



//2017-2018 BUDGET

--- DASB FINANCE COMMITTEE

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Office of College Life
Student Accounts

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**De Anza Associated
Student Body
Message**



DASB Budget 2017-2018

Funding our Future: A Budget of Values

Alexa Von Tobel, a young businesswoman said, “A good financial plan is a road map that shows us exactly how the choices we make today will affect our future.” This is how the De Anza Associated Student Body Senate of 2016-2017 has formatted the upcoming fiscal budget, as this is what will enable our programs to be adequately funded, while promoting academic success, extracurricular performance, and provide for an enhanced intuition.

Placing an emphasis on maintaining academic resources, athleticism, leadership skills, and other matters of student interests, we have ensured that our million-dollar budget will advance every student's life on campus. By supporting programs such as the Tutorial Center, Math Performance Success Program, La Voz Newspaper, and Veterans, we believe programs such as these, as well as many others, are direct pathways to student success at De Anza. This budget is a reinvestment in the student body whose resources make DASB a model of leadership recognized by its peers throughout the California Community Colleges system.

The budget goals for 2017-2018 are to fund programs that directly affect De Anza students except for recruitment programs conducted by DASB members at De Anza College for prospective DASB members and:

- Help students succeed and enable them to achieve their academic and personal goals at De Anza College
- Promote leadership, diversity, civic engagement, campus community development, academic skills development, environmental sustainability and equity among all students
- Benefit students during the fiscal year of the budget
- Only benefit DASB members
- Serve students efficiently while maintaining quality
- Generate DASB Revenue
- Have demonstrated efficient and effective use of the previously allocated funds

With whole-hearts, we would like to thank the determination and commitment of the Budget Committee along with our advisors, whom we owe the development and success of our last budget as well as this one.

Budget Committee Members:

Jennifer Tanko
Matthew Zarate
Stephanie Rigsby
Indu Kundam
Josh Alfaro
Desiree Humphers

Special Thanks to:

John Cognetta
Lisa Kirk
Dennis Shannakian

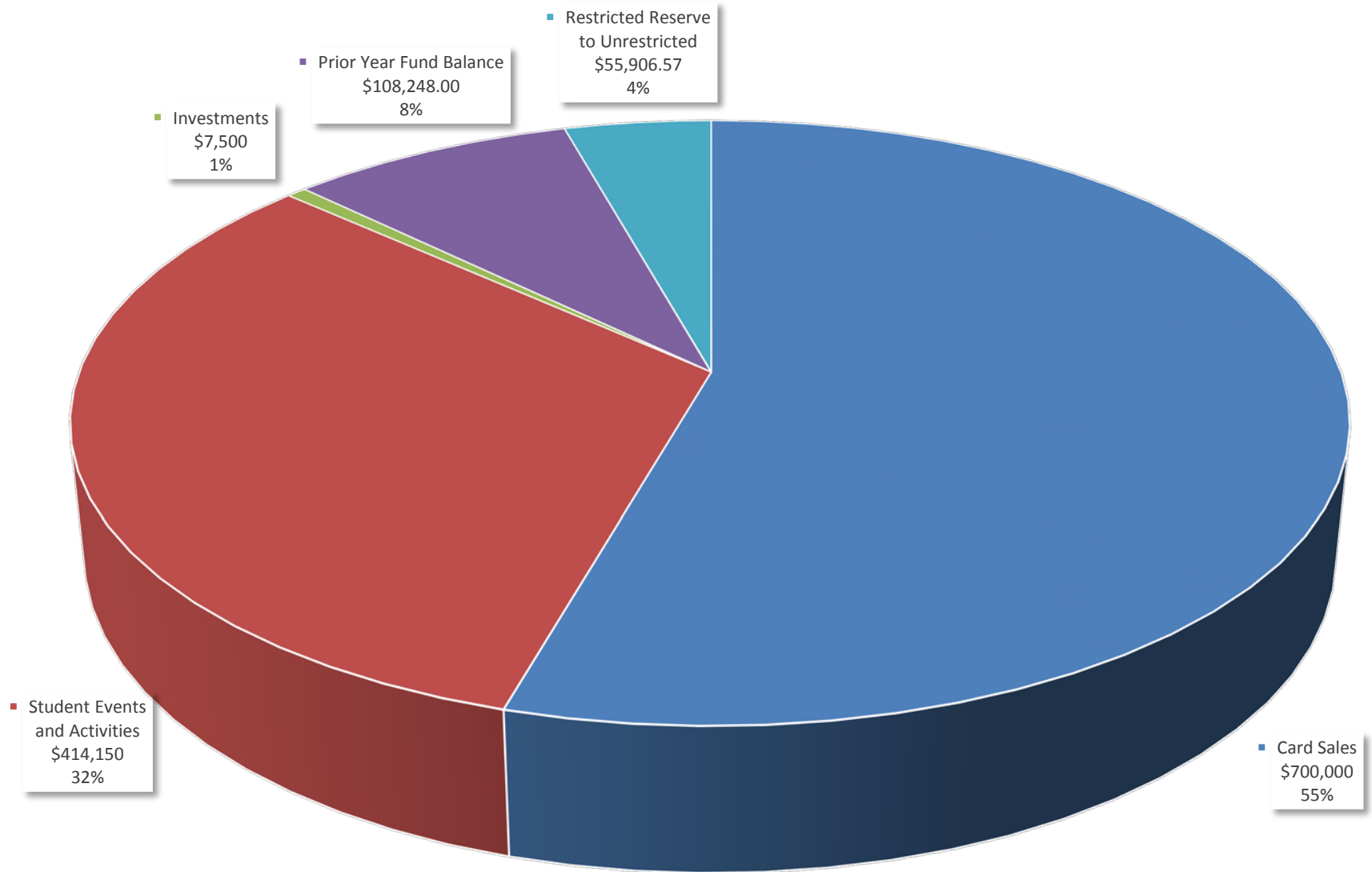
Matthew Zarate
DASB President 2016-2017

Jennifer Tanko
DASB Chair of Finance 2016-2017

DASB
Proposed Budget
for Fiscal Year
2017-2018

2017-2018
Proposed Income

DASB Income 2017-2018



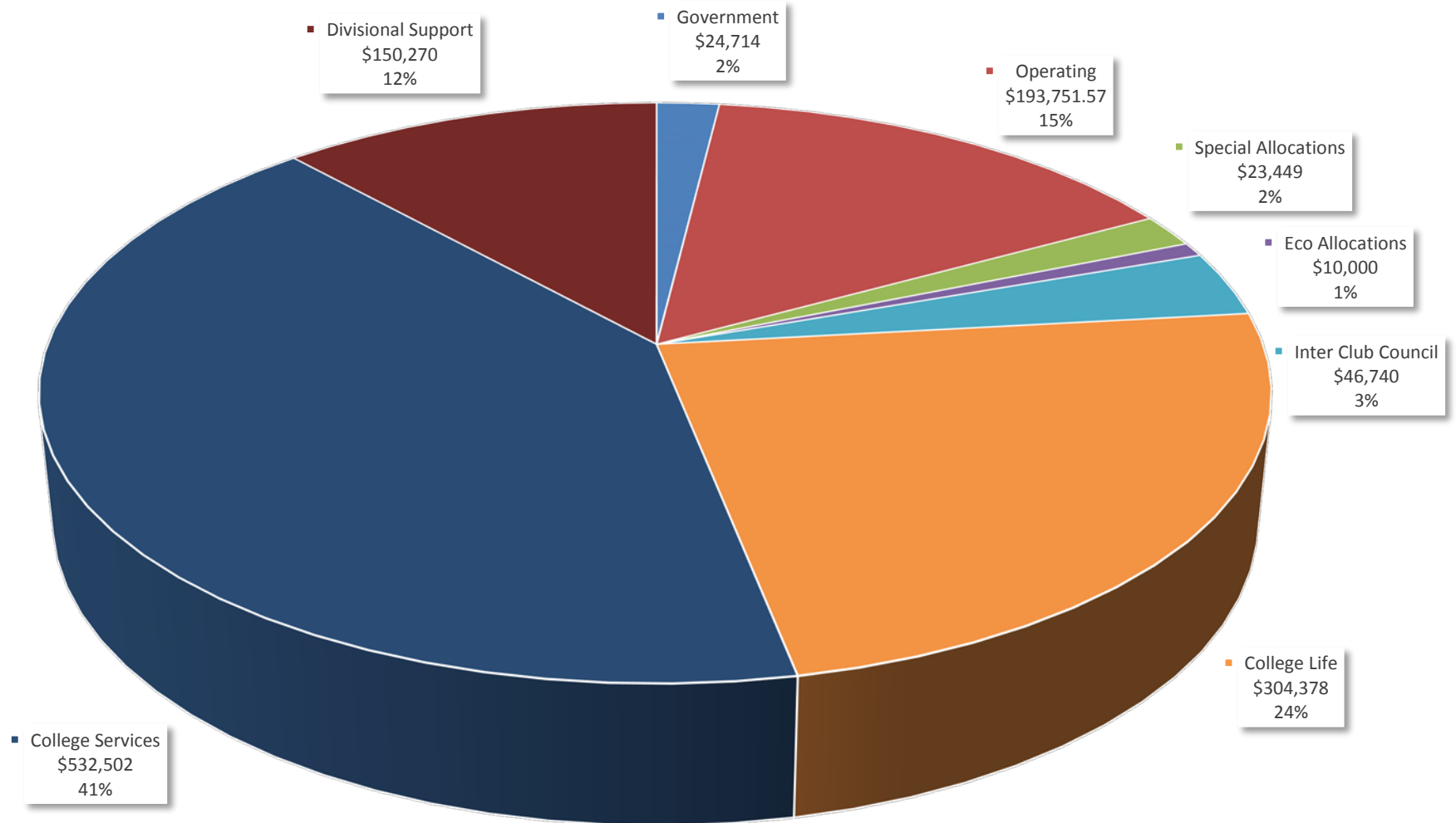
Total - \$1,285,804.57

Income 2017-2018

Item	2015-2016 Actual	2016-2017 Adopted	2016-2017 Revised	2016-2017 Est. to 06/30	2017-2018 Adopted
<u>Card Sales</u>					
Card Sales*	659,726	750,000	750,000	700,000	700,000
Card Sales Subtotal	\$659,726	\$750,000	\$750,000	\$700,000	\$700,000
<u>Student Events & Activities</u>					
Movie Tickets-Gold+Platinum	137,342	102,750	102,750	102,750	109,250
DASB Card Replacement	3,490	3,000	3,000	3,400	3,400
DASB Card/Capture Printing Write-Off	25,407	2,000	2,000	2,039	0
Bike Program & Corral Access Fee	1,315	500	500	1,000	1,000
Flea Market	303,972	335,000	335,000	300,000	300,000
Returned Check Fees	500	500	500	400	500
Student Events & Activities Subtotal	\$472,026	\$443,750	\$443,750	\$409,589	\$414,150
<u>Investment Income</u>					
Interest Income	7,721	6,000	6,000	9,500	7,500
Investments Income Subtotal	\$7,721	\$6,000	\$6,000	\$9,500	\$7,500
Total Revenue	\$1,139,473	\$1,199,750	\$1,199,750	\$1,119,089	\$1,121,650
Plus Prior Year Fund Balance Reserve for Budget		\$121,579.40			\$108,248.00
Plus Restricted Reserve to Unrestricted: (For Classified Staff Payroll in Fund 41)					\$55,906.57
Total Available to Allocate		\$1,321,329.40			\$1,285,804.57
*Increase from \$9 to \$10 per Quarter in 2016-2017					

2017-2018
Proposed Expenses

2017-2018 DASB Expenses



Total - \$1,285,804.57

Expenses 2017-2018

Item	2015-2016 Actual	2016-2017 Adopted	2016-2017 Revised	2016-2017 Est. to 06/30	2017-2018 Adopted
<u>DASB Administrative</u>					
Government Costs					
DASB Chair of Budget and Finance	18	0	0	0	0
DASB Chair of Student Services	0	0	0	0	0
DASB Chair of Administration	0	0	0	0	0
DASB Chair of Marketing and Communication	23	0	0	0	0
DASB Chair of Diversity and Events	26	0	0	0	0
DASB Chair of Campus Environment and Sustainability	0	0	0	0	0
DASB Budget Committee	847	1,000	1,000	600	600
DASB Election	1,854	2,000	2,000	2,000	2,000
DASB Hospitality	180	250	250	0	0
DASB Inauguration	964	900	900	900	0
DASB Leadership Training	4,202	1,750	1,750	1,750	0
DASB New Senate Orientation	673	350	350	350	0
DASB Office Staff	10,562	14,814	14,814	13,000	14,814
Campus Environment & Sustainability Committee	731	2,750	2,750	500	1,000
Student Rights & Services Committee	2,382	2,100	2,100	500	500
DASB Office Supplies	2,784	1,250	1,250	1,000	1,000
DASB Marketing and Communications Committee	4,849	7,040	7,040	4,000	4,800
Government Cost Subtotal	\$30,095	\$34,204	\$34,204	\$24,600	\$24,714
Operating Costs					
Accounts Office Staff	163,579	170,070	170,070	170,070	180,151
Accounts Office Supplies	1,495	1,500	1,500	1,000	1,500
Accounts Office System	6,200	6,995	6,995	6,995	7,450
Accounts Office Short/(Over)	30	0	0	9	0
Bank/Credit Card Fees	1,657	2,500	2,500	1,700	2,000
Bank Losses-Unrecoverable Check Fraud	14,093				
Copy Machine	1,808	3,000	3,000	2,000	2,000
Uncollectible Returned Check Fees	125	150	150	100	150
Variance	50	500.40	500.40	100.00	500.57
Operating Costs Subtotal	\$189,038	\$184,715.40	\$184,715	\$181,974	\$193,751.57
DASB Administrative Subtotal	\$219,133	\$218,919.40	\$218,919	\$206,574	\$218,465.57

Expenses 2017-2018

Item	2015-2016 Actual	2016-2017 Adopted	2016-2017 Revised	2016-2017 Est. to 06/30	2017-2018 Adopted
<u>Allocations</u>					
Special Allocations					
Summer/Fall Allocation		20,000	5,300	5,300	11,725
Winter/Spring Allocation		20,000	20,000	10,000	11,724
Special Allocations					
Canopy Tents	4,649				
SSCCC Region IV Donation	1,000				
Black Student Graduation Ceremony	1,084				
Job & Internship Fair	1,457			1,800	
DASA Convergence	6,324				
DASB Streaming Camera	381				
Umoja Student Conference			7,000	5,000	
Special Allocation Subtotal	\$14,893	\$40,000	\$32,300	\$22,100	\$23,449
Eco Project Allocations					
Eco Project Allocations		10,000	9,700	2,000	10,000
Monarch Butterfly Educational Garden	1,167				
De Anza Water Policy Project	1,938				
Sustainable Technologies Project	4,114				
Energy Management Solar Project	0				
Water Bottle Project	1,562				
New Collection Clothing Project			300	300	
Eco Project Allocations Subtotal	\$8,781	\$10,000	\$10,000	\$2,300	\$10,000
Conference Travel					
SSCCC General Assemblies (DASB/ICC Leadership Confer)	6,354	3,000	3,000	2,637	0
Advocacy Activities	3,002	5,000	5,000	2,000	0
CCCSAA Conference	5,245	0	0	0	0
Conference Travel Subtotal	\$14,600	\$8,000	\$8,000	\$4,637	\$0
Allocations Subtotal	\$38,274	\$58,000	\$50,300	\$29,037	\$33,449
<u>Inter Club Council (ICC)</u>					
Inter Club Council (ICC)	36,041	49,520	41,570	40,000	46,740
Inter Club Council Subtotal	\$36,041	\$49,520	\$41,570	\$40,000	\$46,740

Expenses 2017-2018

Item	2015-2016 Actual	2016-2017 Adopted	2016-2017 Revised	2016-2017 Est. to 06/30	2017-2018 Adopted
College Life					
Student Events & Activities					
Movie Tickets	119,975	102,785	102,785	102,495	109,280
Cross Cultural Partnerships	8,950	9,430	9,430	9,430	9,040
DASB Bicycle Program	24,629	14,400	14,400	13,400	14,660
DASB Card Office	28,283	34,308	34,308	30,000	33,498
Flea Market	87,054	115,035	115,035	100,000	106,350
New Student Orientation	5,356	5,500	5,500	5,500	4,050
DASB Campus Events-Summer	2,399	0	0	0	0
DASB Campus Events	8,317	11,425	11,425	8,500	9,000
Visiting Speakers Series	4,000	4,000	4,000	4,000	4,000
Student Events & Activities Subtotal	\$288,963	\$296,883	\$296,883	\$273,325	\$289,878
Multicultural/Diversity					
Asian Pacific American	850				
Black History	1,855				
Day of Remembrance	1,500				
Disability Awareness	0				
LGBTQQI	1,478				
Israeli History	0				
Latino/a Events	1,200				
Martin Luther King	0				
Muslim History	0				
Women's History Month	2,897				
Multicultural/Diversity Events	0	14,500	14,500	14,500	14,500
Multicultural/Diversity Subtotal	\$9,779	\$14,500	\$14,500	\$14,500	\$14,500
College Life Subtotal	\$298,742	\$311,383	\$311,383	\$287,825	\$304,378

Expenses 2017-2018

Item	2015-2016 Actual	2016-2017 Adopted	2016-2017 Revised	2016-2017 Est. to 06/30	2017-2018 Adopted
College Services					
College Life Staff	36,631	36,760	36,760	36,760	38,434
Art on Campus	1,950	2,500	2,500	2,500	2,000
DASB Scholarship/Book Grants	2,000	10,000	10,000	5,000	10,000
De Anza Youth Leadership Conference (Youth Voices)	1,003	2,270	2,270	2,270	2,270
Campus Camp Wellstone (Previous Account Name DLTP)	12,921	12,359	12,359	12,359	0
Equity Office	865	7,950	7,950	7,950	7,840
Gender & Sexuality Center (Jean Millier Resource Room)	25,858	29,650	29,650	29,650	33,170
HEFAS	17,907	18,560	18,560	18,560	20,302
Honors Program	3,252	6,600	6,900	4,500	4,405
VIDA (Previous Account Name ICCE Interns)	6,766	7,310	7,310	7,310	0
La Voz	12,757	11,000	11,000	11,000	10,600
LGBTQQI Taskforce	5,204	10,425	10,425	10,425	2,100
LEAD Program	25,125	28,946	28,946	28,946	34,021
Legal Aid	12,031	11,088	11,088	11,088	11,088
Library - Textbooks on Reserve	14,975	15,000	15,000	15,000	15,000
Math Performance Success	41,141	43,100	43,100	43,100	43,100
Outreach	24,527	24,530	24,530	24,530	24,530
Puente	7,233	10,030	10,030	10,030	13,155
Umoja Program (Previous Account Name Sankofa Scholars)	7,518	10,964	10,964	10,964	29,977
Student Computer Donation Program	12,124	13,435	13,435	13,435	12,150
Student Success and Retention Services	19,720	21,000	21,000	21,000	23,850
Textbook Program-CalWORKS Students	6,030	12,500	12,500	7,000	7,000
Textbook Rentals-EOPS Students	11,811	13,000	13,000	13,000	0
Tutorial Center	168,337	162,785	162,785	162,785	178,010
Veteran's Program	9,000	9,000	9,000	9,000	9,500
College Services Subtotal	\$486,687	\$530,762	\$531,062	\$518,162	\$532,502

Expenses 2017-2018

Item	2015-2016 Actual	2016-2017 Adopted	2016-2017 Revised	2016-2017 Est. to 06/30	2017-2018 Adopted
<u>Divisional Support</u>					
Creative Arts					
Band	1,900	2,200	2,200	2,200	2,200
Ceramics	1,306	1,425	1,425	1,425	1,375
Chorale & Vintage Singers	3,000	3,000	3,000	3,000	3,000
Dance Program	1,555	1,600	1,600	1,600	1,600
De Anza Chamber Orchestra	1,613	1,750	1,750	1,750	1,750
Euphrat Museum	18,151	17,335	17,335	17,335	17,235
Jazz Ensemble Performance/Recording	1,235	1,500	1,500	1,500	1,500
Patnoe Jazz Festival	1,830	2,000	2,000	2,000	2,000
Photography	650	0	0	0	0
Film & TV Special Programs	4,000	4,050	4,050	0	0
Creative Arts Subtotal	\$35,240	\$34,860	\$34,860	\$30,810	\$30,660
Athletics					
Athletics Fees & Officials	20,099	20,295	20,295	20,295	15,300
Athletics Dept. Transportation	2,243	4,000	9,272	9,272	4,000
Athletic Playoffs	20,698	15,000	15,000	15,000	15,000
Men's Baseball	2,282	3,000	3,000	3,000	5,000
Men's Basketball	2,908	3,000	2,939	2,939	3,000
M & W Cross Country	5,000	4,000	4,890	4,890	5,000
Men's Football	7,195	7,200	9,654	9,627	13,200
Men's Soccer	4,856	5,000	4,407	4,407	5,000
M & W Swim/Dive	3,600	3,600	3,600	3,600	3,600
M & W Tennis Team (In` 12-13 Men & Women's Combined)	3,476	3,500	3,500	3,500	3,500
M & W Track & Field	6,899	6,900	6,900	6,900	6,900
M & W Water Polo (In` 12-13 Men & Women's Combined)	6,800	5,000	3,053	3,053	6,400
Women's Badminton	1,939	2,100	2,100	2,100	2,000
Women's Basketball	4,647	5,000	3,272	3,272	4,700
Women's Soccer	3,000	3,000	2,742	2,742	3,000
Women's Softball	2,662	3,000	3,000	3,000	3,500
Women's Volleyball	1,606	2,000	3,563	3,563	3,000
Athletics Subtotal	\$99,910	\$95,595	\$101,187	\$101,160	\$102,100

Expenses 2017-2018

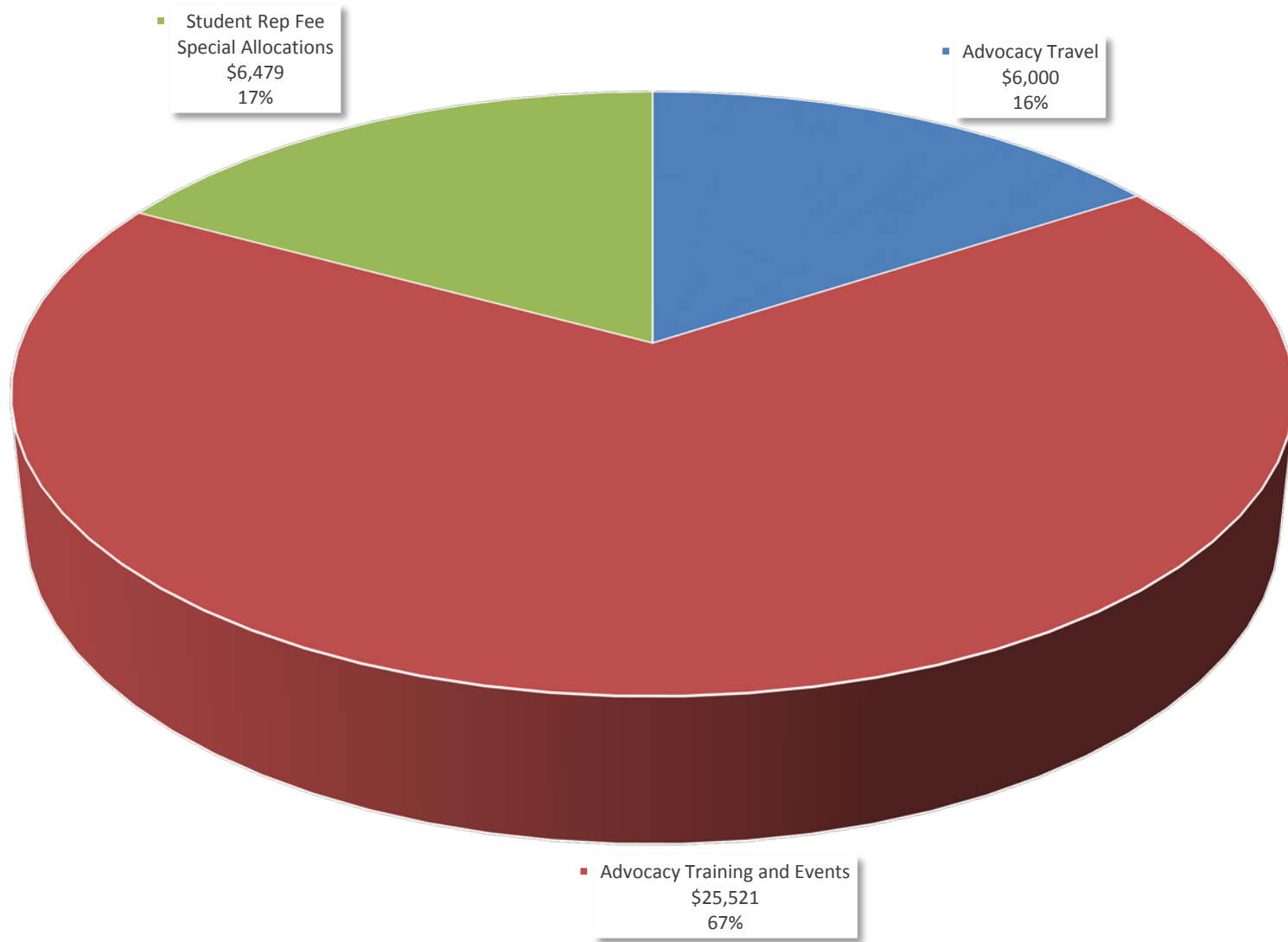
Item	2015-2016 Actual	2016-2017 Adopted	2016-2017 Revised	2016-2017 Est. to 06/30	2017-2018 Adopted
Physical Education					
Massage Therapy Program	350	2,500	2,500	1,500	1,150
Physical Education Subtotal	\$350	\$2,500	\$2,500	\$1,500	\$1,150
Biological & Health Sciences					
Environmental Studies Area	4,996	5,000	5,000	5,000	5,000
Marine Biology					1,500
Biological & Health Sciences Subtotal	\$4,996	\$5,000	\$5,000	\$5,000	\$6,500
Disability Support Programs & Services (DSPS)					
Adapted Physical Education	1,300	1,300	1,300	1,300	1,300
DSS/EDC Spring Celebration	800	800	800	800	0
Disability Support Programs & Services Subtotal	\$2,100	\$2,100	\$2,100	\$2,100	\$1,300
Language Arts Division					
Red Wheelbarrow Magazine	1,000	1,000	1,000	1,000	1,000
Speech & Debate Team	3,312	4,500	4,500	3,000	3,500
Language Arts Subtotal	\$4,312	\$5,500	\$5,500	\$4,000	\$4,500
Intercultural Studies Division					
African American Studies Department	121	3,130	3,130	0	0
Multicultural Center (MCC)		4,060	4,060	2,000	4,060
Intercultural Studies Subtotal	\$121	\$7,190	\$7,190	\$2,000	\$4,060
Divisional Support Subtotal	\$147,029	\$152,745	\$158,337	\$146,570	\$150,270

Expenses 2017-2018

Item	2015-2016 Actual	2016-2017 Adopted	2016-2017 Revised	2016-2017 Est. to 06/30	2017-2018 Adopted
Carry Forward Expenses					
Prior Year Void Checks	(145)				
Bike Repair Station	1,406				
Carry Forward Subtotal	\$1,262	\$0	\$0	\$0	\$0
Transfers					
Transfer to Fund 44 Clubs	13,250		7,950	7,950	
Transfers Subtotal	\$13,250	\$0	\$7,950	\$7,950	\$0
TOTAL	\$1,240,418	\$1,321,329.40	\$1,319,521	\$1,236,118	\$1,285,804.57

2017-2018
Proposed
Student Representation Fee
Expenses

Student Rep Fee Expenses 2017-2018



Total - \$38,000

Student Rep Fee Expenses 2017-2018

Item	2015-2016 Actual	2016-2017 Adopted	2016-2017 Revised	2016-2017 Est. to 06/30	2017-2018 Adopted
Student Rep Fee Expenses					
Advocacy Travel					
SSCCC General Assemblies	0	0	0	0	3,000
Advocacy Activities	0	0	0	0	3,000
Advocacy Travel Subtotal	\$0	\$0	\$0	\$0	\$6,000
Advocacy Training and Events					
Camp Wellstone Project	0	0	0	0	13,059
DASB Leadership Training	0	0	0	0	1,500
VIDA	0	0	0	0	10,962
Advocacy Training and Events Subtotal	\$0	\$0	\$0	\$0	\$25,521
Student Rep Fee Special Allocations					
Student Rep Fee Special Allocations	0	0	0	0	6,479
Student Rep Fee Special Allocations Subtotal	\$0	\$0	\$0	\$0	\$6,479
TOTAL	\$0	\$0	\$0	\$0	\$38,000

DASB
Fund Balance Summary
2016-2017

DASB FUND 41 FUND BALANCE SUMMARY FOR 2016-2017

I. Fund 41 DASB Operating Fund Balance - June 30, 2016		685,734
General Reserve Restricted Fund Balance	455,907	
Fund Balance Reserved for 2016-2017 Budget	121,579	
Fund Balance Reserved for 2017-2018 Budget	108,248	
II. Fund 41 Estimated Operating Income for 2016-2017		1,119,089
III. Fund 41 Estimated Operating Expenses for 2016-2017		1,236,118
IV. Fund 41 Estimated DASB Operating Fund Balance - June 30, 2017		568,705
*General Reserve Restricted Fund Balance	400,000	
General Reserve Restricted to Unrestricted Fund Balance for `17-18 Budget	55,907	
Fund Balance Reserved for 2017-2018 Budget	108,248	
Estimated Fund Balance Reserved for 2018-2019 Budget	4,550	

*General Reserve Reduction of \$55,907 on 6/30/17 to help fund Classified Staff Payroll in 2017-2018 Budget

DASB
Budget Stipulations
2017-2018



2017-2018 DASB Budget Stipulations

Failure to comply with these stipulations or with the DASB Finance Code may result in the reduction of your 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.

General

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 Student Employees funded by DASB must be DASB Members. Prior to student employment all student employees must submit copies of their DASB Cards with their employment applications to be eligible for employment.
3. All programs funded by DASB must place a sign visible to students in their areas stating they are partially funded by DASB.
4. 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.
5. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
6. No Special Allocation funds can be used for Travel unless it is to augment travel funding already allocated during the annual budget approval process.
7. Mileage shall not be reimbursed by DASB.
8. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
9. 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.

10. 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. Meals, beverages, and travel will not be reimbursed. Any appeals to these dollar amounts shall be heard by the DASB Finance Committee.
11. No funds shall be used for promotional clothing unless so specified in the approved budget.
12. DASB shall not fund any banquets other than for the Disability Support Programs & Services (DSP&S) Division and Cross Cultural Partners (CCP).
13. All College/Student services funded by the DASB are encouraged to participate in a DASB Student Services Day, to be located inside of or within 250 feet of the Campus Center.
14. No Capital items may be purchased in April, May or June.
15. Any income on disposal of any capital items purchased with DASB Funds shall revert to the DASB General Fund.

DASB

16. All promotional items purchased by DASB must be eco-friendly whenever available and cost effective.
17. DASB recognizes the importance of and supports Multicultural/Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The director of the Office of Equity 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 Office of Equity will collaborate with staff and students and will present their recommended allocations to the DASB Finance Committee prior to any spending.
18. Expenditures over \$1,000 for the Advocacy and Rallies account must be approved by senate.
19. All DASB Marketing expenses including but not limited to advertising, banners, printing, and promotional items must be processed through the DASB Marketing Committee and are required to use eco-friendly products in doing so when available and cost effective.
20. Continued funding of the Account Office Staff and College Life Office Staff accounts is dependent on negotiation between the DASB Finance Committee and De Anza College Administration.
21. If a request is made for sign language interpreter(s), the request will come from Special Allocations and not DASB General Diversity Events.
22. Ten (10) movie tickets per week per student and staff.

ICC

23. All promotional items purchased by ICC must be eco-friendly whenever available and cost effective.
24. No travel funding for clubs.
25. No capital funding for clubs.

College Life

26. Repairs on the Bicycles for the DASB Bicycle Program must be completed by a certified mechanic.

College Services

27. La Voz shall provide DASB with one-half page of advertisement space per subscribed issue. The DASB Marketing Committee shall be responsible for the advertising space. The DASB Marketing Committee has to work with Inter Club Council (ICC) on the La Voz advertising space.
28. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASB."
29. The La Voz Weekly account is to only be used for purchasing subscriptions and maintaining their website to La Voz Weekly for DASB members.
30. Funding for Textbook Program - CalWORKs Students shall be used for renting CalWORKs Students' textbooks whenever possible.
31. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
32. The Tutorial and Academic Skills Center must provide accountability reports to the DASB Finance Committee towards the end of each quarter, excluding summer quarter.
33. Funding for Veterans' Program shall be used for renting Veterans' textbooks whenever possible.

Creative Arts

34. Creative Arts cannot use DASB Funds for any facilities rental.

Athletics

35. All Athletics accounts are funded only for participating athletes, red shirts, statisticians, referees and film crew (students have to be DASB card holding members). Only contests held in California will be funded.
36. Vehicles rented for athletic team competition use must be rented on the day of the event with the exception of team competition occurring on weekends and must be returned by the next business day the rental company is open.
37. For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. Classifying the type of meal will be up to the discretion of the DASB Chair of Finance. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.
All meal expenditures require original detailed receipts/invoices that show amounts actually spent for meals, and for each athlete(s). Expenses submitted without receipts/invoices will not be reimbursed. All unused cash advance amounts shall be returned to Student Accounts. If the athletic budgeter feels more than one meal is needed it will be up to the discretion of the Chair of Finance if one or more meal(s) will be given.

Other Divisions

38. DASB funding for the Red Wheelbarrow Literary Magazine is to be used for the De Anza College Student Edition only.

DASB
Finance Code

DASB FINANCE CODE

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ARTICLE I: FINANCE COMMITTEE

Section 1: Membership

The DASB Finance Committee shall consist of the following:

- A. Voting Members
 - 1. DASB Chair of Finance (must be a committee officer)
 - 2. DASB President or designee (DASB Senator) as Ex-Officio
 - 3. At least three (3), but no more than five (5) additional DASB Senators
 - 4. During Budget deliberations two (2) more DASB senators may be added.
- B. Non-Voting Members
 - 1. No more than five (5) DASB Senate Interns
 - 2. DASB Senate Interns must be approved by a simple majority vote of the committee
 - 3. DASB Senate Interns must meet the eligibility requirements as specified in the DASB Senate Bylaws.
- C. Advisors
 - DASB Senate Advisor
 - Student Accounts Accountant

Section 2: Objectives

The objective of the DASB Finance Committee is financial accountability, transparency, accessibility, and equity within the following areas of focus:

- A. Audit and evaluate programs funded or requesting funding from the DASB Senate, and recommend requests for funding to the DASB Senate
- B. Ensure that all financial activities of the DASB Senate legally comply with all Federal, State, and local laws, District rules, and DASB Senate rules (to include Budget Stipulations)
- C. Prepare the annual budget of the DASB Senate's accounts

Section 3: Right to Act

The DASB Senate delegates authority to the DASB Finance Committee to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:

- A. Funding must be approved by the DASB Senate by procedures specified by the DASB Finance Code
- B. Amending or allowing special exceptions for budget stipulations must be approved by the DASB Senate
- C. The prepared annual budget must be approved by the DASB Senate by procedures outlined in the DASB Finance Code

Section 4: Committee Duties and Responsibilities

The DASB Finance Committee shall:

- A. Process all budget and finance requests submitted to the DASB Senate and propose a recommendation to the DASB Senate.
- B. Manage and oversee all DASB funds and accounts, both budgeted and reserved, in accordance with the DASB Finance Code and ensure income and expenditure commitments are met.
- C. Propose the next fiscal year's budget and its stipulations.
- D. Research and review other budget concerns and make recommendations to the DASB Senate.
- E. Review its Committee Code at least once, and submit any proposed amendments to the Administration Committee.
- F. Review amendments proposed to its code by the Administration Committee, make a recommendation, and report the result to the Administration Committee.
- G. Inspect at least two (2) programs per quarter that are partially funded by the DASB.
- H. Ensure that the Finance Committee receives a financial overview and procedures training.

ARTICLE II: OFFICERS

Section 1: Officers

- A. The DASB Finance Committee shall have following officers:
- DASB Program Benefit Organizer
 - DASB Business Operations Manager
 - DASB Budget Communications Officer
 - DASB Scholarships Director
- The Vice Chair of the Committee must also be a Committee Officer
- B. The Committee shall reserve the right to create or dissolve ad hoc positions as deemed necessary.
- C. Committee Officers are appointed or removed with a majority vote of the Committee.
- D. The Committee Chair shall assume all duties and responsibilities of vacant positions.

Section 2: Individual Duties and Responsibilities

- A. DASB Program Benefit Organizer shall:**
1. Manage a binder with the benefits of all the programs and services funded by the DASB.
 2. Ensure programs and services funded by the DASB are complying the budget stipulations.
 3. Collaborate with the DASB Student Rights and Services Committee as a liaison to ensure student accessibility to DASB funded programs.
- B. DASB Business Operations Manager shall:**
1. Check and report on statistics of DASB Card Sales and Flea Market.
 2. Research and be responsible for implementing new venues for increasing DASB revenue.
 3. Collaborate with the DASB Diversity and Events Committee as a liaison to work on projects that may increase DASB revenue.
- C. DASB Budget Communications Officer shall:**
1. Contact DASB funded programs and organizations at least once a quarter to offer assistance with any fiscal matters.
 2. Be responsible for offering budgeting procedure advice to programs in order to prevent overages and other budgeting issues.
 3. Organize program field trips in collaboration with program administrators.
 4. Ensure the finance committee conducts at least two (2) program field trips per quarter.
- D. DASB Scholarships Director shall:**
1. Submit the DASB Scholarships application requirements and procedures to Financial Aid Office.
 2. Design and print the certificates for the DASB Scholarships recipients.
 3. Coordinate and work with the Financial Aid Office to implement and review the DASB Scholarship.

ARTICLE 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.

Section 1: Use of the DASB Budgets

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

Section 2: Preparation of the following fiscal year's Budget funds 41 and 46

- A. During Budget Deliberations the maximum number of members shall be raised by two (2) additional DASB Senators to allow for greater input into DASB Budget preparation.
- B. The DASB Finance Committee shall ensure broad advertisement of available DASB funding by announcing the DASB Budget cycle and procedures to all De Anza Faculty (full and part time), Classified Staff (full time, part time, hourly, and Supervisors), Administrators, 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.
- C. The following DASB Budget calendar shall be used in formulating the Budget for the next fiscal year: By the first day of the third (3rd) week of Fall Quarter Budget forms shall be available to all prospective DASB Budgeters. At least twelve (12) completed DASB Budget forms shall be submitted to the Office of College Life by the second (2nd) Monday of November. Budget deliberations shall be completed by the twenty-eighth (28th) of February. 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 DASB Budget draft shall be heard during the senate meetings.
- D. All requests for DASB Budget items must be submitted to the Office of College Life who will issue a confirming receipt. The DASB Budget request should have the signature of the budgeter and administrator responsible for the program area.
- E. The Budget shall be presented to the DASB Senate for approval by the first meeting in March. After the first two-thirds (2/3) vote for approval, the proposed Budget shall be posted for one (1) week for the general public to view. Approval is a two (2) week process that requires a two-thirds (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 two-thirds (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 seventy-two (72) hours. The second two-thirds (2/3) vote will take place after this period. Any and all amendments throughout the budget deliberations shall also require a two-thirds (2/3) vote for approval. The Final budget will be approved before the thirty-first (31st) of March.
- F. Funded budgeters will be notified of the amounts allocated within one week of board approval. Budgeters must provide the DASB Chair of Finance line item amounts by the fifteenth (15th) of June. If the Budgeter fails to meet the fifteenth (15th) of June deadline, the DASB Chair 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.

Section 3: Line Item Transfers

Budgeters requesting line item transfers of budgeted items shall submit completed DASB Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Chair of Finance shall authorize all Line Item Transfers with their signature with a confirming signature by the DASB Senate Advisor. Any discrepancy between the DASB Chair of Finance and the DASB Senate Advisor's signatures shall be brought to the DASB Finance Committee for approval/disapproval.

Section 4: Budget Transfers

Budgeters requesting budget transfers between DASB accounts shall submit completed DASB Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Finance Committee shall make their recommendations to the DASB Senate for final approval. Approval of budget transfers requires a two-thirds (2/3) approval vote of the DASB Senate, and a second confirming two-thirds (2/3) approval vote at the next regularly scheduled DASB Senate meeting. Any and all amendments throughout the budget transfer deliberations shall also require a two-thirds (2/3) vote for approval.

Section 5: Types of Accounts

- A. DASB Accounts, funds 41 and 46
All income and expenditures designated in the annual DASB budget.
- B. Organizational Accounts
All income and expenditures of recognized clubs and organizations.
- C. Restricted Reserve Accounts
The current DASB Budget has two (2) different reserve accounts.
 - 1. The General Reserve as required by this DASB Finance Code. DASB shall maintain a reserve account to equal two-thirds (2/3) of its previous fiscal year operation Budget or four hundred seventy thousand dollars (\$470,000), whichever is less.
 - 2. Surplus Reserved for Next Year's Budget.

ARTICLE IV: FUNDS

Section 1: Accessing Funds from Reserve Accounts

The DASB General 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.

Section 2: Accessing Special Allocation Funds from Funds 41 and 46

- A. Special Allocation Funds are budgeted specifically to serve unexpected needs.
- B. Requests for DASB Special Allocation Funds from funds 41 and 46 are submitted to the Student Accounts Office and forwarded to the DASB Chair of Finance who will present the item to the DASB Finance Committee.
- C. The DASB Finance Committee will make their recommendation to the DASB Senate. A two-thirds (2/3) vote is required for approval. At the following DASB Senate meeting the matter will be presented by the Chair of Finance and a final approval or disapproval roll call vote will be taken. The final vote will require two-thirds (2/3) approval. Any and all amendments throughout the funding deliberations shall also require a two-thirds (2/3) vote for approval.
- D. For purposes of emergency expenditures, the senate may vote to make a request an urgent action item. Urgent action approval requires a two-thirds (2/3) vote. One affirming two-thirds (2/3) vote shall be required. Any and all amendments throughout the funding deliberations shall also require a two-thirds (2/3) vote for approval.
- E. The DASB Chair of Finance or designee must send out a notice to all De Anza Faculty (full and part time), Classified Staff (full time, part time, hourly, and Supervisors) and Administrators on the same day regarding the availability of Special Allocations, by the sixth (6th) week of every quarter, provided funds are still available.

Section 3: Capital

- A. Capital items are defined as having a retail value of more than five hundred dollars (\$500) per item and a usable life of at least twelve (12) months.
- B. Delivery of any capital item purchased with DASB funds will be coordinated by the Office of College Life in concert with the DASB Executive Vice President. Capital items will be tagged and inventoried prior to delivery and installation.
- C. Disposal of any DASB capital items shall follow accepted DASB Senate procedures for disposal of capital items.
- D. The DASB shall retain ownership of all capital items purchased with DASB funds unless otherwise specified by the DASB Senate.

Section 4: 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 (Article IV).
- 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.

ARTICLE V: STUDENT REPRESENTATION FEE FUND 46

Section 1: Definition and Purpose

As prescribed in California Education Code §76060.5, a California Community College may establish the \$2 per semester Student Representation Fee to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government.

Section 2: Collection

Adjusted for colleges on a quarter system, \$1.33 shall be collected during Fall and Winter quarters, and \$1.34 in Spring per enrolled student by the De Anza Associated Student Body Senate for a total of \$4.00. One-half of the total amount collected will be available for use by the De Anza Associated Student Body as outlined in Section 3. The remaining half will be forwarded to the State Chancellor's Office to be made available for use by the recognized statewide student organization (as defined in California State Ed Code 76060.5).

Section 3: Accountability

Persons requesting allocations from Fund 46 DASB Student Representation Fee shall follow all regular procedures for requisitions through the Student Accounts Office and DASB regulations.

Section 4: Usage of Funds

A. Allocated by DASB Senate

One - half of the total amount collected each quarter shall be allocated by the De Anza Associated Student Body for the following types of activities:

1. Carrying out voter registration, education, and mobilization campaigns.
2. Training students and hiring student interns to organize and advocate for themselves and their communities before state and local decision-making bodies.
3. Carrying out educational programs for the student body to help inform students of important decisions being made at the state and local level affecting their lives as students.
4. Supporting student advocates to meet with elected officials at the city, county, district, and state level.
5. Supporting student advocates to organize with other students at the local, regional, and statewide level at conferences, training sessions, and advocacy gatherings, including but not limited to: SSCCC General Assemblies, CCCSAA, and the FACCC Advocacy & Policy conference.
6. Increasing the capacity of the student body to organize, mobilize, and develop leadership skills to be-effective advocates for themselves and their communities before state and local decision-making bodies.

B. Allocated by the Statewide Student Organization

1. One-half of the total fee collected shall be expended to establish and support the operations of a statewide community college student organization recognized by the Board of Governors of the California Community Colleges.
2. The DASB Chair of Finance or designee shall attend the yearly Budget Development Town Hall event hosted by the recognized statewide organization in March to ensure that funds from the De Anza Associated Student Body are used in compliance with DASB values.

Section 5: Opt-Out

A student may, for religious, political, financial, or moral reasons, refuse to pay the Student Representation Fee established under this section. The refusal shall be submitted in writing to the De Anza College Cashier's Office at the time student fees are collected.

ARTICLE VI: EXPENDITURES

Section 1: Procedures

- A. 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.
- B. Either the DASB Chair of Finance, College Life Advisor, DASB Senate Advisor, administrator responsible for the program area, or college administrator has the authority to hold any request for funds if circumstances merit delay.
- C. 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.
1. District Purchase Order issued via a District Purchase Requisition
 2. Checks issued via a Student Accounts Requisition
 3. Open Accounts-
In the event that open charge accounts are maintained, only items specified in writing shall be purchased. An advance purchase order must be made designating authorized purchases, designated time period and maximum amount of expenditure for that period.
 4. Independent Contractor Pre-hire Authorization Form, Independent Contractor Agreement, W-9 Form, and Invoice
 5. Payroll-
The DASB may fund budgeters to hire employees. Budgeters hiring employees should consult with the Student Accounts Office for hiring procedures.
 6. 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:
 - a. Advance will be used for the purpose stated on the requisition.
 - b. All receipts will be turned in within fifteen (15) working days of the check date. Original receipts are required. The receipts must be detailed.
 - c. 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.
 - d. 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.
 - e. I understand that I am personally responsible for the amount of the advance.
 - f. 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.
- D. No DASB funds shall be used to purchase alcoholic beverages or any illegal substances.

- E. 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.
- F. Budgeters will be limited to the following amounts:
 1. For contracted speakers the fee shall not exceed one thousand five hundred dollars (\$1,500) per speaker per event.
 2. For performances the fee shall not exceed two thousand dollars (\$2,000) per performance.

Section 2: Signatures

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

- A. All funds requisitioned from DASB accounts shall require approving signatures from:
 1. Account Budgeter
 2. Administrator responsible for the program area
 3. DASB Chair of Finance
 4. DASB Senate Advisor
 5. College administrator
- B. All funds requisitioned from club DASB accounts shall require approving signatures from:
 1. Designated Club Officer
 2. Club Advisor
 3. College Life Advisor
 4. ICC Chair of Finance
 5. Administrator responsible for the program area
 6. DASB Chair of Finance
 7. College administrator
- C. In the event the DASB Chair of Finance is unable to sign requisitions the line of succession outlined in the DASB Senate Bylaws shall be used to approve requisitions. In signing requisitions, the above mentioned officers have the same authorities as the DASB Chair of Finance.
- D. For all requisitions from DASB funded accounts, the budgeter and administrator responsible for the program of the account shall sign designating this is as an appropriate expenditure of DASB funds and in the best interest of the student body, the DASB Chair of Finance shall sign designating funds are available and have been approved by the DASB Senate for such an expenditure, the DASB Senate Advisor (or designee) and/or Student Activities Specialist do not approve expenditures but rather sign designating that all codes, bylaws, and Senate/ICC procedures have been completed, and the Director of Budget and Personnel shall sign representing administrative staff.
- E. The DASB Chair of Finance shall be available to sign (approve or disapprove) financial documents at least three (3) times per week.
- F. If the DASB Chair of Finance does not approve any request for funds allocated to an account the budgeter shall have the right to appeal the decision to the DASB Finance Committee. If the DASB Finance Committee approves the expenditure, the DASB Chair of Finance will be directed to sign the request. If the DASB Finance Committee does not approve the expenditure, the Budgeter shall have the right to appeal the decision to the DASB Senate.

ARTICLE VII: DOCUMENTATION

Section 1: Tickets

- A. Tickets to be sold for all DASB/ICC approved student generated events must be secured from the Student Accounts Office. All unsold tickets must be returned to the source.
- B. It shall be mandatory that all complimentary tickets to events funded by the DASB must be approved by the DASB President and the DASB Chair of Finance.

Section 2: 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 Chair of Finance, Student Accounts Office, or District Internal Auditor at any time.
- B. Capital items are those items with a retail value of over five hundred dollars (\$500) and a life span of at least twelve (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 Office of College Life. The DASB Executive Vice President in concert with the Office of College Life 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 Chair of 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 Chair of Finance and Designee of the Board of Trustees.

Section 3: Financial Reports

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

ARTICLE VIII: SPECIFIC ACCOUNTS

Section 1: Student Body Association Fees

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.

Section 2: Travel

DASB Travel Funds are to be used for only DASB MEMBERS who have paid their student body fees along with their Advisors.

Section 3: General Diversity Events

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

Section 4: ICC and Club Funding

All ICC 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.

Section 5. Banquet, Hospitality, Meal, and Mileage Expenses

Allocation for 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, including per diem meals, require original detailed receipts/invoices.

Reimbursements for gratuity, when applicable, shall not exceed twenty-percent of the total meal cost.

Section 6. Athletic Travel Meals

For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. Classifying the type of meal will be up to the discretion of the DASB Chair of Finance. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.

All meal expenditures require original detailed receipts/invoices that show amounts actually spent for meals, and for each athlete(s). Expenses submitted without receipts/invoices will not be reimbursed. All unused cash advance amounts shall be returned to Student Accounts.

If the athletic budgeter feels more than one meal is needed it will be up to the discretion of the Chair of Finance if one or more meal(s) will be given.

ARTICLE IX: SCHOLARSHIPS

Section 1: Eligibility

- A. Be a current DASB member.
- B. Not have received a DASB scholarship within the current nor previous academic year.
- C. Have completed at least eighteen (18) quarter units at De Anza College.
- D. Be enrolled in at least eight (8) quarter units for college credit.
- E. Have a cumulative 2.0 Grade Point Average (GPA).
- F. Not be a current or former DASB Senator.

Section 2: Requirements

- A. Turn in a completed DASB scholarship application to Financial Aid Office by the deadline.
- B. Write an essay about the topic selected by the Committee.

Section 3: Amount

- A. All DASB scholarships must be at least five hundred dollars (\$500).

Section 4: Procedure

The DASB Scholarships Director shall ensure that:

- A. DASB Scholarship applications is revised as necessary.
- B. DASB Scholarships are advertised well in advance to all DASB members.
- C. DASB Scholarship applications are made readily available to all DASB members.
- D. DASB Scholarship applications are reviewed to select recipients.
- E. DASB Scholarships are presented to their recipients at the next Senate meeting after the recipients are selected
- F. The DASB scholarship timeline shall follow the timeline of the De Anza Financial Aid Office.

ARTICLE X: GLOSSARY

Accrual:

Student Accounts 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;
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;
It has all the required authorization signatures; **and**
All requests for Carry Forward must be submitted to the DASB Finance Committee as agenda items prior to the first DASB 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: Thirtieth (30th) of June

Year-End Cut-off:

District Stores Requisitions
One (1) week prior to the District Cut-off date

District Purchase Requisitions
One (1) week prior to the District Cut-off date

Independent Contractor Forms

If the request is submitted one (1) 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 (1) 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 thirtieth (30th) of June;
If submitted after the Check Processing Cut-off date but before thirtieth (30th) of June, 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.

Adopted:	06/09/2010	Amended:	11/25/2015
Amended:	02/08/2012	Amended:	11/16/2016
Amended:	01/16/2013		
Amended:	06/05/2013		
Amended:	08/19/2015		

**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.

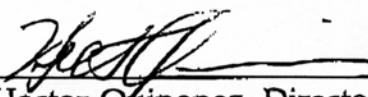
Signed on this date _____

 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