



DE ANZA STUDENT GOVERNMENT PRESENTS

2021-2022 ANNUAL BUDGET



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Office of College Life
Student Accounts

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De Anza Student Government (DASG)

2021-2022 Budget

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**De Anza Student
Government (DASG)
Message**

De Anza Student Government (DASG) 2021-2022 Budget

April 2021

Foothill-De Anza Board of Trustees
Los Altos Hills, CA

Dear Board Members:

On behalf of the De Anza Student Government (DASG), I am proud to present the 2021-2022 DASG budget. As we find ourselves distanced from campus due to the COVID-19 pandemic, we feel inspired by how the people behind various programs and services at De Anza College have gone the extra mile to ensure that students are well-supported in pursuing their goals. In that same spirit, we have developed a budget that would support a smooth transition back to campus as a united community.

We recognize that the social, emotional, and financial effects of such unprecedented times would continue to affect students for years to come. In alignment with the college's renewed commitment to equity and diversity, we have increased our allocations for programs that promote student retention and offer specialized resources to our disproportionately impacted communities. Additionally, our commitment to provide equal opportunities for all students comes in the form of funding programs and services that fall outside the purview of the college.

As much as we have tried to be generous in our allocations, we have also been conservative in projecting our revenue. The decrease in fees collected from the DASG membership fee due to the historical decline in enrollment is now coupled with revenue losses from the DASG Flea Market, which has remained closed since March 2020. Although the projected budget for the General Fund did not suffer a significant decrease, it is important to note that the prior year fund balance made up a quarter of the funds we allocated. On the other hand, factors at play make it difficult for us to accurately project our revenue for the Student Representation Fee (SRF) Fund. The new AB 1504 requirements mandates we charge an SRF fee of \$2 per term of registration, a change from the \$2 per semester we currently collect, but also mandate we allow students to opt out of the fee at the time of registration.

Increasing support for equity initiatives on a reduced budget required us to reevaluate our priorities and role on campus, restructure our budget, and revise our budget deliberations process. By thoroughly interviewing all the programs and services which submitted funding requests, we were able to continue evaluating programs based on their needs and merit, determine essential services that should be better supported by the college, and recategorize a few programs as DASG Non-operational accounts. To increase the transparency, equitability, and efficiency of the budget deliberations process, we have also edited our Budget Rubric to include a "critical object code" prompt to better assess the needs of the campus community and remove the "prior funding" criteria to encourage future committees to diverge from allocating funds based on historical trends.

My deepest gratitude goes to the DASG Finance Committee and advisors for dedicating their hearts and minds throughout the year to better serve students. Their labor of love is reflected in this thoughtful and versatile budget.

Finance Committee Senators:

Jeffrey Kasprow
Grace Lim
Anthony Nguyen
Katelyn Pan
Arushi Sharma
Britney Tran

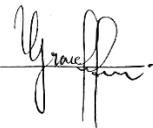
Interns:

Huy Bui
Anya Pendyala
Charlaine Rusli Jo
Fiza Syed
Sharon Utomo

Advisors:

Lisa Kirk
Dennis Shannakian
Hyon Chu Yi-Baker

Sincerely,



Grace Lim
DASG Chair of Finance 2020-2021
DASB Chair of Finance 2019-2020 (April 2020 - June 2020)

2021-2022
DASG Budget
Guiding Principles

2021-2022 DASG Budget Guiding Principles

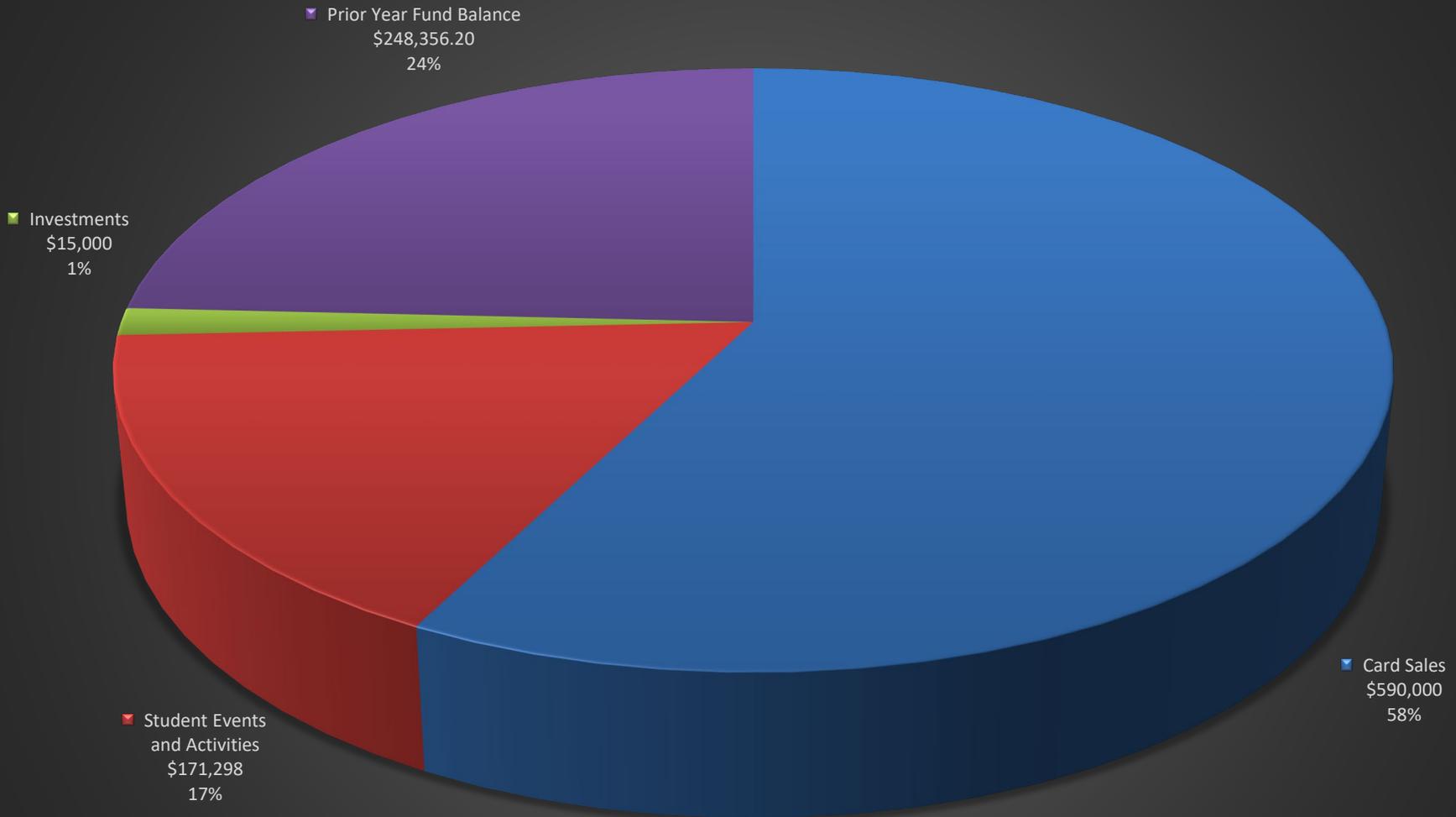
Required: The programs requesting funds from the DASG directly affect De Anza students except for recruitment programs conducted by DASG Constituents at De Anza College for prospective DASG Constituents.

- Fund programs that help students succeed and enable them to achieve their academic and personal goals at De Anza College.
- Fund programs that promote leadership, civic engagement, and student advocacy among all students.
- Fund programs that promote diversity, equity, and inclusion among all students.
- Fund programs that encourage environmentally sustainable practices.
- Fund programs based on the current value and needs of the program rather than solely on historical funding trends.
- Fund programs that benefit students during the 2021-2022 fiscal year.
- Fund programs that only benefit DASG Constituents.
- Fund programs that would generate DASG Revenue.
- Fund programs that promote student retention by enhancing the quality of education at De Anza College.
- Fund unique programs that fall outside the purview of what should normally be funded by the college.

DASG
Proposed Budget
for Fiscal Year
2021-2022

2021-2022
Proposed Income

2021-2022 DASG Income



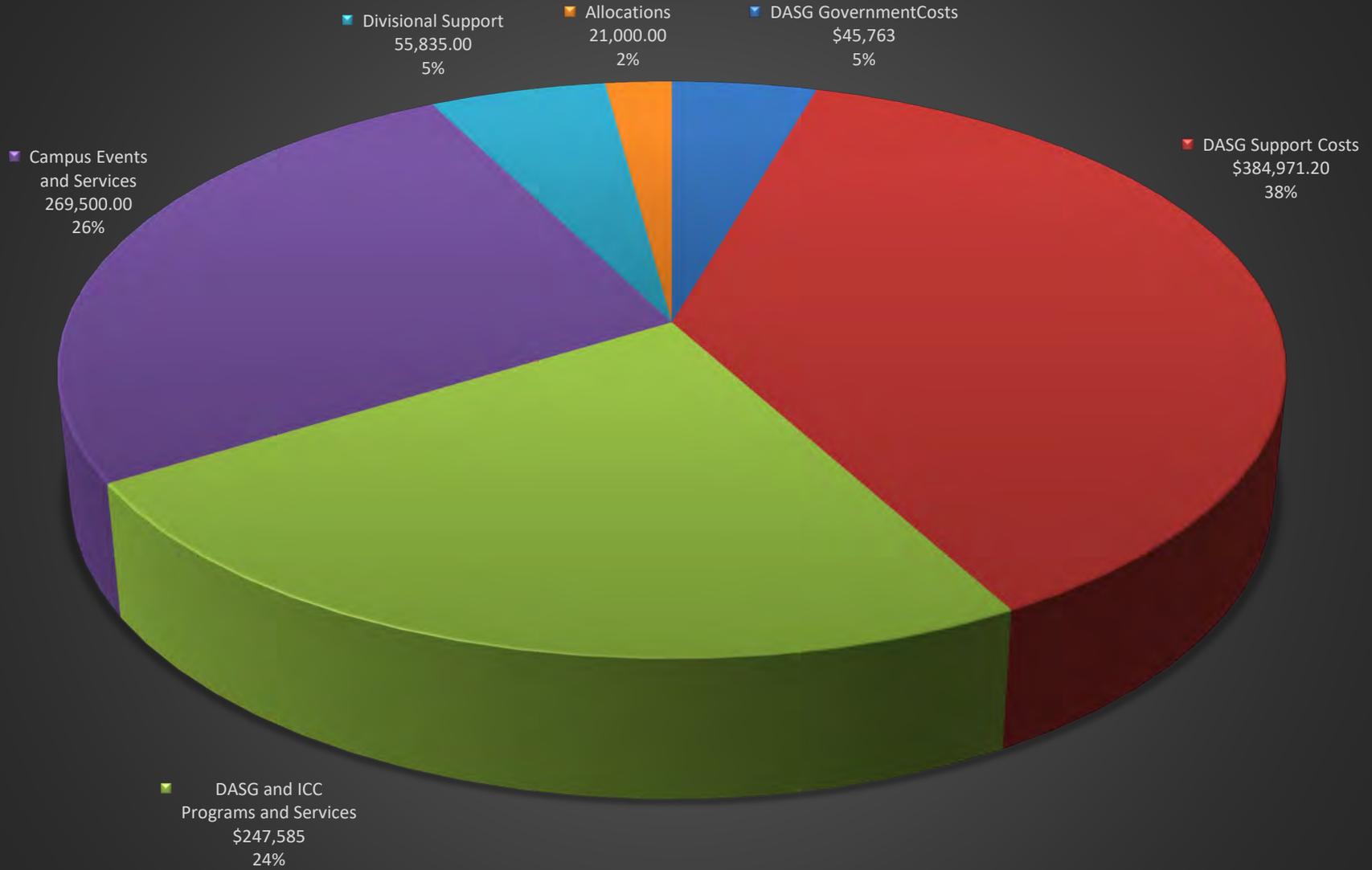
Total - \$1,024,654.20

2021-2022 DASG Fund 41 Income

Item	2019-2020 Actual	2020-2021 Adopted	2020-2021 Revised	2020-2021 Est. to 06/30	2021-2022 Adopted
<u>Card Sales</u>					
Card Sales	601,040	610,000	610,000	600,000	590,000
Card Sales Subtotal	\$601,040	\$610,000	\$610,000	\$600,000	\$590,000
<u>Student Events & Activities</u>					
Movie Tickets-Gold+Platinum	16,923	34,000	34,000	0	23,698
DASG Card Replacement	2,160	2,500	2,500	0	2,000
Bike Program & Corral Access Fee	152	1,500	1,500	762	500
Flea Market	207,996	280,000	280,000	0	140,000
Flea Market Food Vending	11,484	12,000	12,000	0	5,000
Misc. Income	500			22	
Returned Check Fees	200	200	200	0	100
Student Events & Activities Subtotal	\$239,415	\$330,200	\$330,200	\$784	\$171,298
<u>Investment Income</u>					
Interest Income	20,683	20,000	20,000	15,000	15,000
Investments Income Subtotal	\$20,683	\$20,000	\$20,000	\$15,000	\$15,000
Total Revenue					
	\$861,138	\$960,200	\$960,200	\$615,784	\$776,298
Plus Prior Year Fund Balance Reserve for Budget					
		\$66,100.28			\$248,356.20
Total Available to Allocate					
		\$1,026,300.28			\$1,024,654.20

2021-2022
Proposed Expenses

2021-2022 DASG Expenses



Total - \$1,024,654.20

2021-2022 DASG Fund 41 Expenses

Item	2019-2020 Actual	2020-2021 Adopted	2020-2021 Revised	2020-2021 Est. to 06/30	2021-2022 Adopted
DASG Operational					
DASG Government Costs					
DASG Budget Committee	538	600	600	0	600
DASG Election	1,231	1,500	1,500	1,500	1,500
DASG Extended Meeting Meals	1,055	1,200	1,200	0	1,200
Student Leadership Recognition	700	3,000	3,000	1,000	2,750
College Life Student Leadership Training	3,808	7,100	7,100	2,500	6,300
DASG Secretary	0	17,132	17,132	11,000	14,988
DASG Environmental Sustainability Committee	56	1,500	1,500	0	1,500
DASG Student Services and Feedback Committee	0	500	500	0	1,350
DASG Office Supplies	435	1,000	1,000	400	1,000
DASG Marketing and Communications Committee	1,115	3,200	3,200	0	3,350
DASG Equity and Diversity Committee					1,900
DASG Programs and Events Committee	2,610	6,800	6,800	5,000	6,400
DASG Legislative Affairs Committee		175	175	0	175
DASG Flea Market Committee		2,750	2,750	0	2,750
DASG Government Cost Subtotal	11,547.23	\$46,457	\$46,457	\$21,400	\$45,763
DASG Support Costs					
Accounts Office Staff	184,662	202,898	202,898	202,898	201,112
Accounts Office Supplies	818	1,303	1,303	1,303	1,200
Accounts Office System	8,489	9,100	9,100	9,100	14,290
Accounts Office Short/(Over)					
Bank/Credit Card Fees	261	1,000	1,000	0	750
Copy Machine	1,032	3,000	3,000	1,000	1,500
Uncollectible Returned Check Fees	0	100	100	25	100
Variance	14	500.28	500.28	0.00	500.20
College Life Office Staff	57,289	152,637	162,272	162,272	165,519
DASG Support Costs Subtotal	252,565.35	\$370,538.28	\$380,173.28	\$376,598.00	\$384,971.20

2021-2022 DASG Fund 41 Expenses

Item	2019-2020 Actual	2020-2021 Adopted	2020-2021 Revised	2020-2021 Est. to 06/30	2021-2022 Adopted
DASG and ICC Programs and Services					
Inter Club Council (ICC)	13,869	36,978	36,028	15,000	27,542
Movie Tickets	16,923	34,030	34,030	0	23,698
DASG Bicycle Program	756	10,835	1,200	0	2,000
DASG Card Office	19,175	12,095	12,095	0	13,000
Flea Market	95,914	161,227	161,227	48,000	169,041
DASG Scholarships	2,000	2,000	2,800	2,800	2,800
Legal Advice	7,677	8,712	8,712	7,500	9,504
DASG and ICC Programs and Services Subtotal	156,312.55	\$265,877	\$256,092	\$73,300	\$247,585
DASG Operational Subtotal	420,425.13	682,872.28	682,722.28	471,298.00	678,319.20
Campus Events					
Equity/Diversity Events (Combined w/Equity Office `21-22)	4,300	12,500	12,500	4,500	
College Life Programming (Campus Events & Services `21-22)	3,603	1,150	1,150	0	
Campus Events Subtotal	7,903.24	13,650.00	13,650.00	4,500.00	0.00

2021-2022 DASG Fund 41 Expenses

Item	2019-2020 Actual	2020-2021 Adopted	2020-2021 Revised	2020-2021 Est. to 06/30	2021-2022 Adopted
<u>Campus Events & Services</u>					
College Life Programming					2,100
Euphrat Museum	5,028	8,470	8,470	6,000	8,470
Equity Office	5,436	6,380	6,380	5,000	19,650
Foster Youth Services		1,000	1,000	0	2,000
Gender & Sexuality Center (Jean Millier Resource Room)	16,461	13,400	13,400	10,000	14,460
HEFAS	17,648	24,320	24,320	20,000	24,795
Honors Program	2,551	2,555	2,555	2,000	3,580
Impact AAPI					6,107
La Voz	4,777	8,000	8,000	1,200	8,000
LEAD Program	6,877	6,300	6,300	6,300	7,100
Library - Textbooks on Reserve	9,985	10,000	10,000	0	10,000
Math Performance Success	25,380	25,380	25,380	25,380	23,024
Mentors @ De Anza					1,816
Outreach	14,795				
Puente	1,561	7,710	7,710	7,000	7,871
Umoja Program (Previous Account Name Sankofa Scholars)	3,825	5,000	5,000	0	10,732
Student Computer Donation Program	5,825	4,300	4,300	4,300	4,950
Student Success and Retention Services	11,561	10,150	10,150	1,000	
Textbook Program-CalWORKS Students	4,089	2,000	2,000	2,000	2,000
Textbook Rentals-EOPS Students	2,059	6,000	6,000	0	5,325
Tutorial Center	111,505	101,520	101,520	101,520	101,520
Veteran's Program	5,096	6,000	6,000	5,000	6,000
Campus Events & Services Subtotal	254,458.76	248,485.00	248,485.00	196,700.00	269,500.00

2021-2022 DASG Fund 41 Expenses

Item	2019-2020 Actual	2020-2021 Adopted	2020-2021 Revised	2020-2021 Est. to 06/30	2021-2022 Adopted
<u>Divisional Support</u>					
Creative Arts					
Music Department (Combined All Music Accounts in `20-21)		5,768	5,768	0	2,450
Band	339				
Chorale & Vintage Singers	1,523				
De Anza Chamber Orchestra	200				
Jazz Ensemble Performance/Recording	0				
Patnoe Jazz Festival	0				
Creative Arts Subtotal	2,062.95	\$5,768	\$5,768	\$0	\$2,450
Athletics					
Athletics Away Games	44,651	45,000	45,000	0	45,000
Athletics Subtotal	44,650.88	\$45,000	\$45,000	\$0	\$45,000
Biological & Health Sciences					
Environmental Studies Area	4,445	4,000	4,000	0	0
Marine Biology	820	1,050	0	0	1,050
Biological & Health Sciences Subtotal	5,264.53	\$5,050	\$4,000	\$0	\$1,050
Disability Support Programs & Services (DSPS)					
Adapted Physical Education	704	1,500	1,500	0	1,450
Disability Support Programs & Services Subtotal	704.26	\$1,500	\$1,500	\$0	\$1,450
Language Arts Division					
Cross Cultural Partners	4,246	4,975	4,975	0	4,885
Red Wheelbarrow Magazine	0	1,000	1,000	0	1,000
Language Arts Subtotal	4,245.99	\$5,975	\$5,975	\$0	\$5,885
Intercultural Studies Division					
Multicultural Center (MCC)	0.00				
Intercultural Studies Subtotal	0.00	\$0	\$0	\$0	\$0
Divisional Support Subtotal	56,928.61	63,293.00	62,243.00	0.00	55,835.00

2021-2022 DASG Fund 41 Expenses

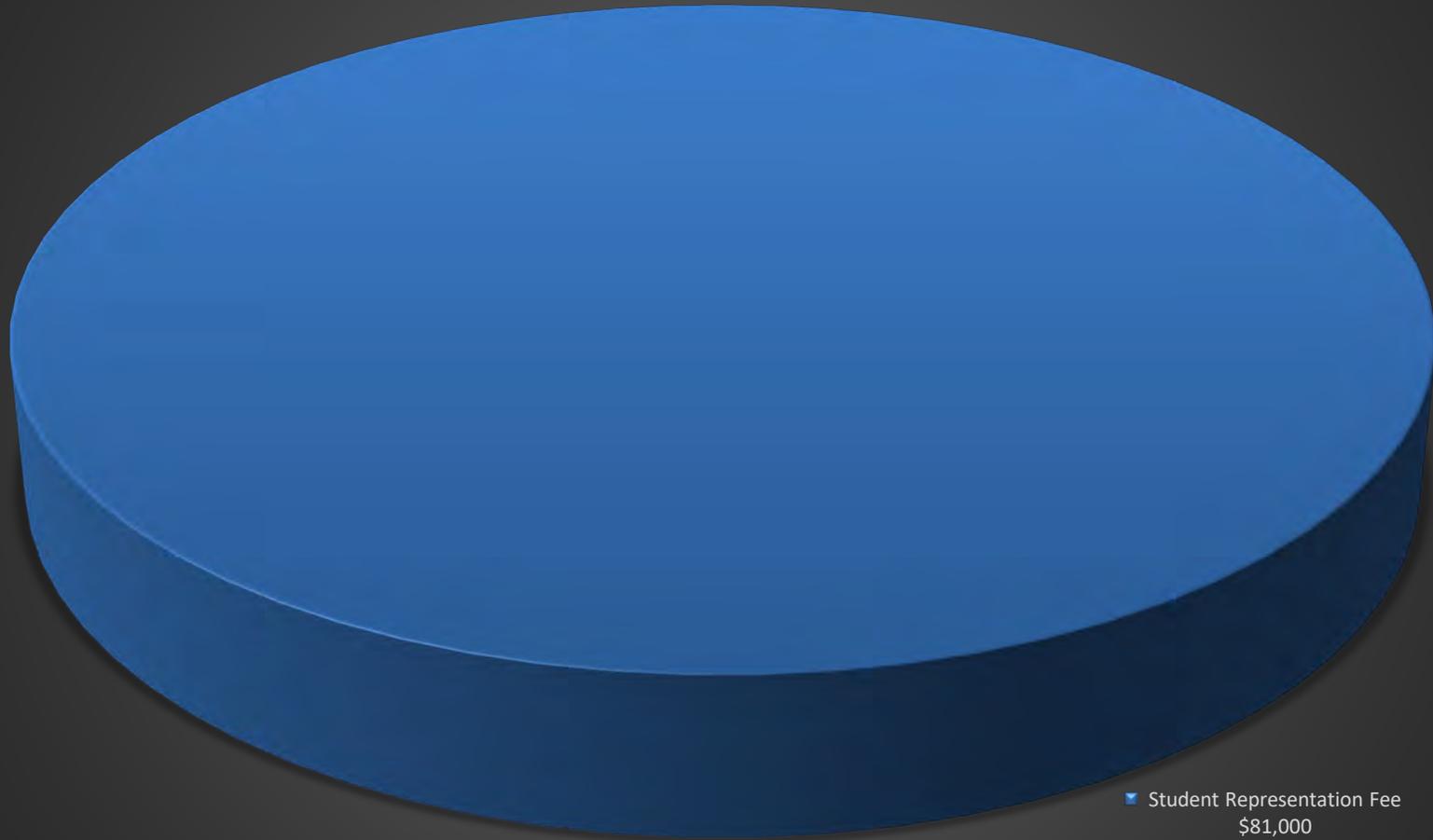
Item	2019-2020 Actual	2020-2021 Adopted	2020-2021 Revised	2020-2021 Est. to 06/30	2021-2022 Adopted
<u>Allocations</u>					
Special Allocations					
Special Allocations		17,000	17,250	10,000	20,000
Special Allocations					
Shakespeare Performance-Macbeth	0				
Measure G & H Campaign	12,000				
Flea Market Committee	0				
Assoc for Asian Amer Studies Conference	0				
CalWorks Conference	0				
Special Allocation Subtotal	12,000.00	\$17,000	\$17,250	\$10,000	\$20,000
Eco Project Allocations					
Eco Project Allocations	0	1,000	1,000	0	1,000
EcoCharger Project	588				
Eco Project Allocations Subtotal	587.51	\$1,000	\$1,000	\$0	\$1,000
Allocations Subtotal	12,587.51	18,000.00	18,250.00	10,000.00	21,000.00

2021-2022 DASG Fund 41 Expenses

Item	2019-2020 Actual	2020-2021 Adopted	2020-2021 Revised	2020-2021 Est. to 06/30	2021-2022 Adopted
Carry Forward Expenses					
Prior Year Void Checks	(48)			(513)	
Carry Forward Subtotal	(47.95)	\$0	\$0	(\$513)	\$0
Transfers					
Transfer to Fund 44 Clubs	7,700		950	950	
Transfers Subtotal	7,700.00	\$0	\$950	\$950	\$0
TOTAL	759,955.30	1,026,300.28	1,026,300.28	682,935.24	1,024,654.20

2021-2022
Proposed
Student Representation Fee
Income

2021-2022 Student Representation Fee Income



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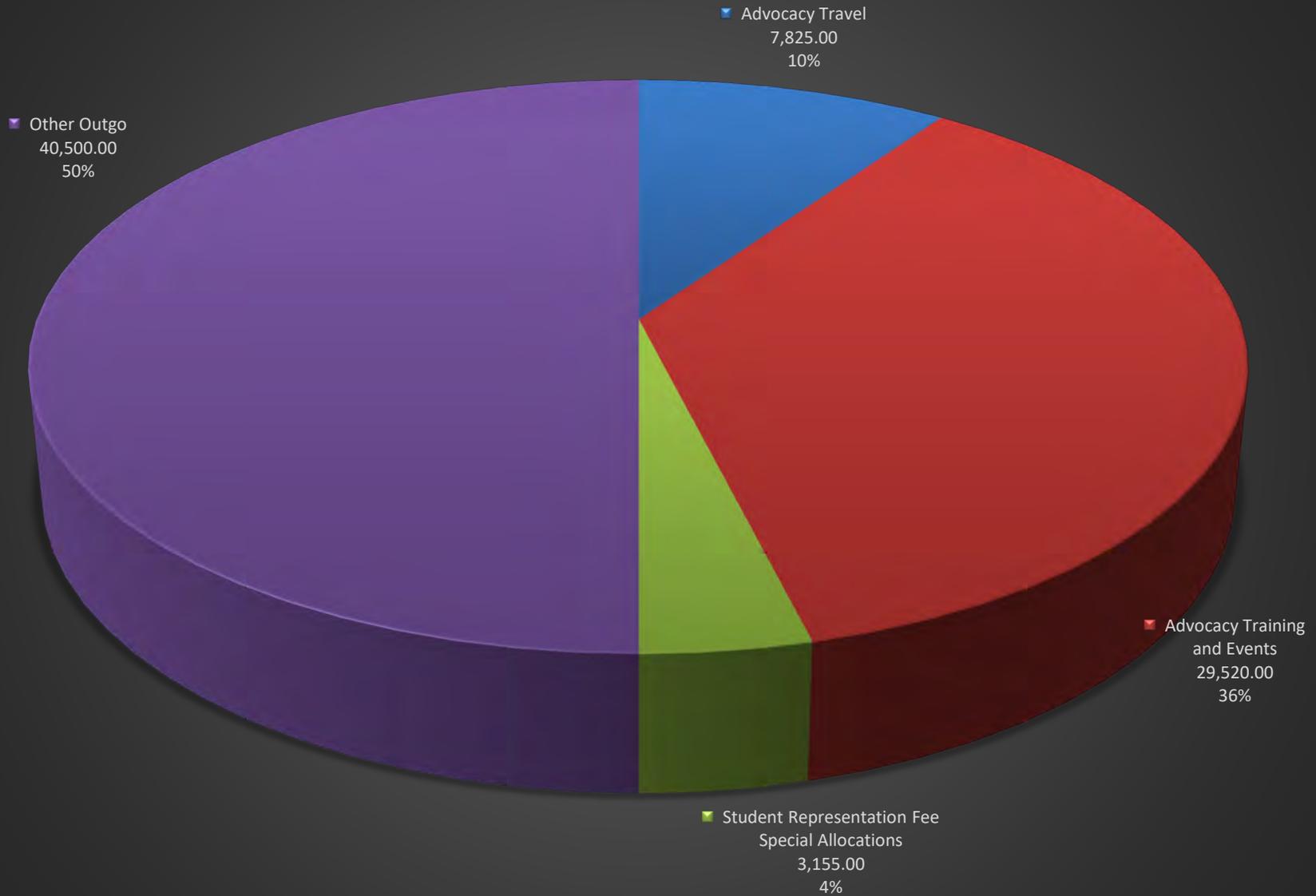
Total - \$81,000.00

2021-2022 DASG Fund 46 Student Rep Fee Income

Item	2019-2020 Actual	2020-2021 Adopted	2020-2021 Revised	2020-2021 Est. to 06/30	2021-2022** Adopted
DASB Student Representation Fee*					
DASB SRF (Total Fees Collected; 1/2 Required CCCCO Outgo)	67,498.00	66,000	66,000	66,000	81,000
DASB SRF Subtotal	\$67,498.00	\$66,000	\$66,000	\$66,000	\$81,000
Total Revenue	\$67,498.00	\$66,000	\$66,000	\$66,000	\$81,000
Plus Prior Year Fund Balance Reserve for Budget		\$12,801.69			\$0.00
Total Available to Allocate		\$78,801.69			\$81,000.00
*Fund 46 Student Representation Fee Established in 2016-2017					
**Increase Student Rep Fee to \$2 per Term per Education Code 76060.5 Amendment					

2021-2022
Proposed
Student Representation Fee
Expenses

2021-2022 Student Representation Fee Expenses



Total - \$81,000.00

2021-2022 DASG Fund 46 Student Rep Fee Expenses

Item	2019-2020 Actual	2020-2021 Adopted	2020-2021 Revised	2020-2021 Est. to 06/30	2021-2022 Adopted
Student Rep Fee Expenses					
Campus Expenses					
Advocacy Travel					
CCCSAA Student Leadership Conference	5,443.00	3,500.00	3,500.00	1,030.18	1,500.00
SSCCC General Assemblies	1,916.91	2,500.00	2,500.00	500.00	2,500.00
FA CCC Advocacy & Policy Conference	3,956.00	3,956.00	500.00	500.00	3,825.00
Advocacy Travel Subtotal	11,315.91	9,956.00	6,500.00	2,030.18	7,825.00
Advocacy Training and Events					
CA Campus Camp (formerly Camp Wellstone)	13,015.00	9,275.00	9,275.00	9,275.00	7,355.00
FA PAC Internship	4,524.54	5,585.00	9,041.00	9,041.00	7,770.00
Public Policy School		4,040.00	4,040.00	4,040.00	4,545.00
VIDA	10,940.15	10,962.00	10,962.00	10,962.00	9,850.00
Advocacy Training and Events Subtotal	28,479.69	29,862.00	33,318.00	33,318.00	29,520.00
Student Rep Fee Special Allocations					
Student Rep Fee Special Allocations		5,983.69	4,983.69	3,000.00	2,955.00
CalWorks Conference	0.00				
SRF Variance			1,000.00	200.00	200.00
Student Rep Fee Special Allocations Subtotal	0.00	5,983.69	5,983.69	3,200.00	3,155.00
Total Campus Expenses	39,795.60	45,801.69	45,801.69	38,548.18	40,500.00
State Expenses					
Other Outgo					
CCCCO Outgo (Must Equal 1/2 of SRF Revenue)	33,748.91	33,000.00	33,000.00	33,000.00	40,500.00
Other Outgo Subtotal	33,748.91	33,000.00	33,000.00	33,000.00	40,500.00
Total State Expenses	33,748.91	33,000.00	33,000.00	33,000.00	40,500.00
TOTAL	73,544.51	78,801.69	78,801.69	71,548.18	81,000.00

DASG
Fund Balance Summary
2020-2021

DASB GENERAL FUND 41 FUND BALANCE SUMMARY FOR 2020-2021

I.	Fund 41 DASB General Fund Balance - June 30, 2020		716,132
	General Reserve Restricted Fund Balance	400,000	
	Fund Balance Reserved for 2020-2021 Budget	66,100	
	Fund Balance Reserved for 2021-2022 Budget	248,356	
II.	Fund 41 Estimated General Fund Income for 2020-2021		615,784
III.	Fund 41 Estimated General Fund Expenses for 2020-2021		682,935
IV.	Fund 41 Estimated DASB General Fund Balance - June 30, 2020		648,981
	General Reserve Restricted Fund Balance	400,000	
	Fund Balance Reserved for 2021-2022 Budget	248,356	
	Estimated Fund Balance Reserved for 2022-2023 Budget	625	

DASB STUDENT REP FEE (SRF) FUND 46 FUND BALANCE SUMMARY FOR 2020-2021

I.	Fund 46 DASB SRF Fund Balance - June 30, 2020		32,458
	General Reserve Restricted Fund Balance	20,000	
	Fund Balance Reserved for 2020-2021 Budget	12,801	
	Fund Balance Reserved for 2021-2022 Budget	0	
II.	Fund 46 Estimated SRF Income for 2020-2021		66,000
III.	Fund 46 Estimated SRF Expenses for 2020-2021		71,548
IV.	Fund 46 Estimated DASB SRF Fund Balance - June 30, 2021		26,910
	General Reserve Restricted Fund Balance	20,000	
	Fund Balance Reserved for 2021-2022 Budget	0	
	Estimated Fund Balance Reserved for 2022-2023 Budget	6,910	

DASG
Budget Stipulations
2021-2022

2021-2022

DASG Budget Stipulations

Failure to comply with these stipulations or with the DASG 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 DASG funds shall encourage DASG Card membership purchase. Encouragement includes, but is not limited to, requiring DASG funded student employees to be current DASG members, and that students receiving DASG funded services be current members of DASG. DASG Card membership purchase encouragement will be a factor in future funding.
2. All Student Employees funded by DASG must be DASG Fee Payers. Prior to student employment all student employees must submit copies of their DASG Cards with their employment applications to be eligible for employment.
3. No DASG Funds shall be used for General Office Supplies in Object Code 4010 except for DASG Operational accounts.
4. No DASG funds can be used to purchase instructional equipment or supplies used in courses offered by the De Anza College.
5. All programs funded by DASG must place a sign visible to students in their areas stating they are partially funded by DASG.
6. All promotional materials and capital items for all programs funded by the DASG must print “Sponsored by De Anza Student Government (DASG)” or “Funded by De Anza Student Government (DASG)” or use the DASG logo either in place of the text “De Anza Student Government (DASG)” or the DASG logo by itself on them.
7. For all events funded or sponsored by the DASG the event organizers shall provide the information and/or marketing materials to the DASG Secretary (DASGSecretary@fhda.edu) and Office of College Life (CollegeLife@fhda.edu) so that the events can be promoted on the DASG Senate Agendas under Upcoming Events.
8. Recycling: All organizations using DASG funds are encouraged to purchase and use recycled paper and paper products with DASG funds.
9. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.

10. 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 DASG senate approval.
11. For contracted speakers the DASG funding shall not exceed \$1,200.00 per speaker per event. For performances the DASG funding shall not exceed \$1,800.00 per performance. Meals, beverages, and travel will not be reimbursed. Any appeals to these dollar amounts shall be heard by the DASG Finance Committee.
12. No funds shall be used for promotional clothing unless so specified in the approved budget.
13. DASG shall not fund any banquets other than for the Disability Support Programs & Services (DSP&S) Division, Cross Cultural Partners (CCP), and Student Leadership Recognition.
14. Any events with food must be open and promoted to the entire student body.
15. All College/Student services funded by the DASG are encouraged to participate in a DASG Student Resource Day, to be located inside of or within 250 feet of the Campus Center.
16. No Capital items may be purchased in April, May or June due to District Purchasing deadlines.
17. Any income on disposal of any capital items purchased with DASG Funds shall revert to the DASG General Fund.
18. For all programs that receive DASG funding for conferences, upon request at a mutually-agreed upon time, a presentation to the DASG Senate must be given by students that attended the conference reporting on what they learned and how they benefitted from attending.
19. No DASG funds can be used to purchase beverages in single-use plastic bottles of 500 milliliters (16.9 fluid ounces) or smaller.
20. All programs receiving DASG funding are highly encouraged to submit sign in sheets of student attendees to the Student Accounts Office with their payment requests for any events or conferences held. Sign in sheets or lack thereof will be factored into DASG budget deliberations.
21. All travel for students and their advisors shall be for students' academic, professional, and personal development only, and not for entertainment purposes.

DASG Operational

DASG Government Costs

22. All promotional items purchased by DASG must be eco-friendly whenever available and cost effective.

23. All DASG Marketing expenses are required to use eco-friendly products in doing so when available and cost effective. All promotional items purchased by the DASG Marketing Committee other than clothing must be a joint promotional item with ICC.

DASG Support Costs

24. Continued funding of the Account Office Staff and College Life Office Staff accounts is dependent on negotiation between the DASG Finance Committee and De Anza College Administration.

DASG and ICC Programs and Services

ICC and Student Clubs

25. All promotional items purchased by ICC must be eco-friendly whenever available and cost effective. All promotional items purchased by the ICC other than clothing must be a joint promotional item with DASG.
26. No travel funding for clubs until ICC has recreated an ICC Travel Code.
27. No capital funding for clubs.

DASG Programs and Services

28. Ten (10) movie tickets per week per student and staff.
29. Repairs on the Bicycles for the DASG Bicycle Program must be completed by a certified mechanic.

Campus Events and Services

30. La Voz shall provide DASG with one-half page of advertisement space per subscribed issue. The DASG Marketing Committee shall be responsible for the advertising space. The DASG Marketing Committee has to work with Inter Club Council (ICC) on the La Voz advertising space.
31. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASG."
32. The La Voz Weekly account is to only be used for purchasing subscriptions and maintaining their website to La Voz for DASG members.
33. Funding for Textbook Program - CalWORKs Students shall be used for renting CalWORKs Students' textbooks whenever possible.
34. Funding for Textbook Program – EOPS Students shall be used for renting EOPS Students' textbooks whenever possible.

35. DASG Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.

36. Funding for Veterans' Program shall be used for renting Veteran Students' textbooks whenever possible.

Divisional Support

37. No DASG funding shall be used for academic/instructional purposes.

Creative Arts

38. Creative Arts cannot use DASG Funds for any facilities rental.

39. The Music Department funds are for Guest Artists Only.

Athletics

40. The Athletics account is funded only for participating student athletes and coaches (students have to be DASG card holding members). Lodging shall only be funded for students. Only contests held in California will be funded. The athletics account shall only be used to fund food and lodging for away games.

41. 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, coach, or staff member is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. In the event that there is a required banquet at the State Championships the maximum allocation for Dinner would be waived. Classifying the type of meal will be up to the discretion of the DASG Chair of Finance. The budgeter shall have the right to appeal the decision to the DASG 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

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

DASG
Finance Code

DASG FINANCE CODE

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ARTICLE I: FINANCE COMMITTEE

Section 1: Membership

The DASG Finance Committee shall consist of the following:

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

Section 2: Objectives

The objective of the DASG 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 DASG Senate, and recommend requests for funding to the DASG Senate
- B. Ensure that all financial activities of the DASG Senate legally comply with all Federal, State, and local laws, District rules, and DASG Senate rules (to include Budget Stipulations)
- C. Prepare the annual budget of the DASG Senate's accounts

Section 3: Right to Act

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

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

Section 4: Committee Duties and Responsibilities

The DASG Finance Committee shall:

- A. Process all budget and finance requests submitted to the DASG Senate and propose a recommendation to the DASG Senate.
- B. Manage and oversee all DASG funds and accounts, both budgeted and reserved, in accordance with the DASG 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 DASG Senate.
- E. Review its Committee Code at least once per year and submit any proposed amendments to the DASG Senate.
- F. Inspect programs that are partially funded by the DASG in the fall and winter quarters in preparation for DASG Budget Deliberations.
- G. Ensure that the Finance Committee receives a financial overview and procedures training.

ARTICLE II: BUDGETS

The governing principle in considering DASG 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 DASG Budgets

All finances of the organization shall be administered using a formal DASG 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 DASG Senators to allow for greater input into DASG Budget preparation.
- B. The DASG Finance Committee shall ensure broad advertisement of available DASG funding by announcing the DASG Budget cycle and procedures to all De Anza Faculty (full and part time), Classified Staff (full time, part time, hourly, and Supervisors), Administrators, DASG Senate members, and appropriate campus media. Notice of this shall also be posted on the DASG Senate Bulletin Board and made known to any other interested persons.
- C. The following DASG 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 DASG Budgeters. At least twelve (12) completed DASG 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 DASG Senate at the next DASG Senate meeting. Appeals to the DASG Budget draft shall be heard during the senate meetings.
- D. All requests for DASG Budget items must be submitted to the Office of College Life who will issue a confirming receipt. The DASG Budget request should have the signature of the budgeter and administrator responsible for the program area.
- E. The Budget shall be presented to the DASG 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 DASG Senate at successive DASG Senate meetings. The budget may be amended on the floor of the DASG 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 DASG 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 DASG Chair of Finance will assign line item amounts. Line item categories may not be changed from those originally requested. All accounts, including DASG 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 DASG Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASG Chair of Finance shall authorize all Line Item Transfers with their signature with a confirming signature by the DASG Senate Advisor. Line Item transfers may be brought to the Finance Committee for consideration at the discretion of the DASG Chair of Finance. Line Item transfers from labor and benefits object codes cannot be made to non-labor and benefits object codes. Exemptions may be made at the discretion of the Finance Committee. Line Item transfers must be submitted to the Student Accounts Office by the second to last Finance meeting of the fiscal year.

Section 4: Budget Transfers

Budgeters requesting budget transfers between DASG accounts shall submit completed DASG Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASG Finance Committee shall make their recommendations to the DASG Senate for final approval. Approval of budget transfers requires a two-thirds (2/3) approval vote of the DASG Senate. 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. DASG Accounts, funds 41 and 46
All income and expenditures designated in the annual DASG budget.
- B. Club Accounts
All income and expenditures of recognized clubs.
- C. Restricted Reserve Accounts
The current DASG Budget has four (4) different reserve accounts.
 - 1. The General Reserve for Fund 41 as required by this DASG Finance Code. DASG shall maintain a reserve account of four hundred thousand dollars (\$400,000).
 - 2. The General Reserve for Fund 46 as required by this DASG Finance Code. DASG shall maintain a reserve account of twenty thousand dollars (\$20,000).
 - 3. Surplus Reserved for Next Year's Budget for Fund 41 and Fund 46.

ARTICLE III: FUNDS

Section 1: Accessing Funds from Reserve Accounts

The DASG General reserves are restricted and cannot be utilized unless the DASG Senate or the College deems an emergency situation exists and the DASG 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 DASG Special Allocation Funds from funds 41 and 46 are submitted to the Student Accounts Office and forwarded to the DASG Chair of Finance who will present the item to the DASG Finance Committee.
- C. The DASG Finance Committee will make their recommendation to the DASG Senate. A two-thirds (2/3) vote is required for approval. Any and all amendments throughout the funding deliberations shall also require a two-thirds (2/3) vote for approval.
- D. The DASG 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, durable items such as equipment, furniture, bicycles, etc. They are added to a fixed asset list to assist with tracking and future funding decisions. Capital items have a usable life greater than one year and a retail value typically of \$200 or greater.

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 Expenditures (Article VI).
- 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 DASG 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 IV: 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 Student Government Senate for a total of \$4.00. One-half of the total amount collected will be available for use by the De Anza Student Government 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 DASG Student Representation Fee shall follow all regular procedures for requisitions through the Student Accounts Office and DASG regulations.

Section 4: Usage of Funds

- A. Allocated by DASG Senate
One - half of the total amount collected each quarter shall be allocated by the De Anza Student Government 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: SCCC 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 DASG 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 Student Government are used in compliance with DASG 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 V: EXPENDITURES

Section 1: Procedures

- A. All expenditures of the DASG Accounts or Club Accounts shall follow the procedures outlined below. All expenditures require original detailed receipts/invoices. Requisitions from DASG 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 DASG Chair of Finance, College Life Advisor, DASG 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 DASG 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 DASG 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, or June 30th whichever is first. 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 DASG 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 DASG Senate approval.
- F. Budgeters will be limited to the following amounts:
 - 1. For contracted speakers the fee shall not exceed one thousand two hundred dollars (\$1,200) per speaker per event.
 - 2. For performances the fee shall not exceed one thousand eight hundred dollars (\$1,800) per performance.

Section 2: Signatures

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

- A. All funds requisitioned from DASG accounts shall require approving signatures from:
 - 1. Account Budgeter
 - 2. Administrator responsible for the program area
 - 3. DASG Chair of Finance
 - 4. DASG Senate Advisor
 - 5. College administrator
- B. All funds requisitioned from club DASG 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. DASG Chair of Finance
 - 7. College administrator
- C. In the event the DASG Chair of Finance is unable to sign requisitions the line of succession outlined in the DASG Bylaws shall be used to approve requisitions. In signing requisitions, the above mentioned officers have the same authorities as the DASG Chair of Finance.
- D. For all requisitions from DASG funded accounts, the budgeter and administrator responsible for the program of the account shall sign designating this is as an appropriate expenditure of DASG funds and in the best interest of the student body, the DASG Chair of Finance shall sign designating funds are available and have been approved by the DASG Senate for such an expenditure, the DASG 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 DASG Chair of Finance shall be available to sign (approve or disapprove) financial documents at least three (3) times per week.

- F. If the DASG 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 DASG Finance Committee. If the DASG Finance Committee approves the expenditure, the DASG Chair of Finance will be directed to sign the request. If the DASG Finance Committee does not approve the expenditure, the Budgeter shall have the right to appeal the decision to the DASG Senate.

ARTICLE VI: DOCUMENTATION

Section 1: Tickets

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

Section 2: Maintenance of Records

- A. Every club shall maintain accurate records of all income and expenditures and shall open their books to audit by the DASG Finance Committee, Student Accounts Office, or District Internal Auditor at any time.
- B. An annual audit of all DASG accounts and club accounts shall be made by a certified public accountant retained by the District.

Section 3: Financial Reports

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

ARTICLE VII: SPECIFIC ACCOUNTS

Section 1: Student Body Association Fees

The cost of membership in the De Anza Student Government shall be determined by the DASG Senate with the approval of the District Board of Trustees.

Section 2: Travel

DASG Travel Funds are to be used for only DASG MEMBERS who have paid their student body fees along with their Advisors. The DASG may fund up to \$5,000 for a single conference in which funding shall not exceed \$500 per person for registration fees, publicly accessible transportations, lodging, and meals not provided by the conference. Due to the fact that the DASG Senate is its own sole funding source the DASG Senate shall be exempt from the travel funding limits. DASG will only reimburse publicly-accessible transportation costs between transit centers, lodging, and conference sites. Travel expenses must include detailed receipts in order to be reimbursed. Upon request, at a mutually-agreed upon time, a presentation to the DASG Senate must be given by students that attended the conference reporting on what they learned and how they benefitted from attending.

Section 3: 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 DASG Finance Committee.

No DASG funding shall be used for clubs or club events except for funds allocated to the Inter Club Council (ICC) for said purpose.

All clubs must adhere to all DASG, ICC, College, and District policies and procedures including but not limited to the DASG Finance Code, DASG Budget Stipulations, and ICC Financial Code for their club funds and DASG funds allocated via ICC.

Section 4. Banquet, Hospitality, and Meal Expenses

Allocation for banquets, orientations, recognitions, hospitalities, breakfasts, luncheons, dinners, meals, meeting meals, travel/conference meals (except when already provided), workshops, etc. shall adhere to the district standards for meal per diem. Under no circumstances will expenses exceed the district standards for meal per diem amounts. 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. District Administrative Procedure 6331 (Food Purchase Procedures) must be followed.

Section 5. 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, coach, or staff member is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. In the event that there is a required banquet at the State Championships the maximum allocation for Dinner would be waived. 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 VIII: SCHOLARSHIPS

Section 1: Eligibility

- A. Be a current DASG member.
- B. Not have received a DASG scholarship within the current nor previous academic year.
- C. Have completed at least twelve (12) quarter units at De Anza College.
- D. Be enrolled in at least eight (8) quarter units for college credit at De Anza College.
- E. Have a minimum cumulative 2.5 Grade Point Average (GPA) at De Anza College.
- F. Not be a current or former DASG Senator.

Section 2: Requirements

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

Section 3: Amount

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

Section 4: Procedure

The DASG Scholarships Director shall ensure that:

- A. DASG Scholarship applications is revised as necessary.
- B. DASG Scholarships are advertised well in advance to all DASG members.
- C. DASG Scholarship applications are made readily available to all DASG members.
- D. DASG Scholarship applications are reviewed to select recipients.
- E. The DASG scholarship timeline shall follow the timeline of the De Anza Financial Aid Office.

ARTICLE IX: 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 DASG Finance Committee as agenda items prior to the first DASG Finance Meeting in the month of May.
DASG 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:	6/9/2010	Amended:	11/25/2015	Amended:	5/15/2019
Amended:	2/8/2012	Amended:	11/16/2016	Amended:	11/27/2019
Amended:	1/16/2013	Amended:	11/29/2017	Amended:	3/17/2021
Amended:	6/5/2013	Amended:	3/21/2018		
Amended:	8/19/2015	Amended:	11/28/2018		

**Memorandums
of
Understanding**

Memorandum of Understanding
March 15, 1999

STUDENT ACCOUNTS OPERATION AND
ACCOUNTING SOFTWARE PURCHASE

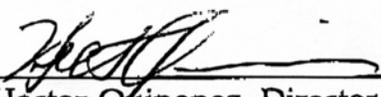
This memorandum of Understanding is entered into by and between the Foothill-De Anza Community College District (District), De Anza College and the De Anza Associated Student Body (DASB).

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 _____

 3/22/99
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