



2022-2023

# DASG

ANNUAL BUDGET



DeAnza College

Copyright © De Anza College, April 2022

Produced by De Anza College  
Office of College Life  
Student Accounts

Cover Designed by Sharon Utomo



## 2022-2023 DASG Budget Table of Contents

<b>De Anza Student Government Message</b> .....	<b>1</b>
<b>2022-2023 DASG Budget Guiding Principles</b> .....	<b>3</b>
<b>DASG Proposed Budget for Fiscal Year 2022-2023</b> .....	<b>5</b>
<b>Income</b> .....	<b>6</b>
DASG Budget Income (Chart).....	7
DASG Budget Income (Itemized).....	8
Card Sales.....	8
Student Events & Activities.....	8
Investments/Interest.....	8
Prior Year Fund Balance.....	8
Total.....	8
<b>Expenses</b> .....	<b>9</b>
DASG Budget Expenses (Chart).....	10
DASG Budget Expenses (Itemized).....	11-16
DASG Operational.....	11-12
DASG Government Costs.....	11
DASG Support Costs.....	11
DASG and ICC Programs and Services.....	12
Campus Events.....	12
Campus Events and Services.....	13
Divisional Support.....	14
Allocations.....	15
Carry Forward.....	16
Transfers.....	16
Total.....	16
<b>Student Representation Fee Income</b> .....	<b>17</b>
Student Representation Fee Income (Chart).....	18
Student Representation Fee Income (Itemized).....	19
Student Representation Fee.....	19
Prior Year Fund Balance.....	19
<b>Student Representation Fee Expenses</b> .....	<b>20</b>
Student Representation Fee Expenses (Chart).....	21
Student Representation Fee Expenses (Itemized).....	22
Advocacy Travel.....	22
Advocacy Training and Events.....	22
Student Representation Fee Special Allocations.....	22
Other Outgo.....	22
<b>DASG Fund Balance Summary for 2021-2022</b> .....	<b>23</b>
<b>DASG Budget Stipulations 2022-2023</b> .....	<b>25</b>
<b>DASG Finance Code</b> .....	<b>30</b>
<b>Memorandums of Understanding</b> .....	<b>45</b>

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



## 2022-2023 DASG Budget

**April 2022**  
**Foothill-De Anza Board of Trustees**  
**Los Altos Hills, CA**

**Dear Board Members:**

After countless hours of thoughtful deliberation, it is my utmost honor to present the 2022-2023 budget for the De Anza Student Government (DASG). Throughout the entire process, we kept in mind the gradual transition of the upcoming year's activities from online to in-person, the health and longevity of the Senate, as well as what aligns most with DASG's goals.

With the purpose of increasing clarity and accuracy in our budget allocation process, the Finance Committee amended the budget rubric to now consist of seven concise questions from the Request For Information (RFI) and three supporting Data Sheets/Attachments. Prompting for data attachments has allowed the committee and senate as a whole to analyze trends in the program's performance and utility of our funding.

As much as we wanted to give generous allocations, we had to keep in mind how the pandemic has impacted the DASG revenue and how we were to recover from it. This year, the Senate approved to set aside \$220,000 from the Higher Education Emergency Relief Fund (HEERF) for the 2022-2023 Fund 41 (General Fund) in order to ensure a starting budget that was balanced with previous years'. Despite this effort, there was a mandatory increase in Payroll, especially for Classified staff. Since the accumulation of these numbers were quite significant, this meant that we had to make adjustments to other recommendations. Nevertheless, the Senate was able to approximately maintain the amounts for programs that offered services and support to De Anza's disproportionately impacted communities as this aligned with our priorities.

On behalf of the De Anza Student Government 2022-2023, I am immensely grateful to the Finance Committee and advisors for dedicating their time, minds, and hard work in formulating a budget that ensures the De Anza population's future well-being.

**Finance Committee Senators:**

Anahi Ruvalcaba  
Ivy Sim  
Fiza Syed  
Jason Tjahjadi  
Peter Tran  
Sharon Utomo

**Interns:**

Ananda Dewayani  
Isaac Lim  
Aryayeshu Singh

**Advisors:**

Lisa Kirk  
Dennis Shannakian  
Hyon Chu Yi-Baker

Sincerely,

Sharon Utomo  
DASG Chair of Finance 2021-2022

**2022-2023**  
**DASG Budget**  
**Guiding Principles**



## 2022-2023 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.

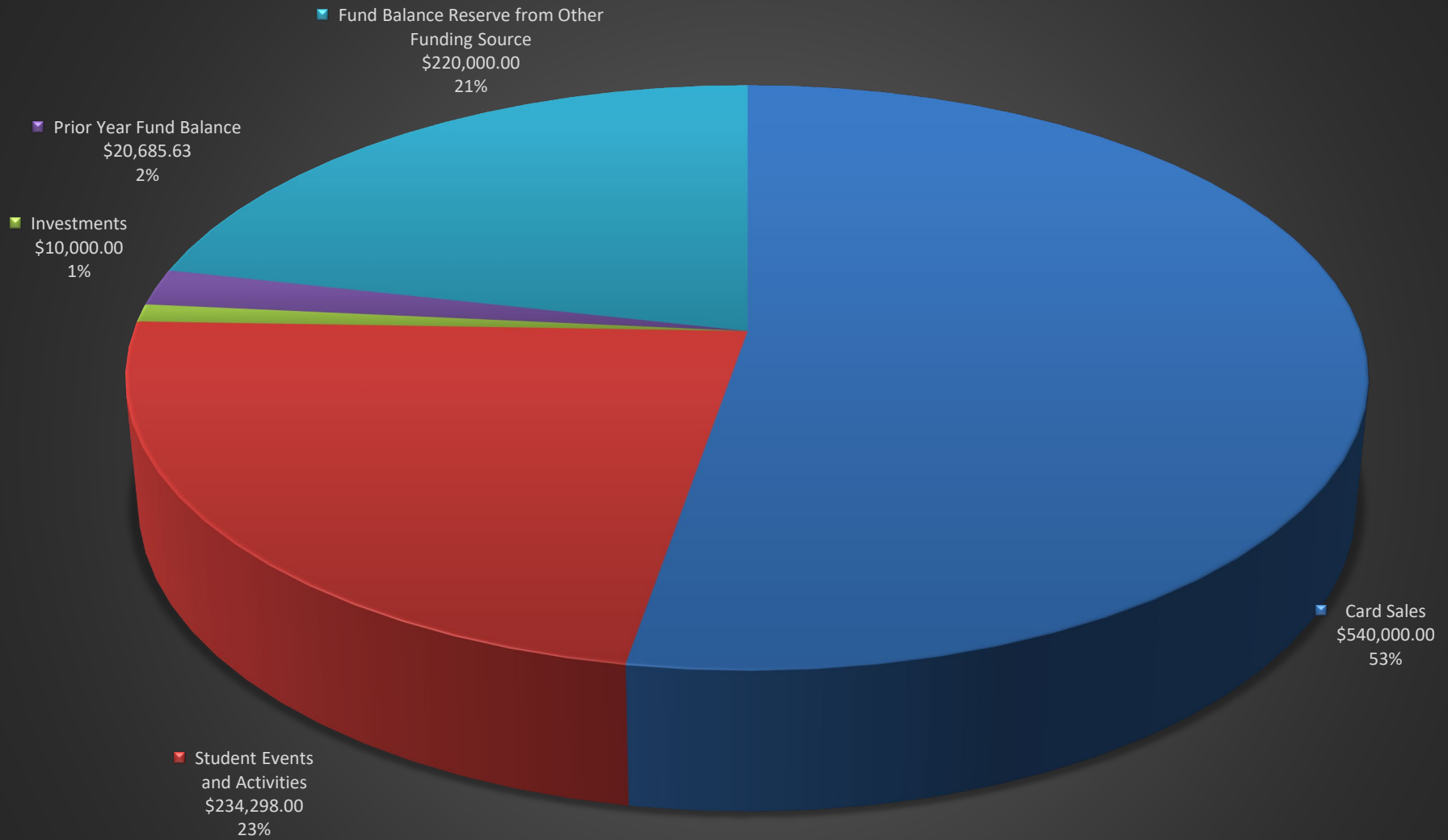
- Fund programs that help students succeed and enable them to achieve their academic and personal goals at De Anza College.
- Fund programs that promote leadership, civic engagement, and student advocacy among all students.
- Fund programs that promote diversity, equity, and inclusion among all students.
- 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 2022-2023 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 unique programs that fall outside the purview of what should normally be funded by the college.

**DASG**  
**Proposed Budget**  
**for Fiscal Year**  
**2022-2023**



**2022-2023**  
**Proposed Income**

# 2022-2023 DASG Income



Total - \$1,024,983.63

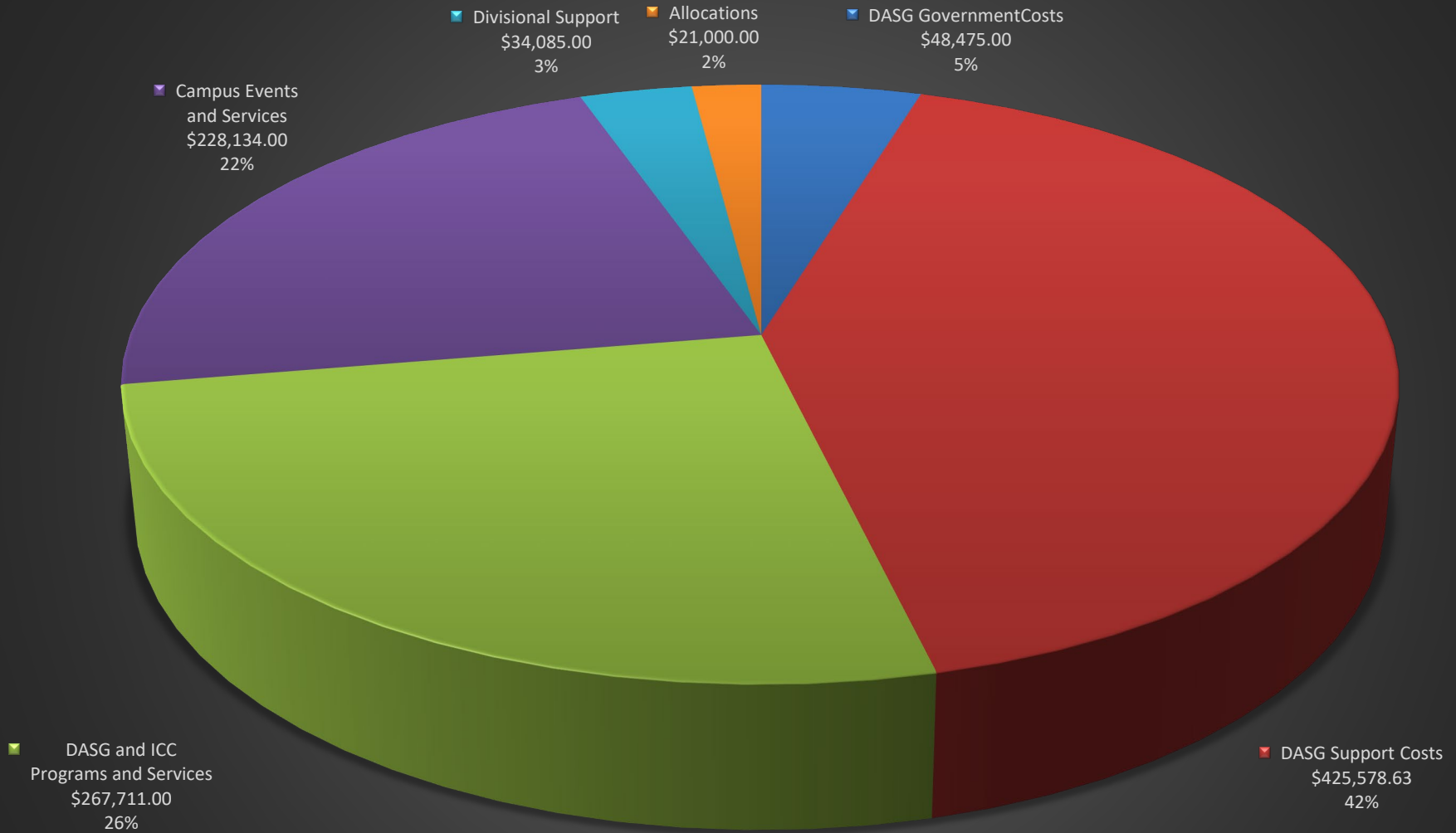
### 2022-2023 DASG Fund 41 Income

Item	2020-2021 Actual	2021-2022 Adopted	2021-2022 Revised	2021-2022 Est. to 06/30	2022-2023 Adopted
<b><u>Card Sales</u></b>					
Card Sales	604,481.00	590,000	590,000	540,000	540,000
<b>Card Sales Subtotal</b>	<b>\$604,481.00</b>	<b>\$590,000.00</b>	<b>\$590,000.00</b>	<b>\$540,000.00</b>	<b>\$540,000.00</b>
<b><u>Student Events &amp; Activities</u></b>					
Movie Tickets-Gold+Platinum	0.00	23,698	23,698	500	23,698
DASG Card Replacement	0.00	2,000	2,000	200	2,000
Bike Program & Corral Access Fee	762.00	500	500	0	500
Donations	250.00			0	
Flea Market	0.00	140,000	140,000	20,000	200,000
Flea Market Food Vending	0.00	5,000	5,000	500	8,000
Misc. Income	22.57			0	
Returned Check Fees	0.00	100	100	0	100
<b>Student Events &amp; Activities Subtotal</b>	<b>\$1,034.57</b>	<b>\$171,298.00</b>	<b>\$171,298.00</b>	<b>\$21,200.00</b>	<b>\$234,298.00</b>
<b><u>Investment Income</u></b>					
Interest Income	11,804.71	15,000	15,000	8,000	10,000
<b>Investments Income Subtotal</b>	<b>\$11,804.71</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$8,000.00</b>	<b>\$10,000.00</b>
<b>Total Revenue</b>	<b>617,320.28</b>	<b>\$776,298.00</b>	<b>\$776,298.00</b>	<b>\$569,200.00</b>	<b>\$784,298.00</b>
<b>Plus Trf.From Other Funding Source (DASG Lost Revenue)</b>				<b>\$240,810.00</b>	
<b>Total Revenue+Trf.From Other Funding Source (DASG Lost Revenue)</b>				<b>\$810,010.00</b>	
<b>Plus Prior Year Fund Balance Reserve for Budget</b>		\$248,356.20			\$20,685.63
<b>Plus Fund Balance Reserve from Other Funding Source</b>					\$220,000.00
<b>Total Available to Allocate</b>		<b>\$1,024,654.20</b>			<b>\$1,024,983.63</b>

**2022-2023**  
**Proposed Expenses**

# 2022-2023 DASG Expenses

10



Total - \$1,024,983.63

**2022-2023 DASG Fund 41 Expenses**

Item	2020-2021 Actual	2021-2022 Adopted	2021-2022 Revised	2021-2022 Est. to 06/30	2022-2023 Adopted
<b><u>DASG Operational</u></b>					
<b>DASG Government Costs</b>					
DASG Budget Committee	0.00	600	600	0	600
DASG Election	45.98	1,500	1,500	500	1,500
DASG Extended Meeting Meals		1,200	1,200	0	1,200
Student Leadership Recognition	2,217.28	2,750	2,750	2,750	4,500
College Life Student Leadership Training	4,295.65	6,300	6,300	5,000	6,300
DASG Secretary	10,739.84	14,988	14,988	10,000	16,250
DASG Environmental Sustainability Committee	0.00	1,500	1,500	1,500	1,500
DASG Student Services and Feedback Committee	2,500.00	1,350	1,350	1,350	1,350
DASG Office Supplies	97.84	1,000	1,000	100	1,000
DASG Marketing and Communications Committee	1,338.62	3,350	3,350	3,350	3,450
DASG Equity and Diversity Committee		1,900	1,900	1,900	1,900
DASG Programs and Events Committee	3,199.00	6,400	6,400	6,400	6,000
DASG Legislative Affairs Committee	0.00	175	175	175	175
DASG Flea Market Committee	0.00	2,750	2,750	2,750	2,750
<b>DASG Government Cost Subtotal</b>	<b>\$24,434.21</b>	<b>\$45,763.00</b>	<b>\$45,763.00</b>	<b>\$35,775.00</b>	<b>\$48,475.00</b>
<b>DASG Support Costs</b>					
Accounts Office Staff	177,505.04	201,112	201,112	200,000	220,695
Accounts Office Supplies	0.00	1,200	1,200	500	1,200
Accounts Office System	6,910.92	14,290	14,290	350	12,317
Accounts Office Short/(Over)					
Bank/Credit Card Fees	0.00	750	750	100	750
Copy Machine	676.70	1,500	1,500	700	1,500
Uncollectible Returned Check Fees	25.00	100	100	0	100
Variance	0.00	500.20	500.20	350.00	500.63
College Life Office Staff	151,916.85	165,519	165,519	165,519	188,516
<b>DASG Support Costs Subtotal</b>	<b>\$337,034.51</b>	<b>\$384,971.20</b>	<b>\$384,971.20</b>	<b>\$367,519.00</b>	<b>\$425,578.63</b>

## 2022-2023 DASG Fund 41 Expenses

Item	2020-2021 Actual	2021-2022 Adopted	2021-2022 Revised	2021-2022 Est. to 06/30	2022-2023 Adopted
<b>DASG and ICC Programs and Services</b>					
Inter Club Council (ICC)	8,909.45	27,542	25,942	12,000	27,986
Movie Tickets	0.00	23,698	23,698	500	23,698
DASG Bicycle Program	0.00	2,000	2,000	0	2,000
DASG Card Production	0.00	13,000	13,000	13,000	12,000
Flea Market	50,885.47	169,041	169,041	80,000	189,723
DASG Scholarships	2,800.00	2,800	2,800	2,800	2,800
Legal Advice	3,408.08	9,504	9,504	0	9,504
<b>DASG and ICC Programs and Services Subtotal</b>	<b>\$66,003.00</b>	<b>\$247,585.00</b>	<b>\$245,985.00</b>	<b>\$108,300.00</b>	<b>\$267,711.00</b>
<b>DASG Operational Subtotal</b>	<b>\$427,471.72</b>	<b>\$678,319.20</b>	<b>\$676,719.20</b>	<b>\$511,594.00</b>	<b>\$741,764.63</b>
<b>Campus Events</b>					
Equity/Diversity Events (Combined w/Equity Office`21-22)	900.00				
College Life Programming (Campus Events & Services`21-22)	0.00				
<b>Campus Events Subtotal</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## 2022-2023 DASG Fund 41 Expenses

Item	2020-2021 Actual	2021-2022 Adopted	2021-2022 Revised	2021-2022 Est. to 06/30	2022-2023 Adopted
<b><u>Campus Events &amp; Services</u></b>					
College Life Programming		2,100	2,100	2,100	3,000
Euphrat Museum	4,400.00	8,470	8,470	8,470	5,460
Equity Office	2,065.68	19,650	19,650	19,650	18,100
Foster Youth Services	0.00	2,000	2,000	0	0
Gender & Sexuality Center (Jean Millier Resource Room)	7,856.73	14,460	14,460	14,460	11,310
Guided Pathways					600
HEFAS	20,004.73	24,795	24,795	24,795	22,545
Honors Program	1,166.98	3,580	3,580	3,580	2,755
Impact AAPI		6,107	6,107	6,107	6,200
La Voz	1,179.66	8,000	8,000	3,000	3,500
LEAD Program	5,996.12	7,100	7,100	7,100	7,100
Library - Textbooks on Reserve	9,998.72	10,000	10,000	10,000	10,000
Math Performance Success	25,380.00	23,024	23,024	23,024	20,310
Mentors @ De Anza		1,816	1,816	1,816	2,920
Puente	1,969.57	7,871	7,871	7,871	7,875
Umoja Program (Previous Account Name Sankofa Scholars)	0.00	10,732	10,732	5,000	9,735
Student Computer Donation Program	4,300.00	4,950	4,950	4,950	5,000
Student Success and Retention Services	648.33				
Textbook Program-CalWORKS Students	1,761.24	2,000	2,000	1,000	1,500
Textbook Rentals-EOPS Students	0.00	5,325	5,325	5,325	5,000
Tutorial Center	101,411.76	101,520	101,520	101,520	82,224
Veteran's Program	2,658.49	6,000	6,000	3,000	3,000
<b>Campus Events &amp; Services Subtotal</b>	<b>\$190,798.01</b>	<b>\$269,500.00</b>	<b>\$269,500.00</b>	<b>\$252,768.00</b>	<b>\$228,134.00</b>



**2022-2023 DASG Fund 41 Expenses**

Item	2020-2021 Actual	2021-2022 Adopted	2021-2022 Revised	2021-2022 Est. to 06/30	2022-2023 Adopted
<b>Divisional Support</b>					
<b>Creative Arts</b>					
Music Department (Combined All Music Accounts in `20-21)	120.00	2,450	2,450	2,450	0
<b>Creative Arts Subtotal</b>	<b>\$120.00</b>	<b>\$2,450.00</b>	<b>\$2,450.00</b>	<b>\$2,450.00</b>	<b>\$0.00</b>
<b>Athletics</b>					
Athletics Away Games	39,071.05	45,000	45,000	45,000	30,000
<b>Athletics Subtotal</b>	<b>\$39,071.05</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$30,000.00</b>
<b>Biological &amp; Health Sciences</b>					
Environmental Studies Area	3,913.33	0	0	0	0
Marine Biology	0.00	1,050	1,050	0	1,050
<b>Biological &amp; Health Sciences Subtotal</b>	<b>\$3,913.33</b>	<b>\$1,050.00</b>	<b>\$1,050.00</b>	<b>\$0.00</b>	<b>\$1,050.00</b>
<b>Disability Support Programs &amp; Services (DSPS)</b>					
Adapted Physical Education	0.00	1,450	1,450	0	0
<b>Disability Support Programs &amp; Services Subtotal</b>	<b>\$0.00</b>	<b>\$1,450.00</b>	<b>\$1,450.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Language Arts Division</b>					
Cross Cultural Partners	0.00	4,885	4,885	0	2,035
Red Wheelbarrow Magazine	1,000.00	1,000	1,000	1,000	1,000
<b>Language Arts Subtotal</b>	<b>\$1,000.00</b>	<b>\$5,885.00</b>	<b>\$5,885.00</b>	<b>\$1,000.00</b>	<b>\$3,035.00</b>
<b>Divisional Support Subtotal</b>	<b>\$44,104.38</b>	<b>\$55,835.00</b>	<b>\$55,835.00</b>	<b>\$48,450.00</b>	<b>\$34,085.00</b>

### 2022-2023 DASG Fund 41 Expenses

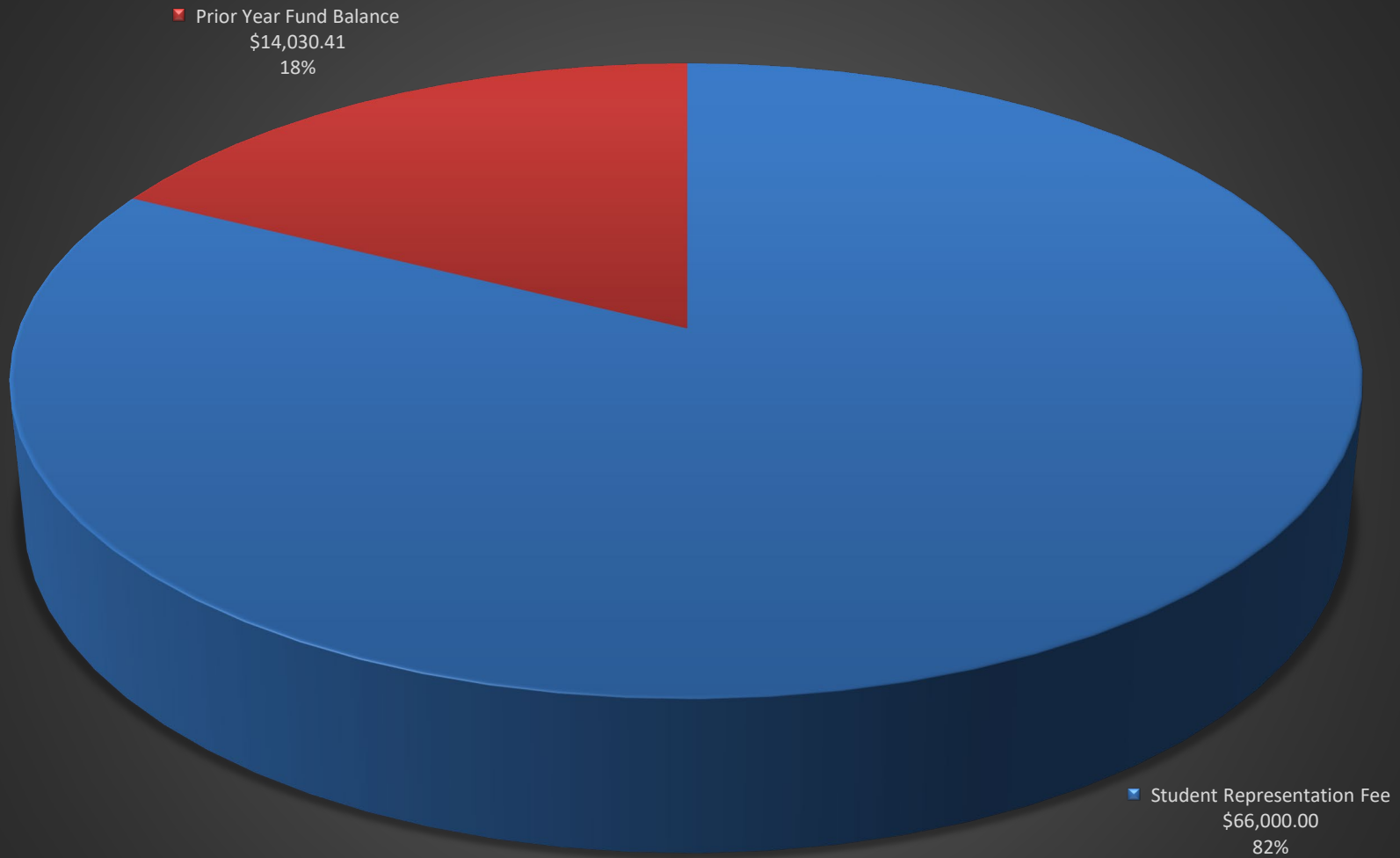
Item	2020-2021 Actual	2021-2022 Adopted	2021-2022 Revised	2021-2022 Est. to 06/30	2022-2023 Adopted
<b>Allocations</b>					
<b>Special Allocations</b>					
Special Allocations		20,000	20,000	13,945	20,000
<b>Special Allocations</b>					
<b>Special Allocation Subtotal</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$13,945.00</b>	<b>\$20,000.00</b>
<b>EcoFund Project Allocations</b>					
EcoFund Project Allocations		1,000	1,000	0	1,000
<b>Eco Project Allocations Subtotal</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>
<b>Allocations Subtotal</b>	<b>\$0.00</b>	<b>\$21,000.00</b>	<b>\$21,000.00</b>	<b>\$13,945.00</b>	<b>\$21,000.00</b>

### 2022-2023 DASG Fund 41 Expenses

Item	2020-2021 Actual	2021-2022 Adopted	2021-2022 Revised	2021-2022 Est. to 06/30	2022-2023 Adopted
<b>Carry Forward Expenses</b>					
Prior Year Void Checks	-813.18			-318	
<b>Carry Forward Subtotal</b>	<b>-\$813.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$317.58</b>	<b>\$0.00</b>
<b>Transfers</b>					
Transfer to Fund 44 Clubs	1,950.00		1,600	1,600	
<b>Transfers Subtotal</b>	<b>\$1,950.00</b>	<b>\$0.00</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$664,410.93</b>	<b>\$1,024,654.20</b>	<b>\$1,024,654.20</b>	<b>\$828,039.42</b>	<b>\$1,024,983.63</b>

**2022-2023**  
**Proposed**  
**Student Representation Fee**  
**Income**

# 2022-2023 Student Representation Fee Income



18

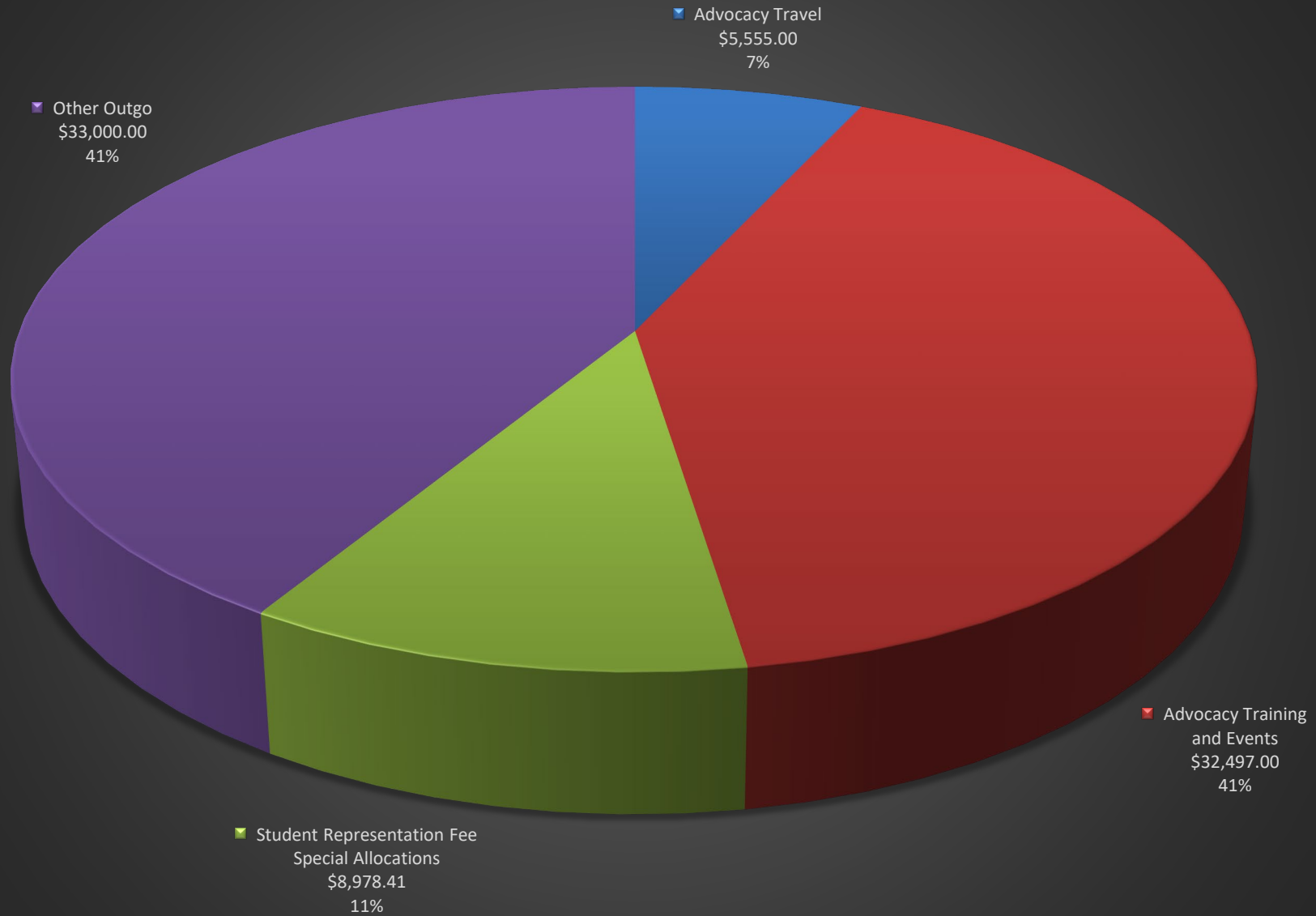
Total - \$80,030.41

**2022-2023 DASG Fund 46 Student Rep Fee Income**

Item	2020-2021 Actual	2021-2022** Adopted	2021-2022 Revised	2021-2022< Est. to 06/30	2022-2023 Adopted
<b>DASB Student Representation Fee*</b>					
DASB SRF (Total Fees Collected; 1/2 Required CCCCO Outgo)	65,784.51	81,000	81,000	66,000	66,000
<b>DASB SRF Subtotal</b>	<b>\$65,784.51</b>	<b>\$81,000.00</b>	<b>\$81,000.00</b>	<b>\$66,000.00</b>	<b>\$66,000.00</b>
<b>Total Revenue</b>	<b>\$65,784.51</b>	<b>\$81,000.00</b>	<b>\$81,000.00</b>	<b>\$66,000.00</b>	<b>\$66,000.00</b>
<b>Plus Prior Year Fund Balance Reserve for Budget</b>		\$0.00			\$14,030.41
<b>Total Available to Allocate</b>		<b>\$81,000.00</b>			<b>\$80,030.41</b>
<b>*Fund 46 Student Representation Fee Established in 2016-2017</b>					
<b>**Increase Student Rep Fee to \$2 per Term per Education Code 76060.5 Amendment</b>					
<b>&lt; In 2021-2022, Student Representation Fee Opt Out Implemented. Many students are choosing to opt out of paying the fee.</b>					

**2022-2023**  
**Proposed**  
**Student Representation Fee**  
**Expenses**

# 2022-2023 Student Representation Fee Expenses



Total - \$80,030.41



**2022-2023 DASG Fund 46 Student Rep Fee Expenses**

Item	2020-2021 Actual	2021-2022 Adopted	2021-2022 Revised	2021-2022 Est. to 06/30	2022-2023 Adopted
<b>Student Rep Fee Expenses</b>					
<b>Campus Expenses</b>					
<b>Advocacy Travel</b>					
CCCSAA Student Leadership Conference	1,030.18	1,500	1,500	1,000	1,100
SCCC General Assemblies	-1,050.00	2,500	2,500	0	2,500
FA CCC Advocacy & Policy Conference	0.00	3,825	3,825	1,500	1,955
<b>Advocacy Travel Subtotal</b>	<b>-\$19.82</b>	<b>\$7,825.00</b>	<b>\$7,825.00</b>	<b>\$2,500.00</b>	<b>\$5,555.00</b>
<b>Advocacy Training and Events</b>					
CA Campus Camp (formerly Camp Wellstone)	8,439.85	7,355	7,355	7,355	8,822
FA PAC Internship	7,930.22	7,770	7,770	7,770	8,847
Public Policy School	4,028.70	4,545	4,545	4,545	6,414
VIDA	10,940.40	9,850	9,850	9,850	8,414
<b>Advocacy Training and Events Subtotal</b>	<b>\$31,339.17</b>	<b>\$29,520.00</b>	<b>\$29,520.00</b>	<b>\$29,520.00</b>	<b>\$32,497.00</b>
<b>Student Rep Fee Special Allocations</b>					
Student Rep Fee Special Allocations		2,955	2,955	0	8,778
SRF Variance	0.09	200.00	200.00	100.00	200.41
<b>Student Rep Fee Special Allocations Subtotal</b>	<b>\$0.09</b>	<b>\$3,155.00</b>	<b>\$3,155.00</b>	<b>\$100.00</b>	<b>\$8,978.41</b>
<b>Total Campus Expenses</b>	<b>\$31,319.44</b>	<b>\$40,500.00</b>	<b>\$40,500.00</b>	<b>\$32,120.00</b>	<b>\$47,030.41</b>
<b>State Expenses</b>					
<b>Other Outgo</b>					
CCCCO Outgo (Must Equal 1/2 of SRF Revenue)	32,892.26	40,500	40,500	33,000	33,000
<b>Other Outgo Subtotal</b>	<b>\$32,892.26</b>	<b>\$40,500.00</b>	<b>\$40,500.00</b>	<b>\$33,000.00</b>	<b>\$33,000.00</b>
<b>Total State Expenses</b>	<b>\$32,892.26</b>	<b>\$40,500.00</b>	<b>\$40,500.00</b>	<b>\$33,000.00</b>	<b>\$33,000.00</b>
<b>TOTAL</b>	<b>\$64,211.70</b>	<b>\$81,000.00</b>	<b>\$81,000.00</b>	<b>\$65,120.00</b>	<b>\$80,030.41</b>

**DASG**  
**Fund Balance Summary**  
**2021-2022**

**DASB GENERAL FUND 41 FUND BALANCE SUMMARY FOR 2021-2022**

I. Fund 41 DASB General Fund Balance - June 30, 2021		669,042
General Reserve Restricted Fund Balance	400,000	
Fund Balance Reserved for 2021-2022 Budget	248,356	
Fund Balance Reserved for 2022-2023 Budget	20,686	
II. Fund 41 Estimated General Fund Income+Trf.From Other Funding Source 2021-2022		810,010
III. Fund 41 Estimated General Fund Expenses for 2021-2022		828,040
IV. Fund 41 Estimated DASB General Fund Balance - June 30, 2022		651,012
General Reserve Restricted Fund Balance	400,000	
Fund Balance Reserved for 2022-2023 Budget	20,686	
Fund Balance Reserved for 2022-2023 Budget From Other Funding Source	220,000	
Estimated Fund Balance Reserved for 2023-2024 Budget	10,326	

**DASB STUDENT REP FEE (SRF) FUND 46 FUND BALANCE SUMMARY FOR 2021-2022**

I. Fund 46 DASB SRF Fund Balance - June 30, 2021		34,030
General Reserve Restricted Fund Balance	20,000	
Fund Balance Reserved for 2021-2022 Budget	0	
Fund Balance Reserved for 2022-2023 Budget	14,030	
II. Fund 46 Estimated SRF Income for 2021-2022		66,000
III. Fund 46 Estimated SRF Expenses for 2021-2022		65,120
IV. Fund 46 Estimated DASB SRF Fund Balance - June 30, 2022		34,910
General Reserve Restricted Fund Balance	20,000	
Fund Balance Reserved for 2022-2023 Budget	14,030	
Estimated Fund Balance Reserved for 2023-2024 Budget	880	

**DASG**  
**Budget Stipulations**  
**2022-2023**



## 2022-2023 DASG Budget Stipulations

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

### General

1. All programs that receive DASG funds shall encourage DASG Card membership purchase. Encouragement includes, but is not limited to, requiring DASG funded student employees to be current DASG members, and that students receiving DASG funded services be current members of DASG. DASG Card membership purchase encouragement will be a factor in future funding.
2. All Student Employees funded by DASG must be DASG Members. Prior to student employment all student employees must submit copies of their DASG Cards with their employment applications to be eligible for employment.
3. No DASG Funds shall be used for General Office Supplies in Object Code 4010 except for DASG Operational accounts.
4. No DASG funds can be used to purchase instructional equipment or supplies used in courses offered by the De Anza College.
5. All programs funded by DASG must place a sign visible to students in their areas stating they are partially funded by DASG.
6. All promotional materials and capital items for all programs funded by the DASG must print “Sponsored by De Anza Student Government (DASG)” or “Funded by De Anza Student Government (DASG)” or use the DASG logo either in place of the text “De Anza Student Government (DASG)” or the DASG logo by itself on them.
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](mailto:DASGSecretary@fhda.edu)) and Office of College Life ([CollegeLife@fhda.edu](mailto:CollegeLife@fhda.edu)) so that the events can be promoted on the DASG Senate Agendas under Upcoming Events.
8. Recycling: All organizations using DASG funds are encouraged to purchase and use recycled paper and paper products with DASG funds.

9. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
10. Funds allocated must be used for the purpose stated in the original request and cannot be used for or allocated/donated to other programs without DASG senate approval.
11. For contracted speakers the DASG funding shall not exceed \$1,200.00 per speaker per event. For performances the DASG funding shall not exceed \$1,800.00 per performance. Meals, beverages, and travel will not be reimbursed. Any appeals to these dollar amounts shall be heard by the DASG Finance Committee.
12. No funds shall be used for promotional clothing unless so specified in the approved budget.
13. DASG shall not fund any banquets other than for the Student Leadership Recognition.
14. Any events with food must be open and promoted to the entire student body.
15. All College/Student services funded by the DASG are encouraged to participate in a DASG Student Resource event, to be located inside of or within 250 feet of the Campus Center.
16. No Capital items may be purchased in April, May, or June due to District Purchasing deadlines.
17. Any income on disposal of any capital items purchased with DASG Funds shall revert to the DASG General Fund.
18. For all programs that receive DASG funding for conferences, upon request at a mutually-agreed upon time, a presentation to the DASG Senate must be given by students that attended the conference reporting on what they learned and how they benefitted from attending.
19. No DASG funds can be used to purchase beverages in single-use plastic bottles of 500 milliliters (16.9 fluid ounces) or smaller.
20. All programs receiving DASG funding are highly encouraged to submit sign in sheets of student attendees to the Student Accounts Office with their payment requests for any events or conferences held. Sign in sheets or lack thereof will be factored into DASG budget deliberations.
21. All travel for students and their advisors shall be for students' academic, professional, and personal development only, and not for entertainment purposes.

### **DASG Operational**

### **DASG Government Costs**

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

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

### **DASG Support Costs**

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

### **DASG and ICC Programs and Services**

#### **ICC and Student Clubs**

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

#### **DASG Programs and Services**

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

#### **Campus Events and Services**

30. La Voz shall provide DASG with one-half page of advertisement space per subscribed issue. The DASG Marketing Committee shall be responsible for the advertising space. The DASG Marketing Committee has to work with Inter Club Council (ICC) on the La Voz advertising space.
31. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASG."
32. The La Voz Weekly account is to only be used for purchasing subscriptions and maintaining their website to La Voz for DASG Constituents.
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.

### **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.
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 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

## TABLE OF CONTENTS

Article I	Finance Committee _____	33
Section	(1) Membership _____	33
	(2) Objectives _____	33
	(3) Right to Act _____	33
	(4) Committee Duties and Responsibilities _____	34
Article II	Budgets _____	35
Section	(1) Use of the DASG Budgets _____	35
	(2) Preparation of the DASG Budgets _____	35
	(3) Line Item Transfers _____	36
	(4) Budget Transfers _____	36
	(5) Types of Accounts _____	36
Article III	Funds _____	37
Section	(1) Accessing Funds from Reserve Accounts _____	37
	(2) Accessing Special Allocation Funds from Funds 41 and 46 _____	37
	(3) Capital _____	37
	(4) Deposits _____	37
Article IV	Student Representation Fee _____	38
Section	(1) Definition and Purpose _____	38
	(2) Collection _____	38
	(3) Accountability _____	38
	(4) Usage of Funds _____	38
	(5) Opt-Out _____	38
Article V	Expenditures _____	39
Section	(1) Procedures _____	39
	(2) Signatures _____	40
Article VI	Documentation _____	41
Section	(1) Tickets _____	41
	(2) Maintenance of Records _____	41
Article VII	Specific Accounts _____	42
Section	(1) Student Body Association Fees _____	42
	(2) Travel _____	42
	(3) ICC and Club Funding _____	42
	(4) Banquet, Hospitality, and Meal Expenses _____	42

Article VIII	Scholarships _____	43
Section	(1) Eligibility _____	43
	(2) Requirements _____	43
	(3) Amount _____	43
	(4) Procedure _____	43
Article IX	Glossary _____	44

## ARTICLE I: FINANCE COMMITTEE

### **Section 1: Membership**

The DASG Finance Committee shall consist of the following:

- A. Voting Members
  - 1. DASG Chair of Finance
  - 2. DASG President or designee (DASG Senator)
  - 3. At least three (3), but no more than five (5) additional DASG Senators
  - 4. During Budget deliberations two (2) more DASG Senators may be added.
- B. Non-Voting Members
  - 1. No more than five (5) DASG Senate Interns
- C. Advisors (Non-voting Ex-Officio)
  - DASG Senate Advisor(s)
  - Student Accounts Accountant

### **Section 2: Objectives**

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

- A. Audit and evaluate programs funded or requesting funding from the DASG Senate, and recommend requests for funding to the DASG Senate
- B. 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 (to include 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. Process all budget and finance requests submitted to the DASG Senate and propose a recommendation to the DASG Senate.
- B. Manage and oversee all DASG funds and accounts, both budgeted and reserved, in accordance with the DASG Finance Code and ensure income and expenditure commitments are met.
- C. Propose the next fiscal year's budget and its stipulations.
- D. Research and review other budget concerns and make recommendations to the DASG Senate.
- E. Review its Committee Code at least once per year and submit any proposed amendments to the DASG Senate.
- F. Inspect programs that are partially funded by the DASG in the fall and winter quarters in preparation for DASG Budget Deliberations.
- G. Ensure that Senators on the Committee are voting members on shared governance committees responsible for college and district budgeting and planning
- H. Ensure that the Finance Committee receives a financial overview and procedures training.
- I. Ensure that the Senate receives a budget training.

## **ARTICLE II: BUDGETS**

The governing principle in considering DASG Budget request will be to allocate money to those activities that will assure the greatest benefits to the De Anza Student Government (DASG) Constituents.

### **Section 1: Use of the DASG Budgets**

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

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

- A. During Budget Deliberations the maximum number of members shall be raised by two (2) additional DASG Senators to allow for greater input into DASG Budget preparation.
- B. The DASG Finance Committee shall ensure broad advertisement of available DASG funding by announcing the DASG Budget cycle and procedures to all De Anza Faculty (full and part time), Classified Staff (full time, part time, hourly, and Supervisors), Administrators, DASG Senate members, and appropriate campus media. Notice of this shall also be posted on the DASG Senate Bulletin Board and made known to any other interested persons.
- C. The following DASG Budget calendar shall be used in formulating the Budget for the next fiscal year: By the first day of the second (2nd) week of Fall Quarter Budget forms shall be available to all prospective DASG Budgeters. Completed DASG Budget forms shall be submitted to the Office of College Life by the first (1st) Monday of November. Budget deliberations shall be completed by the first (1st) week of February. This draft will be made available to each budgeter and the general student body at the same time that it is presented to the DASG Senate at the next DASG Senate meeting. Appeals to the DASG Budget draft shall be heard during the senate meetings.
- D. All requests for DASG Budget items must be submitted to the Office of College Life who will issue a confirming receipt. The DASG Budget request should have the signature of the budgeter and administrator responsible for the program area.
- E. The Budget shall be presented to the DASG Senate for approval by the second (2nd) meeting in February. After the first two-thirds (2/3) vote for approval, the proposed Budget shall be posted for one (1) week for the general public to view. Approval is a two (2) week process that requires a two-thirds (2/3) vote of the DASG Senate at successive DASG Senate meetings. The budget may be amended on the floor of the DASG Senate prior to the second two-thirds (2/3) vote. However, once a change is made to the Budget that has been posted for the public to view, the changes must also be posted for the public to view for a period of at least seventy-two (72) hours. The second two-thirds (2/3) vote will take place after this period. Any and all amendments throughout the budget deliberations shall also require a two-thirds (2/3) vote for approval. The Final budget will be approved by the second (2nd) meeting of March.

**Section 3: Line Item Transfers**

Budgeters requesting line item transfers of budgeted items shall submit completed DASG Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASG Chair of Finance shall authorize all Line Item Transfers with their signature with a confirming signature by the DASG Senate Advisor. Line Item transfers may be brought to the Finance Committee for consideration at the discretion of the DASG Chair of Finance. Line Item transfers from labor and benefits object codes cannot be made to non-labor and benefits object codes. Exemptions may be made at the discretion of the Finance Committee. Line Item transfers must be submitted to the Student Accounts Office by the second to last Finance meeting of the fiscal year.

**Section 4: Budget Transfers**

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

**Section 5: Types of Accounts**

- A. DASG Accounts, funds 41 and 46  
All income and expenditures designated in the annual DASG budget.
- B. Club Accounts  
All income and expenditures of recognized clubs.
- C. Restricted Reserve Accounts  
The current DASG Budget has four (4) different reserve accounts.
  - 1. The General Reserve for Fund 41, account 41-32100-0000, as required by this DASG Finance Code. DASG shall maintain a reserve account of four hundred thousand dollars (\$400,000).
  - 2. The General Reserve for Fund 46, account 46-32100-0000, as required by this DASG Finance Code. DASG shall maintain a reserve account of twenty thousand dollars (\$20,000).
  - 3. Surplus Reserved for Next Year's Budget for Fund 41 and Fund 46, accounts 41-32300-0000 and 46-32300-0000.

## **ARTICLE III: FUNDS**

### **Section 1: Accessing Funds from Reserve Accounts**

The DASG General reserves are restricted and cannot be utilized unless the DASG Senate or the College deems an emergency situation exists and the DASG Senate approves such action. If Fund 41 or Fund 46 has an overall deficit at Year-end that exceeds the Prior Yr. Surplus Allocated for Budget Unrestricted Fund Balance account xx-31150-0000, the Accountant will process a journal entry to reduce the General Reserve account xx-32100-0000 in the affected fund.

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

- A. Special Allocation Funds are budgeted specifically to serve unexpected needs.
- B. Requests for DASG Special Allocation Funds from funds 41 and 46 are submitted to the Student Accounts Office and forwarded to the DASG Finance Committee.
- C. The DASG Finance Committee will make their recommendation to the DASG Senate. A two-thirds (2/3) vote is required for approval. Any and all amendments throughout the funding deliberations shall also require a two-thirds (2/3) vote for approval.

### **Section 3: Capital**

- A. Capital items are defined as, durable items such as equipment, furniture, bicycles, etc. They are added to a fixed asset list to assist with tracking and future funding decisions. Capital items have a usable life greater than one year and a retail value typically of \$200 or greater.

### **Section 4: Deposits**

- A. All money collected from any source must be substantiated by pre-numbered receipts, pre-numbered tickets or other records that may be checked for the purpose of accounting for the funds.
- B. No part of the expense of any event may be paid from the money collected, but must be paid for in the manner described under Expenditures (Article VI).
- C. Banking of all funds and all official bookkeeping records shall be the responsibility of the Student Accounts Staff, who shall be bonded employees of the District.
- D. All DASG programs and student organization funds collected from any source shall be deposited on the first business day after receipt of funds.
- E. The Student Accounts Office shall issue a receipt for all moneys received.



## **ARTICLE IV: STUDENT REPRESENTATION FEE FUND 46**

### **Section 1: Definition and Purpose**

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

### **Section 2: Collection**

One-half of the total amount collected will be available for use by the De Anza Student Government as outlined in Section 3. The remaining half will be forwarded to the State Chancellor's Office to be made available for use by the recognized statewide student organization (as defined in California State Ed Code 76060.5).

### **Section 3: Accountability**

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

### **Section 4: Usage of Funds**

#### **A. Allocated by DASG Senate**

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

1. Carrying out voter registration, education, and mobilization campaigns.
2. Training students and hiring student interns to organize and advocate for themselves and their communities before state and local decision-making bodies.
3. Carrying out educational programs for the student body to help inform students of important decisions being made at the state and local level affecting their lives as students.
4. Supporting student advocates to meet with elected officials at the city, county, district, and state level.
5. Supporting student advocates to organize with other students at the local, regional, and statewide level at conferences, training sessions, and advocacy gatherings, including but not limited to: SSSCC 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.

### **Section 5: Opt-Out**

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

## ARTICLE V: EXPENDITURES

### Section 1: Procedures

- A. All expenditures of the DASG Accounts or Club Accounts shall follow the procedures outlined below. All expenditures require original detailed receipts/invoices. Requisitions from DASG funds cannot be processed without the appropriate student signatures. **No deficit spending will be allowed.** Administrators are responsible for any expenditures exceeding budget allocations. Expenses will be transferred to their respective District Budget. No funds will be advanced on a petty cash basis.
- B. Either the DASG Chair of Finance, College Life Advisor, DASG Senate Advisor, administrator responsible for the program area, or college administrator has the authority to hold any request for funds if circumstances merit delay.
- C. The DASG will not assume financial responsibility for any charge item not covered by the approved purchase requisition issued in advance purchases. Individuals obtaining goods or services without an approved purchase order will be held responsible for the payment of any good or service. The Student Accounts Office will facilitate the financial transaction in any of the following ways.
1. District Purchase Order (PO) issued via a District Purchase Requisition
  2. Checks issued via a Student Accounts Requisition mainly for reimbursements. (Payments to companies are processed through the District Accounts Payable Department; please consult with the Student Accounts Office for the correct forms).
  3. Limited Engagement or Independent Contractor Agreement (LEA/ICA) Pre-Authorization Form, Limited Engagement or Independent Contractor Agreement (LEA/ICA), W-9 Form, Payment Authorization Form, and Invoice
  4. Payroll  
The DASG may fund budgeters to hire employees. Budgeters hiring employees should consult with the Student Accounts Office for hiring procedures.
  5. Cash Advances  
Cash advances must be accompanied with specific detail as to how the funds will be used PRIOR to being approved and are typically used for athletic coaches or staff advisors for student travel. Requests for reimbursements without prior approval may be denied. Receipts must be submitted for cash advances prior to being approved for any additional advances. Cash advances cannot be used to pay for services by individuals or Limited Engagement/Independent Contractor.  
When requesting a cash advance the Student Accounts Cash Advance Agreement form must be completed. The form contains the following guidelines:
    - a. Advance will be used for the purpose stated on the requisition.
    - b. All receipts will be turned in within fifteen (15) working days of the check date, or June 30<sup>th</sup> 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 College Fiscal Services.

- D. No DASG funds shall be used to purchase alcoholic beverages or any illegal substances.
- E. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASG Senate approval.

## **Section 2: Signatures**

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

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

## ARTICLE VI: DOCUMENTATION

### **Section 1: Tickets**

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

### **Section 2: Maintenance of Records**

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

## ARTICLE VII: SPECIFIC ACCOUNTS

### **Section 1: Student Body Association Fees**

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

### **Section 2: Travel**

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

### **Section 3: ICC and Club Funding**

All ICC Club funding requests shall be referred to the Inter Club Council (ICC).

Should the ICC be unable to fund the request, the ICC, not individual clubs, may request for additional money from the DASG Finance Committee.

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

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

### **Section 4. Banquet, Hospitality, and Meal Expenses**

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

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

## ARTICLE VIII: SCHOLARSHIPS

### **Section 1: Eligibility**

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

### **Section 2: Requirements**

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

### **Section 3: Amount**

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

### **Section 4: Procedure**

The DASG Finance Committee shall ensure that:

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

## ARTICLE IX: GLOSSARY

### **Accrual:**

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

### **Encumbrance:**

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

### **Carry Forward:**

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

**FHDA Fiscal Year:** July 1<sup>st</sup> – June 30<sup>th</sup>

### **Year-End Cut-off:**

#### District Purchase Requisitions

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

#### Limited Engagement or Independent Contractor Agreements

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

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

#### Student Accounts Check Processing Cut-off

If the Requisition is submitted by the Check Processing Cut-off date and it has all the required authorization signatures, the check will be processed by thirtieth (30th) of June;

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

Adopted:	6/9/2010	Amended:	11/27/2019
Amended:	2/8/2012	Amended:	3/17/2021
Amended:	1/16/2013	Amended:	5/26/2021
Amended:	6/5/2013		
Amended:	8/19/2015		
Amended:	11/25/2015		
Amended:	11/16/2016		
Amended:	11/29/2017		
Amended:	3/21/2018		
Amended:	11/28/2018		
Amended:	5/15/2019		

**Memorandums  
of  
Understanding**



Memorandum of Understanding  
March 15, 1999

STUDENT ACCOUNTS OPERATION AND  
ACCOUNTING SOFTWARE PURCHASE

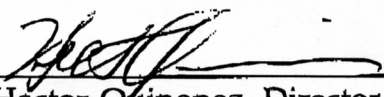
This memorandum of Understanding is entered into by and between the Foothill-De Anza Community College District (District), De Anza College and the De Anza Associated Student Body (DASB).


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

Signed on this date \_\_\_\_\_

 3/22/99  
\_\_\_\_\_  
Ron Galatolo, District Controller

 3/14/99  
\_\_\_\_\_  
Nick Pisca, DASB President

 3/18/99  
\_\_\_\_\_  
Hector Quinonez, Director of Budget  
and Personnel

 4/5/99  
\_\_\_\_\_  
Mike Reid, Representing District ISS