## **DASB Budget Request 2020-2021**

For DASB Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Tuesday, November 12, 2019

Applications and attachments must be submitted via email to Dennis Shannakian at ShannakianDennis@fhda.edu.

The Subject must be in the following format: "DASB Budget Request - DASB Account/Program Name - DASB Account Number"

For Example: "DASB Budget Request - DASB Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1.	Program (Account) Name: DASB Bicycle Program		
	Is this a new DASB account? Yes \(\begin{align*} \text{No } \overline{\text{X}} \text{ DASB Account Number:} \\ 41-551	16	
	Amount requested for 2019-2020 \$ 20,614		
4.	Total amount allocated for 2019-2020 \$ 14,168		
	How long has this program existed? 8 years		
6. 6	Number of students directly served in this program: 240		
0. <b>P</b> i	lease ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional she	ets if necessary	
7.	List ALL other accounts and/or sources of income (list ALL <u>Account Numbers</u> , <u>Account Names</u>	Account Balances.	
	and Account Purposes/Restrictions) also list ALL Co-Sponsorships for the Program; include anticip		
	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: None		
	Trust Accounts: None		
	Fund 15 Accounts: None		
	FHDA Foundation Accounts: None		
	Grant Funded Accounts: None		
	Other District Accounts: None		
	Off-Campus/Off-District Accounts: None On-Campus Co-Sponsorships: None		
	Off-Campus Co-Sponsorships: None None		
Q	Give a brief description of the program/services to be provided and how they fulfill the missi	on of the college	
ο.	How will these funds benefit present and future students? Provide free rental of b		
	locks to students needing transportation.	ikes, heimet, and	
9.	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 D			
	Members (DASB Budget Stipulation # 1)?  All students must be DASB Members in		
	for a bicycle.	ar eraser to squarify	
10.	. What would be the impact if DASB did not completely fund this request? Reduction or	f services or	
	complete elimination of DASB Bicycle Program.		
11	. Total amount being requested for 2020-2021 (from page 3) \$\frac{21,278}{}		
	Delete the Object Codes and lines within Object Codes you do not need.		
	State the object cours and made whim object cours you do not need		
Student Payroll (2310)			
	MUST ALSO COMPLETE THE BENEFITS (3200) SECTION		
	Job Title # of emp. x \$ Per hr x # hrs/wk x # of wks	Cost	
1.	DASB Bicycle Program Coordinator 1x\$16. 5x19x48	15,048	
	TOTAL:	\$ <u>15,048</u>	
	Benefits (3200)		
	MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL  Benefits rates can change each year. Please check rates before requesting the same amount as last year.		
	(1.52 % for Student Employees, 10.4 % for Casual Employees)		
	Job Title Total \$ x Percentage	Cost	
1.	D ( CD D' 1 D C 1' )		
	DASB Bicycle Program Coordinator \$15,048x0.0152	230	
	DASB Bicycle Program Coordinator \$15,048x0.0152 TOTAL:	\$\frac{230}{\$230}	

## **Supplies (4010)**

(Non-capital, general office supplies or as specified) Intended Use Cost Item 1. Maintenance Parts and Supplies Maintenance\_ 1,000 TOTAL: 1,000 Technical and Professional Services (5214) (Independent Contractor amounts, Consultants/Guest Speakers/Entertainment (list programs). For contracted speakers the fee shall not exceed \$1,200 per speaker per event. For performances the fee shall not exceed \$1,800 per performance.) Cost Item Intended Use 1. Bicycle Maintenance Services Maintenance 1,000 TOTAL: 1,000 **Capital (6420)** (Any durable item whose value exceeds \$200 and has usable life of one (1) year or more) Intended Use Item Cost 1. New Bicycles Rent out to students 4,000 TOTAL: 4.000 Total amount requested (also complete line 11 at bottom of first page) 21,278

Delete the Object Codes and lines within Object Codes you do not need.

## Signatures that are required for utilizing 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.** 

budgeter s Name. (print)	Dennis Shannakian
Phone Number:	408-864-8757
E-mail:	ShannakianDennis@fhda.edu
Relationship to Project:	Technical Lead
Position on Campus:	College Life Office Coordinator
Administrator's Name: (print)	Michele LeBleu-Burns
Phone Extension:	408-864-8218
E-mail:	LeBleuBurnsMichele@fhda.edu
Relationship to Project:	Administrator
Position on Campus:	Dean of Student Development

Dennis Shannakian

Approved by DASB Chair of Finance

Rudgeter's Name: (print)

(Produced by the Office of College Life - 8/1/2019)