shall be available to sign (approve or disapprove) financial documents at least 3 times per week.

IX. TICKETS

- A. Tickets to be sold for all DASB approved events must be secured from the Student Accounts Office. All unsold tickets must be returned to the source.
- B. Complimentary tickets to events funded by the DASB must be approved by the DASB President and the DASB Vice President of Budget and Finance.

X. 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 DASB Vice President of Budget and Finance, Student Accounts Office, or District Internal Auditor at any time.
- B. Capital items are those items with a retail value of over \$1000 or a life span of at least 12 months.
- C. Inventory. All capital items purchased with funds will be identified with an inventory number and described in a permanent record. The inventory record shall be maintained in the Student Activities Office. The DASB Executive Vice President in concert with the Student Activities Office 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 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 DASB Vice President of Budget and Finance for redistribution or sale.
- D. An annual audit of all DASB accounts, organization accounts, and trust accounts shall be made by a certified public accountant retained by the District. A written report of the audit shall be distributed to the DASB Senate through the DASB Vice President of Budget and Finance and Designee of the Board of Trustees.

XI. FINANCIAL REPORTS

- A. The DASB Vice President of Budget and Finance shall give a financial report of DASB and Organization Accounts to the DASB Senate at least once per each quarter.

- B. Any warrants over \$500 must be presented on a monthly basis to the DASB Senate as information.

XII. STUDENT BODY ASSOCIATION FEES

- 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.

XIII. TRAVEL

DASB Travel Funds are to be used for DASB MEMBERS ONLY with Advisors. All travel funding requests shall be referred to the DASB Travel Committee.

XIV. BANQUET, HOSPITALITY, MEAL, AND MILEAGE EXPENSES

All budgeted activities associated with any banquets, orientations, recognitions, hospitalities, breakfasts, luncheons, dinners, meals, meeting meals, travel/conference meals (except when already provided), workshops, etc., or mileage shall adhere to the district standards for meal per diem and mileage expenses. Under no circumstances will expenses exceed the district standards for meal per diem amounts and district mileage standards. Approved travel mileage will be reimbursed on a per mile basis according to district standards. All meal expenditures require original detailed receipts/invoices.

XV. INCOME COMMITMENT AND FUND ACCOUNTS

All programs in the Budget that have an income commitment are expected to return their committed amount to DASB. If any program at the end of the fiscal year has not reached its income commitment and has a trust fund account, that program will 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 DASB Vice President of Budget and Finance no later than December 31 of the next fiscal year.

XVI. DASB SENATE 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 projects' duration, and budget shall be determined by the DASB Senate.
- B. Procedure for disposition of DASB Capital Projects:
 - I. The DASB Budget and Finance Committee shall submit a line item 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 2/3 vote.
 3. If the project is disapproved, a second vote must be taken to determine whether the matter will be sent back to the DASB Budget and Finance Committee for more research or for termination.
 4. If the project is approved by the DASB Budget and Finance Committee, it will be recommended to the DASB Senate. 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 2/3, will be held.
 5. For purposes of emergency expenditures, the senate may vote to make a request an urgent action item. Urgent action approval requires a 2/3 vote. One affirming 2/3 vote shall be required.
- 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

XVII. DISCRETIONARY ACCOUNTS

DASB Executive Officer discretionary accounts shall be used to benefit the Associated Students and may be used for committee, administrative, or any other reasonable expenses at the discretion of that executive officer.

XVIII. END OF THE YEAR CLOSE PROCEDURES

The DASB Vice President of Budget and Finance, the DASB Advisor and Director of Budget and Personnel shall mutually agree on the procedures for closing the year end operations. This will include cut off dates for requisitions, accrual, encumbrances, and carry forward procedures.

DEFINITIONS

Accrual:

District Purchase Requisition has been submitted;
District Purchase Order has been generated by District Material Services;
Goods or services have been received by the end of the fiscal year; **and**
An invoice has not been received in time to be processed by the year-end cut-off.

Accrual:

Student Accounts Requisition has been submitted;
Goods or services have been received by the end of the fiscal year;
The expenditure has been authorized by Budget or by allocation;
Commitment has been made by the budgeter; **and** an invoice has not been received in time to be processed by the year-end cut-off.

Encumbrance:

District Purchase Requisition has been submitted;
District Purchase Order has been generated by District Material Services; **and**
Goods or services have not been received by the end of the fiscal year.

Carry Forward:

The expenditure has been authorized by Budget or by allocation;
Commitment has been made by budgeter, but the project was not completed by the end of the fiscal year;
Request has been submitted to carry funds forward into the following fiscal year; and it has all the required authorization signatures; **and**
All requests for Carry Forward must be submitted to the DASB Budget and Finance Committee as agenda items prior to the first DASB Budget and Finance Meeting in the month of May.
DASB Senate will approve the funds to be carried forward into the following fiscal year.

Fiscal year-end: June 30

Year-End Cut-off:

District Stores Requisitions
One week prior to the District Cut-off date

District Purchase Requisitions
One week prior to the District Cut-off date

Independent Contractor Forms

If the request is submitted one week prior to the District Cut-off date, it will be processed in the current fiscal year.
If the request is submitted less than one week before the District Cut-off date, it will be processed in the following fiscal year.

Student Accounts Check Processing Cut-off

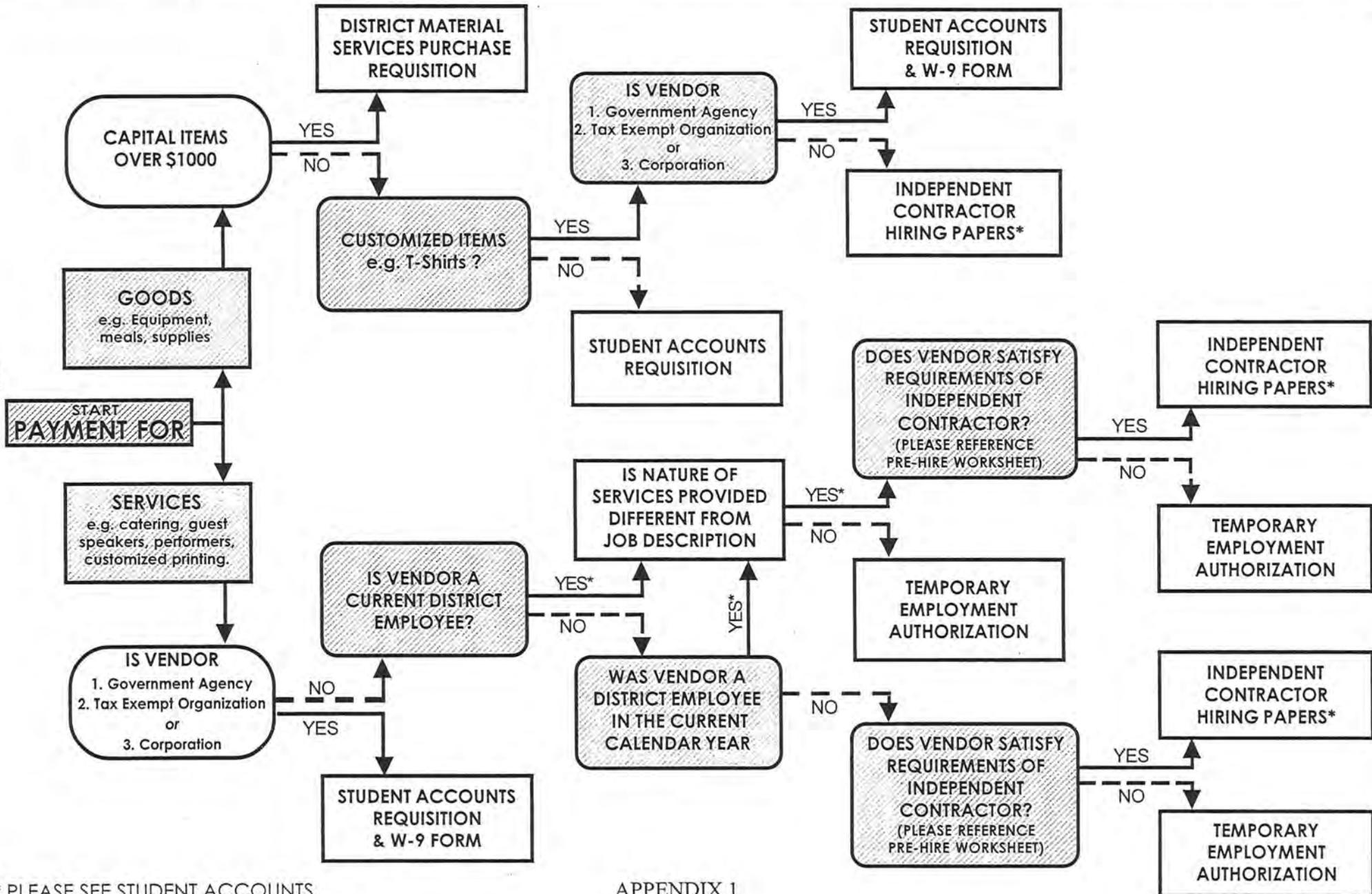
If the Requisition is submitted by the Check Processing Cut-off date and it has all the required authorization signatures, the check will be processed by June 30;

If submitted after the Check Processing Cut-off date but before June 30, and it has all the required authorization signatures, the Requisition will be charged to the current year Budget, but the check will be processed in the following fiscal year.

Revised: 10/13/1998
Revised: 4/12/2000
Revised: 10/4/2000
Revised: 11/15/2000
Revised: 11/28/2001

De Anza College Student Accounts Flow Chart for Payment Requests

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* PLEASE SEE STUDENT ACCOUNTS

APPENDIX 1

**Memorandums
of
Understanding**



De Anza 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:

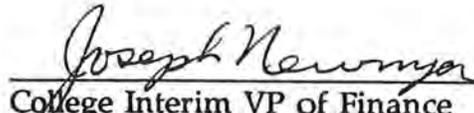
1. The DASB shall establish two new reserve accounts. One shall be titled Campus Center Expansion (CCE) COP Payments, and the second shall be titled DASB Technology.
2. The remaining balance in the District account 284201 of \$456,507.57 shall be deposited with Student Accounts with the appropriate signature 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.

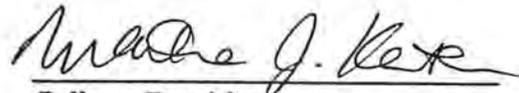
10. Expenditures of the reserve accounts shall follow the procedures outlined in the DASB Finance Code regarding SPA funds.
11. While items 2 through 4 represent the clear intent of all parties involved, the District Controller has provided (see attached) a summary of the actual transactions which accomplish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

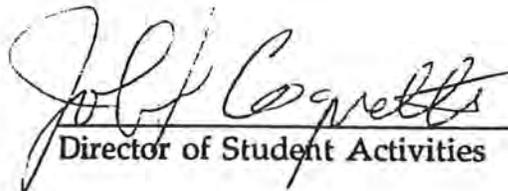

DASB President


College Interim VP of Finance


Director of Budget & Personnel


College President


Dean of College Services


Director of Student Activities

Memorandum Of Understanding
Campus Center Expansion Certification Of Participation
(C.C.E. C.O.P. M.O.U.)

1. By April 1 of each year, beginning with April 1 of 1999, the district and the DASB will provide DASB senate with an analysis of the debt requirement, user fee, and income generation from the Campus Center operations, for each year of the past, current and projected debt years.
2. The amount in the DASB COP CCE reserve account shall reflect no less than the projected payments of the future two years of any particular current year based on the estimated payoff spreadsheet.
3. For the fiscal year '98-'99 reserve amounts over & beyond the required amount: 50% shall be transferred into the DASB Technology Reserve and the remaining 50% shall be transferred into the DASB SPA reserve.
4. Beginning in '99-2000, any COP CCE reserve amounts over the required amount will be transferred to the DASB SPA reserve account. Funds needed to increase the COP CCE reserve account will become a budgeted item to be included in the annual operating budget presented to the Board in May of each year.

Amanda Holt

Amanda Holt, DASB Vice President of Finance

John J. Cozzetta 11/4/99

John Cozzetta, DASB Advisor

Mike Brady

Mike Brady, Vice President of Finance & College Services

12/7/98

Martha Kanter

Martha Kanter, De Anza College President

Approved on September 29, 1998
Senate Meeting at 3:30pm.

MEMORANDUM OF UNDERSTANDING

October 22, 1998

This "Memorandum of Understanding" (MOU) is entered into by and between the De Anza College Learning Resource Center and the De Anza Associated Student Body. This memorandum of understanding outlines the policies and procedures regarding DASB funds for purchase of library materials. While this memo specifically addresses the \$85,000 DASB has provided for purchase of library materials during the 1998-1999 fiscal year. However, the policies and procedures outlined in this MOU will apply to any future DASB funding for library material purchases.

MATERIAL SELECTION

1. Unless specified, the term "library materials" means print and non-print materials relevant to the college curriculum, to be housed in the De Anza College Library or Media Lab. Non-print materials include audio tape, video tape, film, CDs, computer software, and software licenses.
2. Recommendations for purchase can come from any student or student organization. Prior to purchase, recommended titles will be reviewed by appropriate faculty and a list of items to be purchased presented to the DASB Senate for review only. If any Senator wishes to appeal the purchase recommendation, he/she may do so through the DASB Student Rights and Services (SRS) Committee.
3. Titles with faculty approval will be forwarded to the librarian responsible for collection development for final approval.
4. If requested, the librarian responsible for collection development can provide DASB or its representatives with the reasons a particular title was not purchased. These include: out of print, already in collection, not relevant to the college curriculum etc.

MATERIAL PURCHASE

1. The majority of materials purchased by the De Anza College Library are done through The Baker and Taylor Company or other major library book vendor utilizing deposit accounts. DASB funds for purchase of library materials will be deposited with The Baker and Taylor Company or other major library book vendor.
2. The Library Technical Services Department will keep records of titles purchased with DASB funds and will provide DASB with a quarterly report

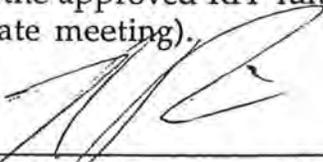
of the fund expenditures and balances.

3. A portion of the DASB funds (up to 10%) will be kept on campus in a DASB account. This account will be used for titles not available from The Baker and Taylor Company or other major library book vendor but available directly from publishers and other sources.
4. Every effort will be made to expend funds in the fiscal year they were awarded. Should balances remain at the end of the fiscal year, request will be made to roll over these funds to the next fiscal year.

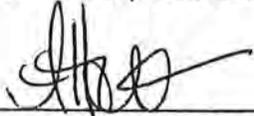
1998-99 FISCAL YEAR FUNDING

For the fiscal year of 1998-99 the following funding levels are available:

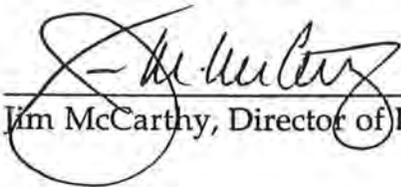
\$15,000 for general books, video tapes, instructional materials and audio tapes but not for computers or software. The remaining \$70,000 is to fund book purchases in the amount of \$10,000 for each of the following cultures and diversity categories: (1) African American, (2) European American, (3) Asian American, (4) Latino/Chicano American, (5) Native American, (6) Diversity (to include but not limited to; Gay/Lesbian, Physically Limited, Women Studies, Gender Issues, and general diversity issues), and (7) Other category. (As per the approved RFP funding of April 6, 1998 and revised at the November 24, 1998 DASB Senate meeting).



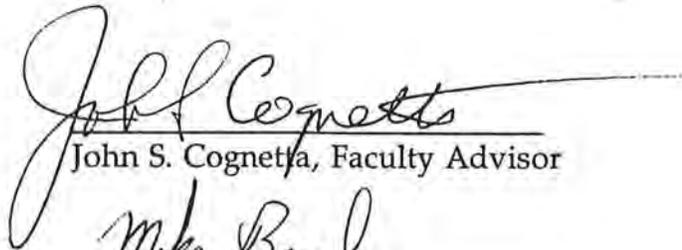
Nick Pisca, DASB President



Amanda Holt, DASB VP of Finance



Jim McCarthy, Director of Lib. Serv.



John S. Cagnetta, Faculty Advisor



Mike Brandy, De Anza College Vice President of Finance and College Serv.

Memorandum of Understanding
March 15, 1999

**STUDENT ACCOUNTS OPERATION AND
ACCOUNTING SOFTWARE PURCHASE**

This memorandum of understanding is entered into by and between the Foothill-De Anza Community College District (District), De Anza College and the De Anza Associated Student Body (DASB).

1. It is agreed that the DASB Student Accounts Office shall not be combined with the Foothill Student Accounts office nor any other District Office but shall remain functioning as a De Anza College operation serving the DASB, ICC student clubs and related student programs.
2. It is agreed that the District will contribute at least 10% of the total purchase price, (including needed Blackbaud software modules, annual support, computer server purchase and annual server support, and needed training) toward the purchase of Blackbaud accounting software.
3. It is agreed that the District will maintain the operational functionality and connectivity of the purchased server needed to operate the accounting software and related services. The DASB Senate will identify one staff person not associated with Student Account functions to work with the ISS to insure secure operations.

Signed on this date _____

 3/20/99

Ron Galatolo, District Controller

 3/14/99

Nick Pisca, DASB President

 3/18/99

Hector Quinonez, Director of Budget
and Personnel

 4/5/99

Mike Reid, Representing District ISS