



ANNUAL BUDGET

De Anza Student Government

2024-2025



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Office of College Life
Student Accounts

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

De Anza Student Government (DASG) 2024–2025 Budget

May 2024

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

Dear Board of Trustees,

This year has been a significant milestone for De Anza Student Government to better allocate our funds to serve student interests. With our additional funding from the Higher Education Emergency Relief Fund (HEERF), we were able to increase funding for some phenomenal programs while ensuring that we would be able to support all programs at sustainable levels in the future by setting aside the extra funds from HEERF for possible one-time special projects rather than adding them to ongoing funding accounts. We were also able to make significant progress in ensuring services essential to students are funded by the college and have instead focused our allocations on programs that promote student leadership, civic engagement, and student retention, to name a few.

Our progress and achievement have been the result of our careful budget deliberation process throughout the year. From fall quarter, we have conducted numerous budget interviews with programs to gain an accurate understanding of their needs and purpose. In the winter quarter, the DASG Finance Committee worked tirelessly through weekends in our budget deliberations process to produce a well-thought-out recommendation, aligned with our core values, then sending the recommendation to the DASG Senate, which after weeks of deliberation and discussion within the Senate approved the final budget on Wednesday, February 21st, 2024.

As we look ahead in the coming years, we also realize that once the HEERF funds are depleted and the available funding stabilizes, with declining enrollment, the prospect of more inflation, and the changing needs of our student body, we need to explore ways to maintain our support for programs at current equivalent levels. We plan to engage in some meaningful discussions on how to sustain those levels. One thought was to increase our student body fee from \$10 to \$12 per quarter. This proposal is in its infancy, but we hope to have robust discussions facilitated by the incoming DASG Senators.

Apart from our budget, DASG has made significant progress in our efforts to both advocate and engage with students this year. We have planned and hosted a wide range of events (including De Anza's first Homecoming) made several structural changes to our Senate which included adding an Environmental Sustainability Committee for the next academic year and expanded our reach to and representation of the student body to fulfill our core values. It is with this commitment in mind to serve and represent the student body that DASG has carefully deliberated our funds and is proud to present to you the 2024–2025 DASG Budget.

Finance Senators:
Nicholas Turangan
Benjamin Furagganan
Aaron Mundanilkunathil
Kate Wang

Interns:
Aditya Sharma
Yan Ming Teng
Madhav Shukla
Rajeev Duggirala
Zachary Ho
Sean Hendrata
Zain Darwish

Dianoosh Sabetnejad
Amna Aslam
Van Loc Nguyen
Luca Paliska
Allison Trinh
Pranita Jaware
Lauren Hartono
Aura Ozturk

Advisors:
Lisa Kirk
Dennis Shannakian
Hyon Chu Yi-Baker

Sincerely,
Lydia Wong
De Anza Student Government President, 2023–2024

Izat Rasyad
De Anza Student Government Finance Chair, 2023–2024

2024-2025
DASG Budget
Guiding Principles



2024-2025 DASG Budget Guiding Principles

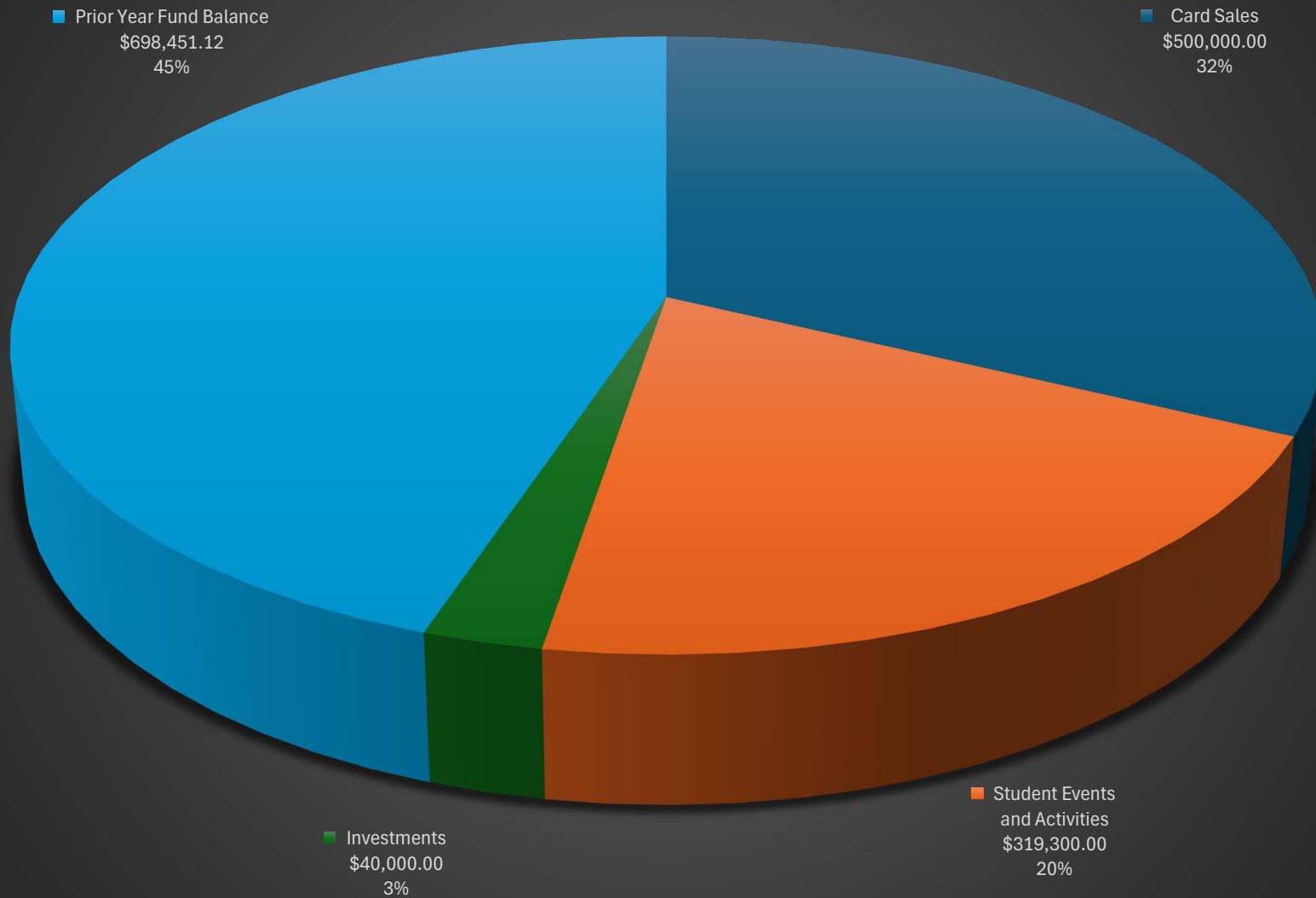
Required: The programs requesting funds from the DASG directly affect De Anza students except for recruitment programs conducted by DASG Constituents at De Anza College for prospective DASG Constituents.

- 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 2024-2025 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.

**Proposed
DASG Budget
for Fiscal Year
2024-2025**

**Projected
2024-2025
DASG Revenue**

2024-2025 DASG Revenue



Total - \$1,557,751.12

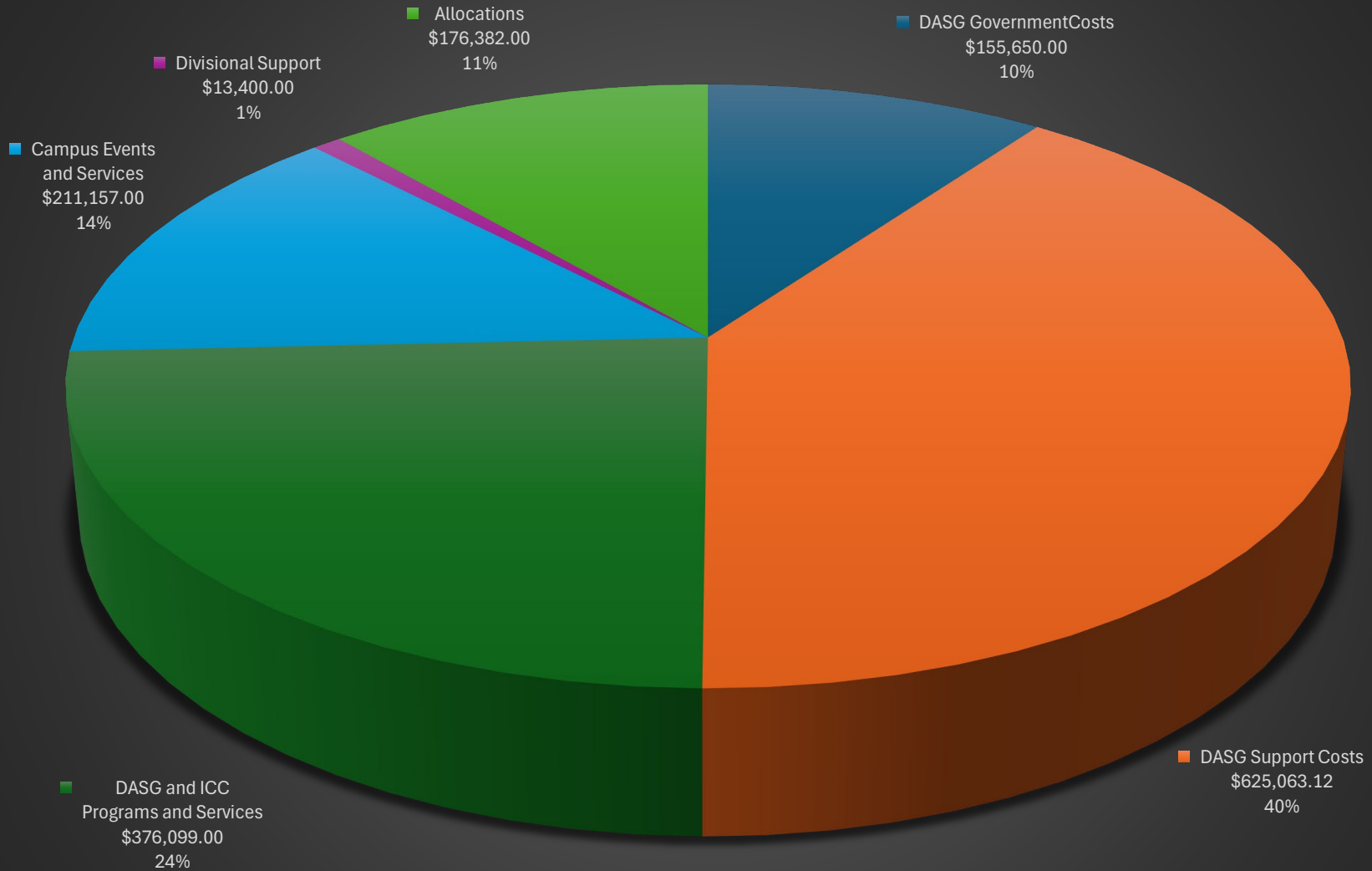
2024-2025 DASG Fund 41 Revenue

Item	2022-2023 Actual	2023-2024 Adopted	2023-2024 Revised	2023-2024 Est. to 06/30	2024-2025 Adopted
Card Sales					
Card Sales (DASG Quarterly Fee)	503,530.00	470,000	470,000	510,000	500,000
Card Sales Subtotal	\$503,530.00	\$470,000.00	\$470,000.00	\$510,000.00	\$500,000.00
Student Events & Activities					
Movie Tickets-AMC/Cinemark	7,020.75	18,625	18,625	7,265	8,100
DASG Card Replacement	350.00	500	500	600	500
Bike Program & Corral Access Fee	366.00	500	500	0	500
Flea Market	250,354.50	240,000	240,000	310,000	300,000
Flea Market Food Vending	9,850.00	10,000	10,000	13,000	10,000
Returned Check Fees	375.00	100	100	400	200
Student Events & Activities Subtotal	\$268,316.25	\$269,725.00	\$269,725.00	\$331,265.00	\$319,300.00
Investment Revenue					
Interest Revenue	44,591.01	10,000	10,000	60,000	40,000
Investments Revenue Subtotal	\$44,591.01	\$10,000.00	\$10,000.00	\$60,000.00	\$40,000.00
Total Revenue	816,437.26	\$749,725.00	\$749,725.00	\$901,265.00	\$859,300.00
Plus Trf.From Other Funding Sources (HEERF-DASG Lost Revenue)	\$382,883.00				
Plus Trf.From Other Funding Sources (DA Covid 19 Response-DASG Lost Revenue)	\$436,901.00				
Total Revenue+Trf.From Other Funding Sources (DASG Lost Revenue)	\$1,636,221.26				
Plus Prior Year Fund Balance Reserved for Budget		\$364,186.49			\$698,451.12
Total Available to Allocate		\$1,113,911.49			\$1,557,751.12

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**Proposed
2024-2025
DASG Expenses**

2024-2025 DASG Expenses



Total - \$1,557,751.12

2024-2025 DASG Fund 41 Expenses

Item	2022-2023 Actual	2023-2024 Adopted	2023-2024 Revised*	2023-2024 Est. to 06/30	2024-2025 Adopted
DASG Operational					
DASG Government Costs					
DASG Budget Committee	573.40	0	0	0	0
DASG Election	1,405.41	0	0	0	0
DASG Extended Meeting Meals	1,378.18	0	0	0	0
Student Leadership Recognition	4,080.60	4,200	4,200	4,200	5,000
DASG Student Leader Scholarships	0.00	27,600	27,600	27,600	90,150
College Life Student Leadership Training	7,961.13	12,500	12,500	12,500	22,500
DASG Secretary	13,506.05	0	0	0	0
DASG Student Services and Feedback Committee	476.96	0	0	0	0
DASG Office Supplies	144.38	0	0	0	0
DASG Marketing and Communications Committee	1,799.59	0	0	0	0
DASG Programs and Events Committee	3,715.82	0	0	0	0
DASG Senate & Committee Operations	0.00	15,000	15,000	15,000	18,000
CCCSAA Student Leadership Conference (previously 46-52612)	0.00	0	0	0	15,000
SSCCC General Assemblies (previously 46-52640)	0.00	0	0	0	5,000
DASG Government Cost Subtotal	\$35,041.52	\$59,300.00	\$59,300.00	\$59,300.00	\$155,650.00
DASG Support Costs					
Accounts Office Staff	218,354.34	231,858	234,358	234,358	261,800
Accounts Office Supplies	850.49	1,000	1,000	1,000	1,000
Accounts Office System	12,175.85	8,124	8,124	8,094	9,928
Accounts Office Short/(Over)	(0.25)	0	0	0	0
Bank/Credit Card Fees	137.33	750	750	200	750
Uncollectible Returned Check Fees	0.00	100	100	75	150
Variance	182.42	500.49	500.49	300.00	500.12
College Life Office Staff	204,712.39	309,074	309,074	309,074	350,935
DASG Support Costs Subtotal	\$436,412.57	\$551,406.49	\$553,906.49	\$553,101.00	\$625,063.12

2024-2025 DASG Fund 41 Expenses

Item	2022-2023 Actual	2023-2024 Adopted	2023-2024 Revised*	2023-2024 Est. to 06/30	2024-2025 Adopted
DASG and ICC Programs and Services					
Inter Club Council (ICC)	14,594.97	19,000	16,200	16,200	30,000
Movie Tickets	7,020.75	18,625	18,625	15,365	8,100
DASG Bicycle Program	5,200.80	3,000	14,351	14,351	10,000
DASG Card Production	27,268.02	11,500	11,500	11,000	16,090
Flea Market	216,814.14	236,643	236,643	236,000	276,939
DASG Scholarships	2,800.00	2,800	2,800	2,800	12,000
Legal Advice	3,137.79	6,092	6,092	6,000	16,695
Mascot Program	0.00	0	0	0	6,275
DASG and ICC Programs and Services Subtotal	\$276,836.47	\$297,660.00	\$306,211.00	\$301,716.00	\$376,099.00
DASG Operational Subtotal	\$748,290.56	\$908,366.49	\$919,417.49	\$914,117.00	\$1,156,812.12

2024-2025 DASG Fund 41 Expenses

Item	2022-2023 Actual	2023-2024 Adopted	2023-2024 Revised*	2023-2024 Est. to 06/30	2024-2025 Adopted
Campus Events & Services					
College Life Programming	2,112.22	10,000	10,000	5,000	30,000
Euphrat Museum	4,948.33	5,860	5,860	5,860	8,821
Equity Office	9,653.07	14,680	14,680	14,680	27,095
Gender & Sexuality Center (Jean Millier Resource Room)	1,207.34	0	0	0	0
Guided Pathways	361.80	0	0	0	1,000
HEFAS	24,662.63	17,260	17,260	17,260	25,570
Homecoming Events	0.00	0	0	0	15,000
Honors Program	2,522.71	0	0	0	2,894
Impact AAPI	5,734.33	6,200	6,200	6,200	16,152
La Voz News	3,315.58	4,500	4,500	4,500	10,000
LEAD Program	6,070.19	6,100	6,100	6,100	13,985
Library - Textbooks on Reserve	9,999.72	7,000	7,000	7,000	0
Math Performance Success	20,310.00	12,655	12,655	12,655	8,125
Mentors @ De Anza	2,384.77	4,850	4,850	4,850	6,600
Pride Center	0.00	6,595	6,595	6,595	13,285
Puente	3,437.07	7,875	7,875	7,875	8,075
Umoja Program (Previous Account Name Sankofa Scholars)	4,430.80	9,035	9,035	9,035	16,655
Student Computer Donation Program	4,707.75	5,000	5,000	5,000	5,900
Textbook Program-CalWORKS Students	0.00	500	500	0	0
Tutorial Center	82,219.87	45,535	45,535	45,352	0
Veteran's Program	1,103.45	2,000	2,000	1,000	2,000
Campus Events & Services Subtotal	\$189,181.63	\$165,645.00	\$165,645.00	\$158,962.00	\$211,157.00

2024-2025 DASG Fund 41 Expenses

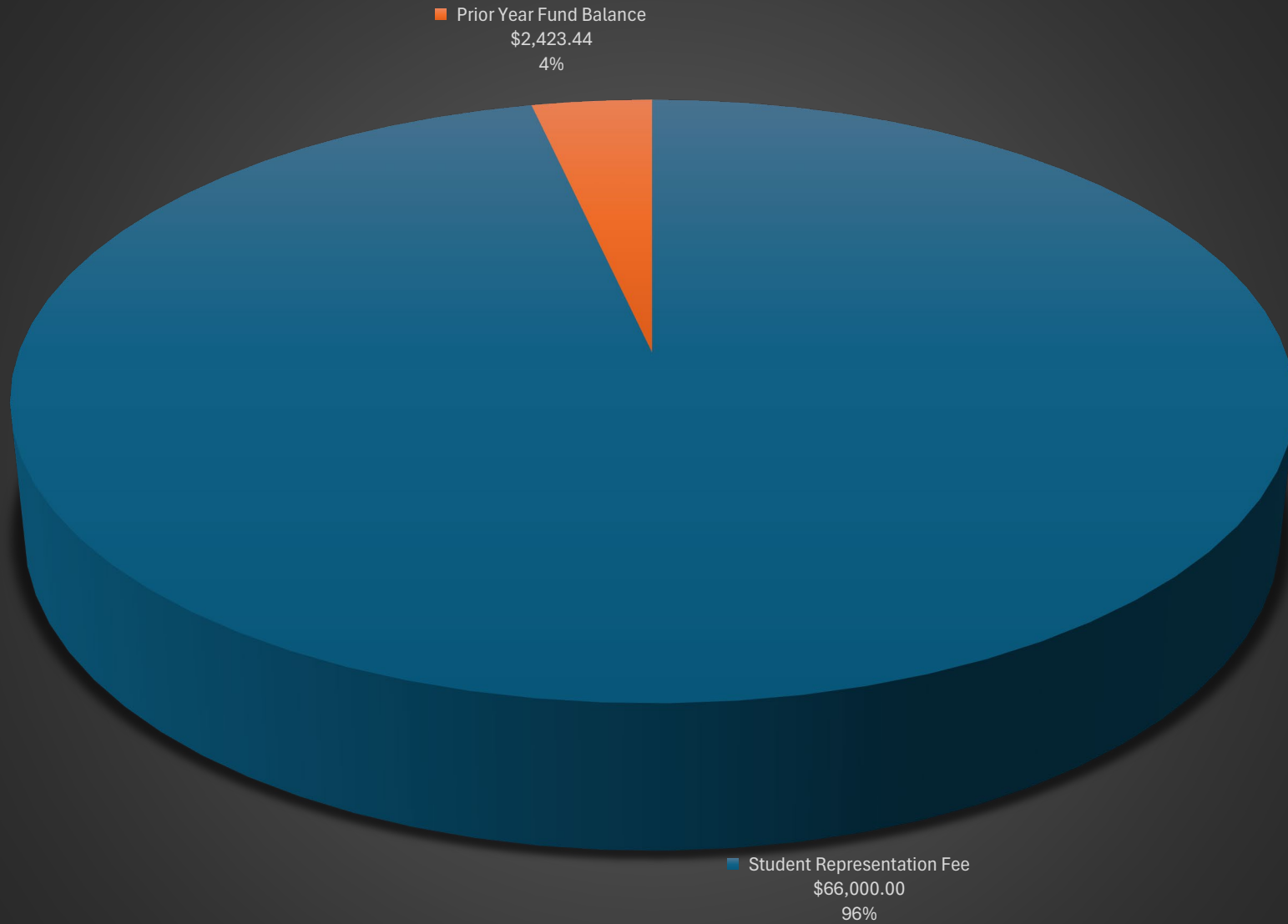
Item	2022-2023 Actual	2023-2024 Adopted	2023-2024 Revised*	2023-2024 Est. to 06/30	2024-2025 Adopted
Divisional Support					
Athletics					
Athletics Away Games	29,742.70	20,000	20,000	19,594	10,000
Athletics Subtotal	\$29,742.70	\$20,000.00	\$20,000.00	\$19,594.00	\$10,000.00
Biological & Health Sciences					
Marine Biology	1,031.22	1,600	1,600	1,600	2,400
Biological & Health Sciences Subtotal	\$1,031.22	\$1,600.00	\$1,600.00	\$1,600.00	\$2,400.00
Disability Support Programs & Services (DSPS)					
Adapted Physical Education	0.00	1,300	1,300	0	0
Disability Support Programs & Services Subtotal	\$0.00	\$1,300.00	\$1,300.00	\$0.00	\$0.00
Language Arts Division					
Cross Cultural Partners	0.00	0	0	0	0
Red Wheelbarrow Magazine	1,000.00	1,000	1,000	1,000	1,000
Language Arts Subtotal	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Divisional Support Subtotal	\$31,773.92	\$23,900.00	\$23,900.00	\$22,194.00	\$13,400.00

2024-2025 DASG Fund 41 Expenses

Item	2022-2023 Actual	2023-2024 Adopted	2023-2024 Revised*	2023-2024 Est. to 06/30	2024-2025 Adopted
Allocations					
Special Allocations					
Special Allocations*	0.00	16,000	83,149	50,000	176,382
Homecoming Events	0.00	0	10,000	8,332	0
Guided Pathways Anniversary Events	0.00	0	6,000	6,000	0
March in March	0.00	0	3,000	3,000	0
Special Allocation Subtotal	\$0.00	\$16,000.00	\$102,149.00	\$67,332.00	\$176,382.00
EcoFund Project Allocations					
EcoFund Project Allocations	0.00	0	0	0	0
Wildflowers Project	602.53	0	0	398	0
Eco Project Allocations Subtotal	\$602.53	\$0.00	\$0.00	\$398.00	\$0.00
Allocations Subtotal	\$602.53	\$16,000.00	\$102,149.00	\$67,730.00	\$176,382.00
Transfers**					
Transfer to Fund 44 Clubs	7,290.00	0	2,800	2,800	0
Transfers Subtotal	7,290.00	\$0.00	\$2,800.00	\$2,800.00	\$0.00
TOTAL	\$977,138.64	\$1,113,911.49	\$1,213,911.49	\$1,165,803.00	\$1,557,751.12
<p>*Special Allocations Revised 2023-2024 Budget by an additional \$100,000; DASG Senate Approved on 10/16/23 by decreasing Fund Balance Account 41-32300, Surplus Reserved for Next Yr Budget</p> <p>**In 2022-2023, \$116,000 budget revision was approved by the DASG Senate on 1/18/23, based on Higher Education Emergency Relief Fund (HEERF), funding received for \$382,883 for DASG Lost Revenue, recorded as a Transfer In from Other Funding Sources; In May 2023, DASG received an additional transfer from DA COVID-19 Response Fund for \$436,901 for estimated DASG Lost Revenue in years 2022-23 and 2023-24. Amounts included on the 2022-23 Income Spreadsheet Actual Column.</p>					

**Projected
2024-2025
Student Representation Fee
Revenue**

2024-2025 Student Representation Fee Revenue



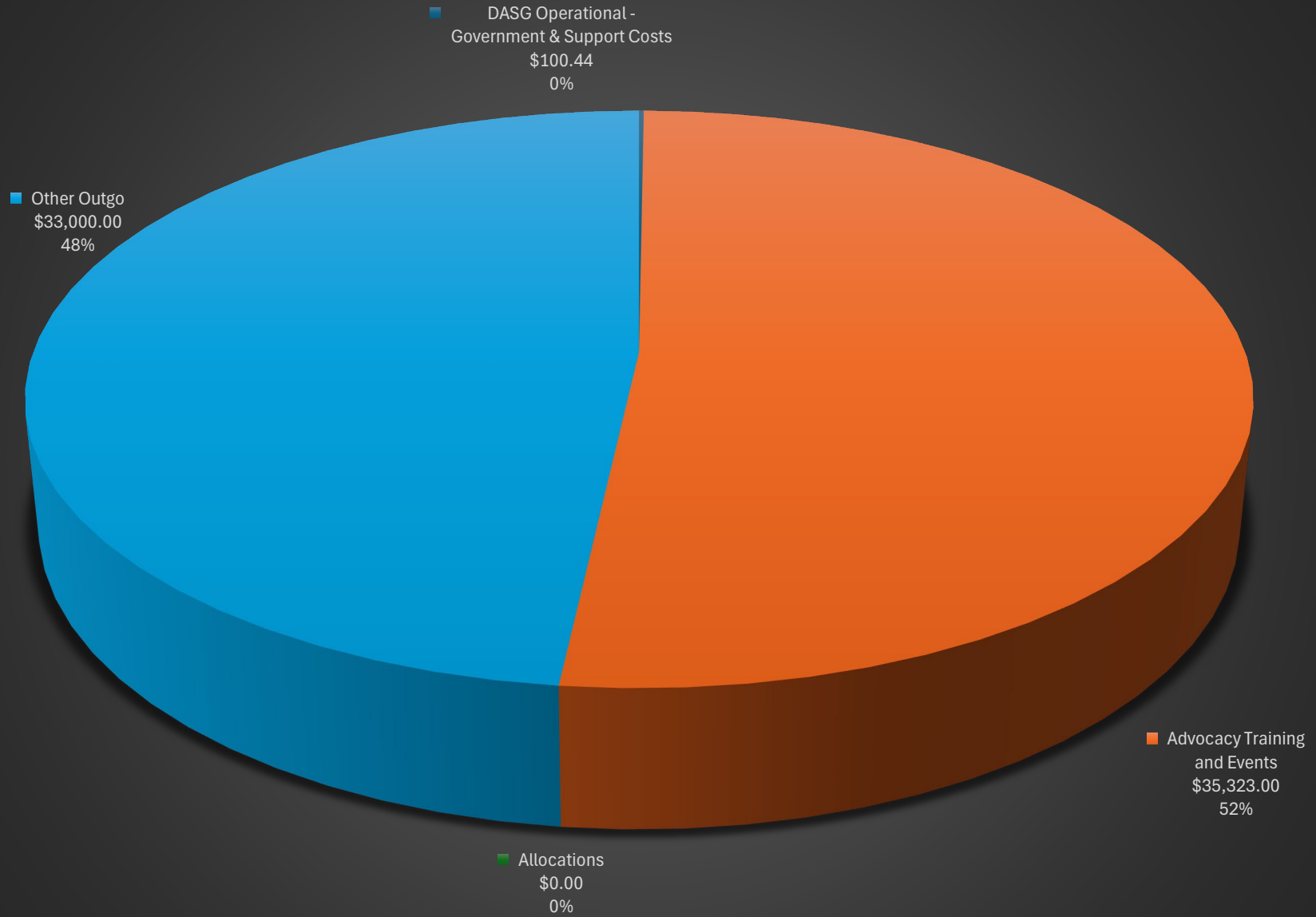
Total - \$68,423.44

2024-2025 DASG Fund 46 Student Rep Fee Revenue

Item	2022-2023 Actual	2023-2024 Adopted	2023-2024 Revised	2023-2024 Est. to 06/30	2024-2025 Adopted
DASG Student Representation Fee*					
DASG SRF (Total Fees Collected; 1/2 Required CCCCO Outgo)	66,426.68	66,000	66,000	68,000	66,000
DASG SRF Subtotal	\$66,426.68	\$66,000.00	\$66,000.00	\$68,000.00	\$66,000.00
Total Revenue	\$66,426.68	\$66,000.00	\$66,000.00	\$68,000.00	\$66,000.00
Plus Prior Year Fund Balance Reserve for Budget		\$18,446.06			\$2,423.44
Total Available to Allocate		\$84,446.06			\$68,423.44
*Fund 46 Student Representation Fee (SRF) Established in 2016-2017					
Note: Increase SRF to \$2 per term per amendment to Educational Code 76060. SRF Opt Out Implemented & many students are now opting out					
21-22 Opt Out Waivers = \$15,638					
22-23 Opt Out Waivers = \$17,384					
23-24 Opt Out Waivers = \$16,922 as of 3/31/24; Amt. Increases Monthly					

**Proposed
2024-2025
Student Representation Fee
Expenses**

2024-2025 Student Representation Fee Expenses



Total - \$68,423.44

2024-2025 DASG Fund 46 Student Representation Fee Expenses

Item	2022-2023 Actual	2023-2024 Adopted	2023-2024 Revised	2023-2024 Est. to 06/30	2024-2025 Adopted
Student Representation Fee Expenses					
Campus Expenses					
DASG Operational - Government & Support Costs					
CCCSAA Student Leadership Conference (Fund 41 in 2024-2025)	8,362.60	10,000	10,000	9,000	0
SSCCC General Assemblies (Fund 41 in 2024-2025)	3,508.81	2,000	2,000	2,000	0
Student Rep Fee Variance	0.07	200.06	200.06	200.00	100.44
DASG Operational - Government & Support Costs Subtotal	\$11,871.48	\$12,200.06	\$12,200.06	\$11,200.00	\$100.44
Advocacy Training and Events					
FA CCC Advocacy & Policy Conference	4,026.46	4,755	6,456	4,756	6,440
FA PAC Internship	12,749.93	10,295	14,583	14,583	12,639
Public Policy School	7,829.23	6,414	11,414	11,414	8,122
VIDA	8,343.21	6,414	6,414	6,414	8,122
Advocacy Training and Events Subtotal	\$32,948.83	\$27,878.00	\$38,867.00	\$37,167.00	\$35,323.00
Allocations					
Special Allocations	0.00	11,368	379	379	0
Allocations Subtotal	\$0.00	\$11,368.00	\$379.00	\$379.00	\$0.00
Total Campus Expenses	\$44,820.31	\$51,446.06	\$51,446.06	\$48,746.00	\$35,423.44
State Expenses					
Other Outgo					
CCCCO Outgo (Must Equal 1/2 of SRF Revenue)	33,213.34	33,000	33,000	34,000	33,000
Other Outgo Subtotal	\$33,213.34	\$33,000.00	\$33,000.00	\$34,000.00	\$33,000.00
Total State Expenses	\$33,213.34	\$33,000.00	\$33,000.00	\$34,000.00	\$33,000.00
TOTAL	\$78,033.65	\$84,446.06	\$84,446.06	\$82,746.00	\$68,423.44

2023-2024
DASG
Fund Balance Summary

DASG GENERAL FUND 41 FUND BALANCE SUMMARY FOR 2023-2024

I. Fund 41 DASG General Fund Balance - June 30, 2023		1,663,955
General Reserve Restricted Fund Balance	400,000	
Fund Balance Reserved for 2022-2023 Encumbrances	1,317	
Fund Balance Reserved for 2023-2024 Budget	364,186	
Fund Balance Reserved for 2024-2025 Budget	898,451	
II. Fund 41 Estimated General Fund Income 2023-2024		901,265
III. Fund 41 Estimated General Fund Expenses for 2023-2024		1,161,303
IV. Fund 41 Estimated DASG General Fund Balance - June 30, 2024		1,403,917
General Reserve Restricted Fund Balance	500,000	
Fund Balance Reserved for 2024-2025 Budget	698,451	
Estimated Fund Balance Reserved for 2025-2026 Budget	205,466	

DASG STUDENT REP FEE (SRF) FUND 46 FUND BALANCE SUMMARY FOR 2023-2024

I. Fund 46 DASG SRF Fund Balance - June 30, 2023		40,869
General Reserve Restricted Fund Balance	20,000	
Fund Balance Reserved for 2023-2024 Budget	18,446	
Fund Balance Reserved for 2024-2025 Budget	2,423	
II. Fund 46 Estimated SRF Income for 2023-2024		68,000
III. Fund 46 Estimated SRF Expenses for 2023-2024		82,746
IV. Fund 46 Estimated DASG SRF Fund Balance - June 30, 2024		26,123
General Reserve Restricted Fund Balance	20,000	
Fund Balance Reserved for 2024-2025 Budget	2,423	
Estimated Fund Balance Reserved for 2025-2026 Budget	3,700	

2024-2025

DASG

Budget Stipulations



2024-2025 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. Requests to temporarily wave or permanently modify any stipulations must be submitted to the DASG Finance Committee for approval.

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. Changes may be requested by submitting a Line-Item Transfer Request Form to move funds between different line items within the same Account, or a Budget Transfer Request Form to move funds between different accounts within the same Fund. Collaboration between different accounts is possible for events or programs if there is funding allocated and approved in the different accounts for such purposes.
11. For contracted speakers or performers DASG Funding shall not exceed \$20,000 per speaker or performer/performing group per event or performance.
12. No funds shall be used for promotional clothing unless so specified in the approved budget, with a cap of no more than \$100 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. No DASG funds can be used to purchase beverages in single-use plastic bottles of 500 milliliters (16.9 fluid ounces) or smaller.
18. 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.
19. All programs, events, meetings, etc. must adhere to and follow the District Food Purchase Procedures available online at <https://business.fhda.edu/policies-and-procedures/fff-food-purchase-procedures.html>.

20. The total cost for all meals, food, drinks, snacks, etc. for all events, meetings, programs, etc. must adhere to the Per Diem amounts in the District Travel Guidelines available online at <https://business.fhda.edu/policies-and-procedures/hh-travel-guidelines.html>. Current rates are available by entering the Cupertino ZIP Code, 95014, in the form online at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For all events, meetings, programs, etc. the following items must be included and submitted for payments or reimbursements: Event or Meeting Title, Date, Time, Location, Agenda/Program, Invitation, Flyer, Webpage, Social Media Posts, Attendee List, Sign-In Sheet, Number of Attendees, and any other documentation specific to the Event or Meeting. Exception to the District Travel Guidelines: complete detailed itemized receipts/invoices are required for all DASG and Club accounts.
21. DASG Conference and Travel funding shall be used for students and their advisors and shall be for students' academic, professional, and personal development only, and not for entertainment/recreational purposes.
22. DASG Conference and Travel funding shall be used for students and their advisors for registration fees, publicly accessible transportation, lodging, and meals not provided by the conference. DASG will only reimburse publicly accessible transportation costs between transit centers, lodging, and conference sites. Travel expenses must include complete detailed itemized receipts/invoices to be reimbursed. For Conference and Travel funding the following items must be included and submitted for payments or reimbursements: Conference Title, Dates, Times, Locations, Agenda/Program, Invitation, Flyer, Webpage, Social Media Posts, Attendee List, Sign-In Sheet, Number of Attendees, and any other documentation specific to the Conference.
23. All programs that receive DASG funding for Conference and Travel, must upon request, at a mutually agreed upon time, give a presentation to the DASG Senate by students that attended the conference reporting on what they learned and how they benefited from attending.

DASG Operational

DASG Government Costs

24. All promotional items purchased by DASG must be eco-friendly whenever available and cost effective.
25. 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

26. 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

27. 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.
28. No travel funding for clubs until the De Anza Office of College Life has created a Student Travel and Off-Campus Event Guidelines/Policy(ies).
29. No capital funding for clubs.

DASG Programs and Services

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

Campus Events and Services

31. 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.
32. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASG."
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, excluding supplemental cocurricular/extracurricular programs that cater to students' academic success, for example, conferences and field trips.

Athletics

38. 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>.
39. 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

40. 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
 - 3. DASG Vice Chair of Finance
 - 4. DASG Budget Analyst (3)
- B. Non-Voting Members
 - 1. Any Number of Interns
- C. Advisors (Non-voting Ex-Officio)
 - 1. DASG Senate Advisor(s)
 - 2. 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. Participate in budget deliberations in the months of October to March, including Friday and Saturday deliberation dates in the month of January.
- 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 and interview programs that are 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, included, but not limited to:
 - Resource Allocation and Program Planning (RAPP)
 - Budget Advisory Committee (BAC)
 - District Budget Advisory Committee (DBAC)
 - Campus Facilities
- H. Ensure that the Finance Committee receives a financial overview and procedures training.
- I. Ensure that prospective interns and interns of the Finance Committee are assigned a Finance Senator Mentor and be given procedure and budget training.
- J. Ensure that the Senate receives budget training.

ARTICLE II: OFFICERS

Section 1: Committee Officers

- A. The DASG Finance Committee shall have the following Officers:
 - DASG Vice Chair of Finance
 - DASG Budget Analyst (3)
- B. The Committee shall reserve the right to create or dissolve ad hoc positions as deemed necessary.
- C. Senate Officers are appointed during the annual internal officer elections. If a vacancy is present, an intern may run as a mid-term senator to fill the position at DASG Senate. The appointment shall be conducted with a majority vote of the Senate.
- D. The Committee Chair shall assume all duties and responsibilities of vacant positions.

Section 2: Individual Duties and Responsibilities

A. DASG Vice Chair of Finance

DASG Vice Chair of Finance Shall assist the Chair of Finance in various tasks, such as monitoring and informing the senate on DASG operational accounts, and ensuring all interns have an assigned senate mentor. The Vice Chair of Finance works to ensure that the De Anza Student Government (DASG) has the funding necessary to support student programs and initiatives that enhance campus life. In this role, you will have the opportunity to develop a deep understanding of financial planning, budgeting, and analysis while making a meaningful impact.

Responsibilities:

1. Act as the liaison between the DASG Senate and Finance Committee to assist on reimbursement as well as DASG accounts finance status
2. Monitor and inform the senate on general DASG operational accounts balance and make recommendations on expenditures from other committees
3. Ensure that the Finance Committee receives a financial overview and procedures training
4. Help the Finance Chair with any delegated tasks related to the Finance Committee
5. Ensure that all Finance interns have an assigned senate mentor

B. DASG Budget Analyst (3 openings)

Budget analysts have the power to make a direct impact on the financial well-being of the De Anza student body. With leadership and vision, they ensure that our budgets, General Budget (Fund 41) and Student Representation Budget (Fund 46) allocations, are not only allocated in an accountable, transparent, accessible, and equitable manner, but that we are also constantly innovating and finding new ways to maximize DASG revenues.

Responsibilities:

1. 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.
2. Present completed budget draft to the FHDA Board of Trustees
3. Research and review other budget concerns and make recommendations to the DASG Senate.
4. Assign and oversee intern mentees in committee assignments such as budget interviews and follow up communications.

ARTICLE III: 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 DASG Budget Deliberations Schedule specified in Section 3 shall be used in formulating the DASG Budgets for the next fiscal year.
- 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 in accordance with the DASG Budget Deliberations Schedule specified in Section 3. *The DASG Budgets require two (2) two-thirds (2/3) votes for approval. Any and all amendments throughout the budget deliberations also require a two-thirds (2/3) vote for approval. After the first two-thirds (2/3) vote for approval, the proposed Budget shall be posted for at least seventy-two (72) hours 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.*

Section 3: DASG Budget Deliberations Schedule

The following DASG Budget Deliberation Schedule shall be used in formulating the Budget for the next fiscal year (the Foothill-De Anza Community College District Fiscal Year is from July 1st – June 30th):

- A. DASG Budget Applications
 - 1. Fall Quarter Monday Week Two (2) _____ DASG Budget Request Forms Available
 - 2. Fall Quarter Monday Week Two (2) through Monday Week Six (6) _____
_____ DASG Budget Application Questions on Finance Agenda
 - 3. Fall Quarter 4:00 pm Monday Week Seven (7) _____ DASG Budget Request Form Due
 - 4. Fall Quarter Tuesday Week Two (7) through Thursday Week Nine (9) _____
_____ DASG Budget Requests and Spreadsheets Processed and Posted Online
 - 5. Fall Quarter Friday Week Nine (9) through Winter Quarter Monday Week One (1) _____
_____ DASG Finance Committee Members Review Request Forms and Complete Rubrics
 - 6. Winter Quarter Monday Week One (1) _____

_____DASG Chair of Finance Compiles and Scores Rubrics and Ranks Budget Requests

B. DASG Finance Committee Budget Deliberations

1. Winter Quarter Monday Week One (1) through Monday Week Four (4)_____DASG Finance Committee Deliberates and Allocates the Budgets
2. Winter Quarter Monday Week Four (4)_____DASG Finance Committee Approves the Budgets

C. DASG Senate Budget Deliberations

1. Winter Quarter Wednesday Week Four (4)_____DASG Finance Committee Budget Recommendations Presented to the DASG Senate as Information Items

These drafts will be made available to each budgeter and all De Anza College Students, Faculty, Staff, and Administrators by time that they are presented to the DASG Senate as Information Items. Appeals to the DASG Budget drafts shall be heard during the subsequent DASG Senate meetings during Budgeter Comments or the relevant Action Items.

2. Winter Quarter Wednesday Week Five (5)_____DASG Senate Deliberates, Adjusts if Necessary, and Approves the Budgets as a First Vote

There must be a Budgeter Comments section added after Public Comments to all the DASG Senate agendas during the DASG Senate Budget Deliberations.

3. Winter Quarter Wednesday Week Six (6)_____DASG Senate Deliberates and Approves the Budgets as a Second Vote*

* The date of the Second Vote depends on when the First Vote takes place. If the deliberation is not complete on Week Five (5) it will continue to Week Six (6) and the Second Vote will be pushed to Week Seven (7). Also, the DASG Budget requires a confirming vote of the same budget without changes between the votes. If any changes take place the day of the Second Vote it goes back to being a First Vote and will require a new date for a confirming Second Vote.

D. DASG Budget Preparation for FHDA Board of Trustees Presentation and Approval

1. Thursday after DASG Senate Second Vote through Wednesday Two (2) Weeks before the May Regular FHDA Board of Trustees Meeting_____DASG Budget Book Prepared by Office of College Life and Student Accounts Staff
2. Thursday after DASG Senate Second Vote through Wednesday Two (2) Weeks before the May Regular FHDA Board of Trustees Meeting_____DASG Budget Presentation and Slides Prepared by DASG Finance Committee

E. FHDA Board of Trustees Presentation and Approval

1. First Monday of May_____DASG Budgets Presented for Approval at Regular FHDA Board of Trustees Meeting

F. Availability of Funds

1. July 1st_____New Fiscal Year Begins

Section 4: 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 5: 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 6: Types of Accounts

- A. DASG Accounts, Funds 41 and 46
All income and expenditures designated in the annual DASG budget.
 - 1. Fund 41: General Funds
 - 2. Fund 46: Student Representation and Advocacy Funds
- 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 at least 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 IV: 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 V: STUDENT REPRESENTATION FEE – FUND 46

Section 1: Definition and Purpose

As prescribed in California Education Code §76060.5, a California Community College may establish the \$2 per 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 VI: 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 VII: 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 VIII: 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: 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.

ARTICLE IX: 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 X: GLOSSARY

A Budget

The portion of the budget used for most non-hourly salaries and benefits (Administrators, Classified Professionals, and Faculty). See the Pool column in the Frequently Used Account Codes document at <https://business.fhda.edu/accounting/user-training-guides.html> for specific Account/Object Codes.

Account Code

In Banner Finance the Account Code is a four-character numerical code that identifies the different line items (Salaries, Benefits, Supplies, Food, Printing, Professional Services, Travel, etc.). It is the equivalent of the Object Code in Blackbaud Financial Edge. See the Frequently Used Account Codes document at <https://business.fhda.edu/accounting/user-training-guides.html> for a complete list.

Accrual

Definition:

An accrual allows a business to record expenses and revenues for which it expects to expend funds or receive funds, respectively, in a future period.

Requirements:

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.

B Budget

The portion of the budget used for most hourly salaries, overtime, benefits (Classified Professionals, Student Employees, and Temporary Employees), and everything else (Supplies, Food, Printing, Professional Services, Travel, etc.). See the Pool column in the Frequently Used Account Codes document at <https://business.fhda.edu/accounting/user-training-guides.html> for specific Account/Object Codes.

Banner

The higher education Enterprise Resource Planning (ERP) system used by the Foothill-De Anza Community College District. It is made up of four parts, Banner Finance, Banner Financial Aid, Banner Human Resources, and Banner Student. See

<https://www.ellucian.com/solutions/ellucian-banner> for more information.

Blackbaud

The developer of the Financial Edge NXT system used by the De Anza Student Accounts Office. See <https://www.blackbaud.com/> for more information.

Budget Transfer

Moving funds from one account to a different account.

Carry Forward Account

Definition:

An account into which the funds for a specific purpose or project are placed when the project or purpose has started but cannot be completed by the end of the Fiscal Year and it does not meet the requirements for an Accrual or Encumbrance.

Requirements:

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 using a DASG Finance Committee Agenda Item Request Form in time for the second to last Finance Committee Meeting of spring quarter with all the required authorization signatures; **and**

It is approved by the DASG Finance Committee; **and**

It is approved by the DASG Senate.

Categorical Funds

Funds set aside for a specific purpose, use, recipient, etc. as dictated by the funding source (state, grant, etc.)

Deficit Spending

Spending funds in excess of projected revenue or what is available in a particular account.

Deliberation

Formal discussion on a particular matter. The DASG conducts deliberations on the Budget in both the Finance Committee and the Senate to determine the allocations for the upcoming fiscal year.

Ellucian

The developer of the Banner higher education Enterprise Resource Planning (ERP) system used by the Foothill-De Anza Community College District. See <https://www.ellucian.com/> for more information.

Encumbrance

Definition:

An encumbrance is a restriction placed on the use of funds to ensure that there will be sufficient funds available to pay for specific obligations.

Requirements:

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.

Financial Edge NXT

The accounting system used by the De Anza Student Accounts Office. See

<https://www.blackbaud.com/products/blackbaud-financial-edge-nxt> for more information.

Fiscal Year

Definition:

Any 12-month period without regard to the calendar year, for which an organization plans the use of its funds and at the end of which it determines its financial condition.

Specific Period:

The Fiscal Year for the Foothill-De Anza Community College District is July 1st – June 30th.

FOAP

An acronym used to identify different “accounts” in Banner Finance. It stands for Fund - Organization - Account - Program. See <https://business.fhda.edu/accounting/chart-of-accounts.html> for more information.

FOP

An acronym used to identify different “accounts” in Banner Finance without specifying a specific line item. It is rarely used. It is more common to use a FOAP with “xxxx” listed for the Account Code.

General Ledger

Businesses and organizations use a system of accounts known as ledgers to record their transactions. The General Ledger (GL or G/L) is the master account containing all ledger accounts. It holds a complete record of all transactions taking place within a specified accounting period. Major examples of individual accounts in a general ledger include expense accounts, revenue accounts, asset accounts, liability accounts, and equity/fund balance accounts. Each transaction recorded in a general ledger or one of its sub-accounts is known as a journal entry.

General Ledger Account

General Ledger Accounts collect and sort financial transaction data into similar groupings such as a specific department/program or event.

Index Code

A six-character alphanumeric code used to reference a specific FOP in short form.

Line-Item Budgeting

Definition:

A form of budget presentation that groups expenses by type such as Payroll, Benefits, Supplies, Food, Printing, Travel, etc.

Line-Item Transfer

Moving funds from one line item within an account to a different line item in the same account.

Matching Funds

The amount of General Funds that are required to be used along with Categorical Funds due to a requirement of the funding source of the Categorical Funds.

Object Code

In Blackbaud Financial Edge the Object Code is a four-character numerical code that identifies the different line items (Salaries, Benefits, Supplies, Food, Printing, Professional Services, Travel, etc.). It is the equivalent of the Account Code in Banner Finance. See the De Anza College Student Accounts Object Code Table document at <https://www.deanza.edu/studentaccounts/forms-docs.html> for a complete list.

Reimburse

To repay a person or organization for expenses incurred.

Reimbursement

A payment made to reimburse a person or organization.

Requisition

A form to request something such as payment or items. A Student Accounts Requisition is used to request a payment (generally a check) from the Student Accounts Office for reimbursement or goods, whereas a Purchase Requisition is used to request a payment or Purchase Order from the FHDA Purchasing Department for high-cost goods or services.

Year-End Cutoff Date

Definition:

Fiscal Year-end deadline for the submission of a specific form for processing.

Specific Dates:

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:	5/15/2019
Amended:	2/8/2012	Amended:	11/27/2019
Amended:	1/16/2013	Amended:	3/17/2021
Amended:	6/5/2013	Amended:	5/26/2021
Amended:	8/19/2015	Amended:	4/27/2022
Amended:	11/25/2015	Amended:	5/31/2023
Amended:	11/16/2016	Amended:	1/31/2024
Amended:	11/29/2017		
Amended:	3/21/2018		
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.

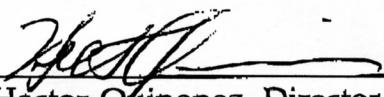
Signed on this date _____

 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