

2023-2024

ANNUAL BUDGET



DE ANZA STUDENT GOVERNMENT

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Office of College Life
Student Accounts

Cover Designed by Amy Huang



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

De Anza Student Government (DASG) 2023-2024 Budget

May 2023

Foothill-De Anza Board of Trustees

Los Altos Hills, CA

Dear Esteemed Board of Trustees,

This was an extremely special year for everyone at Foothill-De Anza. After weathering the storm of the COVID-19 pandemic, we are now collectively forging ahead and discovering what our new "normal" looks like. As our students return to campus post-COVID, we recognize that student government plays a vital role in providing a safe and nurturing community for our students to succeed in their educational journeys.

De Anza Student Government's core values are at the heart of everything we do. We are passionate about promoting diversity, leadership, and student empowerment by advocating for programs, services, and activities that enhance the student experience at De Anza. We have strived to ensure that our budget reflects these values and our commitment to serving our student body.

Like every year, this was no easy task for DASG. Throughout Fall quarter, the DASG Finance committee conducted over 40 interviews to ensure that every program's request is understood and accounted for. In Winter quarter, the Finance committee dedicated many hours through Fridays and Saturdays, carefully deliberating the budget, taking into consideration the needs of every requestor. It was no walk in the park, but we persevered, driven by our unwavering belief in the importance of student success.

Since 1967, DASG Senate has been dedicated to serving the student body at De Anza. This year, we made a decision to prioritize our students like never before, by properly compensating our student leaders. This was no small feat. We had to make significant changes not just to our budget, but also to our very structure as an organization. It took countless hours of hard work and collaboration to completely revamp our structure, from the ground up. We carefully streamlined our operations, consolidating 11 committee branches into 6 and trimming our team from 35 to 26. As a result, we are able to properly reward our senators for their tireless dedication to the student body. This is a huge milestone for us, as this is the first time in 50 years that De Anza's Student Government has been paid. Outside of just DASG, we also focused on funding student positions, reflected in our increased budget for student payroll in several areas such as Pride Center and Flea Market student assistants, leadership programs such as Mentors at De Anza, and Student leadership training. This action will greatly help to close the equity gap and elevate the value of student leadership. By investing in our students, we are not only providing them with valuable job opportunities but also shaping the leaders of the next generation.

Year after year, budget deliberation remains one of the toughest decisions we face, as we strive to make sure that every student program is adequately funded on finite dollars. But this year, our team of dedicated senators, interns, and advisors have truly outdone themselves. Their tireless efforts have resulted in a budget that is not only transparent and equitable but also reflective of our commitment to putting students first. We are proud of the work they have done. I am proud to present to you the 2023-2024 DASG budget. This budget is not only numbers and spreadsheets, but also a letter of love to our greater student community.

Finance Senators:

Isaac Lim
Eren Saglam
Izat Rasyad
Javier Gomez-Tagle

Interns:

Kate Wang
Nicholas Turangan
Benjamin Furagganan
Nicole Naharto
Zerrin Alena
Gabriella Paulina
Reyhan Sutisna

Samman Shrestha

Richard Wang
Alex Chien
Leora Nath
Varrell Liu
Audrey Kowara
Varick Reynaldo

Advisors:

Lisa Kirk
Dennis Shannakian
Hyon Chu Yi-Baker

Sincerely,

Amy Huang

De Anza Student Government President, 2022-2023

TJ Chang

De Anza Student Government Finance Chair, 2022-2023

2023-2024
DASG Budget
Guiding Principles



2023-2024 DASG Budget Guiding Principles

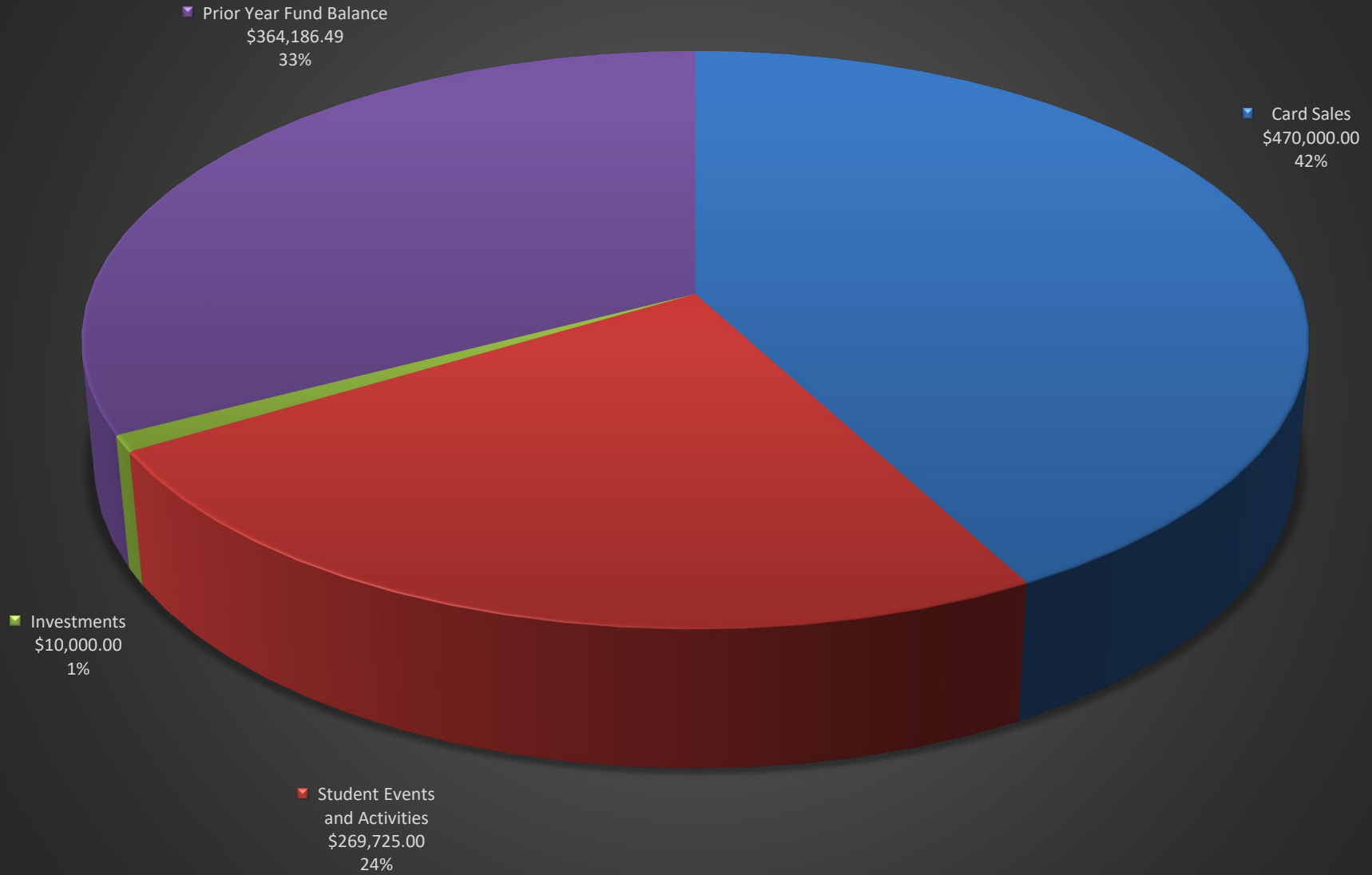
Required: The programs requesting funds from the DASG directly affect De Anza students except for recruitment programs conducted by DASG Constituents at De Anza College for prospective DASG Constituents.

- 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 follow 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 2023-2024 fiscal year.
- Fund programs that benefit DASG Constituents.
- Fund programs that promote student retention by enhancing the quality of education at De Anza College.
- Fund programs that support student activities and enhance the student cocurricular/extracurricular experience. In other words, fund programs that are not considered essential programs and services for students as those programs and services are the responsibility of the college to fund. Essential programs and services include, but are not limited to, Tutorial Services for Students, Transfer Counseling Services, Athletics' Entry Fees and Referees, etc.

DASG
Proposed Budget
for Fiscal Year
2023-2024

2023-2024
Proposed Income

2023-2024 DASG Income



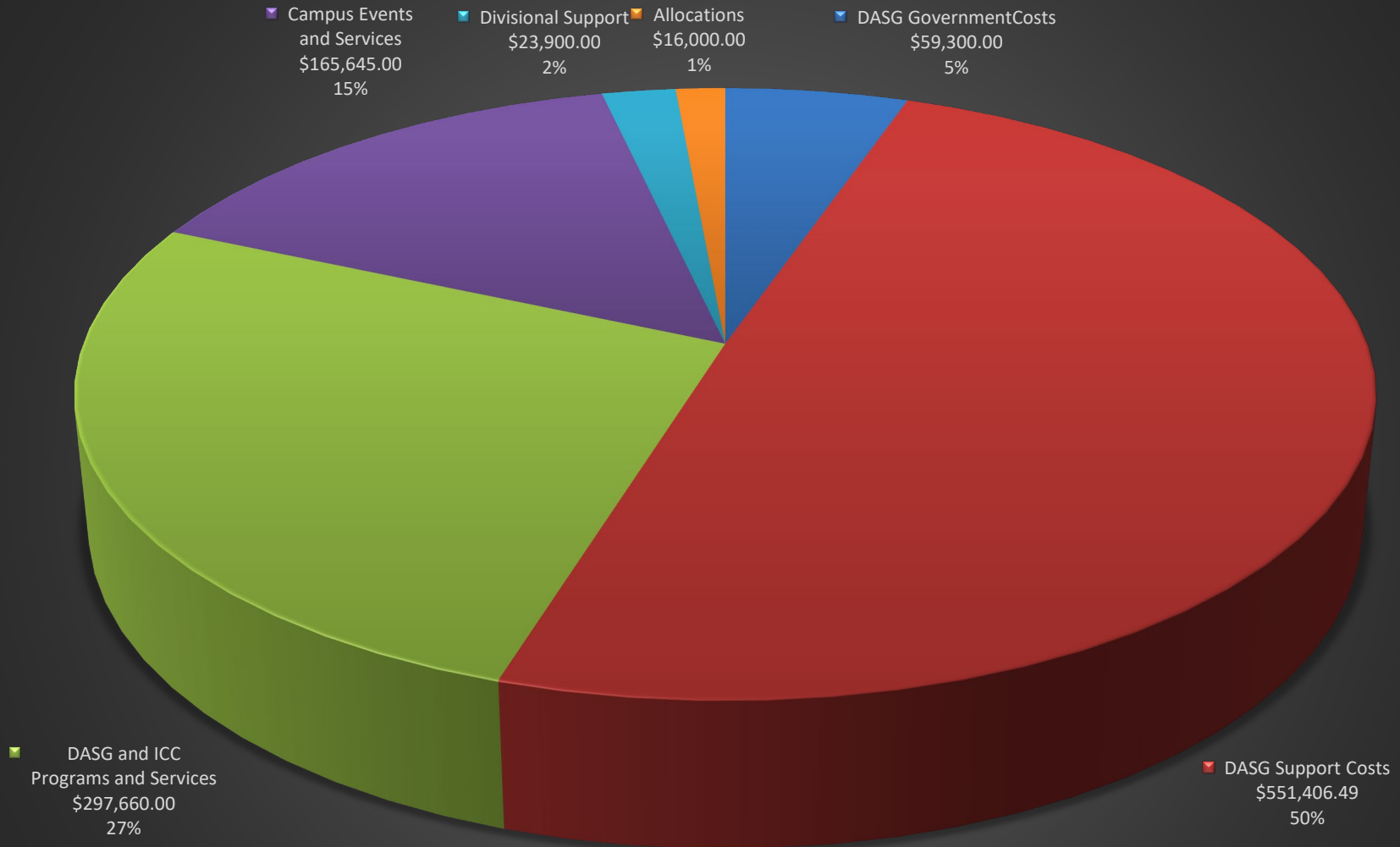
Total - \$1,113,911.49

2023-2024 DASG Fund 41 Income

Item	2021-2022 Actual	2022-2023 Adopted	2022-2023 Revised	2022-2023 Est. to 06/30	2023-2024 Adopted
Card Sales					
Card Sales (DASG Quarterly Fee)	522,310.00	540,000	540,000	490,000	470,000
Card Sales Subtotal	\$522,310.00	\$540,000.00	\$540,000.00	\$490,000.00	\$470,000.00
Student Events & Activities					
Movie Tickets-AMC/Cinemark	1,312.00	23,698	23,698	3,760	18,625
DASG Card Replacement	80.00	2,000	2,000	500	500
Bike Program & Corral Access Fee	0.00	500	500	500	500
Flea Market	31,427.50	200,000	200,000	230,000	240,000
Flea Market Food Vending	2,000.00	8,000	8,000	9,000	10,000
Returned Check Fees	75.00	100	100	200	100
Student Events & Activities Subtotal	\$34,894.50	\$234,298.00	\$234,298.00	\$243,960.00	\$269,725.00
Investment Income					
Interest Income	8,384.17	10,000	10,000	25,000	10,000
Investments Income Subtotal	\$8,384.17	\$10,000.00	\$10,000.00	\$25,000.00	\$10,000.00
Total Revenue	565,588.67	\$784,298.00	\$784,298.00	\$758,960.00	\$749,725.00
Plus Trf.From Other Funding Source (HEERF-DASG Lost Revenue)	\$240,810.00			\$382,883.00	
Total Revenue+Trf.From Other Funding Source (HEERF-DASG Lost Revenue)	\$806,398.67			\$1,141,843.00	
Plus Prior Year Fund Balance Reserved for Budget		\$20,685.63			\$364,186.49
Plus Fund Balance Reserve from Other Funding Source		\$220,000.00			
Total Available to Allocate		\$1,024,983.63			\$1,113,911.49

2023-2024
Proposed Expenses

2023-2024 DASG Expenses



Total - \$1,113,911.49

2023-2024 DASG Fund 41 Expenses

Item	2021-2022 Actual	2022-2023 Adopted	2022-2023 Revised*	2022-2023 Est. to 06/30	2023-2024 Adopted
DASG Operational					
DASG Government Costs					
DASG Budget Committee	0.00	600	600	574	0
DASG Election	216.83	1,500	1,500	1,420	0
DASG Extended Meeting Meals	0.00	1,200	1,200	990	0
Student Leadership Recognition	1,788.58	4,500	4,500	4,500	4,200
DASG Student Leadership Scholarships					27,600
College Life Student Leadership Training	2,309.64	6,300	7,086	7,086	12,500
DASG Secretary	3,406.73	16,250	16,250	12,000	0
DASG Environmental Sustainability Committee	0.00	1,500	1,500	1,000	0
DASG Student Services and Feedback Committee	0.00	1,350	1,350	1,000	0
DASG Office Supplies	188.28	1,000	1,000	500	0
DASG Marketing and Communications Committee	1,326.13	3,450	3,450	3,000	0
DASG Equity and Diversity Committee	0.00	1,900	1,900	1,000	0
DASG Programs and Events Committee	0.00	6,000	6,000	4,000	0
DASG Legislative Affairs Committee	0.00	175	175	0	0
DASG Flea Market Committee	0.00	2,750	2,750	1,000	0
DASG Senate & Committee Operations					15,000
DASG Government Cost Subtotal	\$9,236.19	\$48,475.00	\$49,261.00	\$38,070.00	\$59,300.00
DASG Support Costs					
Accounts Office Staff	198,286.96	220,695	220,695	219,000	231,858
Accounts Office Supplies	177.23	1,200	1,200	1,000	1,000
Accounts Office System	350.00	12,317	12,317	12,176	8,124
Accounts Office Short/(Over)					
Bank/Credit Card Fees	23.50	750	750	500	750
Copy Machine	492.00	1,500	1,500	0	0
Uncollectible Returned Check Fees	0.00	100	100	0	100
Variance	347.75	500.63	500.63	300.00	500.49
College Life Office Staff	157,314.19	188,516	212,790	212,000	309,074
DASG Support Costs Subtotal	\$356,991.63	\$425,578.63	\$449,852.63	\$444,976.00	\$551,406.49

2023-2024 DASG Fund 41 Expenses

Item	2021-2022 Actual	2022-2023 Adopted	2022-2023 Revised*	2022-2023 Est. to 06/30	2023-2024 Adopted
DASG and ICC Programs and Services					
Inter Club Council (ICC)	7,958.13	27,986	25,186	25,000	19,000
Movie Tickets	1,312.00	23,698	23,698	4,000	18,625
DASG Bicycle Program	0.00	2,000	12,500	10,000	3,000
DASG Card Production	0.00	12,000	32,296	32,000	11,500
Flea Market	67,384.15	189,723	251,926	250,000	236,643
DASG Scholarships	2,300.00	2,800	2,800	2,800	2,800
Legal Advice	0.00	9,504	9,504	4,800	6,092
DASG and ICC Programs and Services Subtotal	\$78,954.28	\$267,711.00	\$357,910.00	\$328,600.00	\$297,660.00
DASG Operational Subtotal	\$445,182.10	\$741,764.63	\$857,023.63	\$811,646.00	\$908,366.49

2023-2024 DASG Fund 41 Expenses

Item	2021-2022 Actual	2022-2023 Adopted	2022-2023 Revised*	2022-2023 Est. to 06/30	2023-2024 Adopted
Campus Events & Services					
College Life Programming	650.62	3,000	3,000	1,300	10,000
Euphrat Museum	7,186.18	5,460	5,460	5,460	5,860
Equity Office	7,804.20	18,100	18,100	18,000	14,680
Foster Youth Services	0.00	0	0		
Gender & Sexuality Center (Jean Millier Resource Room)	6,208.27	11,310	11,310	10,000	
Guided Pathways		600	600	600	0
HEFAS	15,495.17	22,545	22,545	22,000	17,260
Honors Program	1,634.84	2,755	2,755	0	
Impact AAPI	0.00	6,200	6,200	6,200	6,200
La Voz	2,975.15	3,500	3,500	3,500	4,500
LEAD Program	5,540.31	7,100	7,100	7,000	6,100
Library - Textbooks on Reserve	9,997.48	10,000	10,000	10,000	7,000
Math Performance Success	23,024.00	20,310	20,310	20,000	12,655
Mentors @ De Anza	1,000.64	2,920	2,920	2,900	4,850
Pride Center					6,595
Puente	3,713.18	7,875	7,875	7,000	7,875
Umoja Program (Previous Account Name Sankofa Scholars)	0.00	9,735	9,735	8,000	9,035
Student Computer Donation Program	4,936.41	5,000	5,000	5,000	5,000
Textbook Program-CalWORKS Students	151.18	1,500	1,500	0	500
Textbook Rentals-EOPS Students	0.00	5,000	5,000	0	
Tutorial Center	101,515.96	82,224	82,224	82,220	45,535
Veteran's Program	2,298.85	3,000	3,000	2,000	2,000
Campus Events & Services Subtotal	\$194,132.44	\$228,134.00	\$228,134.00	\$211,180.00	\$165,645.00

2023-2024 DASG Fund 41 Expenses

Item	2021-2022 Actual	2022-2023 Adopted	2022-2023 Revised*	2022-2023 Est. to 06/30	2023-2024 Adopted
Divisional Support					
Creative Arts					
Music Department (Combined All Music Accounts in `20-21)	816.00	0	0	0	0
Creative Arts Subtotal	\$816.00	\$0.00	\$0.00	\$0.00	\$0.00
Athletics					
Athletics Away Games	44,671.42	30,000	30,000	30,000	20,000
Athletics Subtotal	\$44,671.42	\$30,000.00	\$30,000.00	\$30,000.00	\$20,000.00
Biological & Health Sciences					
Marine Biology	0.00	1,050	1,050	1,050	1,600
Biological & Health Sciences Subtotal	\$0.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,600.00
Disability Support Programs & Services (DSPS)					
Adapted Physical Education	0.00	0	0	0	1,300
Disability Support Programs & Services Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Language Arts Division					
Cross Cultural Partners	0.00	2,035	2,035	0	0
Red Wheelbarrow Magazine	1,000.00	1,000	1,000	1,000	1,000
Language Arts Subtotal	\$1,000.00	\$3,035.00	\$3,035.00	\$1,000.00	\$1,000.00
Divisional Support Subtotal	\$46,487.42	\$34,085.00	\$34,085.00	\$32,050.00	\$23,900.00

2023-2024 DASG Fund 41 Expenses

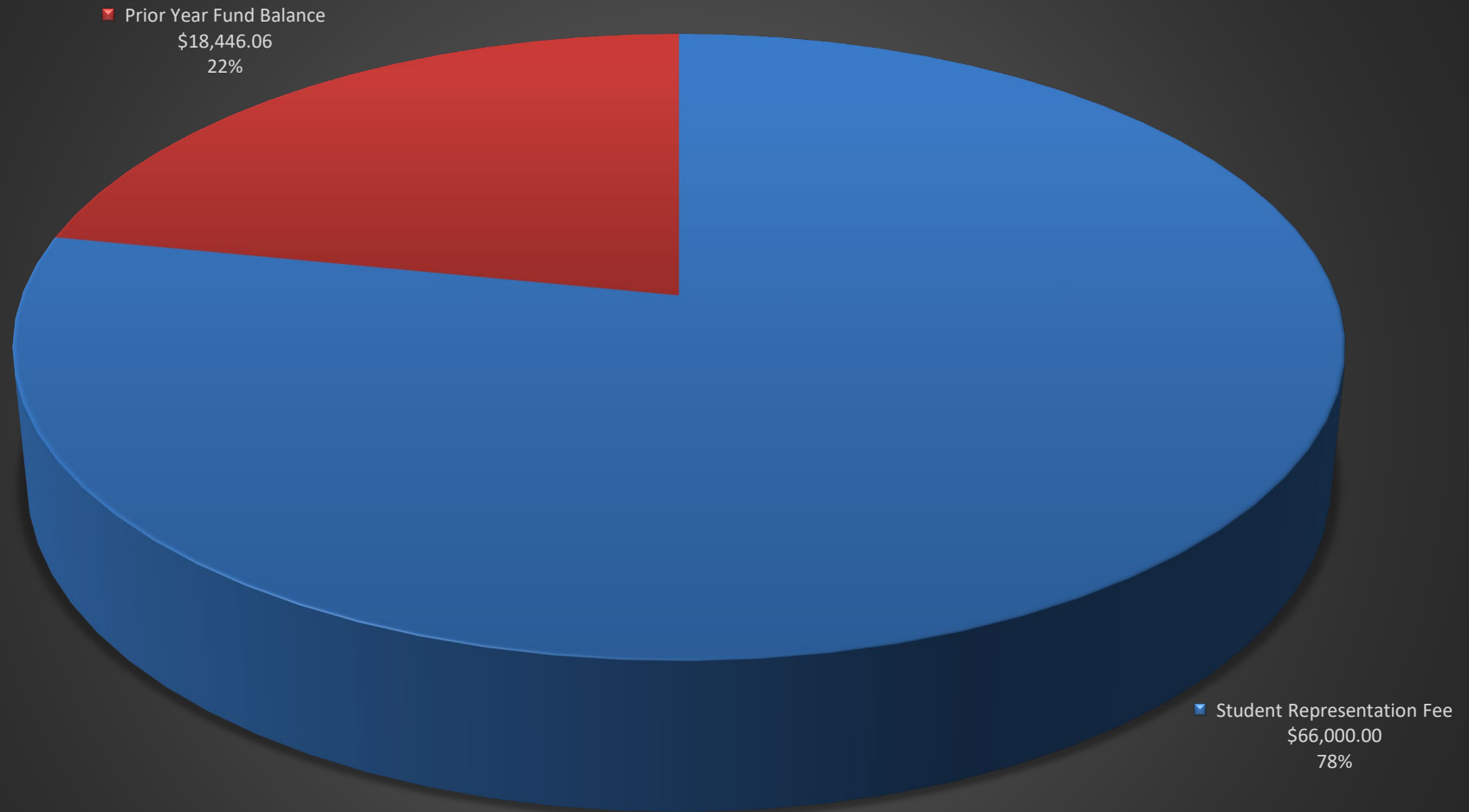
Item	2021-2022 Actual	2022-2023 Adopted	2022-2023 Revised*	2022-2023 Est. to 06/30	2023-2024 Adopted
Allocations					
Special Allocations					
Special Allocations	0.00	20,000	20,000	10,000	16,000
Special Allocations					
Special Allocation Subtotal	\$0.00	\$20,000.00	\$20,000.00	\$10,000.00	\$16,000.00
EcoFund Project Allocations					
EcoFund Project Allocations	0.00	1,000	1,000	0	0
Eco Project Allocations Subtotal	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00
Allocations Subtotal	\$0.00	\$21,000.00	\$21,000.00	\$10,000.00	\$16,000.00

2023-2024 DASG Fund 41 Expenses

Item	2021-2022 Actual	2022-2023 Adopted	2022-2023 Revised*	2022-2023 Est. to 06/30	2023-2024 Adopted
Carry Forward Expenses					
Prior Year Void Checks	(333.58)	0	0	0	0
Carry Forward Subtotal	(\$333.58)	\$0.00	\$0.00	\$0.00	\$0.00
Transfers					
Transfer to Fund 44 Clubs	5,100.00	0	2,800	2,800	0
Transfers Subtotal	5,100.00	\$0.00	\$2,800.00	\$2,800.00	\$0.00
TOTAL	\$690,568.38	\$1,024,983.63	\$1,143,042.63	\$1,067,676.00	\$1,113,911.49
*In 2022-2023, \$118,059 Budget Revisions Approved by the DASG Senate on 1/18/23 Based on HEERF `21-22 DASG Lost Revenue of \$382,883 Recorded in Transfer from Other Funding Sources Account; Included on `22-23 Fund 41 Income Estimate \$					

2023-2024
Proposed
Student Representation Fee
Income

2023-2024 Student Representation Fee Income



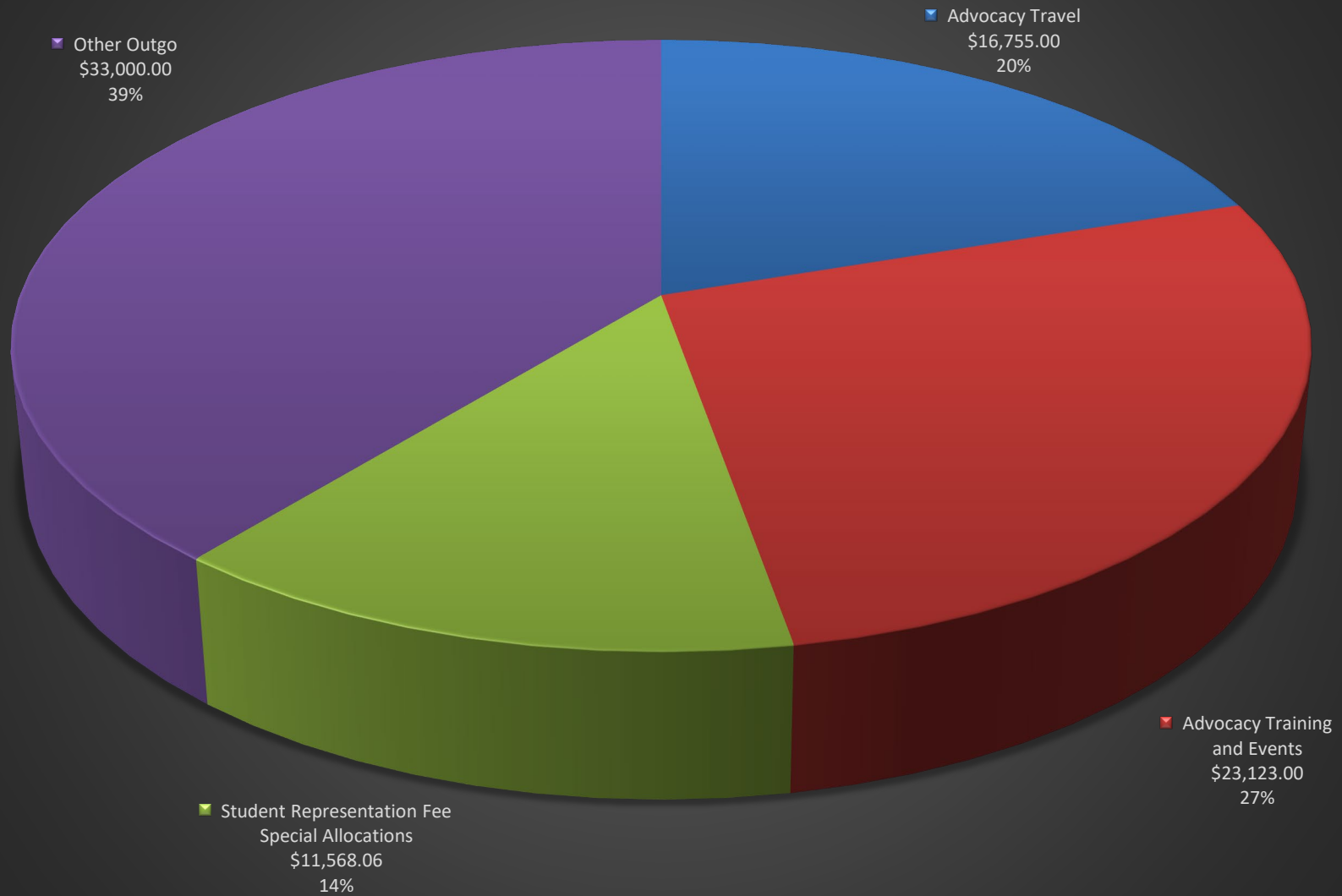
Total - \$84,446.06

2023-2024 DASG Fund 46 Student Rep Fee Income

Item	2021-2022** Actual	2022-2023 Adopted	2022-2023 Revised	2022-2023 Est. to 06/30	2023-2024 Adopted
DASG Student Representation Fee*					
DASG SRF (Total Fees Collected; 1/2 Required CCCCCO Outgo)	70,796.00	66,000	66,000	66,000	66,000
DASG SRF Subtotal	\$70,796.00	\$66,000.00	\$66,000.00	\$66,000.00	\$66,000.00
Total Revenue	\$70,796.00	\$66,000.00	\$66,000.00	\$66,000.00	\$66,000.00
Plus Prior Year Fund Balance Reserve for Budget		\$14,030.41			\$18,446.06
Total Available to Allocate		\$80,030.41			\$84,446.06
*Fund 46 Student Representation Fee (SRF) Established in 2016-2017					
**Increase SRF to \$2 per term per amendment to Educational Code 76060.					
SRF Opt Out Implemented. \$15,638 Opt Out Waivers in `21-22					

2023-2024
Proposed
Student Representation Fee
Expenses

2023-2024 Student Representation Fee Expenses



Total - \$84,446.06

2023-2024 DASG Fund 46 Student Rep Fee Expenses

Item	2021-2022 Actual	2022-2023 Adopted	2022-2023 Revised	2022-2023 Est. to 06/30	2023-2024 Adopted
Student Rep Fee Expenses					
Campus Expenses					
Advocacy Travel					
CCCSAA Student Leadership Conference	1,000.00	1,100	8,364	8,363	10,000
SCCC General Assemblies	0.00	2,500	2,500	2,500	2,000
FA CCC Advocacy & Policy Conference	924.34	1,955	4,955	4,955	4,755
Advocacy Travel Subtotal	\$1,924.34	\$5,555.00	\$15,819.00	\$15,818.00	\$16,755.00
Advocacy Training and Events					
CA Campus Camp (formerly Camp Wellstone)	4,762.87	8,822	5,822	5,822	0
FA PAC Internship	6,623.36	8,847	8,847	8,847	10,295
Public Policy School	650.76	6,414	6,414	6,414	6,414
VIDA	2,990.79	8,414	8,414	8,414	6,414
Advocacy Training and Events Subtotal	\$15,027.78	\$32,497.00	\$29,497.00	\$29,497.00	\$23,123.00
Student Rep Fee Special Allocations					
Student Rep Fee Special Allocations	0.00	8,778	1,514	630	11,368
SRF Variance	0.00	200.41	200.41	200.00	200.06
Student Rep Fee Special Allocations Subtotal	\$0.00	\$8,978.41	\$1,714.41	\$830.00	\$11,568.06
Total Campus Expenses	\$16,952.12	\$47,030.41	\$47,030.41	\$46,145.00	\$51,446.06
State Expenses					
Other Outgo					
CCCCO Outgo (Must Equal 1/2 of SRF Revenue)	35,398.18	33,000	33,000	33,000	33,000
Other Outgo Subtotal	\$35,398.18	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00
Total State Expenses	\$35,398.18	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00
TOTAL	\$52,350.30	\$80,030.41	\$80,030.41	\$79,145.00	\$84,446.06

DASG
Fund Balance Summary
2022-2023

DASG GENERAL FUND 41 FUND BALANCE SUMMARY FOR 2022-2023

I. Fund 41 DASB General Fund Balance - June 30, 2022		1,004,872
General Reserve Restricted Fund Balance	400,000	
Fund Balance Reserved for 2022-2023 Budget	20,686	
Fund Balance Reserved for 2022-2023 Budget From Other Funding Source	220,000	
Fund Balance Reserved for 2023-2024 Budget	364,186	
II. Fund 41 Estimated General Fund Income+Trf.From Other Funding Source (HEERF) 2022-2023	-	1,141,843
III. Fund 41 Estimated General Fund Expenses for 2022-2023		1,067,676
IV. Fund 41 Estimated DASB General Fund Balance - June 30, 2023		1,079,039
General Reserve Restricted Fund Balance	400,000	
Fund Balance Reserved for 2023-2024 Budget	364,186	
Estimated Fund Balance Reserved for 2024-2025 Budget	314,853	

DASG STUDENT REP FEE (SRF) FUND 46 FUND BALANCE SUMMARY FOR 2022-2023

I. Fund 46 DASG SRF Fund Balance - June 30, 2022		52,476
General Reserve Restricted Fund Balance	20,000	
Fund Balance Reserved for 2022-2023 Budget	14,030	
Fund Balance Reserved for 2023-2024 Budget	18,446	
II. Fund 46 Estimated SRF Income for 2022-2023		66,000
III. Fund 46 Estimated SRF Expenses for 2022-2023		79,145
IV. Fund 46 Estimated DASB SRF Fund Balance - June 30, 2023		39,331
General Reserve Restricted Fund Balance	20,000	
Fund Balance Reserved for 2023-2024 Budget	18,446	
Estimated Fund Balance Reserved for 2024-2025 Budget	885	

DASG
Budget Stipulations
2023-2024



2023-2024 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 Members. 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. The logo can be found online at <https://www.deanza.edu/dasg/dasg-logo.html>.
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) at least two weeks in advance 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 or performers DASG Funding shall not exceed \$5,000 per event or 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, with a cap of no more than \$50 per item of promotional clothing per person excluding tax and shipping.
13. Any events with food must be open and promoted to the entire student body.
14. All College/Student services funded by the DASG are encouraged to participate in a DASG Student Resource Fair event once per quarter, excluding summer, to be located inside of or within 250 feet of the Campus Center.
15. No Capital items may be purchased in April, May, or June due to District Purchasing deadlines.
16. Any income on disposal of any capital items purchased with DASG Funds shall revert to the DASG General Fund.
17. 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 benefited from attending.
18. No DASG funds can be used to purchase beverages in single-use plastic bottles of 500 milliliters (16.9 fluid ounces) or smaller.
19. 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.
20. 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

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

DASG Support Costs

23. 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

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

DASG Programs and Services

27. Repairs on the Bicycles for the DASG Bicycle Program must be completed by a certified mechanic.

Campus Events and Services

28. 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 must work with Inter Club Council (ICC) on the La Voz advertising space.
29. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASG."

30. Funding for Textbook Program - CalWORKs Students shall be used for renting CalWORKs Students' textbooks whenever possible.
31. Funding for Textbook Program – EOPS Students shall be used for renting EOPS Students' textbooks whenever possible.
32. DASG Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
33. Funding for Veterans' Program shall be used for renting Veteran Students' textbooks whenever possible.

Divisional Support

34. No DASG funding shall be used for academic/instructional purposes, excluding supplemental cocurricular/extracurricular programs that cater to students' academic success, for example, conferences and field trips.

Athletics

35. 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. Athletics must adhere to the FHDA Travel Policy unless otherwise noted in these stipulations or the DASG Finance Code. The FHDA Travel Policy is available online at <https://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>.
36. For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$15 for Lunch, and \$25 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 actual amounts 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

37. 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
 - 2. DASG President or designee (DASG Senator)
 - 3. At least three (3) additional DASG Senators
- B. Non-Voting Members
 - 1. Any Number of Interns
- 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 funds from the DASG Senate, and recommend requests for funding to the DASG Senate
- B. Evaluate all sources of DASG revenue, including but not limited to the DASG Flea Market, DASG Bike Program, DASG Membership Fee, and Student Representation Fee
- C. Discuss and propose new projects with the goal of increasing DASG revenue
- D. Ensure that all financial activities of the DASG Senate legally comply with all Federal, State, and local laws, District rules, and DASG Senate rules (including Budget Stipulations)
- E. Prepare the annual budget of the DASG Senate's accounts
- F. Participate in the Shared Governance process for college and district budgeting and planning

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. Review all budget and finance requests submitted to the DASG Finance Committee 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 Senators on the Committee are voting members on shared governance committees responsible for college and district budgeting and planning
- H. Ensure that the Finance Committee receives a financial overview and procedures training.
- I. Ensure that the Senate receives a budget 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 De Anza Student Government (DASG) Constituents.

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 DASG Budgets for Funds 41 and 46

- A. 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.
- B. The following DASG Budget calendar shall be used in formulating the Budget for the next fiscal year: By the first day of the second (2nd) week of Fall Quarter Budget forms shall be available to all prospective DASG Budgeters. Completed DASG Budget forms shall be submitted to the Office of College Life by the first (1st) Monday of November. Budget deliberations shall be completed by the first (1st) week of February. This draft will be made available to each budgeter and all De Anza College Students, Faculty, Staff, and Administrators 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.
- C. All requests for DASG Budget items must be submitted to the Office of College Life.
- D. The Budget shall be presented to the DASG Senate for approval by the second (2nd) meeting in February. 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 by the second (2nd) meeting of March.

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. The DASG Accountant can make line-item budget adjustments as needed to meet District billing and year-end processing deadlines.

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, Fund 44
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, account 41-32100-0000, 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, account 46-32100-0000, 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, accounts 41-32300-0000 and 46-32300-0000.

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. If Fund 41 or Fund 46 has an overall deficit at Year-end that exceeds the Prior Yr. Surplus Allocated for Budget Unrestricted Fund Balance account xx-31150-0000, the Accountant will process a journal entry to reduce the General Reserve account xx-32100-0000 in the affected fund.

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 Finance Committee for consideration.
- 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.

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 term 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

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 expenditures 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: SSCCC General Assemblies, CCCSAA, and the FACCC Advocacy & Policy conference.
6. Increasing the capacity of DASG Constituents 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.

Section 5: Opt-Out

A student may opt out of paying the fee for any reason at the time of registration.

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 (PO) issued via a District Purchase Requisition
 2. Checks issued via a Student Accounts Requisition mainly for reimbursements. (Payments to companies are processed through the District Accounts Payable Department; please consult with the Student Accounts Office for the correct forms).
 3. Limited Engagement or Independent Contractor Agreement (LEA/ICA) Pre-Authorization Form, Limited Engagement or Independent Contractor Agreement (LEA/ICA), W-9 Form, Payment Authorization Form, and Invoice
 4. Payroll
The DASG may fund budgeters to hire employees. Budgeters hiring employees should consult with the Student Accounts Office for hiring procedures.
 5. Cash Advances
Cash advances must be accompanied with specific detail as to how the funds will be used PRIOR to being approved and are typically used for athletic coaches or staff advisors for student travel. 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 services by individuals or Limited Engagement/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 Student Accounts Requisition. It will not be used to pay for services rendered on an Independent Contractor Agreement (ICA) or Limited Engagement Agreement (LEA).
 - b. All receipts will be turned in within fifteen (15) working days of the check date, or by June 30th whichever is first. However, before another advance is issued, receipts must be submitted. Original, detailed receipts are required.
 - 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 College Fiscal Services.
- 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.

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. Director of College Life
 - 5. College administrator
- B. All funds requisitioned from club DASG accounts shall require approving signatures from:
 - 1. Designated Club Officer
 - 2. Club Advisor
 - 3. Student Activities Coordinator
 - 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 Director of College Life (or designee) and/or Student Activities Coordinator do not approve expenditures but rather sign designating that all codes, bylaws, and Senate/ICC procedures have been completed, and the Director of College Fiscal Services 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.

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 Constituents 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.

ARTICLE VIII: SCHOLARSHIPS

Section 1: Eligibility

- A. Be a current DASG Constituent.
- 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 essay(s) about topic(s) 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 Finance Committee shall ensure that:

- A. DASG scholarship applications are revised as necessary.
- B. DASG scholarships are advertised well in advance to all DASG Constituents.
- C. DASG scholarship applications are made readily available to all DASG Constituents.
- 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 Purchasing 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 Purchasing 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 second to last Finance Committee Meeting of spring quarter.
DASG Senate will approve the funds to be carried forward into the following fiscal year.

FHDA Fiscal Year: July 1st – June 30th

Year-End Cut-off:

District Purchase Requisitions

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

Limited Engagement or Independent Contractor Agreements

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:	11/27/2019
Amended:	2/8/2012	Amended:	3/17/2021
Amended:	1/16/2013	Amended:	5/26/2021
Amended:	6/5/2013	Amended:	4/27/2022
Amended:	8/19/2015		
Amended:	11/25/2015		
Amended:	11/16/2016		
Amended:	11/29/2017		
Amended:	3/21/2018		
Amended:	11/28/2018		
Amended:	5/15/2019		

**Memorandums
of
Understanding**

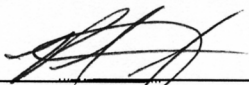
Memorandum of Understanding
March 15, 1999

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.

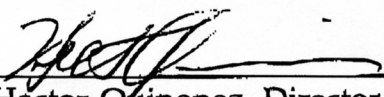
Signed on this date _____

 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