



De Anza Associated Student Body Finance Committee Budget Bulletin For All Programs Excluding Athletics

Sharon Su, DASB Vice President of Budget and Finance
October 5, 2009

★ Keep this sheet for your reference. Do not copy/turn in with your application. ★

The purpose of this bulletin is to inform you that the DASB is accepting requests for the 2010-2011 fiscal year. An application is attached. This bulletin provides information for applying for this funding opportunity. If you have any questions, please call Sharon Su, DASB Vice President of Budget and Finance, at 408-864-8695, John Cognetta, DASB Faculty Advisor, at 408-864-8239, or Dennis Shannakian, College Life Administrative Assistant, at 408-864-8757.

DASB 2010-2011 ANNUAL BUDGET FUNDING REQUESTS

Welcome to Fall Quarter 2009

In the tradition of "Students Working for Students", the De Anza Associated Student Body is beginning our annual budget process for the 2010-2011 academic year. We encourage Faculty, Staff and individual students to request funds for programs and projects that will benefit the general student body. The DASB has proudly supported numerous activities that lend in making De Anza College the best in California. Please read below for some changes that will be occurring for this funding cycle.

DASB funds are not intended to fund your entire program. Please be reasonable in your request. Amounts allocated to each request will be placed into approved line items by the Vice President of Budget and Finance based on your request. It is vitally important that you take the time to request funding in those line item areas that accurately reflect the needs of your program.

- Any Request that is not fully completed will not be accepted.
- Any Request that is not in by the due date runs the risk of being rejected.

Signatures that are needed for requesting funds

All financial documents, forms, requests/requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASB funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.

Budget Information Meetings

For questions regarding funding possibilities, procedures, requirements, etc. please go to a DASB Budget and Finance Committee Meeting, Mondays at 3:30 PM in the Santa Cruz Room (October 5, 12, 19 or 26).

2010-2011 DASB BUDGET CALENDAR

Monday, November 2, 2009

Budget Requests due to the Office of College Life by 4 PM
Fourteen (14) copies (ONLY) total are required (keep the original for yourself)

By Friday, February 26, 2010

Proposed 2010-2011 DASB budget posted on the DASB bulletin board located on lower level of the Campus Center and online at www.deanza.edu/dasb/budget
Those requesting funds should review this draft.

By Wednesday, March 3, 2010

Final proposed draft presented to DASB Senate

Monday, May 3, 2010

DASB approved Budget presented to Board of Trustees for their approval.

Approved by DASB VP of Budget and Finance

Produced by College Life/das - 10/2/2009

DASB Budget Request 2010-2011

For All Programs Excluding Athletics

Submit 14 copies (ONLY) total to the Student Activities Office by Monday, November 2, 2009, 4:00 PM.

★ This form should be in front with any attachments stapled after it. ★

PLEASE SAVE PAPER: Use the Word version of this form and delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: _____
2. Is this a new DASB account? Yes No DASB Account Number: _____
3. Amount requested for 2009-2010 \$ _____
4. Total amount allocated for 2009-2010 \$ _____
5. How long has this program existed? _____
6. Number of students directly served in this program: _____

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.

7. List ALL other accounts and/or sources of income (list ALL Account Numbers, Account Names, and Account Balances) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified.

Failure to disclose ANY and ALL non-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.

B Budget Accounts: _____

Trust Accounts: _____

Fund 15 Accounts: _____

FHDA Foundation Accounts: _____

Grant Funded Accounts: _____

Other District Accounts: _____

Off-Campus/Off-District Accounts: _____

On-Campus Co-Sponsorships: _____

Off-Campus Co-Sponsorships: _____

8. Give a brief description of the program/services to be provided. How will these funds benefit present and future students? _____

9. What would be the consequences if DASB didn't fund or completely fund this request? _____

10. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$6 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? _____

11. Total amount being requested for 2010-2011 (from page 4) \$ _____

PLEASE SAVE PAPER: Use the Word version of this form and delete the Object Codes and lines within Object Codes you do not need.

Student Payroll (2310)

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Casual Payroll (2350)

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Benefits (3200)

Benefits rates can change each year. Please check rates before requesting the same amount as last year.
(1.52 % for Student Employees, 9.7 % for Casual Employees)

	Job Title	Total \$ x Percentage	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Refreshments/Meeting Meals (4015)

(Must adhere to district standards for meal per diem expenses [http://business.fhda.edu/accounting/stories/storyReader\\$28](http://business.fhda.edu/accounting/stories/storyReader$28))

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Printing (4060)

(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Technical and Professional Services (5214)

(Independent Contractor amounts, Consultants/Guest Speakers/Entertainment (list programs).

For contracted speakers the fee shall not exceed \$1,500 per speaker per event.

For performances the fee shall not exceed \$2,000 per performance.)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Equipment Rental/Leasing (5310)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Facilities Rental (5340)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Equipment Maintenance and Repair (5350)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Domestic Conference and Travel (5510)

(All Conference and Travel expenses including per diems for food, registration/entry fees, lodging, and transportation expenses. Must adhere to district standards for meal per diem and mileage expenses

([http://business.fhda.edu/accounting/stories/storyReader\\$28](http://business.fhda.edu/accounting/stories/storyReader$28)). DASB Travel Funds are to be used for DASB Members (students) only, with Advisors.)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Advertising (5745)

(Newspaper, Radio or TV)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Capital (6420)

(Any durable item whose value exceeds \$1,000 or has usable life of one (1) year or more)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Total amount requested (also complete line 11 at top of first page) \$ _____

Income Commitment (if required) \$ _____

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Budgeter's Name: (print) _____

Budgeter's Signature: _____

Phone Extension: _____

E-mail: _____

Relationship to Project: _____

Position on Campus: _____

Administrator's Name: (print) _____

Administrator's Signature: _____

Phone Extension: _____

E-mail: _____

Relationship to Project: _____

Position on Campus: _____