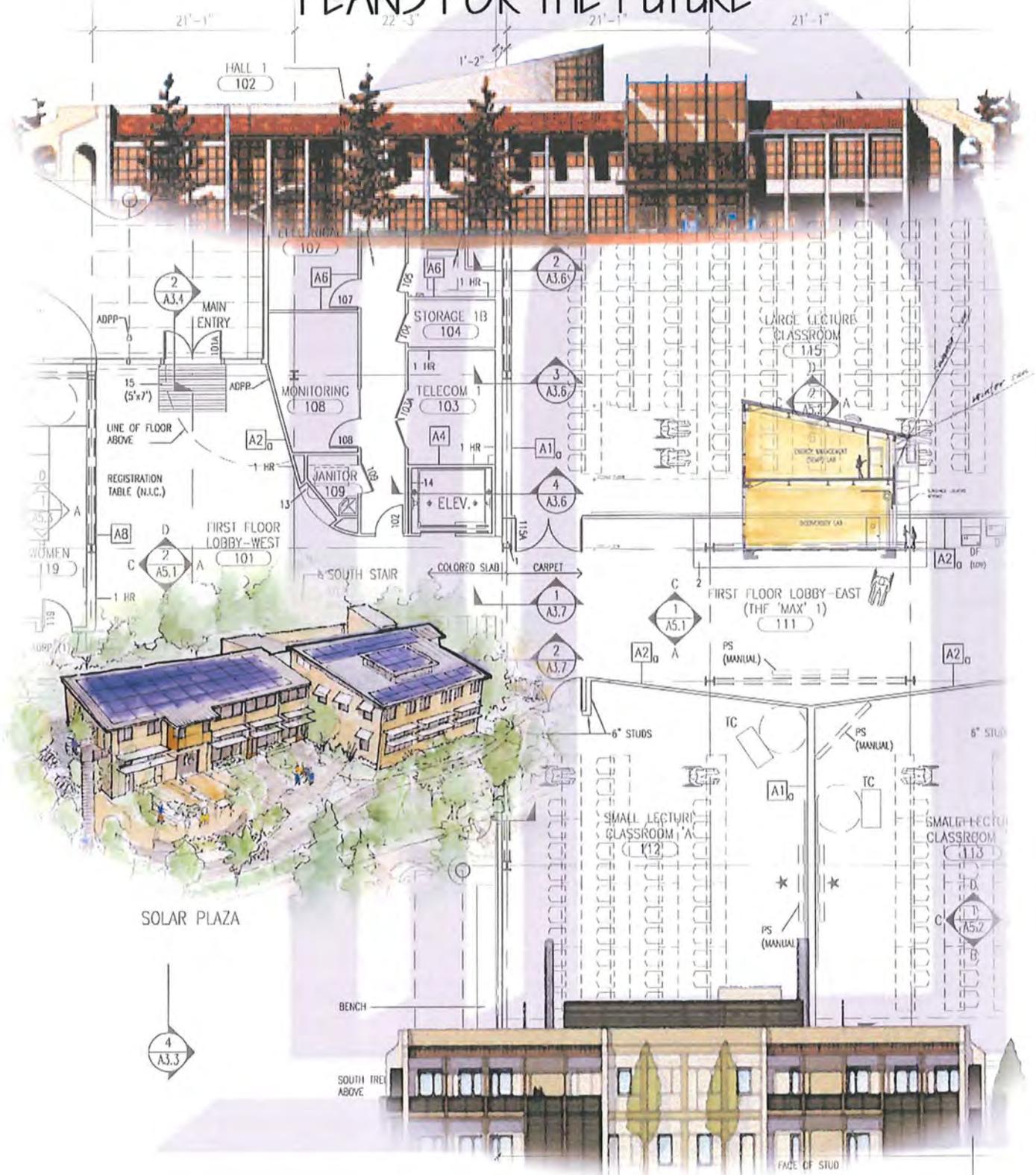


# De Anza Associated Student Body PLANS FOR THE FUTURE



2004 - 2005 DASB Budget



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Student Activities  
Student Accounts

**De Anza Associated  
Student Body  
Message**

# De Anza Associated Student Body (DASB)

## 2004 – 2005 Budget

### *Plans for the Future*

This has been an unusual past year. Like everyone else, we have also been adversely affected by the current budget crises in the form of increased fees, decreased class offerings and support programs. And yet, we continue to see the promise and hope for the future at De Anza. We've witnessed several groundbreakings for future structures on campus, and hard-hats, machinery, and blueprint-plans have now all become a normal and very welcome sight on campus. We are in the fortunate position of being able to watch all of the future plans become a reality.

This year's DASB Budget is no exception. It is a tremendous source of pride for the entire student government at De Anza, embodying our commitment to the students we represent. We used a balanced and inclusive approach throughout the budgeting process, resulting in no major opposition from any group on campus. Beginning the very first week of the year, our budget team worked many long and hard hours to complete this budget in a timely fashion. This dedication led to our setting of a new record for completing the DASB Budget process.

Initially starting with fewer than a million dollars in our budget this year, we used creative financing with an existing Campus Center loan commitment to free up additional funds to use for programs. Additionally, we sacrificed most of our own leadership scholarships in order to further finance student support programs that encourage student success.

Keeping the importance of allocations in the budget in mind, the DASB took great care in ensuring the crucial existence of programs on campus, and even greater care in the funding of new requests. All of the funded programs will add vitality to student life and support student success.

Furthermore, we created and upheld goals that we set out for ourselves early on in the process. These goals help ensure that each program reflects and support the following underlying principles:

- Fund programs that help students succeed, and enable them to achieve their academic and/or personal goals at De Anza College.
- Fund programs which promote diversity and equality among all students
- Fund programs which show academic benefits
- Fund programs which benefit students during the fiscal year of the budget.

Thus, the allocation of program funding detailed on the following pages fulfills our commitment of dedication, sincerity, equity, and consideration. These contributed to the formation of our own *Plans for the Future*, and maintained our pledge as an Associated Student Body of "students serving students." And so, it is our distinct pleasure in presenting to you our 2004-2005 De Anza Associated Student Body (DASB) Budget.



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Saba Zariv  
President, DASB



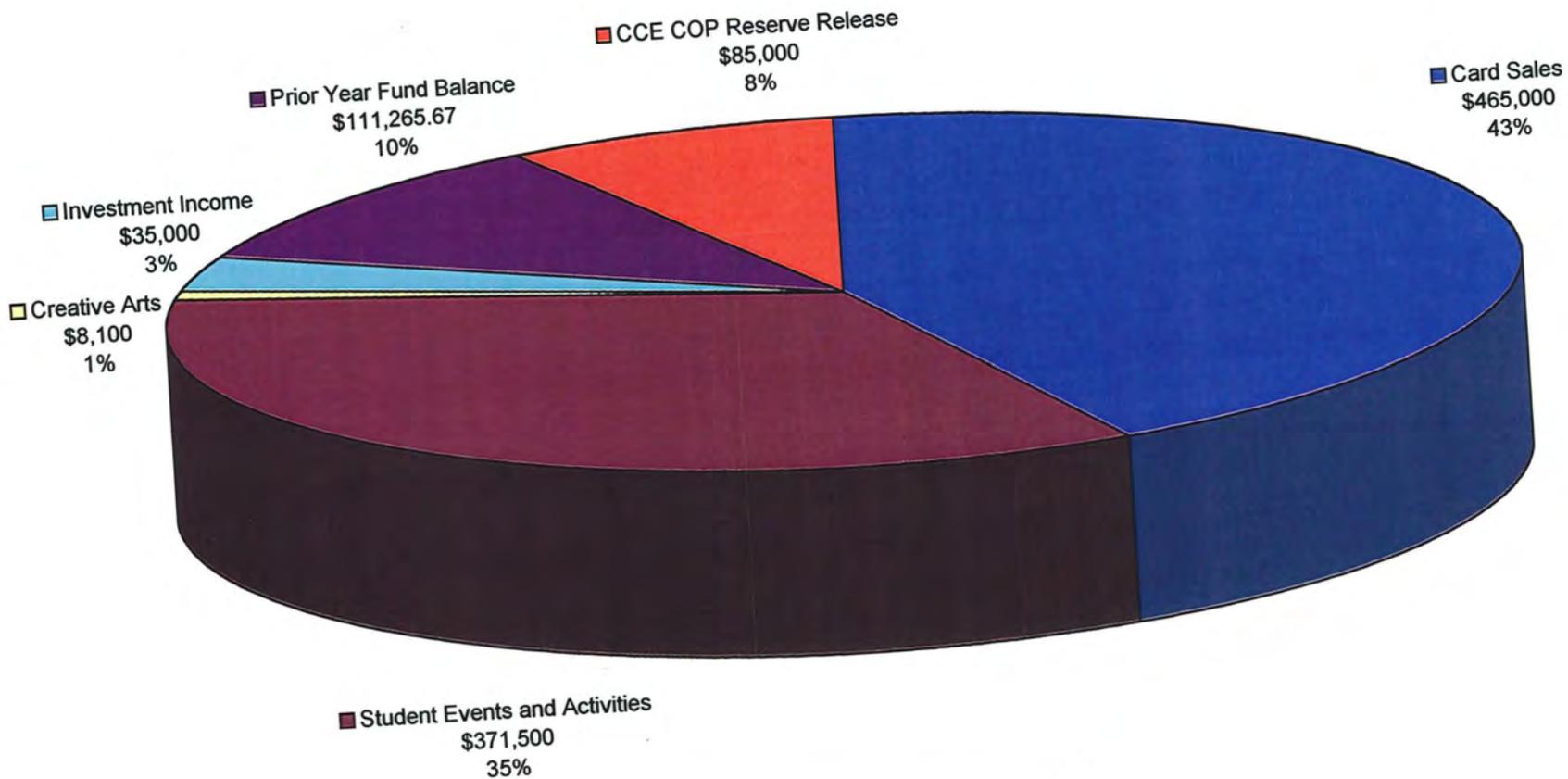
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Drew Golkar  
Vice President of Budget and Finance, DASB

**DASB**  
**Proposed Budget**  
**for Fiscal Year**  
**2004-2005**

**2004-2005**  
**Proposed Income**

# Income 2004-2005



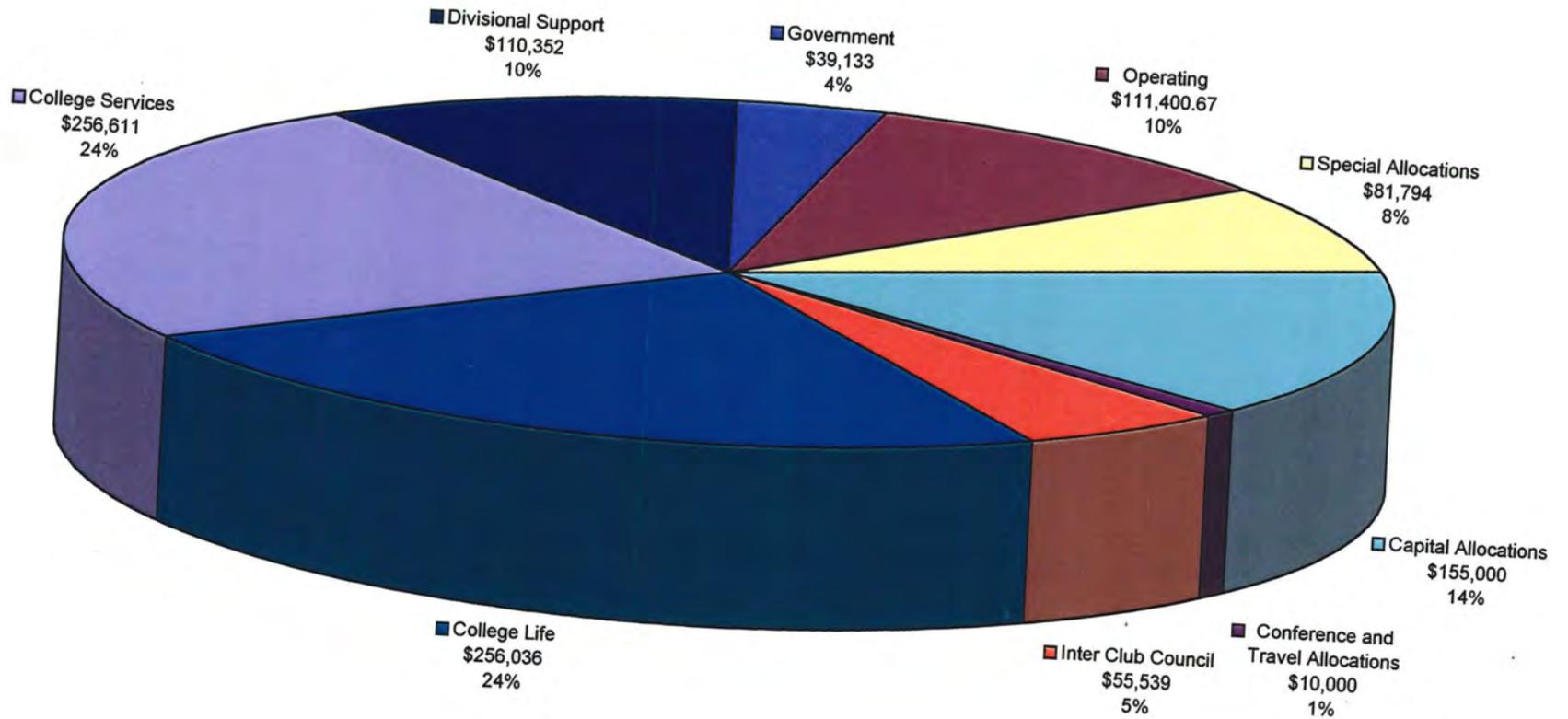
Total - \$1,075,865.67

Income 2004-2005

Item	2002-2003 Actual	2003-2004 Adopted	2003-2004 Revised	2003-2004 Est. to 06/30	2004-2005 Adopted
<b>Card Sales</b>					
Card Sales	469,723	465,000	465,000	465,000	465,000
<b>Card Sales Subtotal</b>	<b>\$469,723</b>	<b>\$465,000</b>	<b>\$465,000</b>	<b>\$465,000</b>	<b>\$465,000</b>
<b>Student Events &amp; Activities</b>					
AMC Movie Tickets	0	2,500	2,500	13,500	11,000
DASB Card Replacement	0	0	0	500	500
Flea Market	361,820	278,000	278,000	325,000	360,000
Flea Market Late Departure Fee	75	0	0	25	0
Misc. Income	475	0	0	673	0
Misc. Income - Holiday Boutique	1,415	0	0	0	0
<b>Student Events &amp; Activities Subtotal</b>	<b>\$363,785</b>	<b>\$280,500</b>	<b>\$280,500</b>	<b>\$339,698</b>	<b>\$371,500</b>
<b>Creative Arts</b>					
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	650	650	650	650	650
Student Film	300	300	300	300	300
Vocal Jazz Performance/Recording	1,993	2,000	2,000	2,000	2,000
Women's Chorus	500	500	500	500	500
<b>Creative Arts Subtotal</b>	<b>\$8,093</b>	<b>\$8,100</b>	<b>\$8,100</b>	<b>\$8,100</b>	<b>\$8,100</b>
<b>Investments Income</b>					
Bank of the West Investment Income	38,486	70,000	70,000	30,000	35,000
<b>Investments Income Subtotal</b>	<b>\$38,486</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$30,000</b>	<b>\$35,000</b>
<b>Total</b>	<b>\$880,087</b>	<b>\$823,600</b>	<b>\$823,600</b>	<b>\$842,798</b>	<b>\$879,600</b>
<b>Plus DASB Marquee Carryforward transfer to BCA and Special Allocations</b>			\$105,423		
<b>Plus Prior Year Fund Balance:</b>					
Prior Year Fund Balance Reserve for General			180,264.45		111,265.67
Prior Year Fund Balance Reserve for Capital			0.00		0.00
<b>Total Prior Year Fund Balance</b>			<b>\$180,264.45</b>		<b>\$111,265.67</b>
<b>Plus CCE COP Reserve Released from Restricted Fund Balance</b>					<b>\$85,000.00</b>
<b>Total Available to Allocate</b>			<b>\$1,109,287.45</b>		<b>\$1,075,865.67</b>

**2004-2005**  
**Proposed Expenses**

# Expenses 2004-2005



Total - \$1,075,865.67

## Expenses 2004-2005

Item	2002-2003 Actual	2003-2004 Adopted	2003-2004 Revised	2003-2004 Est. to 06/30/04	2004-2005 Adopted
<b>DASB Administrative</b>					
<b>Government Costs</b>					
DASB President	71	150	150	150	150
DASB Executive VP	197	100	100	100	100
DASB VP of Budget and Finance	197	150	150	150	100
DASB VP of Student Rights and Services	94	100	100	100	100
DASB VP of Administration	200	100	100	100	100
DASB VP of Marketing and Communications	198	100	100	100	100
DASB VP of Diversity and Events	185	100	100	100	100
DASB VP of Technology	181	100	100	100	100
DASB Budget Committee	640	650	650	650	650
DASB Election	664	1,000	1,000	1,000	1,000
DASB Hospitality	988	500	500	500	500
DASB Leadership Scholarship	39,700	36,300	36,300	10,000	12,813
DASB Leadership Training	1,361	1,500	1,500	1,500	1,500
DASB New Senate Orientation	475	500	500	291	500
DASB Office Staff	2,859	10,000	10,000	8,000	10,000
DASB Printing	35	500	500	500	500
Student Services Day/Student Rights and Services Committee	531	500	500	500	1,800
DASB Offices Supplies	1,604	1,500	1,500	1,500	1,500
DASB Telephone	360	720	720	720	720
DASB Marketing and Communications Committee	5,872	5,000	6,790	6,790	6,800
<b>Government Cost Subtotal</b>	<b>\$56,410</b>	<b>\$59,570</b>	<b>\$61,360</b>	<b>\$32,851</b>	<b>\$39,133</b>
<b>Operating Costs</b>					
Accounts Office Staff	59,995	83,000	83,000	83,000	79,800
Accounts Office Supplies	4,313	3,000	3,000	3,000	3,800
Accounts Office System	4,906	4,300	4,300	4,000	4,300
Accounts Office Short/(Over)	0	0	0	0	0
Bad Debt Expense-Student Body Card		5,019	19,994	19,994	17,500
Copier Machine	6,629	7,000	7,000	7,000	5,000
Variance	1,078	1,000	1,000	1,000	1,000.67
<b>Operating Costs Subtotal</b>	<b>\$76,921</b>	<b>\$103,319</b>	<b>\$118,294</b>	<b>\$117,994</b>	<b>\$111,400.67</b>
<b>DASB Administrative Subtotal</b>	<b>\$133,332</b>	<b>\$162,889</b>	<b>\$179,654</b>	<b>\$150,845</b>	<b>\$150,533.67</b>

\* NOTE: Stipulations begin on page 20. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

## Expenses 2004-2005

Item	2002-2003 Actual	2003-2004 Adopted	2003-2004 Revised	2003-2004 Est. to 06/30/04	2004-2005 Adopted
<b>Allocations</b>					
<b>Special Allocations</b>					
Summer/Fall Allocation	0	18,500	721	721	47,397
Winter/Spring Allocation	0	30,000	28,673	28,673	34,397
<b>Special Allocations</b>					
AMC Movie Tickets	120	0	0	0	
DASB Thanksgiving Lunch	5,800	0	0	0	
Math Dept. Calculators-Library	1,298	0	0	0	
Athlete's Reception	2,295	0	0	0	
Chemistry Dept. Hot Plates	2,400	0	0	0	
Flea Market Database	1,100	0	0	0	
DASB Senate Computer Repair	394	0	0	0	
Speaker - Jean Houston	500	0	0	0	
EDC Reception	560	0	0	0	
APE Year-end BBQ	500	0	0	0	
DASB Scrapbook	100	0	0	0	
Teacher Evaluation Website	0	0	0	0	
Red Wheelbarrow	510	0	1,150	1,150	
Bad Debt Expense-Student Body Card	16,081	0	0	0	
The Carson Journal	0	0	3,000	3,000	
Administration of Justice	0	0	2,300	2,300	
DASB Website Redesign	0	0	500	500	
Intercultural/International Studies	0	0	2,000	2,000	
APE Christmas Party	0	0	500	500	
Mannequins	0	0	906	906	
CalSACC Regional Dues	0	0	75	75	
Student Organizer	0	0	5,600	5,600	
CalSACC Rally	0	0	500	500	
Sacramento Rally Buses	0	0	10,000	10,000	
<b>Special Allocation Subtotal</b>	<b>\$31,658</b>	<b>\$48,500</b>	<b>\$55,925</b>	<b>\$55,925</b>	<b>\$81,794</b>

## Expenses 2004-2005

Item	2002-2003 Actual	2003-2004 Adopted	2003-2004 Revised	2003-2004 Est. to 06/30/04	2004-2005 Adopted
<b>Budget Crisis Allocations</b>					
Budget Crisis Allocation	0	82,500	0	0	0
<b>Budget Crisis Allocation Subtotal</b>		<b>\$82,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital Project Allocations</b>					
DASB Campus Center Expansion	65,000	65,000	65,000	65,000	65,000
Capital	0	90,000	15,066	15,066	71,760
Comics Speak Our Lives Mural	4,396	0	0	0	
Open Media Lab & Library	19,004	0	0	0	18,240
Performance Hall	49,974	0	0	0	
Student Accts.Blackbaud Server	2,606	0	0	0	
Film/TV Final Cut Pro Software Upgrade	2,154	0	0	0	
Band Instruments	7,930	0	0	0	
World Music/Guitars	1,567	0	0	0	
Massage Therapy-Washer & Dryer	0	0	14,124	14,124	
DASB Copy Machine	0	0	16,500	16,450	
Physical Science,Math,Engineering Sensors	0	0	2,410	2,410	
Accounts Office-Credit Card Machine	0	0	520	496	
W.Track/Cross Country Uniforms	0	0	3,000	3,000	
M.Track/Cross Country Uniforms	0	0	3,000	3,000	
DASB Printer Fusing Assembly	0	0	300	300	
Film & TV Department	0	0	8,120	8,120	
Computer Parts-Stu.Computer Donation Program	0	0	2,100	2,100	
Photo Dept.Cameras	0	0	16,000	16,000	
DSS Computer Access Lab	0	0	8,860	8,860	
<b>Capital Projects Subtotal</b>	<b>\$152,630</b>	<b>\$155,000</b>	<b>\$155,000</b>	<b>\$154,926</b>	<b>\$155,000</b>

## Expenses 2004-2005

Item	2002-2003 Actual	2003-2004 Adopted	2003-2004 Revised	2003-2004 Est. to 06/30/04	2004-2005 Adopted
<b>Conference Travel</b>					
Travel--Unrestricted	0	20,000	2,668	2,668	
CCCSAA Conference	6,559	0	6,005	6,005	
PTK Regional Honors Institute	555	0	1,305	1,242	
PTK Leadership Conference-San Diego	919	0	0	0	
SLAMS-UC Berkeley	848	0	0	0	
Speech & Debate Convention-Utah	1,884	0	0	0	
CA Massage Conference	5,310	0	3,897	3,897	
Sacramento Lobby Day	5,657	0	0	0	
MECHA Leadership Conf.-San Diego	2,025	0	0	0	
Tai Chi Tournament-Brazil	1,889	0	0	0	
Calworks Welfare Reform Conf.-Washington DC	124	0	0	0	
CDC Sacramento Advocacy Action Day	750	0	0	0	
PTK Regional Convention	752	0	0	0	
Day of the African Child Conf.-N.Y.	0	0	0	0	
PTK International Convention	4,246	0	0	0	
Calworks Partnership Summit-San Diego	0	0	2,100	1,867	
6th Annual Black Caucus Leadership Conference	0	0	1,080	1,080	
Forensics Tournament	0	0	660	660	
Latina Leadership Network Conference	0	0	2,285	2,285	
DASB/ICC Leadership Travel	0	0	0	0	10,000
<b>Conference Travel Subtotal</b>	<b>\$31,519</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$19,704</b>	<b>\$10,000</b>
<b>Allocations Subtotal</b>	<b>\$215,807</b>	<b>\$306,000</b>	<b>\$230,925</b>	<b>\$230,555</b>	<b>\$246,794</b>

## Expenses 2004-2005

Item	2002-2003 Actual	2003-2004 Adopted	2003-2004 Revised	2003-2004 Est. to 06/30/04	2004-2005 Adopted
<b>Inter Club Council (ICC)</b>					
Inter Club Council (ICC)	35,221	47,385	50,675	50,675	55,539
<b>Inter Club Council Subtotal</b>	<b>\$35,221</b>	<b>\$47,385</b>	<b>\$50,675</b>	<b>\$50,675</b>	<b>\$55,539</b>
<b>College Life</b>					
<b>Student Events</b>					
AMC Movie Tickets	0	2,550	13,700	13,700	11,150
Cross Cultural Partnerships	4,814	3,535	6,423	6,423	3,635
DASB Card Office	0	0	15,490	15,490	30,588
Flea Market	125,950	155,000	169,000	169,000	128,893
Flea Market Short/(Over)	0	0	0	0	0
Graduation	5,000	0	0	0	5,000
New Student Orientation	3,999	1,500	1,500	1,500	1,770
Diversity and Events Committee	8,135	7,000	7,000	7,000	9,000
Visiting Speakers Series	8,115	6,000	6,000	6,000	8,000
Voter Registration/Get Out The Vote	538	0	0	0	0
<b>Student Events Subtotal</b>	<b>\$156,551</b>	<b>\$175,585</b>	<b>\$219,113</b>	<b>\$219,113</b>	<b>\$198,036</b>
<b>Multicultural/Diversity</b>					
General Diversity Events	0	50,000	2,489	2,489	58,000
African Studies	0	0	396	396	
Asian Pacific American	7,766	0	7,900	7,900	
Black History	6,881	0	7,550	7,550	
Day of the African Child	600	0	1,275	1,275	
Day of Remembrance	1,500	0	2,350	2,350	
El Dia de Los Muertos	118	0	400	341	
Latino/a Events	3,159	0	4,750	4,750	
Latino Awareness Student Recognition	3,948	0	4,400	4,400	
Lunar New Year	1,797	0	1,650	1,650	
Martin Luther King	4,973	0	2,935	2,415	
Pow Wow	10,000	0	8,000	8,000	
Ramadan Islamic	2,184	0	6,000	5,611	
Vietnamese Cultural Festival	5,000	0	0	0	
Women's History Month	4,723	0	4,450	4,450	
World Languages Week	2,896	0	3,455	3,455	
<b>Multicultural/Diversity Subtotal</b>	<b>\$55,546</b>	<b>\$50,000</b>	<b>\$58,000</b>	<b>\$57,032</b>	<b>\$58,000</b>
<b>College Life Subtotal</b>	<b>\$212,097</b>	<b>\$225,585</b>	<b>\$277,113</b>	<b>\$276,145</b>	<b>\$256,036</b>

\* NOTE: Stipulations begin on page 20. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

Expenses 2004-2005

Item	2002-2003 Actual	2003-2004 Adopted	2003-2004 Revised	2003-2004 Est. to 06/30/04	2004-2005 Adopted
<b>College Services</b>					
Activities Assistant - Student Activities	14,212	12,000	12,000	12,000	12,000
Activities Assistant - Activities Advisor	7,121	8,000	8,000	8,000	8,000
Altrans - Pro-Active Trip Plan	4,858	0	0	0	0
California History Center	1,896	1,000	1,000	1,000	1,250
CalWORKs Students	11,378	10,000	15,000	15,000	15,000
Career Center	5,000	3,000	3,000	3,000	4,500
Child Development Center	0	0	7,800	7,800	9,430
DASB Scholarship/Book Grants	24,082	21,000	25,700	25,700	25,700
Disabled Student Services	2,500	0	0	0	683
DLTP-Diversity Leadership Training Project	12,000	6,800	15,472	15,472	15,000
Honors Program	0	15,000	15,000	15,000	15,000
La Voz	21,000	16,000	20,000	20,000	20,000
Legal Aid	13,870	7,500	7,500	7,500	7,500
Multicultural/International Center	2,690	3,800	3,800	3,800	3,600
Open Media Lab	0	0	6,864	6,864	0
Outreach	5,000	0	3,740	3,740	3,472
Puente	0	0	7,245	7,245	8,242
Red Wheelbarrow Magazine	0	0	0	0	1,125
Renew	14,268	12,000	12,000	12,000	8,775
SLAMS	17,527	15,000	619	619	0
STARS	16,000	14,000	1,035	1,035	0
Student Computer Donation Program	0	0	7,433	7,433	10,462
Student Success and Retention Services	0	0	39,933	39,933	42,505
Tutorial Center	0	22,180	32,753	32,753	44,367
<b>College Services Subtotal</b>	<b>\$173,401</b>	<b>\$167,280</b>	<b>\$245,894</b>	<b>\$245,894</b>	<b>\$256,611</b>

\* NOTE: Stipulations begin on page 20. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

## Expenses 2004-2005

Item	2002-2003 Actual	2003-2004 Adopted	2003-2004 Revised	2003-2004 Est. to 06/30/04	2004-2005 Adopted
<b>Divisional Support</b>					
<b>Creative Arts</b>					
Art/Photo Competition	3,600	2,700	2,700	2,700	2,700
Band	3,742	3,000	4,000	4,000	3,200
Chorale & Vintage Singers	4,973	4,000	4,491	4,491	4,415
Dance Program	8,823	9,000	9,000	9,000	9,000
De Anza Chamber Orchestra	2,965	2,000	3,180	3,180	3,000
Euphrat Museum	4,300	3,000	3,000	3,000	3,000
Jazz Ensemble Performance/Recording	983	3,500	5,800	5,800	4,800
Patnoe Jazz Festival	2,200	1,000	2,000	2,000	2,000
Photography	9,429	0	0	0	0
Spring Musical	2,146	1,000	1,000	1,000	3,000
Student Film & Video Production	8,081	825	825	825	1,400
Vocal Jazz Performance/Recording	8,624	6,000	6,680	6,680	7,270
Women's Chorus	2,823	2,000	2,800	2,800	4,100
<b>Creative Arts Subtotal</b>	<b>\$62,688</b>	<b>\$38,025</b>	<b>\$45,476</b>	<b>\$45,476</b>	<b>\$47,885</b>
<b>Athletics</b>					
Athletics Dept.	0	0	10,000	10,000	0
Athletic Playoffs	11,117	5,000	5,000	5,000	5,000
Men's Baseball	6,040	4,100	4,100	4,100	4,000
Men's Basketball	2,588	4,500	4,500	3,940	4,500
Men's Cross Country	562	1,500	1,500	278	1,300
Men's Football	6,713	6,000	6,000	2,270	6,000
Men's Golf Team	648	800	800	0	0
Men's Soccer	4,314	4,000	4,000	3,985	4,000
Men's Swim/Dive	1,522	1,300	1,300	1,300	1,300
Men's Tennis Team	1,380	1,300	1,300	1,300	1,300
Men's Track and Field	3,467	2,500	2,500	2,500	2,500
Men's Water Polo	1,710	1,500	1,500	1,425	1,500
Women's Badminton	1,724	0	0	0	0
Women's Basketball	2,588	4,500	4,500	4,500	3,800
Women's Cross Country	347	1,500	1,500	155	1,300
Women's Soccer	4,303	4,000	4,000	4,000	4,000
Women's Softball	2,071	2,000	2,000	2,000	2,500
Women's Swim/Dive	1,741	1,300	1,300	1,300	1,300
Women's Tennis Team	1,380	1,300	1,300	1,300	1,300
Women's Track and Field	2,698	2,500	2,500	2,500	2,500
Women's Volleyball	2,200	1,600	1,600	1,600	2,000
Women's Water Polo	0	1,500	1,500	0	1,500
<b>Athletics Subtotal</b>	<b>\$59,112</b>	<b>\$52,700</b>	<b>\$62,700</b>	<b>\$53,452</b>	<b>\$51,600</b>

\* NOTE: Stipulations begin on page 20. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

Expenses 2004-2005

Item	2002-2003 Actual	2003-2004 Adopted	2003-2004 Revised	2003-2004 Est. to 06/30/04	2004-2005 Adopted
<b>Physical Science/Mathematics/Engineering</b>					
Physics	0	0	0	0	0
<b>Physical Science/Mathematics/Engineering Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>
<b>Physical Education</b>					
Massage Therapy Program	5,500	4,000	4,000	4,000	4,000
Physical Education Dept.	0	0	10,000	10,000	0
<b>Physical Education Subtotal</b>	<b>\$5,500</b>	<b>\$4,000</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$4,000</b>
<b>Biological &amp; Health Sciences</b>					
Biology & Health Student Recruitment Program	0	0	0	0	0
Environmental Studies Area	783	0	0	0	1,500
<b>Biological &amp; Health Sciences Subtotal</b>	<b>\$783</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500</b>
<b>Special Education Division</b>					
Adapted Physical Education	0	0	0	0	1,300
Computer Access Lab	0	0	0	0	4,067
<b>Special Education Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,367</b>
<b>Divisional Support Subtotal</b>	<b>\$128,083</b>	<b>\$94,725</b>	<b>\$122,176</b>	<b>\$112,928</b>	<b>\$110,352</b>
<b>Carry Forward Expenses</b>					
Band	0	0	258	0	
Jazz Ensemble	3,084	0	4,817	4,817	
Chorale/Vintage Singers	0	0	27	0	
Vocal Jazz Perf./Recording	0	0	76	0	
Red Wheelbarrow Magazine	3,753	0	0	0	
Prior Year Void Checks	(592)	0	0	0	
DASB Marquee-Capital	0	0	0	0	
Teacher Evaluation Website	0	0	3,500	3,167	
<b>Carry Forward Subtotal</b>	<b>\$6,246</b>	<b>\$0</b>	<b>\$8,678</b>	<b>\$7,984</b>	<b>\$0</b>
<b>Transfers To</b>					
Transfer to Fund 44 Clubs	11,700	0	2,850	2,850	
Transfer to Fund 45 Trusts	40	0	0	0	
<b>Transfers Subtotal</b>	<b>\$11,740</b>	<b>\$0</b>	<b>\$2,850</b>	<b>\$2,850</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$915,926</b>	<b>\$1,003,864</b>	<b>\$1,117,966</b>	<b>\$1,077,877</b>	<b>\$1,075,865.67</b>

\* NOTE: Stipulations begin on page 20. Some stipulations are general, others are specific to certain programs. Please check them for any that apply to your program.

**DASB**  
**Fund Balance Summary**  
**2003-2004**

**DASB FUND BALANCE SUMMARY FOR 2003-2004**

I. Fund 41 DASB Operating Fund Balance - June 30, 2003	1,062,925
Fund Balance Reserved for Encumbrances for 2003-2004	7,295
Fund Balance Reserved for Carryforwards for 2003-2004	114,101
General Reserve	500,000
Campus Center Expansion COP Reserve	150,000
Fund Balance Reserved for 2003-2004 Budget	180,264
Fund Balance Reserved for 2004-2005 Budget	111,265
II. Fund 41 Estimated Operating Income for 2003-2004	842,798
III. Fund 41 Estimated Operating Expenses for 2003-2004	1,077,877
IV. Fund 41 Estimated DASB Operating Fund Balance - June 30, 2004	827,846
General Reserve	500,000
Campus Center Expansion COP Reserve	65,000
Campus Center Expansion COP Reserve Released for 2004-2005 Budg	85,000
Fund Balance Reserved for 2004-2005 Budget	111,265
Fund Balance Reserved for 2005-2006 Budget	66,581

**DASB**  
**Budget Stipulations**  
**2004-2005**

## 2004-2005 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 2004-2005 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 (4<sup>th</sup>) week of Fall Quarter and by the fourth (4<sup>th</sup>) 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 (6<sup>th</sup>) week of every quarter, provided funds are still available.
10. Student Scholarships: All DASB scholarship recipients will be presented their scholarships at a regular Senate meeting
11. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
12. The DASB Travel account is to be used for DASB MEMBERS ONLY with Advisors (DASB Senators/ICC Officers, club members, campus organizations).
13. All promotional materials for all programs funded by the DASB must have DASB boldly identified on them.
14. 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.
15. The DASB Leadership funds must be used for multiple retreats and workshops.
16. 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.
17. 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.
18. The DASB opposes sweatshop labor and thus encourages all programs to not buy products that were manufactured in sweatshops.
19. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
20. 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.
21. 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 Executive Council. Any clubs wanting to get funding for travel must submit applications to the Inter Club Council (ICC).
22. All event requests shall be referred to the DASB Diversity and Events Committee.
23. The current DASB President or designee must conduct a New Senate Orientation by at least the third (3<sup>rd</sup>) weekend after Spring Quarter final exams.

24. Funding for CalWORKs Students is restricted to the purchase of required class supplies only.
25. DASB Book Grants must be distributed the quarter before the award is to be used (for Winter and Spring Book Grants only).
26. All Athletics accounts are funded for League Domestic Conference and Travel only. Teams may use some of this funding for non-conference play by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.
27. For contracted speakers the fee shall not exceed \$1500.00 per speaker per event. For performances the fee should not exceed \$2000.00 per performance. An additional \$500 may be requested for transportation and lodging. Meals will not be reimbursed.
28. Tutorial and Academic Skills Center will only be able to use funds for student payroll and Benefits.
29. The Honors Program funds will only be used for advisor/coordinator payroll and benefits.

**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**

# DASB BUDGET AND FINANCE CODE

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## **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, or in the absence of the DASB President, a designee, serving as a Senator, approved by the Senate, to serve for a temporary period equal to or less than a quarter
  - 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 (3<sup>rd</sup>) 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 must provide the DASB VP of Budget and Finance line item amounts by June 15. If the Budgeter fails to meet the June 15 deadline, the DASB VP of Budget of Finance will assign line item amounts. Line item categories may not be changed from those originally requested. 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. When the Budget and Finance Committee and Senate are not meeting, the DASB VP of Budget and Finance is authorized to approve line item transfer requests.

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 Pre-hire Authorization Form, 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.
5. 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.
6. Budgeters will be limited to the following amounts:
  - A. For contracted speakers the fee shall not exceed \$1,500 per speaker per event.

- B. For performances the fee shall not exceed \$2,000 per performance.

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.
7. If the DASB Vice President of Budget and Finance do not approve any request for funds allocated to an account, the DASB President will be asked to approve the item. In the case that both the DASB President and DASB Vice President of Budget and Finance refuse to authorize the expenditure, the issue will be forwarded to the next regularly scheduled DASB Budget and Finance Committee meeting. If the DASB Budget and Finance Committee approves the expenditure, the DASB Vice President of Budget and Finance will be directed to sign the request. If the DASB Budget and Finance Committee does not approve the expenditure, the Budgeter shall have the right to request the DASB Senate to review the request for approval or denial.

#### **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. GENERAL AND DIVERSITY EVENTS**

All general and diversity events requests shall be referred to the DASB Diversity and Events Committee.

## **XV. ICC AND CLUB FUNDING**

All ICC and Club funding requests shall be referred to the Inter Club Council (ICC). Should the ICC be unable to fund the request, the ICC not individual clubs may, request for additional money from the DASB Budget and Finance Committee.

## **XVI. 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.

## **XVII. 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.

## **XVIII. 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:
  - 1. 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

**XIX. 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.

**XX. 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.

- Revised: 10/13/1998
- Revised: 4/12/2000
- Revised: 10/4/2000
- Revised: 11/15/2000
- Revised: 11/28/2001
- Revised: 05/29/2002
- Revised: 08/21/2002
- Revised: 05/28/2003
- Revised: 10/15/2003

## 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

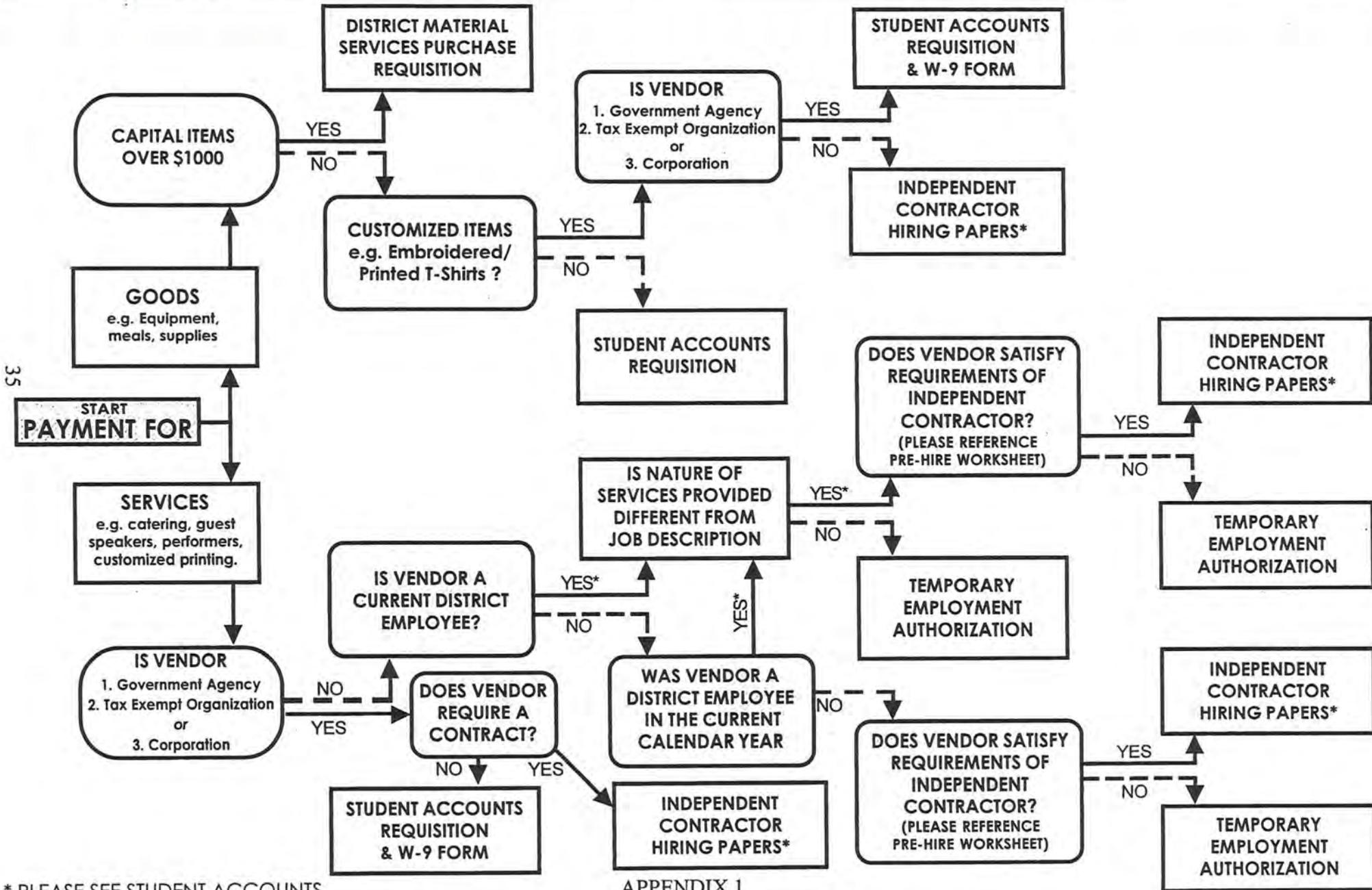
Independent Contractor Forms

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.

# De Anza College Student Accounts Flow Chart for Payment Requests



\* 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:

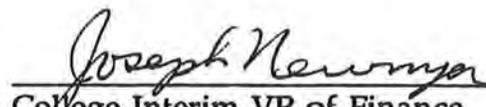
1. The DASB shall establish two new reserve accounts. One shall be titled Campus Center Expansion (CCE) COP Payments, and the second shall be titled DASB Technology.
2. The remaining balance in the District account 284201 of \$456,507.57 shall be deposited with Student Accounts with the appropriate signature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

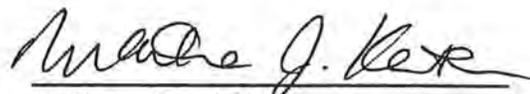
10. Expenditures of the reserve accounts shall follow the procedures outlined in the DASB Finance Code regarding SPA funds.
11. While items 2 through 4 represent the clear intent of all parties involved, the District Controller has provided (see attached) a summary of the actual transactions which accomplish 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. Cognetta* 11/4/99

John Cognetta, DASB Advisor

*Mike Brady* 12/7/98

Mike Brady, Vice President of Finance & College Services

*Martha Kanter*

Martha Kanter, De Anza College President

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

**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 \_\_\_\_\_

  
\_\_\_\_\_  
Ron Galatolo, District Controller

  
\_\_\_\_\_  
Nick Pisca, DASB President

  
\_\_\_\_\_  
Hector Quinonez, Director of Budget  
and Personnel

  
\_\_\_\_\_  
Mike Reid, Representing District ISS