

"To Aid and Assist Students"



2007-2008

Budget





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Produced by De Anza College
Student Activities
Student Accounts

Cover Designed by David White
DASB Vice President of Budget and Finance

**De Anza Associated
Student Body
Message**

DASB Budget 2007-2008

To Aid and Assist 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 to ensure the on-going experiences at De Anza. Any student who has run to the Open Media Lab to type a quick paper, walked through the Main Quad and heard lively music from a visiting band, 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 student body funds poured into them. Unfortunately, the college's allocation of funds to various educational programs has greatly decreased.

As De Anza's overall discretionary budget declines, the DASB has had to step in and support programs initially supported by the College budget. The span of DASB funds has spread from student life to student essentials, including graduation, the Child Development Center, and the Tutorial Center among others. The students were fortunate to have the resources in DASB funds to enhance programs essential for student success.

The budget goals for 2007-2008 are as follows:

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

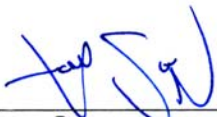
In conclusion we would like to thank all the budget committee members, senators and advisors who assisted with development of the budget to insure the success of the 2007-2008 Budget.

Budget Committee Members:

David White
Tony Suen
Maggie Arellano
Azusa Nose
Henry Chen
Eden Su

Special Thanks to:

John Cognitiona
Lisa Kirk
Dennis Shannakian



Tony Suen
DASB President

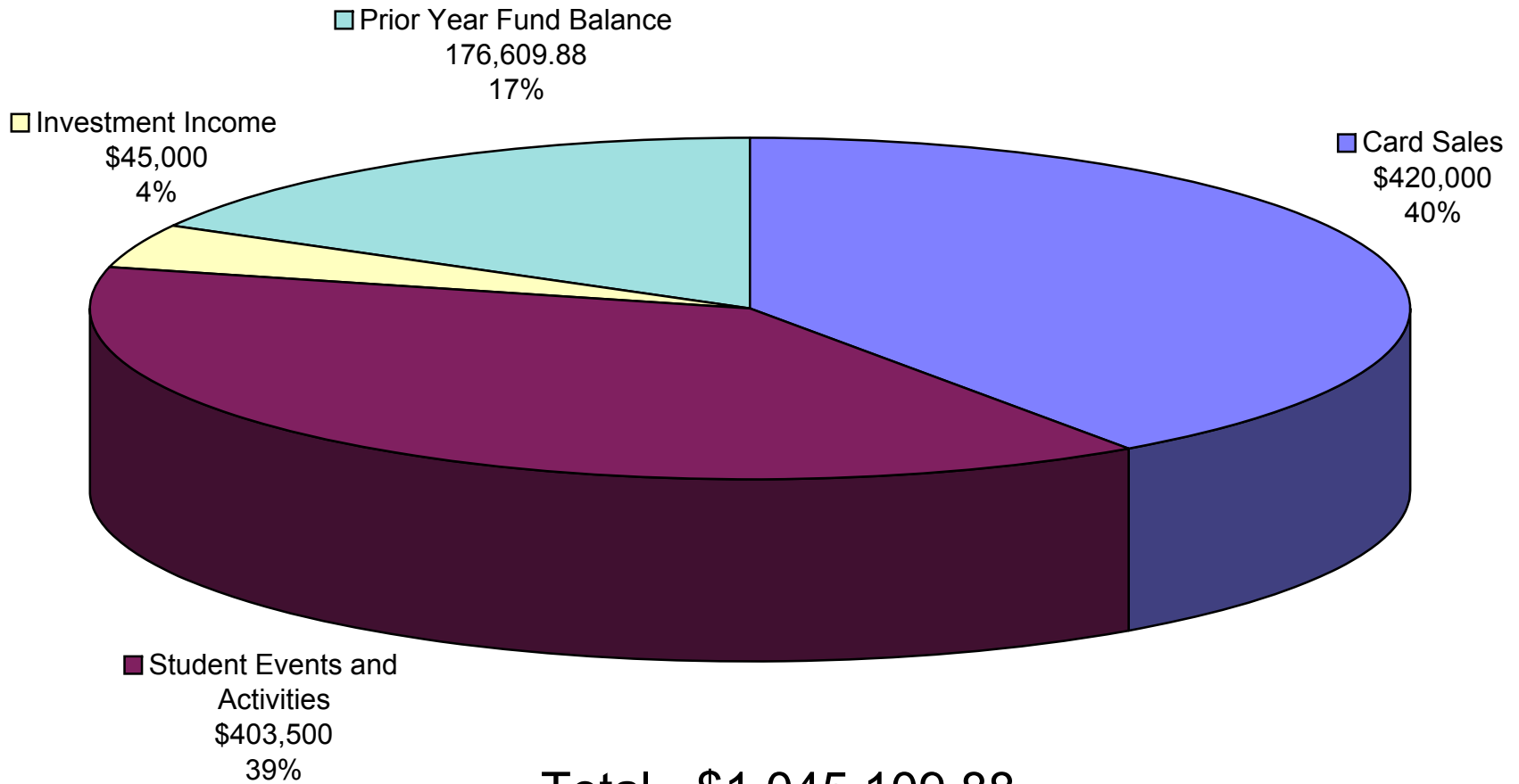


David White
DASB Vice President of Budget and Finance

DASB
Proposed Budget
for Fiscal Year
2007-2008

2007-2008
Proposed Income

Income 2007-2008



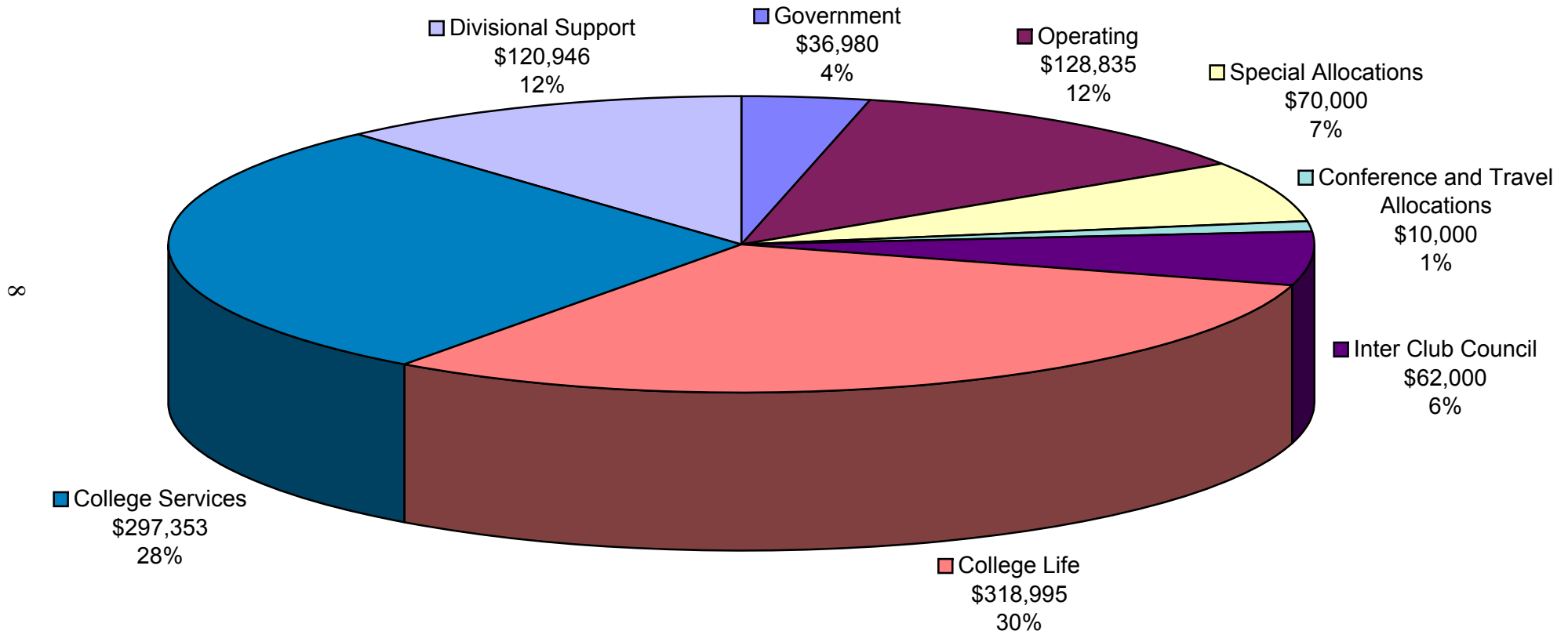
Total - \$1,045,109.88

Income 2007-2008

Item	2005-2006 Actual	2006-2007 Adopted	2006-2007 Revised	2006-2007 Est. to 06/30	2007-2008 Adopted
<u>Card Sales</u>					
Card Sales	421,614	435,000	435,000	420,000	420,000
Card Sales Subtotal	\$421,614	\$435,000	\$435,000	\$420,000	\$420,000
<u>Student Events & Activities</u>					
AMC Movie Tickets-Silver	18,150	19,250	19,250	19,250	21,000
AMC Movie Tickets-Gold	0	0	0	7,500	7,500
DASB Card Replacement	751	0	0	1,200	0
Flea Market	374,055	375,000	375,000	365,000	375,000
Flea Market Late Depart/Clean-up Fee	580	0	0	200	0
Misc. Income	0	0	0	0	0
Student Events & Activities Subtotal	\$393,536	\$394,250	\$394,250	\$393,150	\$403,500
<u>Creative Arts</u>					
Band	384	0	0	0	0
Chorale & Vintage Singers	1,500	0	0	0	0
Dance Program	2,500	0	0	0	0
Jazz Ensemble	653	0	0	0	0
Student Film	300	0	0	0	0
Vocal Jazz Performance/Recording	2,000	0	0	0	0
Women's Chorus	500	0	0	0	0
Creative Arts Subtotal	\$7,837	\$0	\$0	\$0	\$0
<u>Investments Income</u>					
Bank of the West Investment Income	54,937	35,000	35,000	55,000	45,000
Investments Income Subtotal	\$54,937	\$35,000	\$35,000	\$55,000	\$45,000
Total	\$877,925	\$864,250	\$864,250	\$868,150	\$868,500
Plus Prior Year Fund Balance Reserve for General:		118,752.34			176,609.88
Total Available to Allocate		\$983,002.34			\$1,045,109.88

2007-2008
Proposed Expenses

Expenses 2007-2008



Total - \$1,045,109

Expenses 2007-2008

Item	2005-2006 Actual	2006-2007 Adopted	2006-2007 Revised	2006-2007 Est. to 06/30	2007-2008 Adopted
DASB Administrative					
Government Costs					
DASB President	150	150	150	150	150
DASB Executive VP	91	100	100	100	100
DASB VP of Budget and Finance	0	100	100	100	100
DASB VP of Student Rights & Campus Relations	6	100	100	100	100
DASB VP of Student Services	0	100	100	100	100
DASB VP of Administration	100	100	100	100	100
DASB VP of Marketing and Communication	33	100	100	100	100
DASB VP of Diversity and Events	98	100	100	100	100
DASB VP of Technology	39	100	100	100	0
DASB Budget Committee	641	700	700	700	700
DASB Election	1,001	1,350	1,350	1,350	1,000
DASB Hospitality	1,000	500	500	500	250
DASB Leadership Training	538	1,000	1,000	1,000	1,000
DASB New Senate Orientation	250	1,000	1,000	1,000	1,000
DASB Office Staff	6,573	10,000	10,000	10,000	7,110
DASB Outreach & Recruitment	0	4,000	4,000	4,000	0
DASB Printing	500	500	500	500	0
Administration Committee	0	200	200	200	200
Student Rights & Relations Committee	46	0	0	0	0
Student Services Committee	380	1,000	1,000	1,000	500
DASB Office/Student Council Chambers Remodel	0	0	0	0	15,000
DASB Office Supplies	1,000	1,500	1,500	1,500	1,500
DASB Technology Committee	475	250	250	250	0
DASB Telephone	260	720	720	720	720
DASB Marketing and Communications Committee	4,799	5,800	5,800	5,800	7,150
Government Cost Subtotal	\$17,979	\$29,470	\$29,470	\$29,470	\$36,980
Operating Costs					
Accounts Office Staff	81,590	88,200	85,000	45,000	89,700
Accounts Office Supplies	2,825	2,700	2,700	2,000	2,700
Accounts Office System	3,778	3,975	7,175	6,175	22,935
Accounts Office Short/(Over)	-1	0	0	0	0
Bad Debt Expense-Student Body Card	4,453	0	7,175	7,175	7,500
Copy Machine	3,851	4,000	4,000	4,000	5,000
Variance	250	1,000	1,000	1,000	1,000
Operating Costs Subtotal	\$96,747	\$99,875	\$107,050	\$65,350	\$128,835
DASB Administrative Subtotal	\$114,726	\$129,345	\$136,520	\$94,820	\$165,815

Expenses 2007-2008

Item	2005-2006 Actual	2006-2007 Adopted	2006-2007 Revised	2006-2007 Est. to 06/30	2007-2008 Adopted
Allocations					
Special Allocations					
Summer/Fall Allocation	0	39,796	8,173	8,173	35,000
Winter/Spring Allocation	0	30,000	12,995	12,995	35,000
Special Allocations					
FA PAC Campaign Donation		0	2,900	2,900	
APALI		0	5,600	5,600	
Congressional Interviews DVD		0	1,488	1,488	
Administration of Justice	2,967	0	0	0	
Peer Mediation Training	5,000	0	0	0	
Insider: Ultimate Student Guide	6,500	0	0	0	
DASB Card Marketing	833	0	0	0	
Hurricane Katrina Donation	5,000	0	0	0	
Math Speaker William Murray	600	0	0	0	
Math Perform.Success Program	1,000	0	0	0	
Latino/a Student Recognition Ceremony	981	0	0	0	
Math Perform.Success Tutors	4,900	0	0	0	
Measure C Campaign	5,000	0	0	0	
Swimming/Water Polo T-shirts	506	0	0	0	
Black Student Graduation Ceremony	749	0	0	0	
Special Allocation Subtotal	\$34,036	\$69,796	\$31,156	\$31,156	\$70,000

Expenses 2007-2008

Item	2005-2006 Actual	2006-2007 Adopted	2006-2007 Revised	2006-2007 Est. to 06/30	2007-2008 Adopted
Capital Project Allocations					
DASB Campus Center Expansion	0				
Capital	0				
Open Media Lab & Library Internet Lab	14,683				
DASB Computers-Lease	597				
Accounts Office Computers	5,653				
Go Print	10,000				
Environmental Studies Area Gate	2,760				
Massage Therapy Tables & Screens	2,690				
Math Performance Success Program (MPS)	1,954				
Men's Basketball Uniforms	2,000				
Tennis Shed	4,957				
DASB Office Lockers	696				
Film & TV Department	3,200				
Outreach Computer	1,555				
Wellness Center Elliptical Trainers	8,402				
Film & TV Department	5,697				
Golf Putting Green	3,760				
DASB Server	2,333				
DSS Computer Access Lab	127				
Environmental Studies Area Signage	1,091				
Photography Department	10,000				
Language Arts Writing Lab Projectors	5,484				
Capital Projects Subtotal	\$87,637	\$0	\$0	\$0	\$0
Conference Travel					
CA Massage Conference	3,500				
Latina Action Day Sacramento	1,447				
DASB/ICC Student Leadership Conference	7,825	10,000	10,000	9,777	10,000
Conference Travel Subtotal	\$12,772	\$10,000	\$10,000	\$9,777	\$10,000
Allocations Subtotal	\$134,445	\$79,796	\$41,156	\$40,933	\$80,000

Expenses 2007-2008

Item	2005-2006 Actual	2006-2007 Adopted	2006-2007 Revised	2006-2007 Est. to 06/30	2007-2008 Adopted
<u>Inter Club Council (ICC)</u>					
Inter Club Council (ICC)	38,591	60,550	55,700	55,700	62,000
Inter Club Council Subtotal	\$38,591	\$60,550	\$55,700	\$55,700	\$62,000
<u>College Life</u>					
<u>Student Events & Activities</u>					
AMC Movie Tickets	18,465	19,670	26,855	26,855	29,120
Artists as Agents of Social Change	0	2,000	2,000	2,000	0
Cross Cultural Partnerships	12,971	8,500	8,500	8,500	12,500
DASB Card Office	24,844	27,383	27,383	27,383	38,400
Flea Market	142,472	154,447	154,447	154,447	156,925
Flea Market Short/(Over)	0	0	0	0	0
Graduation	7,500	5,000	5,000	5,000	5,000
New Student Orientation	5,297	6,610	6,610	6,585	7,650
Diversity and Events Committee	4,851	6,750	6,750	6,750	9,000
Multicultural Author Reading Series	0	0	0	0	1,900
Visiting Speakers Series	6,418	6,500	6,500	6,500	6,500
Student Events & Activities Subtotal	\$222,819	\$236,860	\$244,045	\$244,020	\$266,995

Expenses 2007-2008

Item	2005-2006 Actual	2006-2007 Adopted	2006-2007 Revised	2006-2007 Est. to 06/30	2007-2008 Adopted
Multicultural/Diversity					
Multicultural/Diversity Events	0	2,000	2,000	2,000	52,000
African American Cultural Exchange	1,891	1,000	1,000	1,000	
African Ancestry Conversations Across the Diaspora	534	700	700	700	
African American Student Orientation	0	0	0	0	
Asian Pacific American	7,717	6,500	6,500	6,500	
Asian Pacific American Conversations	0	700	700	700	
Black History	4,025	6,500	6,500	6,500	
Black History/Muslim	558	0	0	0	
Cesar Chavez Day	1,500	0	0	0	
Day of the African Child	2,000	1,100	1,100	1,100	
Day of Remembrance	1,900	1,800	1,800	1,800	
Deaf Awareness	0	1,200	1,200	212	
Latino/a Events	4,874	6,500	6,500	6,500	
Latino/a Conversations	0	700	700	700	
Jewish New Year	350	1,700	1,700	1,700	
Lunar New Year	50	1,250	1,250	1,250	
Martin Luther King	1,481	2,000	2,000	2,000	
Multicultural Event	1,924	2,300	2,300	2,300	
Pride Week	1,109	1,500	1,500	1,500	
Ramadan Islamic	4,474	3,550	3,550	3,550	
Sign Language Interpreter	0	1,500	1,500	1,500	
Vietnamese Cultural Festival	4,000	3,000	3,000	3,000	
Women's History Month	5,414	6,500	6,500	6,500	
World Languages Week	3,067	0	0	0	
Multicultural/Diversity Subtotal	\$46,869	\$52,000	\$52,000	\$51,012	\$52,000
College Life Subtotal	\$269,688	\$288,860	\$296,045	\$295,032	\$318,995

Expenses 2007-2008

Item	2005-2006 Actual	2006-2007 Adopted	2006-2007 Revised	2006-2007 Est. to 06/30	2007-2008 Adopted
<u>College Services</u>					
Activities Assistant - Student Activities	7,430	12,000	12,000	12,000	9,150
Activities Assistant - Activities Advisor	6,317	0	0	0	0
Assessment Center	0	12,000	12,000	12,000	0
California History Center	1,000	3,000	3,000	3,000	2,800
CalWORKs Students	14,790	14,600	14,600	14,600	15,000
Career Center	4,560	2,350	2,350	2,350	2,030
Child Development Center	14,030	14,250	14,250	14,250	15,230
Counseling Center Student Assistant	4,100	0	0	0	0
DASB Scholarship/Book Grants	17,700	22,750	22,750	22,750	20,700
De Anza Youth Leadership Conference	2,460	0	3,050	3,050	0
DLTP-Diversity Leadership Training Project	9,390	10,000	10,000	10,000	8,230
Health Services	0	0	0	0	4,498
Honors Program	17,587	18,000	18,000	18,000	10,500
La Voz	19,000	20,000	20,000	20,000	20,000
Legal Aid	7,172	7,500	7,500	7,500	7,500
Math Performance Success Tutors	0	0	0	0	14,620
Multicultural/International Center	3,284	3,100	3,100	3,100	3,050
Open Media Lab	0	11,000	11,000	11,000	0
Outreach	8,227	14,000	14,000	14,000	18,755
Puente	0	6,130	6,130	6,130	7,830
Renew	3,614	5,380	5,380	5,380	5,380
Student Computer Donation Program	9,842	9,200	9,200	9,200	9,100
Student Success and Retention Services	25,331	30,540	30,540	30,540	25,400
Tutorial Center	77,428	79,000	79,000	79,000	89,000
Writing and Reading Center	0	4,300	4,300	4,300	8,580
College Services Subtotal	\$253,263	\$299,100	\$302,150	\$302,150	\$297,353

Expenses 2007-2008

Item	2005-2006 Actual	2006-2007 Adopted	2006-2007 Revised	2006-2007 Est. to 06/30	2007-2008 Adopted
<u>Divisional Support</u>					
Creative Arts					
Art/Photo Competition	2,900	0	0	0	0
Band	2,526	2,650	2,650	2,650	2,900
Chorale & Vintage Singers	3,677	3,000	3,000	3,000	3,370
Dance Program	5,971	9,000	9,000	9,000	5,000
De Anza Chamber Orchestra	2,675	4,500	4,500	4,500	2,500
Euphrat Museum	5,585	6,000	8,080	8,080	3,595
Jazz Ensemble Performance/Recording	1,968	3,350	3,350	3,350	3,800
Patnoe Jazz Festival	3,000	3,000	3,000	3,000	4,000
Spring Musical	2,500	0	0	0	0
Student Film & Video Production	2,858	3,000	3,000	3,000	3,000
Vocal Jazz Performance/Recording	7,298	5,500	5,500	5,500	6,810
Women's Chorus	4,475	4,000	4,000	4,000	4,400
Creative Arts Subtotal	\$45,432	\$44,000	\$46,080	\$46,080	\$39,375
Athletics					
Athletics Dept. Transportation	5,421	5,000	12,000	12,000	5,000
Athletic Playoffs	4,086	5,000	10,000	10,000	5,000
Men's Baseball	4,000	4,000	4,000	4,000	4,500
Men's Basketball	1,550	4,150	4,150	4,150	4,650
Men's Cross Country	575	1,300	1,300	1,300	1,500
Men's Football	6,000	4,000	10,000	10,000	6,000
Men's Soccer	3,958	4,000	4,000	4,000	4,500
Men's Swim/Dive	920	1,000	1,000	1,000	1,100
Men's Tennis Team	1,300	1,300	1,300	1,300	1,500
Men's Track and Field	2,771	2,500	2,500	2,500	2,700
Men's Water Polo	455	1,000	0	0	800
Women's Basketball	4,147	4,150	4,150	4,150	4,650
Women's Cross Country	1,145	1,300	1,300	1,300	1,500
Women's Soccer	3,995	4,000	4,000	4,000	4,500
Women's Softball	2,491	2,500	2,500	2,500	3,000
Women's Swim/Dive	890	1,000	1,000	1,000	1,100
Women's Tennis Team	1,209	1,300	1,300	1,300	1,500
Women's Track and Field	1,347	2,500	2,500	2,500	2,700
Women's Volleyball	1,660	2,000	2,000	2,000	2,000
Women's Water Polo	0	1,000	0	0	800
Athletics Subtotal	\$47,919	\$53,000	\$69,000	\$69,000	\$59,000

Expenses 2007-2008

Item	2005-2006 Actual	2006-2007 Adopted	2006-2007 Revised	2006-2007 Est. to 06/30	2007-2008 Adopted
Physical Education					
Lifetime Fitness & Wellness Center	11,405	12,000	12,000	12,000	6,000
Massage Therapy Program	944	1,000	1,000	1,000	1,000
Physical Education Subtotal	\$12,349	\$13,000	\$13,000	\$13,000	\$7,000
Biological & Health Sciences					
Environmental Studies Area	2,000	2,000	2,000	2,000	3,000
Biological & Health Sciences Subtotal	\$2,000	\$2,000	\$2,000	\$2,000	\$3,000
Special Education Division					
Adapted Physical Education	1,000	1,300	1,300	1,300	1,300
DSS/EDC Spring Celebration	1,000	0	0	0	1,000
DSS Computer Access Lab	2,264	10,001	10,001	10,001	4,471
Educational Diagnostic Center	0	300	300	300	0
Special Education Subtotal	\$4,264	\$11,601	\$11,601	\$11,601	\$6,771
Language Arts Division					
Red Wheelbarrow Magazine	875	1,750	1,750	1,750	1,000
Language Arts Subtotal	\$875	\$1,750	\$1,750	\$1,750	\$1,000
Social Science Division					
Administration of Justice	0	0	3,150	3,150	0
Social Science Subtotal	\$0	\$0	\$3,150	\$3,150	\$0
Intercultural/International Studies Division					
APALI	0	0	0	0	4,800
Intercultural/International Studies Subtotal	\$0	\$0	\$0	\$0	\$4,800
Divisional Support Subtotal	\$112,840	\$125,351	\$146,581	\$146,581	\$120,946

Expenses 2007-2008

Item	2005-2006 Actual	2006-2007 Adopted	2006-2007 Revised	2006-2007 Est. to 06/30	2007-2008 Adopted
Carry Forward Expenses					
Band	159	0	774	774	
Jazz Ensemble	2,684	0	2,032	2,032	
Chorale/Vintage Singers	0	0	823	823	
Vocal Jazz Perf./Recording	0	0	202	202	
Prior Year Void Checks	-1,152	0	0	-150	
Physical Education Assistant	1,302	0	0	0	
Carry Forward Subtotal	\$2,993	\$0	\$3,832	\$3,681	\$0
Transfers					
Transfer to Fund 44 Clubs	11,750	0	4,850	4,850	
Transfer to Fund 45 Trusts	140	0	0	0	
Transfer from Fund 44 Clubs					
Transfers Subtotal	\$11,890	\$0	\$4,850	\$4,850	\$0
TOTAL	\$938,437	\$983,002	\$986,834	\$943,747	\$1,045,109

DASB
Fund Balance Summary
2006-2007

DASB FUND BALANCE SUMMARY FOR 2006-2007

I. Fund 41 DASB Operating Fund Balance - June 30, 2006	805,665
Fund Balance Reserved for Encumbrances for 2006-2007	6,472
Fund Balance Reserved for Carryforwards for 2006-2007	3,832
General Reserve	500,000
Fund Balance Reserved for 2006-2007 Budget	118,752
Fund Balance Reserved for 2007-2008 Budget	176,609
II. Fund 41 Estimated Operating Income for 2006-2007	868,150
III. Fund 41 Estimated Operating Expenses for 2006-2007	943,747
IV. Fund 41 Estimated DASB Operating Fund Balance - June 30, 2007	730,068
General Reserve	500,000
Fund Balance Reserved for 2007-2008 Budget	176,609
Fund Balance Reserved for 2008-2009 Budget	53,459

DASB
Budget Stipulations
2007-2008

2007-2008 DASB Budget Stipulations

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. Any budgeter not in compliance with the DASB Budget and Finance Code or Budget Stipulations will have their accounts frozen until the Finance Committee or the Senate is satisfied deficiencies have been corrected.
3. All Creative Arts performing groups funded in the 2007-2008 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. The DASB Vice President of Student Services must host Student Services Day at least twice per year; by the fourth (4th) week of Fall Quarter and by the fourth (4th) week of Spring Quarter. The DASB Vice President of Student Services must invite all College/Student Services to Student Services Day at least two (2) weeks in advance via memo, e-mail and voice-mail.
6. 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. Event to be coordinated by the DASB Vice President of Student Services. Student Services Day shall be held at least twice per year; by the fourth (4th) week of Fall Quarter and by the fourth (4th) week of Spring Quarter.
7. 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.

8. The DASB Vice President of Budget and Finance or designee must send out a notice to all administrators on the same day regarding the availability of Special Allocations, by the sixth (6th) week of every quarter, provided funds are still available.
9. Student Scholarships: DASB scholarship recipients will be presented their scholarships at a regular Senate meeting
10. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
11. 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).
12. All promotional materials and capital items for all programs funded by the DASB must have DASB sponsorship clearly stated on them.
13. 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.
14. The DASB Leadership funds must be used for multiple retreats and workshops.
15. 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.
16. DASB Marketing and Communications must conduct quarterly promotional campaigns and must present a marketing plan to the Senate by the second Senate meeting of each quarter.
17. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
18. 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.
19. Funding for CalWORKs Students is restricted to the purchase of required class supplies only.
20. DASB Book Grants must be distributed the quarter before the award is to be used (for Winter and Spring Book Grants only).

21. 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.
22. 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.
23. Creative Arts cannot use DASB Funds for Flint Center Rental Expenses.
24. 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.
25. La Voz shall print (on the front page of the newspaper), in the general area of the quotation "The Voice of De Anza", "printing paid for by the DASB". La Voz shall put on their distribution racks: "Subscription to La Voz for the students is provided by DASB".
26. Funds for the Graduation account are for food costs only, no labor costs, and the menu must be presented to the DASB Senate at least three weeks prior to Graduation.
27. 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.
28. The DASB Marketing and Communications Committee must print a color brochure for the DASB in time for distribution at the New Student Orientation classes in the Summer Quarter.
29. ICC Travel must have its own account.
30. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
31. DASB funding for Creative Arts are not to be used for professional soloists and musicians except in the case of the Vocal Jazz and Chorale and Vintage Singers.
32. DASB funding for the Red Wheelbarrow Literary Magazine is to be used for the De Anza College Student Edition only.
33. DASB funding for the Math Performance Success Program (MPSP) is for tutorial salaries and benefits only.

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

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.

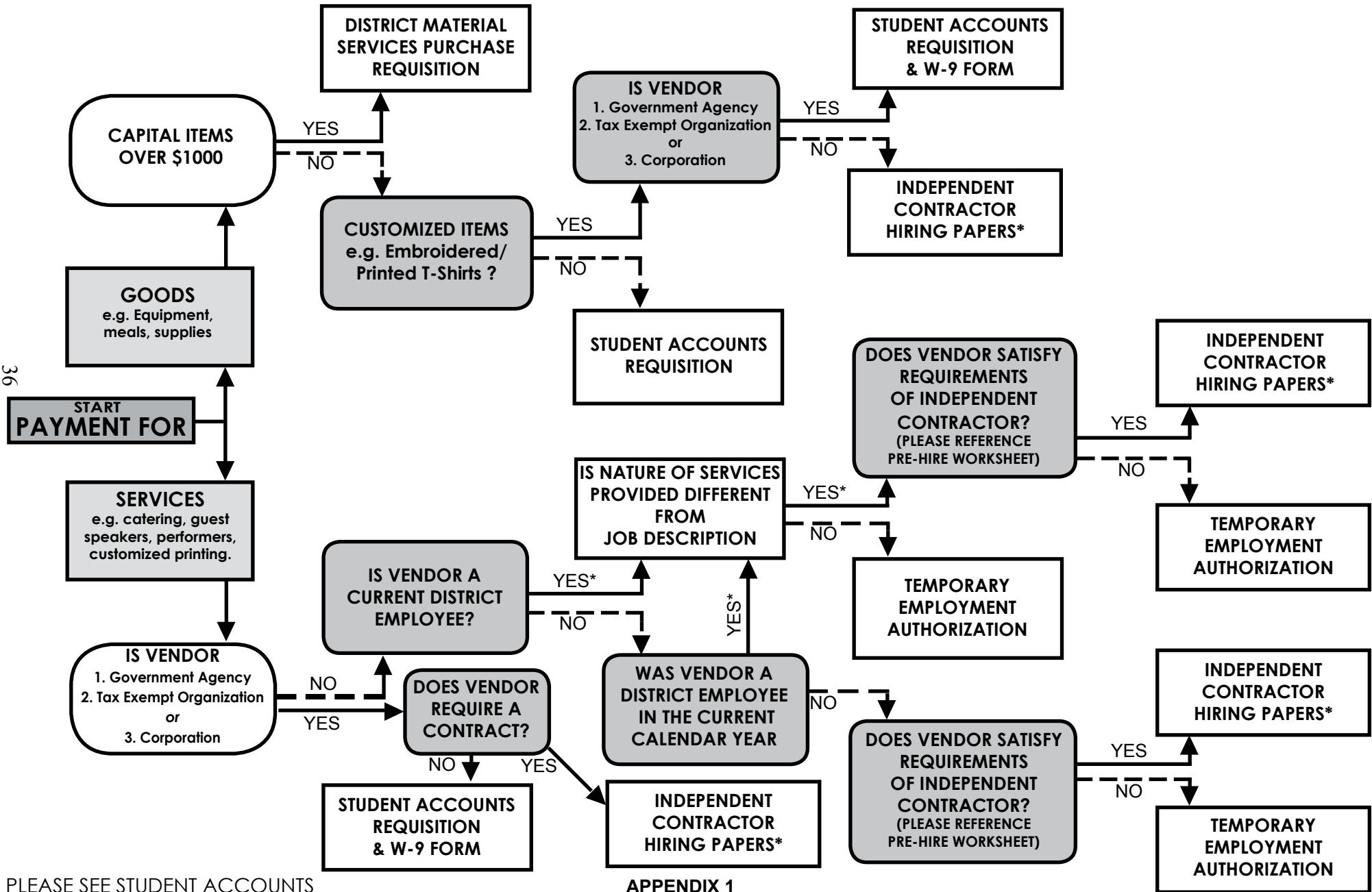
Student Accounts Check Processing Cut-off

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.

De Anza College Student Accounts Flow Chart for Payment Requests

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* PLEASE SEE STUDENT ACCOUNTS

**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