



2019-2020 DASB BUDGET



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Office of College Life
Student Accounts

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**De Anza Associated
Student Body
Message**



DASB Budget 2019-2020

April 2019

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

Dear Board Members:

After many hours of thoughtful analysis and debate, I am very proud, as the Chair of Finance, to present the 2019-2020 budget for the De Anza Associated Student Body Senate. With the goal of improving efficiency at its core, the Senate prioritized accounts by identifying first the operational needs of the Senate. This allowed us to increase the quality of services for all students. Our budget widely represents the values of De Anza College, including demonstrated support of programs that encourage civic engagement, increase academic success, ensure equitable outcomes, and ultimately enrich the lives of our students on campus.

This year, as a result of the District's Budget Deficit, the Senate was tasked with making some difficult decisions, one of them was the need to preserve the Student Activities Specialist job as this was one of the positions being eliminated by the College. We recognize that this position is critical to the success of DASB. In response, Senators approved to fund 100% of the position's salary and benefits. As a result, the effective budget cuts were greater than last year's reduction of \$90,000. Along with this significant development, the Senate achieved a variety of budgetary advancements including: condensing multiple accounts, inflating special allocations to combat future budgetary needs, creating stricter guidelines for special allocations, and improving the budget deliberations process.

Below are highlights from the 2018-2019 budget goals:

- Fund programs that promote leadership, diversity, civic engagement, campus community development, academic skills development, environmental sustainability and equity among all students
- Fund programs that have demonstrated efficient and effective use of the previously allocated funds
- Fund programs that promote student retention by enhancing the quality of education at De Anza College

On behalf of DASB, we would like to thank the Finance Committee and advisors for their hard work and tremendous dedication to sustaining the superb quality of all past and future budgets.

Budget Committee Senators:

Ian Robertsson
Carolyn Nguyen
Raynard Darmadi
Alex Joshua
Salih Kotiya
Angel Ryoko
Linh Tran

Interns:

Priyanshi Sharma

Advisors:

Lisa Kirk
Dennis Shannakian
Hyon Chu Yi-Baker

Sincerely,

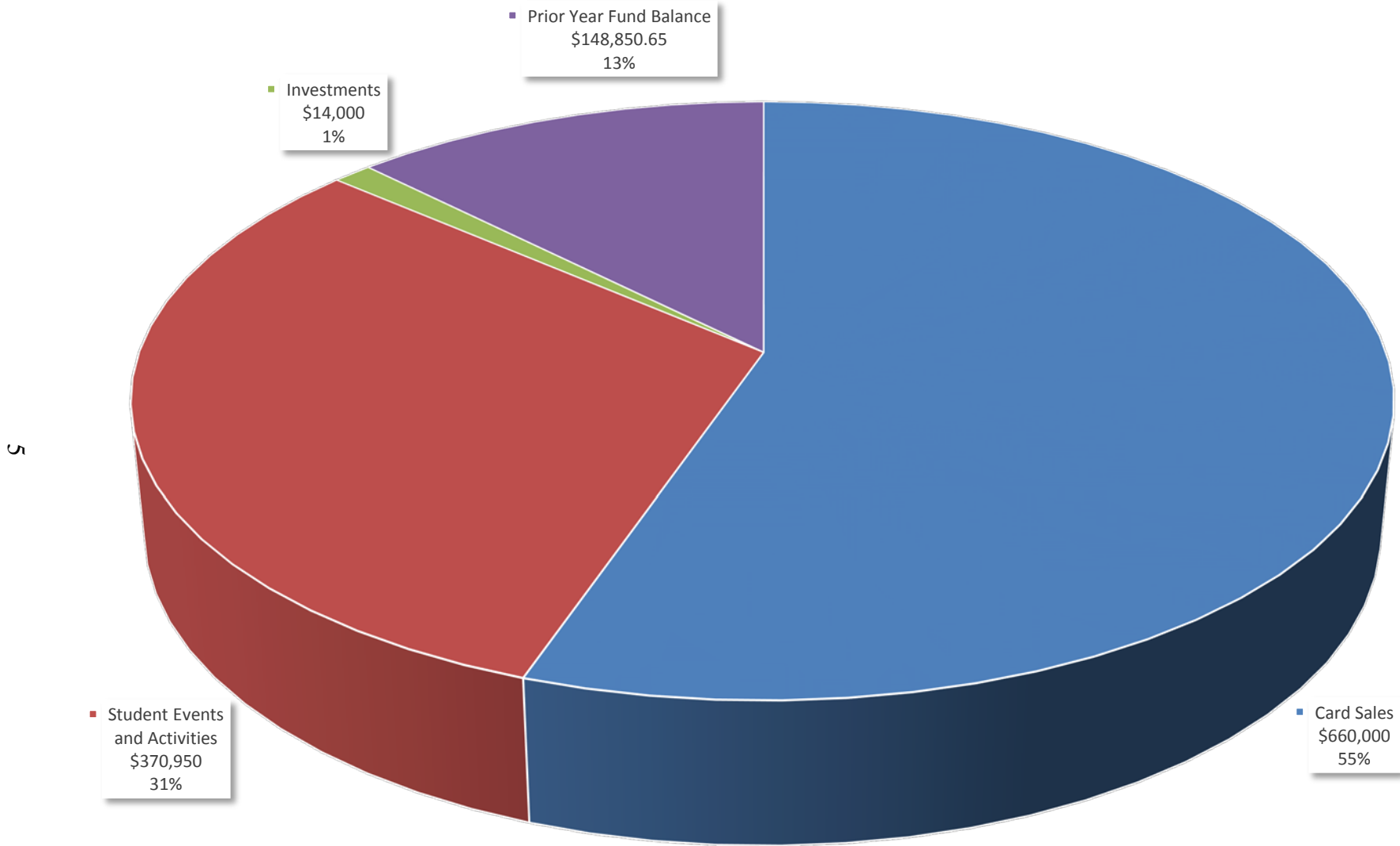
A handwritten signature in blue ink, appearing to read "Ian Robertsson", is written over a light blue rectangular background.

Ian Robertsson
DASB Chair of Finance 2018-2019

DASB
Proposed Budget
for Fiscal Year
2019-2020

2019-2020
Proposed Income

2019-2020 DASB Income



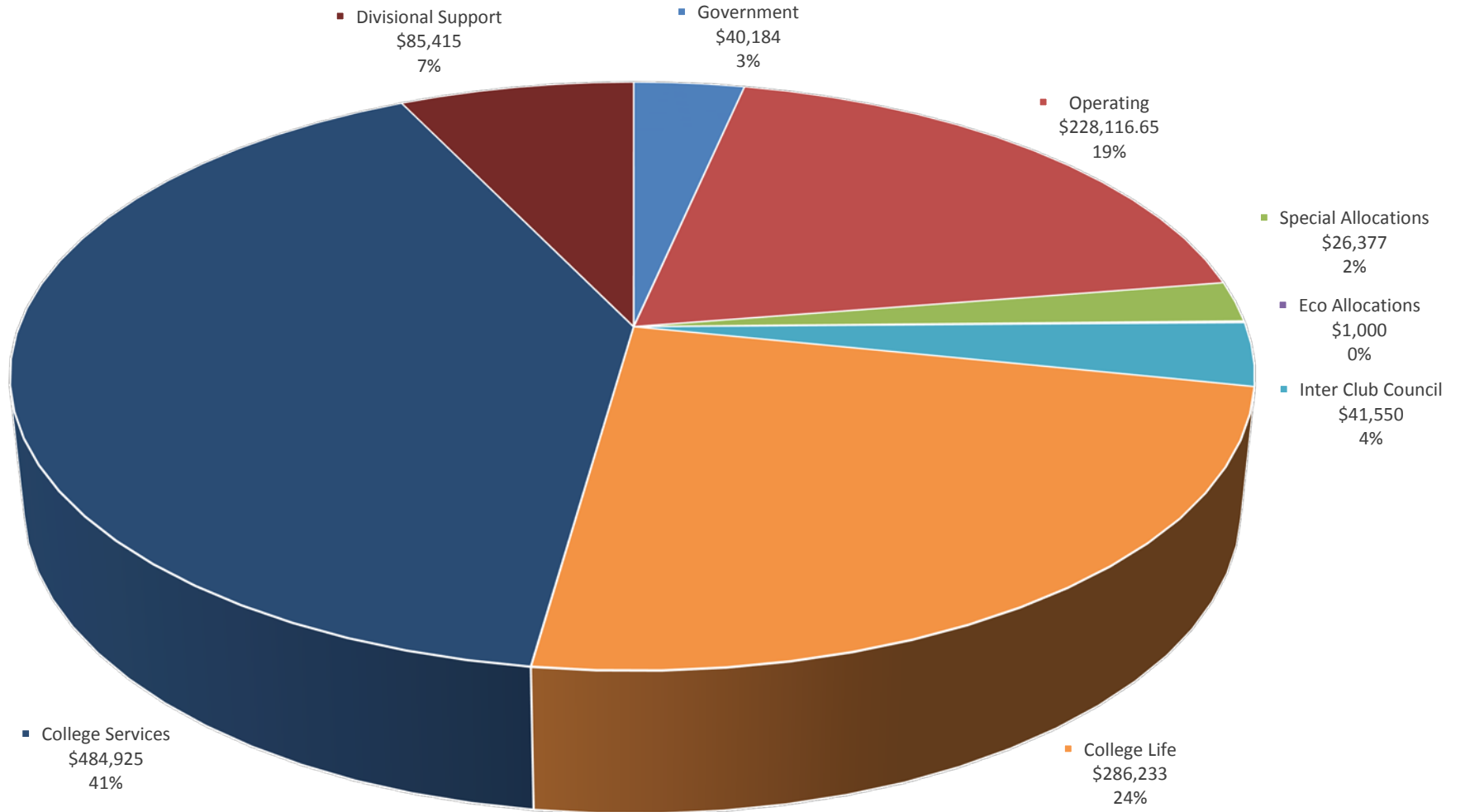
Total - \$1,193,800.65

Fund 41 Income 2019-2020

Item	2017-2018 Actual	2018-2019 Adopted	2018-2019 Revised	2018-2019 Est. to 06/30	2019-2020 Adopted
Card Sales					
Card Sales*	678,448	700,000	700,000	650,000	660,000
Card Sales Subtotal	\$678,448	\$700,000	\$700,000	\$650,000	\$660,000
Student Events & Activities					
Movie Tickets-Gold+Platinum	54,392	87,000	87,000	46,000	56,250
DASB Card Replacement	3,135	3,000	3,000	3,000	3,000
Bike Program & Corral Access Fee	2,168	1,200	1,200	1,600	1,200
Flea Market	312,682	310,000	310,000	280,000	310,000
Returned Check Fees	475	500	500	250	500
Student Events & Activities Subtotal	\$372,852	\$401,700	\$401,700	\$330,850	\$370,950
Investment Income					
Interest Income	16,785	10,500	10,500	22,000	14,000
Investments Income Subtotal	\$16,785	\$10,500	\$10,500	\$22,000	\$14,000
Total Revenue	\$1,068,085	\$1,112,200	\$1,112,200	\$1,002,850	\$1,044,950
Plus Prior Year Fund Balance Reserve for Budget		\$80,273.49			\$148,850.65
Total Available to Allocate		\$1,192,473.49			\$1,193,800.65
*Increase from \$9 to \$10 per Quarter in 2016-2017					

2019-2020
Proposed Expenses

2019-2020 DASB Expenses



Total - \$1,193,800.65

Fund 41 Expenses 2019-2020

Item	2017-2018 Actual	2018-2019 Adopted	2018-2019 Revised	2018-2019 Est. to 06/30	2019-2020 Adopted
<u>DASB Administrative</u>					
Government Costs					
DASB Budget Committee	587	700	700	700	800
DASB Election	981	1,500	1,500	1,500	1,500
DASB Extended Meeting Meals		0	600	600	1,200
DASB Inauguration	1,277	700	700	700	700
DASB Leadership Training		0	0	0	12,000
DASB Office Staff	7,626	14,814	14,814	13,000	16,434
Campus Environment & Sustainability Committee	1,210	1,000	1,000	1,000	1,500
Student Rights & Services Committee	500	500	500	500	500
DASB Office Supplies	939	1,000	1,000	1,000	1,000
DASB Marketing and Communications Committee	4,013	4,300	4,300	4,300	4,550
Government Cost Subtotal	\$17,134	\$24,514	\$25,114	\$23,300	\$40,184
Operating Costs					
Accounts Office Staff	172,769	184,948	184,948	184,948	198,516
Accounts Office Supplies	1,420	1,500	1,500	1,000	1,500
Accounts Office System	7,436	7,970	7,970	7,945	8,500
Accounts Office Short/(Over)	(2)	0	0	0	0
Bank/Credit Card Fees	761	2,000	2,000	1,000	1,000
Copy Machine	1,839	2,000	2,000	2,000	18,000
Uncollectible Returned Check Fees	0	100	100	50	100
Variance	1	500.49	500.49	100.00	500.65
Operating Costs Subtotal	\$184,223	\$199,018.49	\$199,018	\$197,043	\$228,116.65
DASB Administrative Subtotal	\$201,357	\$223,532.49	\$224,132	\$220,343	\$268,300.65

Fund 41 Expenses 2019-2020

Item	2017-2018 Actual	2018-2019 Adopted	2018-2019 Revised	2018-2019 Est. to 06/30	2019-2020 Adopted
<u>Allocations</u>					
Special Allocations					
Special Allocations					26,377
Summer/Fall Allocation		9,138	0		
Winter/Spring Allocation		9,137	4,833	4,833	
Special Allocations					
Umoja Student Conference			5,000	5,000	
International Education Week			600	600	
Against All Odds Anthropology Exhibit	36	0			
De Anza Student Leadership Conference	1,979				
Black Student Graduation Ceremony	2,746	0			
Special Allocation Subtotal	\$4,761	\$18,275	\$10,433	\$10,433	\$26,377
Eco Project Allocations					
Eco Project Allocations		5,500	5,500	0	1,000
New Collection Clothing Project					
Butterfly Garden Expansion	4,437	0			
Eco Project Allocations Subtotal	\$4,437	\$5,500	\$5,500	\$0	\$1,000
Conference Travel					
SSCCC General Assemblies (Moved to Fund 46)					0
Conference Travel Subtotal	\$0	\$0	\$0	\$0	\$0
Allocations Subtotal	\$9,198	\$23,775	\$15,933	\$10,433	\$27,377
<u>Inter Club Council (ICC)</u>					
Inter Club Council (ICC)	31,825	46,340	39,890	39,890	41,550
Inter Club Council Subtotal	\$31,825	\$46,340	\$39,890	\$39,890	\$41,550

Fund 41 Expenses 2019-2020

Item	2017-2018 Actual	2018-2019 Adopted	2018-2019 Revised	2018-2019 Est. to 06/30	2019-2020 Adopted
College Life					
Student Events & Activities					
Movie Tickets	54,417	87,030	87,030	46,000	56,280
College Life Programming		4,300	4,300	4,300	5,300
Cross Cultural Partnerships	7,260	9,040	9,040	9,040	6,900
DASB Bicycle Program	17,364	14,168	14,168	14,000	14,168
DASB Card Office	21,554	23,493	29,335	29,335	24,679
Flea Market	111,742	122,866	124,266	124,266	154,256
New Student Orientation	2,710	2,350	2,350	2,000	1,350
DASB Campus Events	8,941	8,800	8,800	8,800	8,800
Visiting Speakers Series	4,000	3,000	3,000	3,000	0
Student Events & Activities Subtotal	\$227,987	\$275,047	\$282,289	\$240,741	\$271,733
Multicultural/Diversity					
Multicultural/Diversity Events	0	14,500	14,500	13,000	14,500
Multicultural/Diversity Subtotal	\$0	\$14,500	\$14,500	\$13,000	\$14,500
College Life Subtotal	\$227,987	\$289,547	\$296,789	\$253,741	\$286,233

Fund 41 Expenses 2019-2020

Item	2017-2018 Actual	2018-2019 Adopted	2018-2019 Revised	2018-2019 Est. to 06/30	2019-2020 Adopted
<u>College Services</u>					
College Life Staff	37,721	42,785	42,785	42,785	165,172
Art on Campus	1,417	1,000	1,000	1,000	0
DASB Scholarship/Book Grants	2,000	5,000	5,000	5,000	2,000
Equity Office	5,394	7,690	7,690	5,400	6,330
Gender & Sexuality Center (Jean Millier Resource Room)	24,811	31,550	31,550	25,000	35,650
HEFAS	20,210	21,651	21,651	21,651	21,551
Honors Program	3,734	2,955	2,955	2,500	2,755
La Voz	10,370	10,650	10,650	9,500	8,650
LGBTQQI Task.(Combined with Gender & Sexuality` 19-20)	1,921	4,100	4,100	2,000	0
LEAD Program	6,442	33,700	33,700	15,000	6,900
Legal Aid	9,634	11,088	11,088	11,000	8,712
Library - Textbooks on Reserve	14,999	15,000	15,000	15,000	10,000
Math Performance Success	43,100	43,100	43,100	30,000	25,380
Outreach	21,157	23,530	23,530	20,000	16,330
Puente	8,636	11,655	11,655	11,655	7,810
Umoja Program (Previous Account Name Sankofa Scholars)	8,133	9,135	9,135	5,000	9,670
Student Computer Donation Program	9,588	11,650	11,650	10,000	8,080
Student Success and Retention Services	16,924	19,740	19,740	17,000	17,260
Textbook Program-CalWORKS Students	5,411	6,500	6,500	5,000	6,000
Textbook Rentals-EOPS Students		7,000	7,000	7,000	7,000
Tutorial Center	177,812	162,965	162,965	162,965	111,675
Veteran's Program	7,676	9,500	9,500	9,500	8,000
College Services Subtotal	\$437,088	\$491,944	\$491,944	\$433,956	\$484,925

Fund 41 Expenses 2019-2020

Item	2017-2018 Actual	2018-2019 Adopted	2018-2019 Revised	2018-2019 Est. to 06/30	2019-2020 Adopted
<u>Divisional Support</u>					
Creative Arts					
Band	1,940	2,100	2,100	2,100	1,600
Ceramics	1,351	1,375	1,375	1,375	0
Chorale & Vintage Singers	2,945	3,000	3,000	3,000	1,700
Dance Program	1,226	0	0	0	0
De Anza Chamber Orchestra	1,378	1,750	1,750	1,400	1,400
Euphrat Museum	16,126	13,300	13,300	13,300	11,630
Jazz Ensemble Performance/Recording	1,464	1,500	1,500	1,500	1,100
Patnoe Jazz Festival	1,762	1,400	1,400	1,400	1,300
Creative Arts Subtotal	\$28,190	\$24,425	\$24,425	\$24,075	\$18,730
Athletics					
Athletics Away Games					55,000
Athletics Fees & Officials	30,766	7,500	14,874	14,874	
Athletics Dept. Transportation	324	4,000	4,000	4,000	
Athletic Playoffs	14,943	15,000	15,000	15,000	
Men's Baseball	3,700	3,000	3,000	3,000	
Men's Basketball	2,953	3,000	3,000	3,000	
M & W Cross Country	4,004	4,800	4,298	4,298	
Men's Football	10,489	7,200	5,081	5,081	
Men's Soccer	4,918	4,400	3,630	3,630	
M & W Swim/Dive	3,106	3,600	3,600	3,600	
M & W Tennis Team (In` 12-13 Men & Women's Combined)	3,261	3,500	3,500	3,500	
M & W Track & Field	6,857	6,900	6,900	6,900	
M & W Water Polo (In` 12-13 Men & Women's Combined)	4,298	4,400	2,162	2,162	
Women's Badminton	1,773	2,000	2,000	2,000	
Women's Basketball	1,952	3,500	3,500	3,390	
Women's Soccer	1,433	3,000	2,755	2,755	
Women's Softball	4,026	1,500	0	0	
Women's Volleyball	1,867	2,000	2,000	1,995	
Athletics Subtotal	\$100,670	\$79,300	\$79,300	\$79,185	\$55,000

Fund 41 Expenses 2019-2020

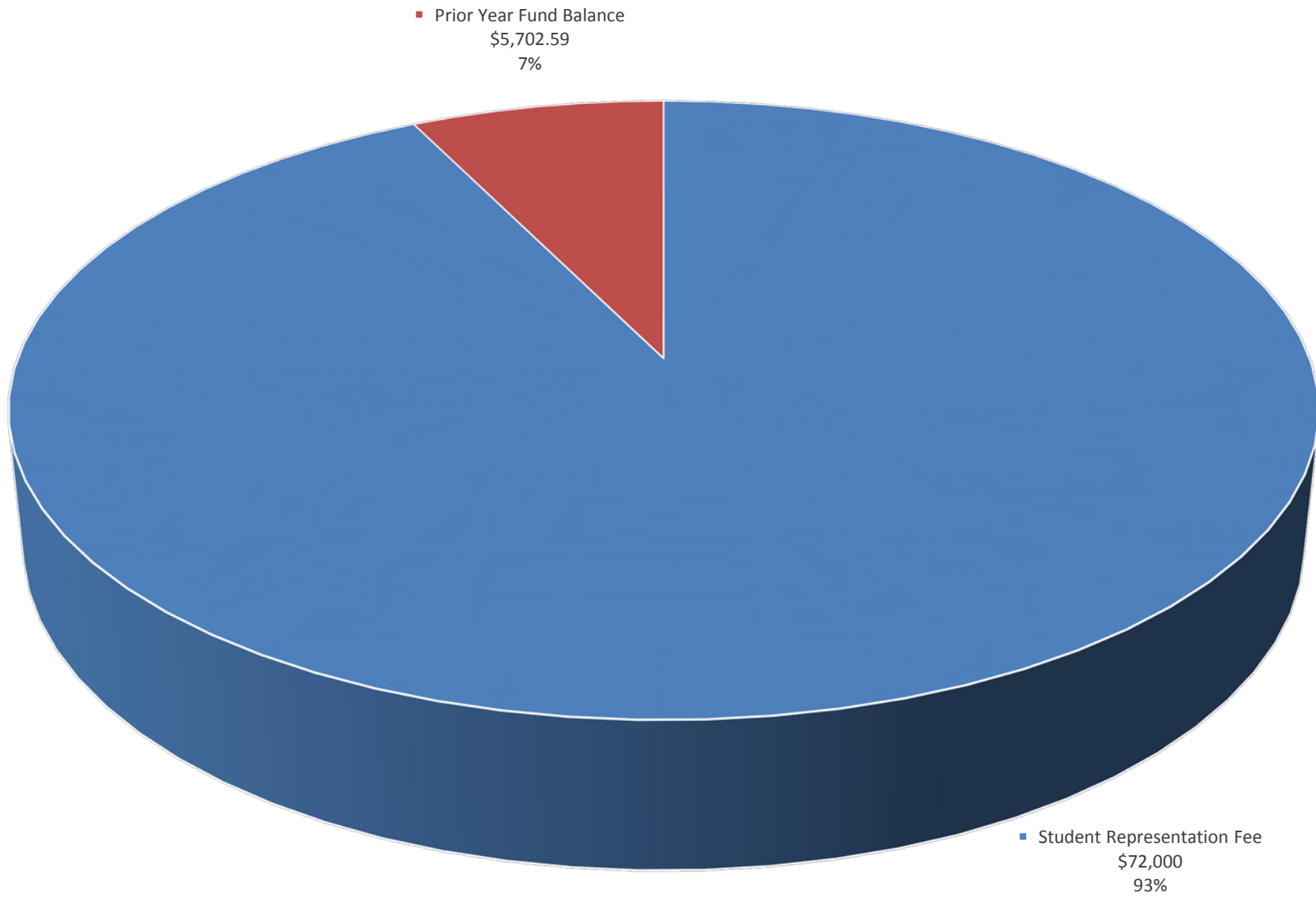
Item	2017-2018 Actual	2018-2019 Adopted	2018-2019 Revised	2018-2019 Est. to 06/30	2019-2020 Adopted
Physical Education					
Massage Therapy Program	412	900	900	400	0
Physical Education Subtotal	\$412	\$900	\$900	\$400	\$0
Biological & Health Sciences					
Environmental Studies Area	5,000	5,000	5,000	5,000	4,500
Marine Biology	1,500	1,350	1,350	1,350	825
Biological & Health Sciences Subtotal	\$6,500	\$6,350	\$6,350	\$6,350	\$5,325
Disability Support Programs & Services (DSPS)					
Adapted Physical Education	1,266	1,300	1,300	1,300	1,300
Disability Support Programs & Services Subtotal	\$1,266	\$1,300	\$1,300	\$1,300	\$1,300
Language Arts Division					
Red Wheelbarrow Magazine	1,000	1,000	1,000	1,000	1,000
Language Arts Subtotal	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Intercultural Studies Division					
Multicultural Center (MCC)	4,036	4,060	4,060	4,060	4,060
Intercultural Studies Subtotal	\$4,036	\$4,060	\$4,060	\$4,060	\$4,060
Divisional Support Subtotal	\$142,074	\$117,335	\$117,335	\$116,370	\$85,415

Fund 41 Expenses 2019-2020

Item	2017-2018 Actual	2018-2019 Adopted	2018-2019 Revised	2018-2019 Est. to 06/30	2019-2020 Adopted
Carry Forward Expenses					
Prior Year Void Checks	(492)			(68)	
Flea Market Coordinator Benefits			21,750	21,750	
Carry Forward Subtotal	(\$492)	\$0	\$21,750	\$21,682	\$0
Transfers					
Transfer to Fund 44 Clubs	12,600	0		6,450	
Transfers Subtotal	\$12,600	\$0	\$0	\$6,450	\$0
TOTAL	\$1,061,639	\$1,192,473.49	\$1,207,773	\$1,102,865	\$1,193,800.65

2019-2020
Proposed
Student Representation Fee
Income

2019-2020 Student Representation Fee Income



Total - \$77,702.59

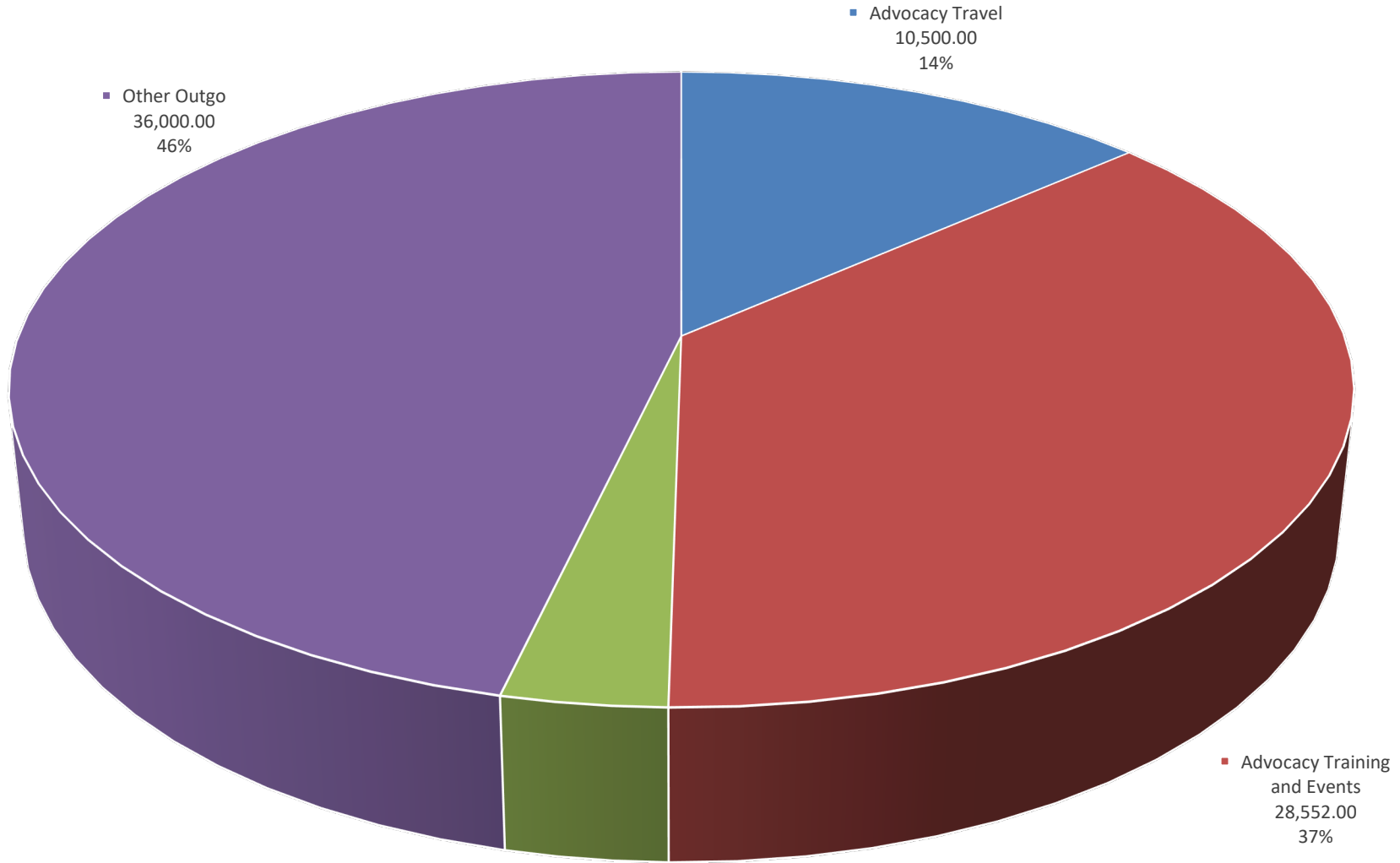
Fund 46 Student Rep Fee Income 2019-2020

Item	2017-2018 Actual	2018-2019 Adopted	2018-2019 Revised	2018-2019 Est. to 06/30	2019-2020 Adopted
<u>DASB Student Representation Fee*</u>					
DASB SRF (Total Fees Collected; 1/2 Required CCCCCO Outgo)	75,113.12	76,000	76,000	72,000	72,000
DASB SRF Subtotal	\$75,113.12	\$76,000	\$76,000	\$72,000	\$72,000
Total Revenue	\$75,113.12	\$76,000	\$76,000	\$72,000	\$72,000
Plus Prior Year Fund Balance Reserve for Budget		\$39,841.23			\$5,702.59
Total Available to Allocate		\$115,841.23			\$77,702.59
*Fund 46 Student Representation Fee Established in 2016-2017					

2019-2020
Proposed
Student Representation Fee
Expenses

2019-2020 Student Representation Fee Expenses

20



■ Student Representation Fee
Special Allocations
2,650.59
3%

Total - \$77,702.59

Fund 46 Student Rep Fee Expenses 2019-2020

Item	2017-2018 Actual	2018-2019 Adopted	2018-2019 Revised	2018-2019 Est. to 06/30	2019-2020 Adopted
<u>Student Rep Fee Expenses</u>					
Advocacy Travel					
CCCSAA Student Leadership Conference		0.00	5,000.00	5,000.00	5,000.00
SSCCC General Assemblies	1,438.48	2,500.00	2,500.00	2,500.00	2,500.00
Public Policy School Washington DC		1,000.00	1,000.00	1,000.00	2,000.00
FA CCC Advocacy & Policy Conference					1,000.00
Advocacy Travel Subtotal	1,438.48	3,500.00	8,500.00	8,500.00	10,500.00
Advocacy Training and Events					
Camp Wellstone Project	13,059.00	13,060.00	13,060.00	13,060.00	13,015.00
DASB Leadership Training*	1,470.85	5,000.00	5,000.00	5,000.00	0.00
VIDA	10,957.95	10,962.00	10,962.00	10,962.00	10,962.00
FA PAC Internship		4,575.00	4,575.00	4,575.00	4,575.00
Advocacy Training and Events Subtotal	25,487.80	33,597.00	33,597.00	33,597.00	28,552.00
Student Rep Fee Special Allocations					
Student Rep Fee Special Allocations		40,744.23	32,083.23	15,000.00	2,650.59
FA PAC Internship	3,038.49				
FA CCC Advocacy & Policy Conference	1,889.20	0.00	3,661.00	3,661.00	
Student Rep Fee Special Allocations Subtotal	4,927.69	40,744.23	35,744.23	18,661.00	2,650.59
Other Outgo					
CCCCO Outgo (Must Equal 1/2 of SRF Revenue)	37,556.56	38,000.00	38,000.00	36,000.00	36,000.00
Other Outgo Subtotal	37,556.56	38,000.00	38,000.00	36,000.00	36,000.00
TOTAL	69,410.53	115,841.23	115,841.23	96,758.00	77,702.59
*DASB Leadership Training moved back to DASB Fund 41 for 2019-2020 budget					

DASB
Fund Balance Summary
2018-2019

DASB OPERATING FUND 41 FUND BALANCE SUMMARY FOR 2018-2019

I.	Fund 41 DASB Operating Fund Balance - June 30, 2018		650,874
	General Reserve Restricted Fund Balance	400,000	
	Fund Balance for 2018-2019 Carryforward Flea Market Coord.Benefits	21,750	
	Fund Balance Reserved for 2018-2019 Budget	80,273	
	Fund Balance Reserved for 2019-2020 Budget	148,851	
II.	Fund 41 Estimated Operating Income for 2018-2019		1,002,850
III.	Fund 41 Estimated Operating Expenses for 2018-2019		1,102,865
IV.	Fund 41 Estimated DASB Operating Fund Balance - June 30, 2019		550,859
	General Reserve Restricted Fund Balance	400,000	
	Fund Balance Reserved for 2019-2020 Budget	148,851	
	Estimated Fund Balance Reserved for 2020-2021 Budget	2,008	

DASB STUDENT REP FEE (SRF) FUND 46 FUND BALANCE SUMMARY FOR 2018-2019

I.	Fund 46 DASB SRF Fund Balance - June 30, 2018		45,544
	Fund Balance Reserved for 2019-2020 Budget	5,703	
II.	Fund 46 Estimated SRF Income for 2018-2019		72,000
III.	Fund 46 Estimated SRF Expenses for 2018-2019		91,758
IV.	Fund 46 Estimated DASB SRF Fund Balance - June 30, 2019		25,786
	Fund Balance Reserved for 2019-2020 Budget	5,703	
	Estimated Fund Balance Reserved for 2020-2021 Budget	20,083	

DASB
Budget Stipulations
2019-2020



2019-2020 DASB Budget Stipulations

Failure to comply with these stipulations or with the DASB Finance Code may result in the reduction of your budget allocation by a significant amount for the next fiscal year and/or the freezing of current funds until the Finance Committee or the Senate is satisfied that the deficiencies have been corrected.

General

1. All programs that receive DASB funds shall encourage DASB Card membership purchase. Encouragement includes, but is not limited to, requiring DASB funded student employees to be current DASB members, and that students receiving DASB funded services be current members of DASB. DASB Card membership purchase encouragement will be a factor in future funding.
2. All Student Employees funded by DASB must be DASB Members. Prior to student employment all student employees must submit copies of their DASB Cards with their employment applications to be eligible for employment.
3. All programs funded by DASB must place a sign visible to students in their areas stating they are partially funded by DASB.
4. All promotional materials and capital items for all programs funded by the DASB must print “Sponsored by De Anza Associated Student Body (DASB)” or “Funded by De Anza Associated Student Body (DASB)” or use the DASB logo either in place of the text “De Anza Associated Student Body (DASB)” or the DASB logo by itself on them.
5. For all events funded or sponsored by the DASB the event organizers shall provide the information and/or marketing materials to the DASB Secretary (DASBSecretary@fhda.edu) and Office of College Life (CollegeLife@fhda.edu) so that the events can be promoted on the DASB Senate Agendas under Upcoming Events.
6. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
7. No Fund 41 Special Allocation funds can be used for Travel unless it is to augment travel funding already allocated during the annual budget approval process.
8. Mileage shall not be reimbursed by DASB.

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 DASB senate approval.
11. For contracted speakers the DASB funding shall not exceed \$1,200.00 per speaker per event. For performances the DASB funding shall not exceed \$1,800.00 per performance. Meals, beverages, and travel will not be reimbursed. Any appeals to these dollar amounts shall be heard by the DASB Finance Committee.
12. No funds shall be used for promotional clothing unless so specified in the approved budget.
13. DASB shall not fund any banquets other than for the Disability Support Programs & Services (DSP&S) Division and Cross Cultural Partners (CCP).
14. All College/Student services funded by the DASB are encouraged to participate in a DASB Student Services Day, to be located inside of or within 250 feet of the Campus Center.
15. No Capital items may be purchased in April, May or June.
16. Any income on disposal of any capital items purchased with DASB Funds shall revert to the DASB General Fund.
17. For all programs that receive DASB funding for conferences, upon request at a mutually-agreed upon time, a presentation to the DASB Senate must be given by students that attended the conference reporting on what they learned and how they benefitted from attending.
18. No DASB funds can be used to purchase beverages in single-use plastic bottles of 500 milliliters (16.9 fluid ounces) or smaller.
19. No single Fund 41 Special Allocations funding request, aside from DASB operational expenses up to the interpretation of the Finance Committee, shall receive an amount greater than 25% of the original budget allocated to Special Allocations.

DASB

20. All promotional items purchased by DASB must be eco-friendly whenever available and cost effective.
21. DASB recognizes the importance of and supports Multicultural/Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The director of the Office of Equity will serve as the budgeter for the Multicultural/Diversity funds. In order to insure quality programs will be conducted for the good of our student population, the Office of Equity will collaborate with staff and students and will present their recommended allocations to the DASB Finance Committee prior to any spending.

22. All DASB Marketing expenses including but not limited to advertising, banners, printing, and promotional items must be processed through the DASB Marketing Committee and are required to use eco-friendly products in doing so when available and cost effective. All promotional items purchased by the DASB Marketing Committee other than clothing must be a joint promotional item with ICC.
23. Continued funding of the Account Office Staff and College Life Office Staff accounts is dependent on negotiation between the DASB Finance Committee and De Anza College Administration.
24. If a request is made for sign language interpreter(s), the request will come from Special Allocations and not DASB General Diversity Events.
25. Ten (10) movie tickets per week per student and staff.

ICC

26. All promotional items purchased by ICC must be eco-friendly whenever available and cost effective. All promotional items purchased by the ICC other than clothing must be a joint promotional item with DASB.
27. No travel funding for clubs.
28. No capital funding for clubs.

College Life

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

College Services

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

34. Funding for Textbook Program – EOPS Students shall be used for renting EOPS Students’ textbooks whenever possible.
35. DASB 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 Veterans’ textbooks whenever possible.

Creative Arts

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

Athletics

38. The Athletics account is funded only for participating student athletes and coaches (students have to be DASB 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, lodging, and entry fees for away games.
39. For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete, coach, or staff member is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. In the event that there is a required banquet at the State Championships the maximum allocation for Dinner would be waived. Classifying the type of meal will be up to the discretion of the DASB Chair of Finance. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.
All meal expenditures require original detailed receipts/invoices that show amounts actually spent for meals, and for each athlete(s). Expenses submitted without receipts/invoices will not be reimbursed. All unused cash advance amounts shall be returned to Student Accounts.
If the athletic budgeter feels more than one meal is needed it will be up to the discretion of the Chair of Finance if one or more meal(s) will be given.

Other Divisions

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

DASB
Finance Code

DASB FINANCE CODE

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ARTICLE I: FINANCE COMMITTEE

Section 1: Membership

The DASB Finance Committee shall consist of the following:

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

Section 2: Objectives

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

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

Section 3: Right to Act

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

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

Section 4: Committee Duties and Responsibilities

The DASB Finance Committee shall:

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

ARTICLE II: BUDGETS

The governing principle in considering DASB Budget request will be to allocate money to those activities that will assure the greatest benefits to the Associated Student Body of De Anza College.

Section 1: Use of the DASB Budgets

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

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

- A. During Budget Deliberations the maximum number of members shall be raised by two (2) additional DASB Senators to allow for greater input into DASB Budget preparation.
- B. The DASB Finance Committee shall ensure broad advertisement of available DASB funding by announcing the DASB Budget cycle and procedures to all De Anza Faculty (full and part time), Classified Staff (full time, part time, hourly, and Supervisors), Administrators, DASB Senate members, and appropriate campus media. Notice of this shall also be posted on the DASB Senate Bulletin Board and made known to any other interested persons.
- C. The following DASB Budget calendar shall be used in formulating the Budget for the next fiscal year: By the first day of the third (3rd) week of Fall Quarter Budget forms shall be available to all prospective DASB Budgeters. At least twelve (12) completed DASB Budget forms shall be submitted to the Office of College Life by the second (2nd) Monday of November. Budget deliberations shall be completed by the twenty-eighth (28th) of February. This draft will be made available to each budgeter and the general student body at the same time that it is presented to the DASB Senate at the next DASB Senate meeting. Appeals to the DASB Budget draft shall be heard during the senate meetings.
- D. All requests for DASB Budget items must be submitted to the Office of College Life who will issue a confirming receipt. The DASB Budget request should have the signature of the budgeter and administrator responsible for the program area.
- E. The Budget shall be presented to the DASB Senate for approval by the first meeting in March. After the first two-thirds (2/3) vote for approval, the proposed Budget shall be posted for one (1) week for the general public to view. Approval is a two (2) week process that requires a two-thirds (2/3) vote of the DASB Senate at successive DASB Senate meetings. The budget may be amended on the floor of the DASB Senate prior to the second two-thirds (2/3) vote. However, once a change is made to the Budget that has been posted for the public to view, the changes must also be posted for the public to view for a period of at least seventy-two (72) hours. The second two-thirds (2/3) vote will take place after this period. Any and all amendments throughout the budget deliberations shall also require a two-thirds (2/3) vote for approval. The Final budget will be approved before the thirty-first (31st) of March.
- F. Funded budgeters will be notified of the amounts allocated within one week of board approval. Budgeters must provide the DASB Chair of Finance line item amounts by the fifteenth (15th) of June. If the Budgeter fails to meet the fifteenth (15th) of June deadline, the DASB Chair of Finance will assign line item amounts. Line item categories may not be changed from those originally requested. All accounts, including DASB Senate administrative accounts, shall be held to the line item amounts.

Section 3: Line Item Transfers

Budgeters requesting line item transfers of budgeted items shall submit completed DASB Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Chair of Finance shall authorize all Line Item Transfers with their signature with a confirming signature by the DASB Senate Advisor. Line Item transfers may be brought to the Finance Committee for consideration at the discretion of the DASB Chair of Finance.

Section 4: Budget Transfers

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

Section 5: Types of Accounts

- A. DASB Accounts, funds 41 and 46
All income and expenditures designated in the annual DASB budget.
- B. Club Accounts
All income and expenditures of recognized clubs.
- C. Restricted Reserve Accounts
The current DASB Budget has two (2) different reserve accounts.
 - 1. The General Reserve as required by this DASB Finance Code. DASB shall maintain a reserve account to equal two-thirds (2/3) of its previous fiscal year operation Budget or four hundred thousand dollars (\$400,000), whichever is less.
 - 2. Surplus Reserved for Next Year's Budget.

ARTICLE III: FUNDS

Section 1: Accessing Funds from Reserve Accounts

The DASB General reserves are restricted and cannot be utilized unless the DASB Senate or the College deems an emergency situation exists and the DASB Senate approves such action.

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

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

Section 3: Capital

- A. Capital items are defined as, 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 DASB programs and student organization funds collected from any source shall be deposited on the first business day after receipt of funds.
- E. The Student Accounts Office shall issue a receipt for all moneys received.

ARTICLE IV: STUDENT REPRESENTATION FEE FUND 46

Section 1: Definition and Purpose

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

Section 2: Collection

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

Section 3: Accountability

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

Section 4: Usage of Funds

A. Allocated by DASB Senate

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

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

B. Allocated by the Statewide Student Organization

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

Section 5: Opt-Out

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

ARTICLE V: EXPENDITURES

Section 1: Procedures

- A. All expenditures of the DASB Accounts or Club Accounts shall follow the procedures outlined below. All expenditures require original detailed receipts/invoices. Requisitions from DASB funds cannot be processed without the appropriate student signatures. **No deficit spending will be allowed.** Administrators are responsible for any expenditures exceeding budget allocations. Expenses will be transferred to their respective District Budget. No funds will be advanced on a petty cash basis.
- B. Either the DASB Chair of Finance, College Life Advisor, DASB Senate Advisor, administrator responsible for the program area, or college administrator has the authority to hold any request for funds if circumstances merit delay.
- C. The DASB will not assume financial responsibility for any charge item not covered by the approved purchase requisition issued in advance purchases. Individuals obtaining goods or services without an approved purchase order will be held responsible for the payment of any good or service. The Student Accounts Office will facilitate the financial transaction in any of the following ways.
1. District Purchase Order issued via a District Purchase Requisition
 2. Checks issued via a Student Accounts Requisition
 3. Open Accounts-
In the event that open charge accounts are maintained, only items specified in writing shall be purchased. An advance purchase order must be made designating authorized purchases, designated time period and maximum amount of expenditure for that period.
 4. Independent Contractor Pre-hire Authorization Form, Independent Contractor Agreement, W-9 Form, and Invoice
 5. Payroll-
The DASB may fund budgeters to hire employees. Budgeters hiring employees should consult with the Student Accounts Office for hiring procedures.
 6. Cash Advances-
Cash advances must be accompanied with specific detail as to how the funds will be used PRIOR to being approved. Requests for reimbursements without prior approval may be denied. Receipts must be submitted for cash advances prior to being approved for any additional advances. Cash advances cannot be used to pay for an Independent Contractor. When requesting a cash advance the Student Accounts Cash Advance Agreement form must be completed. The form contains the following guidelines:
 - a. Advance will be used for the purpose stated on the requisition.
 - b. All receipts will be turned in within fifteen (15) working days of the check date, or June 30th whichever is first. Original receipts are required. The receipts must be detailed.
 - c. All money not spent shall be returned along with the receipts. The total of the receipts plus the money returned must equal the amount of the advance.
 - d. The Receipts to Follow Memo will be turned in with the receipts and unused money; the Program Administrator or Club Advisor must review and approve all receipts as backup.
 - e. I understand that I am personally responsible for the amount of the advance.
 - f. Failure to comply with the above will result in a freeze on all financial transactions of the account. If I am a student, a hold will be placed on my record until I comply. If I am a District employee, the matter will be referred to the Director of Budget and Personnel.
- D. No DASB funds shall be used to purchase alcoholic beverages or any illegal substances.

- E. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASB Senate approval.
- F. Budgeters will be limited to the following amounts:
 1. For contracted speakers the fee shall not exceed one thousand two hundred dollars (\$1,200) per speaker per event.
 2. For performances the fee shall not exceed one thousand eight hundred dollars (\$1,800) per performance.

Section 2: Signatures

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

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

ARTICLE VI: DOCUMENTATION

Section 1: Tickets

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

Section 2: Maintenance of Records

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

Section 3: Financial Reports

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

ARTICLE VII: SPECIFIC ACCOUNTS

Section 1: Student Body Association Fees

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

Section 2: Travel

DASB Travel Funds are to be used for only DASB MEMBERS who have paid their student body fees along with their Advisors. The DASB 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 DASB Senate is its own sole funding source the DASB Senate shall be exempt from the travel funding limits. DASB 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 DASB 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 DASB Budget and Finance Committee.

Section 4. Banquet, Hospitality, and Meal Expenses

Allocation for banquets, orientations, recognitions, hospitalities, breakfasts, luncheons, dinners, meals, meeting meals, travel/conference meals (except when already provided), workshops, etc. shall adhere to the district standards for meal per diem. Under no circumstances will expenses exceed the district standards for meal per diem amounts. All meal expenditures, including per diem meals, require original detailed receipts/invoices.

Reimbursements for gratuity, when applicable, shall not exceed twenty-percent of the total meal cost. District Administrative Procedure 6331 (Food Purchase Procedures) must be followed.

Section 5. Athletic Travel Meals

For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete 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. For the purpose of meal reimbursements, all meals will be defined by the period in which they are consumed. Breakfast shall be from 4:00 am to 11:00 am, lunch shall be from 11:01 am to 4:00 pm, and dinner shall be from 4:01 pm to 12:00 am. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.

All meal expenditures require all original detailed receipts/invoices that show amounts actually spent for meals, and for each athlete(s). The budgeter must specify if students share a meal and provide all receipts, even when the budgeter expects to only be partially reimbursed by DASB. Expenses submitted without receipts/invoices will not be reimbursed. All unused cash advance amounts shall be returned to Student Accounts.

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

ARTICLE VIII: SCHOLARSHIPS

Section 1: Eligibility

- A. Be a current DASB member.
- B. Not have received a DASB 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 DASB Senator.

Section 2: Requirements

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

Section 3: Amount

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

Section 4: Procedure

The DASB Scholarships Director shall ensure that:

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

ARTICLE IX: GLOSSARY

Accrual:

Student Accounts Requisition has been submitted;
District Purchase Order has been generated by District Material Services;
Goods or services have been received by the end of the fiscal year;
The expenditure has been authorized by Budget or by allocation;
Commitment has been made by the budgeter; **and**
An invoice has not been received in time to be processed by the year-end cut-off.

Encumbrance:

District Purchase Requisition has been submitted;
District Purchase Order has been generated by District Material Services; **and**
Goods or services have not been received by the end of the fiscal year.

Carry Forward:

The expenditure has been authorized by Budget or by allocation;
Commitment has been made by budgeter, but the project was not completed by the end of the fiscal year;
Request has been submitted to carry funds forward into the following fiscal year;
It has all the required authorization signatures; **and**
All requests for Carry Forward must be submitted to the DASB Finance Committee as agenda items prior to the first DASB Finance Meeting in the month of May.
DASB Senate will approve the funds to be carried forward into the following fiscal year.

Fiscal year-end: Thirtieth (30th) of June

Year-End Cut-off:

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

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

Independent Contractor Forms

If the request is submitted one (1) week prior to the District Cut-off date, it will be processed in the current fiscal year.
If the request is submitted less than one (1) week before the District Cut-off date, it will be processed in the following fiscal year.

Student Accounts Check Processing Cut-off

If the Requisition is submitted by the Check Processing Cut-off date and it has all the required authorization signatures, the check will be processed by thirtieth (30th) of June;
If submitted after the Check Processing Cut-off date but before thirtieth (30th) of June, and it has all the required authorization signatures, the Requisition will be charged to the current year Budget, but the check will be processed in the following fiscal year.

Adopted:	6/9/2010	Amended:	11/25/2015
Amended:	2/8/2012	Amended:	11/16/2016
Amended:	1/16/2013	Amended:	11/29/2017
Amended:	6/5/2013	Amended:	3/21/2018
Amended:	8/19/2015	Amended:	11/28/2018

**Memorandums
of
Understanding**

Memorandum of Understanding
March 15, 1999

**STUDENT ACCOUNTS OPERATION AND
ACCOUNTING SOFTWARE PURCHASE**

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

1. It is agreed that the DASB Student Accounts Office shall not be combined with the Foothill Student Accounts office nor any other District Office but shall remain functioning as a De Anza College operation serving the DASB, ICC student clubs and related student programs.
2. It is agreed that the District will contribute at least 10% of the total purchase price, (Including needed Blackbaud software modules, annual support, computer server purchase and annual server support, and needed training) toward the purchase of Blackbaud accounting software.
3. It is agreed that the District will maintain the operational functionality and connectivity of the purchased server needed to operate the accounting software and related services. The DASB Senate will identify one staff person not associated with Student Accounts functions to work with the ISS to insure secure operations.


Signed on this date _____

 3/20/99

Ron Galatolo, District Controller

 3/14/99

Nick Pisca, DASB President

 3/18/99

Hector Quinonez, Director of Budget
and Personnel

 4/5/99

Mike Reid, Representing District ISS