

DASB FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts NO LATER than 4:30 PM on the Tuesday (subject to change) before the meeting in which you wish the item to appear. It MUST be filled out completely (all pages), or your request may be postponed or denied. Attach additional sheets if necessary.

Clubs should fill out the "ICC/Club Budget Request" form for all requests.

NOTE: The Finance Committee does not meet during the first week of the quarter, dead and finals weeks or breaks.

RECEIVED

JAN 23 2020

DE ANZA COLLEGE
STUDENT ACCOUNTS

Please submit the original and one (1) copy of this form and any attachment(s) for a total of two (2) sets.

Name: Genevieve Kolar

Signature & Date: *Gene Kolar* 1/22/2020

Phone: (650) 660-4022

E-mail: Genevieve.Kolar@gmail.com

Group or department you are representing: Foothill-De Anza Bond + Parcel Tax / Measure G & H Campaign
 You are required to attend the DASB Finance Committee meeting, Monday at 3:30 PM (subject to change), to answer any questions for items 1 and 2 below and possibly item 3 as well if determined by the Chair of Finance.

Request to be on the Finance Committee Agenda For: (check one)

1. **GENERAL ITEM (Includes Budget Transfers):**

Summary of item: (REQUIRED, use additional sheets if necessary) _____

2. **NEW OR ADDITIONAL FUNDING: Total Requested Amount \$ 19,000**

Complete the next two pages as well when requesting new or additional funding. Attach additional sheets if necessary. Also attach additional details and event/program descriptions. Incomplete applications will not be accepted.

3. **OBJECT CODE/LINE ITEM TRANSFER (Only Page 1 Required; must attend Finance Committee meeting only if contacted):**

Account Name: _____

Account Number: _____

From Object Code:	To Object Code:	Requested Amount \$	DASB Use only Approved Amount \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary) _____

The Budgeter and Administrator cannot be the same person.

Budgeter's Name (PRINT) _____ Budgeter's Signature _____ Phone Number _____ E-mail _____

Administrator's Name (PRINT) _____ Administrators Signature _____ Phone Number _____ E-mail _____

**Action Taken
(office use only)**

Transfer Approved and Forwarded to Student Accounts on _____ Transfer Denied
Date

 DASB Chair of Finance Date DASB Advisor Date

The DASB Finance Code and the DASB Budget Stipulations must be adhered to at all times.
 They are available at <http://www.deanza.edu/dasb/budget/>

NEW OR ADDITIONAL FUNDING REQUESTS

- 1. Program (Account) Name: Measure G + H Campaign
2. Have you previously received DASB funding for this program? No [X] Yes []
3. If yes, amount previously requested for current account \$
4. If yes, total amount previously allocated current account \$
5. How long has this program existed?
6. Number of students directly served or involved in this program: 40,000

Please ACCURATELY and THOROUGHLY complete numbers 8 - 11 and use additional sheets if necessary.

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

- B Budget Accounts:
Trust Accounts:
Fund 15 Accounts:
FHDA Foundation Accounts: \$200,000
Grant Funded Accounts:
Other District Accounts:
Off-Campus/Off-District Accounts:
On-Campus Co-Sponsorships:
Off-Campus Co-Sponsorships: \$19,000 from ASFC unallocated; \$200,000 other donors

8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college.

How will these funds benefit present and future students? The \$19,000 donation will support a campaign for measures that will impact De Anza forever - a \$898 million bond, of which \$200-300 million will go to housing, and \$240 million will go specifically to OA for repairs and building. It is a \$5 million/5 year measure that can go towards mental health, counseling, custodians, profs, & all services students need.

9. How do you use other funding to support your program? Sponsorship has come from local unions, companies, individuals in our voting district, faculty, and ASFC Senate (Foathill student body).

10. What would be the impact if DASB did not completely fund this request? If we don't reach our funding goal, we risk not being able to reach all 200,000+ voters. Also it reduces funds that can be allocated towards employed students, since up to \$40,000 is allocated under ideal budget and may not be prioritized if goal is not met.

11. 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 \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? We will make sure student volunteers + employees have paid the DASB fee. This will benefit all De Anza students for generations. To be honest, the benefits from supporting the colleges ripples out way beyond anything we can quantify, helping all our staff and the community, too.

12. Total amount being requested \$19,000

(You must also complete the object code information on the next page)

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. The Budgeter and Administrator cannot be the same person.

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DASB Object Code/Line Item Information

* Fill out only applicable object codes. *

Object Code Name and Number	Description of Expenses (Please itemize all your expenses, BE SPECIFIC)	Requested Amount (round up to the next whole dollar)	DASB Use Only Approved Amount
Student Payroll – 2310 Include hours to be worked x pay rate MUST ALSO COMPLETE BENEFITS – 3200			
Benefits – 3200 (1.52 % for Student Employees) MUST BE COMPLETED WHEN REQUESTING PAYROLL			
Supplies – 4010 (Office supplies or as specified in request or stipulations)			
Banners – 4013 (Reusable banners that will last multiple years)			
Food/Refreshments – 4015 (Must adhere to district Administrative Procedure 6331, http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open &id=AKVUKX7C7F98)			
Printing – 4060 (flyers, posters, programs, forms, etc.)			
Technical & Professional Services – 5214 (Consultants/Guest Speakers/Entertainment) maximum \$1,200 per speaker per event maximum \$1,800 per performance			
Capital – 6420			
<i>Campaign Expenses</i>	<i>Marketing materials, campaign kickoff, organizers (including students), ads</i>	<i>\$19,000</i>	
<i>(Donation) LK.</i>	Grand Total	<i>\$19,000</i>	

No deficit spending will be allowed and all accounts shall be held to line item amounts. 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.

A budgeter's and an administrator's signature are required before this form will be considered.

The Budgeter and Administrator cannot be the same person.

<u>Genevieve Kolar</u>	<u><i>Gene K</i></u>	<u>(650) 666-4022</u>	<u>genevieve.kolar@gmail.com</u>
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail

<u>Michelle LeBlanc-Burns</u>	<u><i>Michelle LeBlanc</i></u>	<u>x 8218</u>	<u>leblancburnsmichelle@slide.edu</u>
Administator's Name (PRINT)	Administrators Signature	Phone Number	E-mail

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