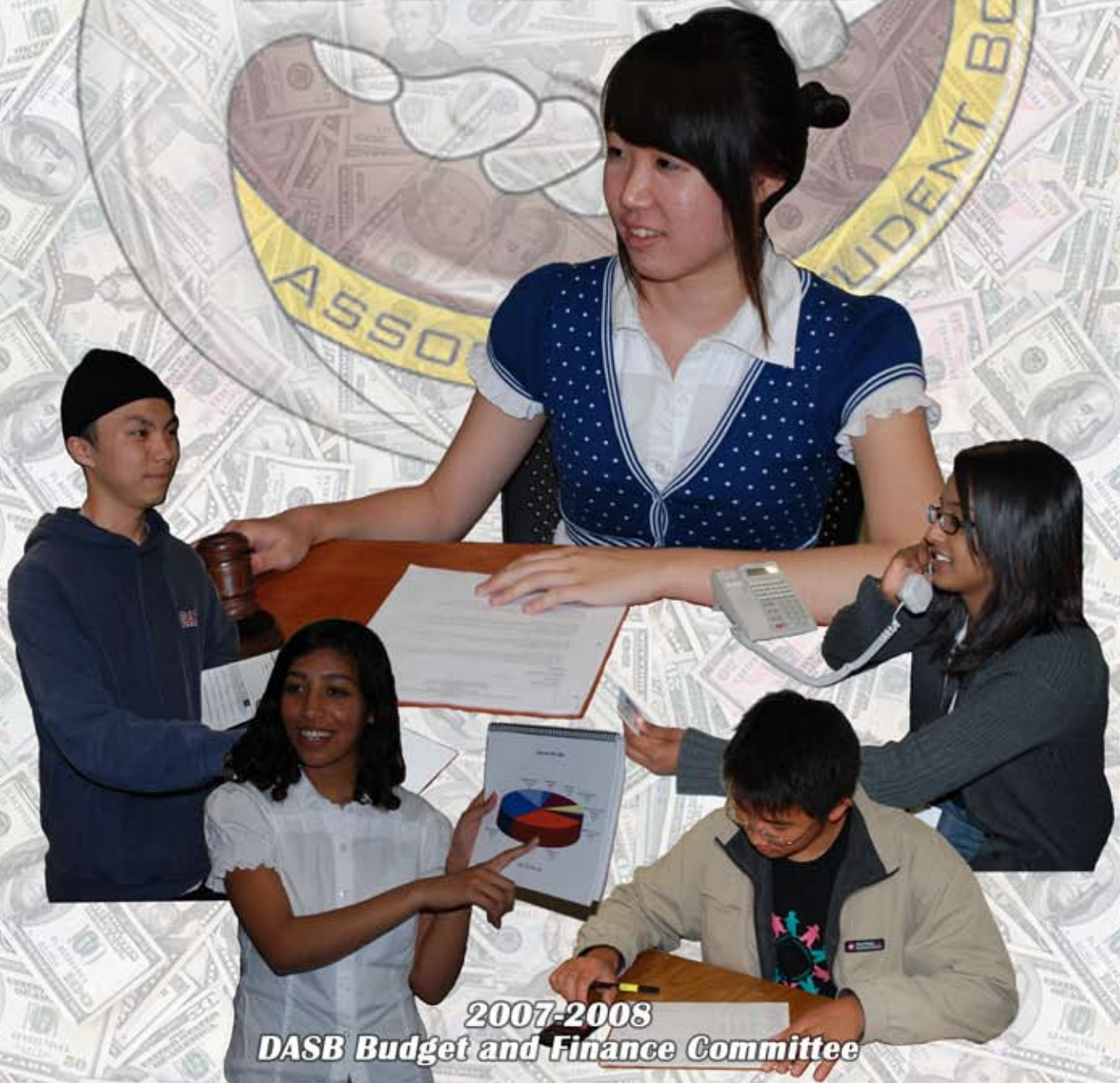




Students Working for Students

De Anza Associated Student Body 2008-2009 Budget



**2007-2008
DASB Budget and Finance Committee**

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Student Activities
Student Accounts

Cover Designed by Jiabi “Stephy” He
DASB Vice President of Administration



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**De Anza Associated
Student Body
Message**

DASB Budget 2008-2009

Students Working For Students

De Anza Community College has a thriving and vital atmosphere for students to enjoy. The De Anza Associated Student Body (DASB), a strong supporter of student life, continuously funds student support programs and diversity groups at De Anza College. Any student who has run to the Open Media Lab to type a quick paper, heard lively music from a visiting band at the Main Quad, joined one of De Anza's array of clubs, or picked up a copy of La Voz, the student newspaper, is experiencing an element of De Anza that could be non-existent without DASB funding. The DASB enables students to lead successful and enjoyable experiences at De Anza.

This year, the span of DASB funds has spread from student life to student essentials, including the Math Performance Success Program, the Athletics and Creative Arts Department, DASB Scholarships and Book Grants, and the Tutorial Center. The students were fortunate to have the resources in DASB funds to enhance programs which are vital for student success.

For next year, the DASB has stepped up to fund a variety of programs that directly impact students. To insure students' academic success, we support the Writing and Reading Center and the Honors Program. The DASB also provides help for students in need through CalWORKs and the Renew Project. In addition, our funding for Puente Program and Asian Pacific American Leadership Institute promotes diversity on our campus. Our new services include library textbooks and Insider Magazine. The DASB increased funding available in the special allocations account in preparation for student projects such as a Farmers' Market and Free Printing which are currently in planning stages.

The budget goals for 2008-2009 are to fund programs that:

- Help students succeed and enable them to achieve their academic and/or personal goals at De Anza College.
- Promote diversity and equality among all students.
- Show academic benefits.
- Benefit students during the fiscal year of the budget.
- Serve the greatest number of students.
- Generate DASB revenue.
- Promote DASB benefits to the general student body.

In conclusion, we would like to thank all the Budget Committee members and advisors who assisted with the development of the 2008-2009 budget.

Budget Committee Members:

Eden Su
Rahela Sami
Victor Tanzil
Adwin Ho
Esha Menon
Bobby Lee
Yujin Yoshimura

Special Thanks to:

John Cognitiona
Lisa Kirk
Dennis Shannakian



Rahela Sami
DASB President

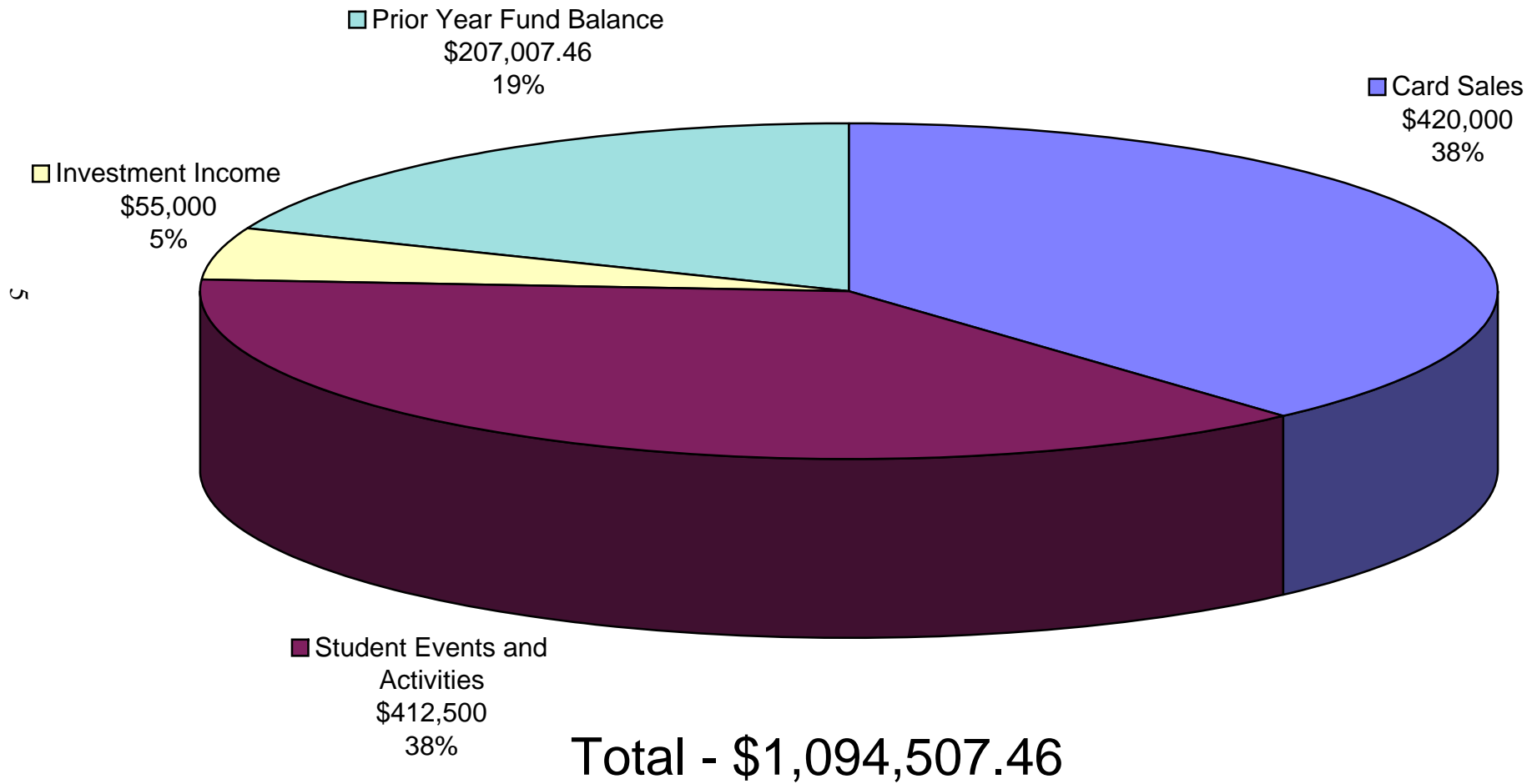


Eden Su
DASB Vice President of Budget and Finance

DASB
Proposed Budget
for Fiscal Year
2008-2009

2008-2009
Proposed Income

DASB Income 2008-2009

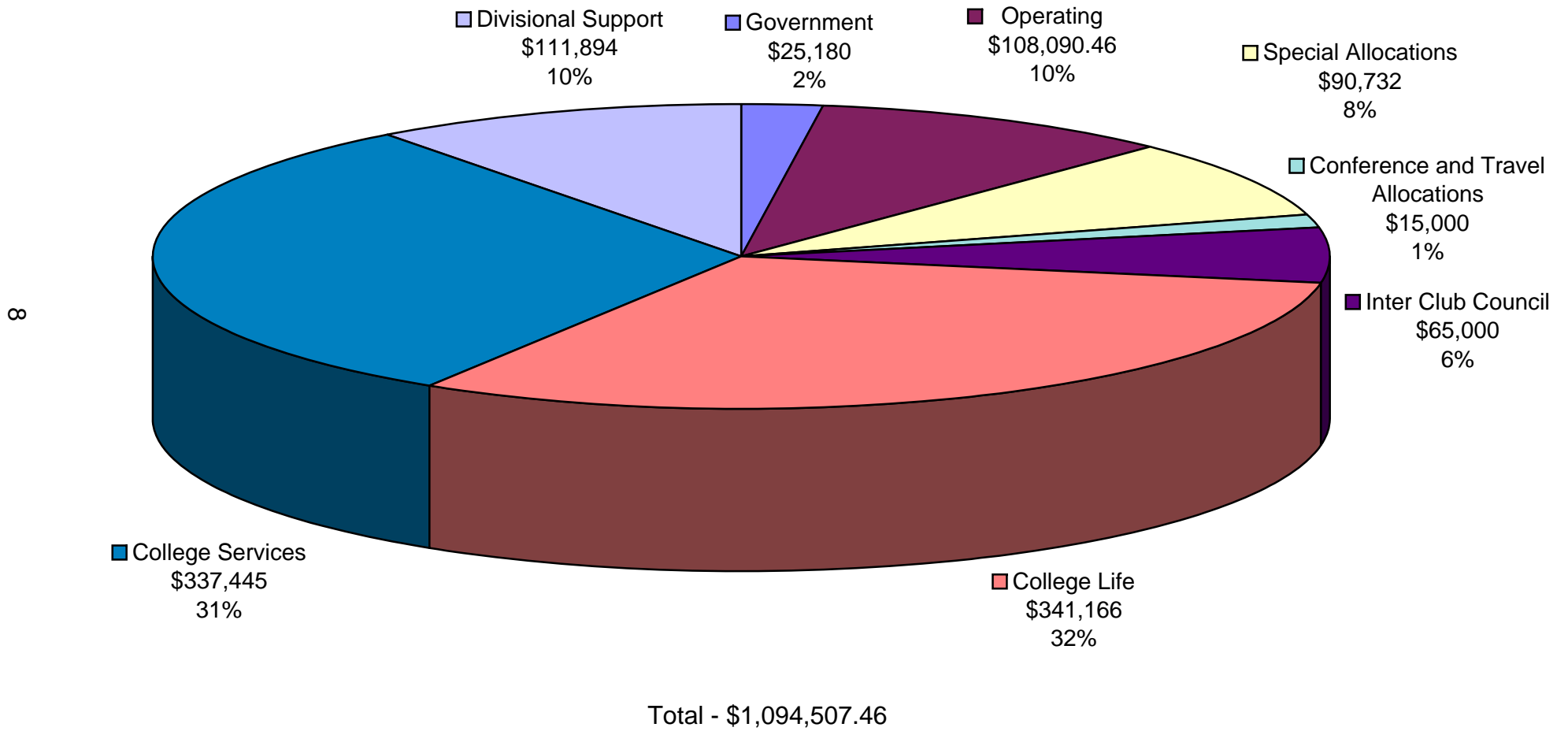


Income 2008-2009

| Item | 2006-2007 Actual | 2007-2008 Adopted | 2007-2008 Revised | 2007-2008 Est. to 06/30 | 2008-2009 Adopted |
|--|-------------------------|--------------------------|--------------------------|--------------------------------|--------------------------|
| <u>Card Sales</u> | | | | | |
| Card Sales | 421,710 | 420,000 | 420,000 | 420,000 | 420,000 |
| Card Sales Subtotal | \$421,710 | \$420,000 | \$420,000 | \$420,000 | \$420,000 |
| <u>Student Events & Activities</u> | | | | | |
| AMC Movie Tickets-Silver | 22,250 | 21,000 | 21,000 | 24,300 | 24,000 |
| AMC Movie Tickets-Gold | 10,000 | 7,500 | 7,500 | 18,750 | 22,500 |
| DASB Card Replacement | 1,635 | 0 | 0 | 2,300 | 1,000 |
| Flea Market | 367,225 | 375,000 | 375,000 | 350,000 | 365,000 |
| Flea Market Late Depart/Clean-up Fee | 300 | 0 | 0 | 775 | 0 |
| Misc. Income | 0 | 0 | 0 | 237 | 0 |
| Student Events & Activities Subtotal | \$401,410 | \$403,500 | \$403,500 | \$396,362 | \$412,500 |
| <u>Investments Income</u> | | | | | |
| Bank of the West Investment Income | 62,809 | 45,000 | 45,000 | 60,000 | 55,000 |
| Investments Income Subtotal | \$62,809 | \$45,000 | \$45,000 | \$60,000 | \$55,000 |
| Total | \$885,929 | \$868,500 | \$868,500 | \$876,362 | \$887,500 |
| Plus Prior Year Fund Balance Reserve for Budget | | 176,609.88 | | | 207,007.46 |
| Total Available to Allocate | | \$1,045,109.88 | | | \$1,094,507.46 |

2008-2009
Proposed Expenses

Expenses 2008-2009



Expenses 2008-2009

| Item | 2006-2007 Actual | 2007-2008 Adopted | 2007-2008 Revised | 2007-2008 Est. to 06/30 | 2008-2009 Adopted |
|--|---------------------|----------------------|----------------------|----------------------------|----------------------|
| DASB Administrative | | | | | |
| Government Costs | | | | | |
| DASB President | 150 | 150 | 150 | 150 | 100 |
| DASB Executive VP | 0 | 100 | 100 | 100 | 100 |
| DASB VP of Budget and Finance | 100 | 100 | 100 | 100 | 100 |
| DASB VP of Student Rights & Campus Relations | 0 | 100 | 100 | 100 | 100 |
| DASB VP of Student Services | 12 | 100 | 100 | 100 | 100 |
| DASB VP of Administration | 100 | 100 | 100 | 100 | 100 |
| DASB VP of Marketing and Communication | 0 | 100 | 100 | 100 | 100 |
| DASB VP of Diversity and Events | 60 | 100 | 100 | 100 | 100 |
| DASB Budget Committee | 700 | 700 | 700 | 700 | 900 |
| DASB Election | 1,867 | 1,000 | 1,000 | 1,000 | 1,500 |
| DASB Hospitality | 496 | 250 | 250 | 250 | 500 |
| DASB Leadership Training | 981 | 1,000 | 2,500 | 2,500 | 3,000 |
| DASB New Senate Orientation | 483 | 1,000 | 1,000 | 300 | 1,000 |
| DASB Office Staff | 5,195 | 7,110 | 7,110 | 6,500 | 7,110 |
| DASB Printing | 203 | 0 | 0 | 0 | 0 |
| Administration Committee | 139 | 200 | 200 | 200 | 0 |
| Student Rights & Relations Committee | 180 | 0 | 0 | 0 | 500 |
| Student Services Committee | 810 | 500 | 500 | 500 | 500 |
| DASB Office/Student Council Chambers Remodel | 0 | 15,000 | 15,000 | 15,000 | 0 |
| DASB Office Supplies | 1,447 | 1,500 | 1,500 | 1,000 | 1,500 |
| DASB Telephone | 570 | 720 | 720 | 720 | 720 |
| DASB Marketing and Communications Committee | 4,228 | 7,150 | 7,150 | 6,000 | 7,150 |
| Government Cost Subtotal | \$17,719 | \$36,980 | \$38,480 | \$35,520 | \$25,180 |
| Operating Costs | | | | | |
| Accounts Office Staff | 36,541 | 89,700 | 89,700 | 87,000 | 93,090 |
| Accounts Office Supplies | 1,048 | 2,700 | 2,700 | 2,000 | 2,300 |
| Accounts Office System | 5,982 | 22,935 | 22,935 | 22,935 | 4,200 |
| Accounts Office Short/(Over) | 6 | 0 | 0 | 0 | 0 |
| Bad Debt Expense-Student Body Card | 0 | 7,500 | 7,500 | 2,500 | 2,500 |
| Copy Machine | 4,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Variance | 0 | 1,000 | 1,000 | 500 | 1,000.46 |
| Operating Costs Subtotal | \$47,577 | \$128,835 | \$128,835 | \$119,935 | \$108,090.46 |
| DASB Administrative Subtotal | \$65,297 | \$165,815 | \$167,315 | \$155,455 | \$133,270.46 |

Expenses 2008-2009

| Item | 2006-2007 Actual | 2007-2008 Adopted | 2007-2008 Revised | 2007-2008 Est. to 06/30 | 2008-2009 Adopted |
|--|---------------------|----------------------|----------------------|----------------------------|----------------------|
| Allocations | | | | | |
| Special Allocations | | | | | |
| Summer/Fall Allocation | 0 | 35,000 | 1 | 0 | 45,366 |
| Winter/Spring Allocation | 0 | 35,000 | 12,437 | 12,437 | 45,366 |
| Special Allocations | | | | | |
| FA PAC Campaign Donation | 2,900 | | | | |
| APALI | 5,260 | | | | |
| Congressional Interviews DVD | 845 | | | | |
| FHDA Internship Promotion | 1,827 | | | | |
| Insider: Ultimate Student Guide | 0 | 0 | 9,500 | 9,500 | |
| Black Student Graduation Ceremony | 779 | | | | |
| LEAD Mentors | 1,015 | | | | |
| Art on Campus | 0 | 0 | 3,000 | 3,000 | |
| Dance Master Class Series | 0 | 0 | 4,500 | 4,500 | |
| Special Allocation Subtotal | \$12,626 | \$70,000 | \$29,438 | \$29,437 | \$90,732 |
| Capital Project Allocations | | | | | |
| Environmental Studies Area Signage | 3,200 | | | | |
| Capital Projects Subtotal | \$3,200 | \$0 | \$0 | \$0 | \$0 |
| Conference Travel | | | | | |
| DASB/ICC Student Leadership Conference | 9,777 | 10,000 | 14,156 | 14,156 | 15,000 |
| Conference Travel Subtotal | \$9,777 | \$10,000 | \$14,156 | \$14,156 | \$15,000 |
| Allocations Subtotal | \$25,603 | \$80,000 | \$43,594 | \$43,593 | \$105,732 |

Expenses 2008-2009

| Item | 2006-2007 Actual | 2007-2008 Adopted | 2007-2008 Revised | 2007-2008 Est. to 06/30 | 2008-2009 Adopted |
|--|-----------------------------|------------------------------|------------------------------|------------------------------------|------------------------------|
| <u>Inter Club Council (ICC)</u> | | | | | |
| Inter Club Council (ICC) | 44,052 | 62,000 | 54,750 | 52,000 | 65,000 |
| Inter Club Council Subtotal | \$44,052 | \$62,000 | \$54,750 | \$52,000 | \$65,000 |
| <u>College Life</u> | | | | | |
| Student Events & Activities | | | | | |
| Movie Tickets | 32,877 | 29,120 | 43,990 | 43,990 | 47,220 |
| Artists as Agents of Social Change | 2,000 | 0 | 0 | 0 | 0 |
| Cross Cultural Partnerships | 8,497 | 12,500 | 12,500 | 12,500 | 10,155 |
| DASB Card Office | 18,494 | 38,400 | 38,400 | 25,000 | 45,830 |
| Flea Market | 146,572 | 156,925 | 156,925 | 156,925 | 164,316 |
| Flea Market Short/(Over) | 0 | 0 | 0 | 0 | 0 |
| Graduation | 5,000 | 5,000 | 5,000 | 5,000 | 0 |
| New Student Orientation | 6,585 | 7,650 | 7,650 | 7,650 | 7,100 |
| Diversity and Events Committee | 3,954 | 9,000 | 9,000 | 7,000 | 9,000 |
| Multicultural Author Reading Series | 0 | 1,900 | 1,900 | 1,900 | 2,390 |
| Visiting Speakers Series | 6,460 | 6,500 | 6,500 | 6,500 | 6,500 |
| Student Events & Activities Subtotal | \$230,438 | \$266,995 | \$281,865 | \$266,465 | \$292,511 |
| Multicultural/Diversity | | | | | |
| Multicultural/Diversity Events | 0 | 52,000 | 9,040 | 0 | 48,655 |
| African American Cultural Exchange | 0 | 0 | 3,020 | 1,500 | |
| African Ancestry Conversations Across the Diaspora | 12 | 0 | 1,190 | 0 | |
| Asian Pacific American | 5,421 | 0 | 6,500 | 6,500 | |
| Asian Pacific American Conversations | 58 | 0 | 0 | 0 | |
| Black History | 2,678 | 0 | 6,500 | 3,300 | |
| Day of Remembrance | 1,570 | 0 | 1,500 | 1,500 | |
| Deaf Awareness | 212 | 0 | 1,800 | 940 | |
| Disability Awareness | 0 | 0 | 1,500 | 0 | |
| Latino/a Events | 5,794 | 0 | 6,500 | 6,500 | |
| Latino/a Conversations | 199 | 0 | 0 | 0 | |
| Jewish New Year | 200 | 0 | 0 | 0 | |
| Martin Luther King | 1,850 | 0 | 2,750 | 1,275 | |
| Multicultural Event | 700 | 0 | 4,200 | 4,200 | |
| Sign Language Interpreter | 0 | 0 | 1,000 | 1,000 | |
| Women's History Month | 5,578 | 0 | 6,500 | 6,500 | |
| Multicultural/Diversity Subtotal | \$24,273 | \$52,000 | \$52,000 | \$33,215 | \$48,655 |
| College Life Subtotal | \$254,711 | \$318,995 | \$333,865 | \$299,680 | \$341,166 |

Expenses 2008-2009

| Item | 2006-2007 Actual | 2007-2008 Adopted | 2007-2008 Revised | 2007-2008 Est. to 06/30 | 2008-2009 Adopted |
|--|-----------------------------|------------------------------|------------------------------|------------------------------------|------------------------------|
| <u>College Services</u> | | | | | |
| Activities Assistant - Student Activities | 5,509 | 9,150 | 9,150 | 7,500 | 11,465 |
| Art on Campus | 0 | 0 | 0 | 0 | 4,000 |
| Assessment Center | 12,000 | 0 | 0 | 0 | 0 |
| California History Center | 2,293 | 2,800 | 2,800 | 2,800 | 1,000 |
| CalWORKs Students | 14,345 | 15,000 | 15,000 | 15,000 | 15,000 |
| Career Center | 2,350 | 2,030 | 2,030 | 2,030 | 0 |
| Child Development Center | 14,250 | 15,230 | 15,230 | 15,230 | 0 |
| DASB Scholarship/Book Grants | 19,500 | 20,700 | 20,700 | 20,700 | 20,000 |
| De Anza Youth Leadership Conference | 2,002 | 0 | 4,150 | 3,000 | 0 |
| DLTP-Diversity Leadership Training Project | 9,828 | 8,230 | 8,230 | 8,230 | 10,000 |
| Health Services | 0 | 4,498 | 4,498 | 4,498 | 0 |
| High School Events | 0 | 0 | 0 | 0 | 3,500 |
| Honors Program | 18,000 | 10,500 | 10,500 | 10,500 | 10,500 |
| Insider - Ultimate Student Guide | 0 | 0 | 0 | 0 | 10,000 |
| La Voz | 20,000 | 20,000 | 20,000 | 20,000 | 23,200 |
| LEAD - Latina/o Empowerment at De Anza | 0 | 0 | 0 | 0 | 1,698 |
| Legal Aid | 7,243 | 7,500 | 7,500 | 7,500 | 11,970 |
| Library - Textbooks on Reserve | 0 | 0 | 0 | 0 | 10,000 |
| Math Performance Success | 6,500 | 14,620 | 14,620 | 14,620 | 25,740 |
| Multicultural/International Center | 2,700 | 3,050 | 3,050 | 3,050 | 0 |
| Open Media Lab | 11,000 | 0 | 0 | 0 | 0 |
| Outreach | 12,707 | 18,755 | 18,755 | 18,755 | 12,965 |
| Puente | 0 | 7,830 | 7,830 | 7,830 | 7,092 |
| Renew | 5,352 | 5,380 | 5,380 | 1,600 | 6,047 |
| Research Mentoring Program | 0 | 0 | 0 | 0 | 8,772 |
| Student Computer Donation Program | 8,937 | 9,100 | 9,100 | 9,100 | 9,096 |
| Student Success and Retention Services | 20,460 | 25,400 | 25,400 | 25,400 | 25,400 |
| Tutorial Center | 78,998 | 89,000 | 89,000 | 89,000 | 100,000 |
| Writing and Reading Center | 4,300 | 8,580 | 8,580 | 8,580 | 10,000 |
| College Services Subtotal | \$278,275 | \$297,353 | \$301,503 | \$294,923 | \$337,445 |

Expenses 2008-2009

| Item | 2006-2007 Actual | 2007-2008 Adopted | 2007-2008 Revised | 2007-2008 Est. to 06/30 | 2008-2009 Adopted |
|-------------------------------------|---------------------|----------------------|----------------------|----------------------------|----------------------|
| <u>Divisional Support</u> | | | | | |
| Creative Arts | | | | | |
| Band | 2,480 | 2,900 | 2,900 | 2,900 | 2,600 |
| Chorale & Vintage Singers | 2,384 | 3,370 | 3,370 | 3,370 | 3,369 |
| Dance Program | 6,485 | 5,000 | 5,000 | 5,000 | 3,750 |
| De Anza Chamber Orchestra | 2,509 | 2,500 | 2,500 | 2,500 | 2,250 |
| Euphrat Museum | 7,880 | 3,595 | 3,595 | 3,595 | 2,400 |
| Jazz Ensemble Performance/Recording | 3,093 | 3,800 | 3,800 | 3,800 | 2,700 |
| Patnoe Jazz Festival | 3,000 | 4,000 | 4,000 | 4,000 | 3,250 |
| Student Film & Video Production | 2,909 | 3,000 | 3,000 | 3,000 | 1,600 |
| Vocal Jazz Performance/Recording | 5,311 | 6,810 | 6,810 | 6,810 | 6,781 |
| Women's Chorus | 3,700 | 4,400 | 4,400 | 4,400 | 3,090 |
| Creative Arts Subtotal | \$39,751 | \$39,375 | \$39,375 | \$39,375 | \$31,790 |
| Athletics | | | | | |
| Athletics Dept. Transportation | 11,255 | 5,000 | 10,000 | 10,000 | 10,000 |
| Athletic Playoffs | 9,607 | 5,000 | 10,000 | 10,000 | 10,000 |
| Men's Baseball | 3,563 | 4,500 | 4,500 | 4,500 | 4,000 |
| Men's Basketball | 4,146 | 4,650 | 4,650 | 4,650 | 4,000 |
| Men's Cross Country | 1,045 | 1,500 | 1,900 | 1,900 | 2,500 |
| Men's Football | 10,000 | 6,000 | 6,000 | 5,950 | 6,000 |
| Men's Soccer | 3,900 | 4,500 | 4,500 | 4,500 | 4,000 |
| Men's Swim/Dive | 990 | 1,100 | 1,100 | 1,100 | 2,500 |
| Men's Tennis Team | 1,300 | 1,500 | 1,500 | 1,500 | 1,500 |
| Men's Track and Field | 1,946 | 2,700 | 2,700 | 2,700 | 6,000 |
| Men's Water Polo | 0 | 800 | 1,600 | 970 | 750 |
| Women's Badminton | | 0 | 1,500 | 1,500 | 1,000 |
| Women's Basketball | 4,125 | 4,650 | 4,650 | 4,650 | 4,000 |
| Women's Cross Country | 1,211 | 1,500 | 1,100 | 1,015 | 0 |
| Women's Soccer | 3,996 | 4,500 | 4,500 | 4,500 | 4,000 |
| Women's Softball | 2,500 | 3,000 | 3,000 | 3,000 | 2,000 |
| Women's Swim/Dive | 640 | 1,100 | 1,100 | 1,100 | 0 |
| Women's Tennis Team | 1,089 | 1,500 | 1,500 | 1,500 | 1,500 |
| Women's Track and Field | 1,111 | 2,700 | 2,700 | 2,700 | 0 |
| Women's Volleyball | 1,925 | 2,000 | 2,000 | 1,675 | 2,000 |
| Women's Water Polo | 0 | 800 | 0 | 0 | 750 |
| Athletics Subtotal | \$64,349 | \$59,000 | \$70,500 | \$69,410 | \$66,500 |

Expenses 2008-2009

| Item | 2006-2007 Actual | 2007-2008 Adopted | 2007-2008 Revised | 2007-2008 Est. to 06/30 | 2008-2009 Adopted |
|---|---------------------|----------------------|----------------------|----------------------------|----------------------|
| Physical Education | | | | | |
| Lifetime Fitness & Wellness Center | 1,989 | 6,000 | 6,000 | 6,000 | 0 |
| Massage Therapy Program | 1,000 | 1,000 | 1,000 | 1,000 | 0 |
| Physical Education Subtotal | \$2,989 | \$7,000 | \$7,000 | \$7,000 | \$0 |
| Biological & Health Sciences | | | | | |
| Environmental Studies Area | 2,000 | 3,000 | 3,000 | 3,000 | 2,000 |
| Biological & Health Sciences Subtotal | \$2,000 | \$3,000 | \$3,000 | \$3,000 | \$2,000 |
| Special Education Division | | | | | |
| Adapted Physical Education | 1,300 | 1,300 | 1,300 | 1,300 | 1,300 |
| DSS/EDC Spring Celebration | 771 | 1,000 | 1,000 | 1,000 | 900 |
| DSS Computer Access Lab | 7,893 | 4,471 | 4,471 | 4,471 | 4,704 |
| Educational Diagnostic Center | 0 | 0 | 0 | 0 | 0 |
| Special Education Subtotal | \$9,964 | \$6,771 | \$6,771 | \$6,771 | \$6,904 |
| Language Arts Division | | | | | |
| Red Wheelbarrow Magazine | 2,600 | 1,000 | 1,000 | 1,000 | 1,000 |
| Language Arts Subtotal | \$2,600 | \$1,000 | \$1,000 | \$1,000 | \$1,000 |
| Social Science Division | | | | | |
| Administration of Justice | 3,150 | 0 | 0 | 0 | 0 |
| Social Science Subtotal | \$3,150 | \$0 | \$0 | \$0 | \$0 |
| Intercultural/International Studies Division | | | | | |
| APALI | 0 | 4,800 | 9,186 | 9,186 | 3,700 |
| Intercultural/International Studies Subtotal | \$0 | \$4,800 | \$9,186 | \$9,186 | \$3,700 |
| Divisional Support Subtotal | \$124,803 | \$120,946 | \$136,832 | \$135,742 | \$111,894 |

Expenses 2008-2009

| Item | 2006-2007 Actual | 2007-2008 Adopted | 2007-2008 Revised | 2007-2008 Est. to 06/30 | 2008-2009 Adopted |
|-------------------------------|---------------------|----------------------|----------------------|----------------------------|-----------------------|
| Carry Forward Expenses | | | | | |
| Band | 774 | 0 | 0 | 0 | |
| Jazz Ensemble | 1,969 | 0 | 0 | 0 | |
| Chorale/Vintage Singers | 0 | 0 | 0 | 0 | |
| Vocal Jazz Perf./Recording | 0 | 0 | 0 | 0 | |
| Prior Year Void Checks | -376 | 0 | -100 | -100 | |
| Carry Forward Subtotal | \$2,367 | \$0 | -\$100 | -\$100 | \$0 |
| Transfers | | | | | |
| Transfer to Fund 44 Clubs | 12,850 | 0 | 7,250 | 7,250 | |
| Transfer to Fund 45 Trusts | 20 | 0 | 0 | 0 | |
| Transfers Subtotal | \$12,870 | \$0 | \$7,250 | \$7,250 | \$0 |
| TOTAL | \$807,977 | \$1,045,109 | \$1,045,009 | \$988,543 | \$1,094,507.46 |

DASB
Fund Balance Summary
2007-2008

DASB FUND BALANCE SUMMARY FOR 2007-2008

| | |
|---|---------|
| I. Fund 41 DASB Operating Fund Balance - June 30, 2007 | 883,617 |
| Fund Balance Reserved for Encumbrances for 2007-2008 | 0 |
| Fund Balance Reserved for Carryforwards for 2007-2008 | 0 |
| General Reserve | 500,000 |
| Fund Balance Reserved for 2007-2008 Budget | 176,609 |
| Fund Balance Reserved for 2008-2009 Budget | 207,007 |
| II. Fund 41 Estimated Operating Income for 2007-2008 | 876,362 |
| III. Fund 41 Estimated Operating Expenses for 2007-2008 | 988,543 |
| IV. Fund 41 Estimated DASB Operating Fund Balance - June 30, 2008 | 771,436 |
| General Reserve | 500,000 |
| Fund Balance Reserved for 2008-2009 Budget | 207,007 |
| Estimated Fund Balance Reserved for 2009-2010 Budget | 64,429 |

DASB
Budget Stipulations
2008-2009

2008-2009

DASB Budget Stipulations

Failure to comply with these stipulations or with the DASB Budget and Finance Code may result in the reduction of your proposed budget allocation by a significant amount for the next fiscal year and/or the freezing of current funds until the Finance Committee or the Senate is satisfied that the deficiencies have been corrected.

1. All programs that receive DASB funds shall encourage DASB Card membership purchase. Encouragement includes, but is not limited to, requiring DASB funded student employees to be current DASB members, and that students receiving DASB funded services be current members of DASB. DASB Card membership purchase encouragement will be a factor in future funding.
2. All promotional materials and capital items for all programs funded by the DASB must print “Sponsored by De Anza Associated Student Body (DASB)” or “Funded by De Anza Associated Student Body (DASB)” or use the DASB logo either in place of the text “De Anza Associated Student Body (DASB)” or the DASB logo by itself on them.
3. All Creative Arts performing groups funded in the 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.
4. 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.
5. All College/Student services funded by the DASB are required to participate in a DASB Student Services Day, to be located inside of or within 250 feet of the Campus Center.
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. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.

8. No Special Allocation Funds can be used for Travel. With the exceptions of Creative Arts and Athletics, no funds can be used for Travel/Conferences unless so allocated during the budget approval process. Any clubs wanting to get funding for travel must submit applications to the Inter Club Council (ICC).
9. For any banquets/receptions/workshops/performances funded by the DASB an invitation must be extended to the DASB President or delegate at least two weeks prior to the event.
10. The DASB Leadership funds must be used for multiple retreats and multiple workshops.
11. 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, not to exceed the budgeted amount.
12. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
13. Funds allocated must be used for the purpose stated in the original request and cannot be used for or allocated/donated to other programs without DASB senate approval. For every matter in stipulations that must be “mutually agreed upon”, the service in question may not use any of the money allocated to it by the DASB Senate until after said mutual agreement has occurred between representatives of the involved service and the DASB Budget & Finance Committee.
14. Funding for CalWORKs Students is restricted to the purchase of required class supplies only.
15. All Athletics accounts are funded only for away games and contests travel in California. Teams may use some of this funding for games and contests out of California by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.
16. 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.
17. Creative Arts cannot use DASB Funds for any facilities rental.
18. La Voz shall provide DASB with one-half page of advertisement space per issue. The DASB Marketing and Communications Committee shall determine the allocation of the information within advertising space.
19. La Voz shall put on their distribution racks: “Student Subscription to La Voz is provided by DASB.” The DASB VP of Marketing and Communications will work with the La Voz Advertising Manager regarding the final details.
20. La Voz account is to only be used for printing.

21. No funds shall be used for promotional clothing unless so specified in the approved budget. Funds may be used for promotional clothing by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.
22. ICC Travel must have its own account.
23. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
24. DASB funding for the Red Wheelbarrow Literary Magazine is to be used for the De Anza College Student Edition only.
25. Students must show their DASB Card to borrow a calculator purchased for the Math Performance Program (MPSP) with DASB funds.
26. The DASB Senate must decide which conferences to attend with the DASB/ICC Student Leadership Conference(s) account.
27. The Multicultural Author Readings Series account is not to be used for the purchase of promotional pens.
28. The California History Center account is to only be used for the oral history interviewer.
29. For Athletics accounts no budget transfers shall be allowed from women's to men's accounts or vice versa.
30. For the Research Mentoring Program priority will be given to surveys by DASB for students at no cost.

Revised: 3/21/2008, saved as: "2008-2009 DASB Budget Stipulations.doc"

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 (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 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 Vice President of Budget and Finance shall authorize all Line Item Transfers with his/her signature with a confirming signature by the DASB Advisor. Any discrepancy between the VP of Budget and Finance and the DASB Advisor's signatures shall be brought to the DASB Budget and Finance Committee for approval/disapproval.

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) 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 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.

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: 5/29/2002
Revised: 8/21/2002
Revised: 5/28/2003
Revised: 10/15/2003
Revised: 4/6/2005
Revised: 5/17/2006

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.

**Memorandums
of
Understanding**

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 Accounts 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