



# FINANCE CODE

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# DASB FINANCE CODE

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## **ARTICLE I: FINANCE COMMITTEE**

### **Section 1: Membership**

The DASB Finance Committee shall consist of the following:

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

### **Section 2: Objectives**

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

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

### **Section 3: Right to Act**

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

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

### **Section 4: Committee Duties and Responsibilities**

The DASB Finance Committee shall:

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

## **ARTICLE II: BUDGETS**

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

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

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

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

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

**Section 3: Line Item Transfers**

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

**Section 4: Budget Transfers**

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

**Section 5: Types of Accounts**

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

## **ARTICLE III: FUNDS**

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

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

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

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

### **Section 3: Capital**

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

### **Section 4: Deposits**

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

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

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

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

### **Section 2: Collection**

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

### **Section 3: Accountability**

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

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

#### **A. Allocated by DASB Senate**

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

1. Carrying out voter registration, education, and mobilization campaigns.
2. Training students and hiring student interns to organize and advocate for themselves and their communities before state and local decision-making bodies.
3. Carrying out educational programs for the student body to help inform students of important decisions being made at the state and local level affecting their lives as students.
4. Supporting student advocates to meet with elected officials at the city, county, district, and state level.
5. Supporting student advocates to organize with other students at the local, regional, and statewide level at conferences, training sessions, and advocacy gatherings, including but not limited to: 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.
2. The DASB Chair of Finance or designee shall attend the yearly Budget Development Town Hall event hosted by the recognized statewide organization in March to ensure that funds from the De Anza Associated Student Body are used in compliance with DASB values.

**Section 5: Opt-Out**

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

## **ARTICLE V: EXPENDITURES**

### **Section 1: Procedures**

- A. All expenditures of the DASB Accounts or Club Accounts shall follow the procedures outlined below. All expenditures require original detailed receipts/invoices. Requisitions from DASB funds cannot be processed without the appropriate student signatures. **No deficit spending will be allowed.** Administrators are responsible for any expenditures exceeding budget allocations. Expenses will be transferred to their respective District Budget. No funds will be advanced on a petty cash basis.
- B. Either the DASB Chair of Finance, College Life Advisor, DASB Senate Advisor, administrator responsible for the program area, or college administrator has the authority to hold any request for funds if circumstances merit delay.
- C. The DASB will not assume financial responsibility for any charge item not covered by the approved purchase requisition issued in advance purchases. Individuals obtaining goods or services without an approved purchase order will be held responsible for the payment of any good or service. The Student Accounts Office will facilitate the financial transaction in any of the following ways.
1. District Purchase Order issued via a District Purchase Requisition
  2. Checks issued via a Student Accounts Requisition
  3. Open Accounts-  
In the event that open charge accounts are maintained, only items specified in writing shall be purchased. An advance purchase order must be made designating authorized purchases, designated time period and maximum amount of expenditure for that period.
  4. Independent Contractor Pre-hire Authorization Form, Independent Contractor Agreement, W-9 Form, and Invoice
  5. Payroll-  
The DASB may fund budgeters to hire employees. Budgeters hiring employees should consult with the Student Accounts Office for hiring procedures.
  6. Cash Advances-  
Cash advances must be accompanied with specific detail as to how the funds will be used PRIOR to being approved. Requests for reimbursements without prior approval may be denied. Receipts must be submitted for cash advances prior to being approved for any additional advances. Cash advances cannot be used to pay for an Independent Contractor. When requesting a cash advance the Student Accounts Cash Advance Agreement form must be completed. The form contains the following guidelines:
    - a. Advance will be used for the purpose stated on the requisition.
    - b. All receipts will be turned in within fifteen (15) working days of the check date, or June 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 Budget and Personnel.

- D. No DASB funds shall be used to purchase alcoholic beverages or any illegal substances.
- E. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASB Senate approval.
- F. Budgeters will be limited to the following amounts:
  1. For contracted speakers the fee shall not exceed one thousand two hundred dollars (\$1,200) per speaker per event.
  2. For performances the fee shall not exceed one thousand eight hundred dollars (\$1,800) per performance.

**Section 2: Signatures**

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

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

## **ARTICLE VI: DOCUMENTATION**

### **Section 1: Tickets**

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

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

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

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

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

## **ARTICLE VII: SPECIFIC ACCOUNTS**

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

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

### **Section 2: Travel**

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

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

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

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

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

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

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

### **Section 5. Athletic Travel Meals**

For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. In the event that there is a required banquet at the State Championships the maximum allocation for Dinner would be waived. For the purpose of meal reimbursements, all meals will be defined by the period in which they are consumed. Breakfast shall be from 4:00 am to 11:00 am, lunch shall be from 11:01 am to 4:00 pm, and dinner shall be from 4:01 pm to 12:00 am. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.

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

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

## **ARTICLE VIII: SCHOLARSHIPS**

### **Section 1: Eligibility**

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

### **Section 2: Requirements**

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

### **Section 3: Amount**

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

### **Section 4: Procedure**

The DASB Scholarships Director shall ensure that:

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

## ARTICLE IX: GLOSSARY

### **Accrual:**

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

### **Encumbrance:**

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

### **Carry Forward:**

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

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

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

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

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

### Independent Contractor Forms

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

### Student Accounts Check Processing Cut-off

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

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