



# BUDGET AND FINANCE CODE

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# DASB BUDGET AND FINANCE CODE

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## **PREAMBLE**

This Budget and Finance Code is established to define policies and procedures for budget development, budget approval and expending of all money under the control of De Anza Associated Student Body Senate and its associated organizations in order to ensure that all financial transactions will be made in the best interests of the Associated Students and in accordance with all pertinent State and District financial regulations. Only De Anza Associated Student Body members are eligible to receive benefits and privileges outlined in this code or those specified by the De Anza Associated Student Body Senate.

## **ARTICLE I: BUDGET AND FINANCE COMMITTEE**

### **Section 1: Purpose of Budget and Finance Committee**

The purpose of the DASB Budget and Finance Committee shall be:

- A. To fund programs and services in the best interest of the DASB membership.
- B. To manage and oversee all DASB funds and accounts.
- C. To generate DASB revenue.

### **Section 2: Budget and Finance Committee Makeup**

The DASB Budget and Finance Committee shall consist of the following:

- A. Voting Members
  - DASB Vice President of Budget and Finance (Chair)
  - DASB President, or in the absence of the DASB President, a designee, serving as a DASB Senator, approved by the Senate, to serve for a temporary period equal to or less than one (1) quarter
  - At least three (3), but no more than five (5) other DASB Senators-; During Budget Deliberations the maximum shall be raised to seven (7) other DASB Senators to allow for additional input into DASB Budget preparation-
- B. Non-Voting Members
  - No more than five (5) DASB Junior Senators
  - No more than two (2) DASB Agents
- C. Ex-Officio Members
  - DASB Senate Advisor
  - Student Accounts Accountant

### **Section 3: Budget and Finance Committee Positions**

- A. The DASB Budget and Finance Committee shall have following positions:
  - DASB Program Benefit Organizer
  - DASB Business Operations Manager
  - DASB Budget Communications Officer
  - DASB Legislative Coordinator
- B. The DASB Budget and Finance Committee shall reserve the right to create or dissolve ad hoc positions as deemed necessary.
- C. DASB Vice President of Budget and Finance shall appoint or remove the committee members for the positions above with an approval of the DASB Senate.
- D. DASB Vice President of Budget and Finance shall assume all duties and responsibilities of the vacant positions.

### **Section 4: Special Qualifications**

Other than the general qualifications as stated in the DASB Senate Bylaws, the DASB Vice President of Budget and Finance shall have working knowledge of bookkeeping and fund accounting by the first day of the Fall Quarter.

### **Section 5: Duties and Responsibilities of Budget and Finance Committee**

The DASB Budget and Finance Committee shall:

- A. Process all DASB budget and finance requests submitted to the DASB Senate and propose a recommendation to the DASB Senate.
- B. Research and review DASB expenditures as deemed necessary by the DASB President, DASB

- Executive Council, or the DASB Senate.
- C. Oversee and ensure income commitments are met.
- D. Review and propose amendments to the DASB Budget and Finance Code, referring them to the DASB Administration Committee, and act in accordance with the adopted DASB Budget and Finance Code.
- E. Be authorized to manage and oversee all DASB funds and accounts, both budgeted and reserved, in accordance with the approved DASB Budget and Finance Code, and in the best interest of the DASB membership.
- F. Meet at least weekly to discuss the next fiscal year's budget beginning by the third (3rd) Monday in November, or more often as deemed necessary by the DASB Vice President of Budget and Finance, the DASB President, the DASB Executive Council, or the DASB Senate.
- G. Research and review other DASB Budget concerns at the discretion of the DASB Budget and Finance Committee and the DASB Senate and make recommendations to the DASB Senate.
- H. Draft and propose the DASB Budget and budget stipulations for the next fiscal year to the DASB Senate.

**Section 6: Additional Individual Duties and Responsibilities**

- A. DASB Program Benefit Organizer shall:
  - 1. Manage a binder with the benefits of all the programs and services funded by the DASB.
- B. DASB Business Operations Manager shall:
  - 1. Check and report on statistics of DASB Card Sales and Flea Market.
  - 2. Implement new venues for increasing DASB revenue.
- C. DASB Budget Communications Officer shall:
  - 1. Notify budgeters when their budget request will be met with at the Budget and Finance Committee meeting.
  - 2. Inform budgeters on the Presentation Protocol.
- D. DASB Legislative Coordinator shall:
  - 1. Be well versed with the budget stipulations.
  - 2. Ensure programs and services funded by the DASB are complying the budget stipulations.

## **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 DASB Budgets**

- A. The DASB Budget and Finance Committee shall insure 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.
- B. 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 first Monday of November. Budget deliberations shall be completed by 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 draft DASB Budget shall be heard during the senate meetings.
- C. 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.
- D. 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. The Final budget will be approved before thirty-first (31st) of March.
- E. Funded budgeters will be notified of the amounts allocated within one week of board approval. Budgeters must provide the DASB Vice President of Budget and Finance line item amounts by fifteenth (15th) of June. If the Budgeter fails to meet the fifteenth (15th) of June deadline, the DASB Vice President of Budget 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 Budget and Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Vice President of Budget and Finance shall authorize all Line Item Transfers with his/her signature with a confirming signature by the DASB Senate Advisor. Any discrepancy between the DASB Vice President of Budget and Finance and the DASB Senate Advisor's signatures shall be brought to the DASB Budget and Finance Committee for approval/disapproval.

**Section 4: Budget Transfers**

Budgeters requesting budget transfers between DASB accounts shall submit completed DASB Budget and Finance Committee Agenda Item Request forms in advance to the Student Accounts Office. The DASB Budget and 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, and a second confirming two-thirds (2/3) approval vote at the next regularly scheduled DASB Senate meeting.

**Section 5: Types of Accounts**

- A. DASB Accounts:  
All income and expenditures designated in the annual DASB budget.
  
- B. Organizational Accounts:  
All income and expenditures of recognized clubs and organizations.
  
- C. Trust Accounts:  
All income and expenditures for student events and DASB events.
  
- D. Restricted Reserve Accounts  
The current DASB Budget has two (2) different reserve accounts.
  - 1. The General Reserve as required by this DASB Budget and Finance Code. DASB shall maintain a reserve account to equal two-thirds (2/3) of its previous fiscal year operation Budget or five hundred thousand dollars (\$500,000), 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**

- A. Special Allocation Funds are budgeted specifically to serve unexpected capital or project needs.
- B. Requests for DASB Special Allocation Funds are submitted to the Student Accounts Office and forwarded to the DASB Vice President of Budget and Finance who will present the item to the DASB Budget and Finance Committee.
- C. The DASB Budget and Finance Committee will make their recommendation to the DASB Senate. A two-thirds (2/3) vote is required for approval. If the item is approved, the affirmative vote is considered approval to post the motion for one (1) week on the DASB Senate Bulletin Board. At the following DASB Senate meeting the matter will be reread and a final approval or disapproval roll call vote will be taken. The final vote will require two-thirds (2/3) 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.
- E. The DASB Vice President of Budget and 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 having a retail value of more than five hundred dollars (\$500) per item and a usable life of at least twelve (12) months.
- B. Delivery of any capital item purchased with DASB funds will be coordinated by the Office of College Life in concert with the DASB Executive Vice President. Capital items will be tagged and inventoried prior to delivery and installation.
- C. Disposal of any DASB capital items shall follow accepted DASB Senate procedures for disposal of capital items.
- D. The DASB shall retain ownership of all capital items purchased with DASB funds unless otherwise specified by the DASB Senate.

### **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 requisitions (Article IV).
- 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: EXPENDITURES

### **Section 1: Procedures**

- A. All expenditures of the DASB Accounts or Organizational 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 Vice President of Budget and Finance, Student Activities Specialist, 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. 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 five hundred dollars (\$1,500) per speaker per event.
  - 2. For performances the fee shall not exceed two thousand dollars (\$2,000) 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 Vice President of Budget and 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. Student Activities Specialist
  - 4. ICC Chair of Finance
  - 5. Administrator responsible for the program area
  - 6. DASB Vice President of Budget and Finance
  - 7. College administrator
- C. All funds requisitioned from trust accounts shall require approving signatures from:
  - 1. Account Budgeter
  - 2. Administrator responsible for the program area
  - 3. DASB Vice President of Budget and Finance (for information only)
  - 4. College administrator
- D. In the event the DASB Vice President of Budget and 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 Vice President of Budget and Finance.
- E. For all requisitions from DASB funded accounts, 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, the DASB Vice President of Budget and 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 code, bylaw, and Senate/ICC procedures have been completed, and the Director of Budget and Personnel shall

sign representing administrative staff.

- F. The DASB Vice President of Budget and Finance shall be available to sign (approve or disapprove) financial documents at least three (3) times per week.
- G. If the DASB Vice President of Budget and Finance do not approve any request for funds allocated to an account, the DASB President will be asked to approve the item. In the case that both the DASB President and DASB Vice President of Budget and Finance refuse to authorize the expenditure, the issue will be forwarded to the next regularly scheduled DASB Budget and Finance Committee meeting. If the DASB Budget and Finance Committee approves the expenditure, the DASB Vice President of Budget and Finance will be directed to sign the request. If the DASB Budget and Finance Committee does not approve the expenditure, the Budgeter shall have the right to request the DASB Senate to review the request for approval or denial.

## **ARTICLE V: 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 source.
- 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 Vice President of Budget and Finance.

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

- A. Every club or organization shall maintain accurate records of all income and expenditures and shall open their books to audit by the DASB President and DASB Vice President of Budget and Finance, Student Accounts Office, or District Internal Auditor at any time.
- B. Capital items are those items with a retail value of over five hundred dollars (\$500) and a life span of at least twelve (12) months.
- C. Inventory. All capital items purchased with funds will be identified with an inventory number and described in a permanent record. The inventory record shall be maintained in the Office of College Life. The DASB Executive Vice President in concert with the Office of College Life shall have the responsibility of periodically conducting an inventory of equipment with the assistance of the appropriate department, organization or club. All equipment purchased with DASB funds remain property of DASB and will be stored on school premises when not in use. Termination of the use of this equipment shall result in it being turned over to the DASB Vice President of Budget and Finance for redistribution or sale.
- D. An annual audit of all DASB accounts, organization accounts, and trust accounts shall be made by a certified public accountant retained by the District. A written report of the audit shall be distributed to the DASB Senate through the DASB Vice President of Budget and Finance and Designee of the Board of Trustees.

### **Section 3: Financial Reports**

- A. The DASB Vice President of Budget and Finance shall give a financial report of DASB and Organization Accounts to the DASB Senate at least once per each quarter.
- B. Any warrants over five hundred dollars (\$500) must be presented on a monthly basis to the DASB Senate as information.

## **ARTICLE VI: 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 DASB MEMBERS ONLY with Advisors.

### **Section 3: General Diversity Events**

All general diversity events requests shall be referred to the DASB Diversity and Events Committee.

### **Section 4: ICC and Club Funding**

All ICC and 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 5: Banquet, Hospitality, Meal, and Mileage Expenses**

Allocation for banquets, orientations, recognitions, hospitalities, breakfasts, luncheons, dinners, meals, meeting meals, travel/conference meals (except when already provided), workshops, etc., or mileage shall adhere to the district standards for meal per diem and mileage expenses. Under no circumstances will expenses exceed the district standards for meal per diem amounts and district mileage standards. Approved travel mileage will be reimbursed on a per mile basis according to district standards. All meal expenditures require original detailed receipts/invoices.

### **Section 6: Discretionary Accounts**

DASB Executive Officer discretionary accounts shall be used to benefit the Associated Students and may be used for committee, administrative, or any other reasonable expenses at the discretion of that executive officer.

**ARTICLE VII: END OF THE YEAR CLOSE PROCEDURES**

The DASB Vice President of Budget and Finance, the DASB Senate Advisor and Director of Budget and Personnel shall mutually agree on the procedures for closing the year end operations. This will include cut off dates for requisitions, accrual, encumbrances, and carry forward procedures.

## ARTICLE VIII: 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 Budget and Finance Committee as agenda items prior to the first DASB Budget and 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.

Amended: 10/13/1998	Amended: 05/29/2002
Amended: 04/12/2000	Amended: 08/21/2002
Amended: 10/04/2000	Amended: 05/28/2003
Amended: 11/15/2000	Amended: 10/15/2003
Amended: 11/28/2001	Amended: 04/06/2005

Amended: 05/17/2006  
Amended: 02/04/2009