



# De Anza Associated Student Body Finance Committee Budget Bulletin For DASB Operational Accounts Only

Grace Lim, DASB Chair of Finance

October 5, 2020

**★ Keep this Budget Bulletin/Cover Page for your reference. Do not submit with your application. ★**

The DASB is accepting requests for the 2021-2022 fiscal year budget. Use the attached application to request funding for the 2021-2022 fiscal year. If you have any questions, please contact Grace Lim, DASB Chair of Finance, at [DASBFinance@fhda.edu](mailto:DASBFinance@fhda.edu), or Dennis Shannakian, College Life Office Coordinator, at [ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

## DASB 2021-2022 ANNUAL BUDGET FUNDING REQUESTS

### Welcome to Fall Quarter 2020

In the tradition of “Students Working for Students”, the De Anza Associated Student Body is beginning our annual budget process for the 2021-2022 academic year. Please read below for some changes that will be occurring for this funding cycle.

There is no guarantee of receiving DASB funding. DASB funds are intended to be supplemental and are not intended to fund your entire program, nor required items that are considered the responsibility of your program such as office supplies and office equipment. Please be reasonable in your request. The DASB Budget is comprised of two funds, Fund 41 General Fund, and the Fund 46 Student Representation and Advocacy Fund. Fund 46 can only be used for Student Representation, Advocacy and related Leadership Training Activities. The DASB Finance Committee and DASB Senate will determine which Fund to use for your request.

- Any Request that is not fully completed will not be accepted. **The more detailed information the better.**
- The funding to be received is contingent on the quality of this application.
- Any Request that is not in by the due date runs the risk of being rejected.

#### Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

#### Signatures that are Required for Utilizing Funds

All future 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.**

#### Budget Information Meetings

For questions regarding funding possibilities, procedures, requirements, etc. please go to a DASB Finance Committee Meeting, Mondays at 4:00 PM on Zoom via [bit.ly/DASBFinanceFall2020](https://bit.ly/DASBFinanceFall2020) or link on DASB Budget webpage at [www.deanza.edu/dasb/budget](http://www.deanza.edu/dasb/budget). All DASB Finance Committee Agendas from October 5, 2020 through November 2, 2020 will have time allocated for any questions.

#### 2021-2022 DASB BUDGET CALENDAR

Monday, October 5, 2020	Budget Requests become available
Monday, November 9, 2020	Budget Requests due to the Office of College Life by 4:00 pm Applications and attachments must be typed and submitted via email to Dennis Shannakian at <a href="mailto:ShannakianDennis@fhda.edu">ShannakianDennis@fhda.edu</a> . 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.
By Friday, February 26, 2021	Proposed 2021-2022 DASB budget posted online at <a href="http://www.deanza.edu/dasb/budget">www.deanza.edu/dasb/budget</a> Those requesting funds should review this draft.
By Wednesday, March 3, 2021	Final proposed draft presented to DASB Senate
Monday, May 3, 2021	DASB Senate approved Budget presented to Board of Trustees for their approval.
Approved by DASB Chair of Finance	

(Produced by the Office of College Life - 10/4/2020)

# DASB Budget Request 2021-2022

## For DASB Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

Applications and attachments must be typed and submitted via email to Dennis Shannakian at [ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

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: Accounts Office Staff
2. Is this a new DASB account? Yes  No  DASB Account Number: 41-51310
3. Amount requested for 2020-2021 \$ 202,898
4. Total amount allocated for 2020-2021 \$ 202,898
5. How long has this program existed? 40+ Years
6. Number of students directly served in this program: All DASB Members (Paying Quarterly Fee)

***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, Account Balances, and Account Purposes/Restrictions**) 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: N/A

Trust Accounts: N/A

Fund 15 Accounts: N/A

FHDA Foundation Accounts: N/A

Grant Funded Accounts: N/A

Other District Accounts: N/A

Off-Campus/Off-District Accounts: N/A

On-Campus Co-Sponsorships: N/A

Off-Campus Co-Sponsorships: N/A

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? Staffing the Student Accounts Office to provide accounting, cashiering, and customer service for all of the financial transactions for DASB, clubs, and any trust accounts. The Accountant also serves as the Financial Advisor to the DASB Finance Committee & Senate as well as assists in the annual DASB Budget process. Staffing request is for the labor and benefits for 40% of the Accountant, 100% for the Accounting Assistant (both full-time classified staff positions), and 100% for one student assistant, who works up to 19 hours per week, generally in the afternoons.

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 DASB Members (DASB Budget Stipulation # 1)? When students apply for our student employee position, we ask to see their DASB card to verify they are a DASB member (paying quarterly fee)

10. What would be the impact if DASB did not completely fund this request? We would not be able to provide the same level of service that we currently offer, and the office hours would be reduced to accommodate the reduction in staff hours. In addition, the office would be closed when the classified staff employees are not at work.

11. Total amount being requested for 2021-2022 (from page 3) \$ 205,457

Delete the Object Codes and lines within Object Codes 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.	See worksheet for details		17,480
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
TOTAL:			\$ 17,480

### 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.	See worksheet for details		525
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
TOTAL:			\$ 525

### Classified Payroll (2170)

MUST ALSO COMPLETE THE BENEFITS (3100) SECTION

	Job Title		Cost
1.	Accounting Assistant		90,575
2.	Accountant		43,813
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
TOTAL:			\$ 134,388

### Benefits (3100)

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.	Accounting Assistant		37,117
2.	Accountant		15,947
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
TOTAL:			\$ 53,064

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



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**Budgeter and Administrator Information**

Budgeter’s Name:	<u>Martin Varela</u>	
Phone Number:	<u>408-499-9379</u>	
Email:	<u>VarelaMartin@fhda.edu</u>	
Relationship to Project:	<u>Supervisor</u>	
Position on Campus:	<u>Director, College Fiscal Services</u>	
Administrator’s Name:	<u>Pam Grey</u>	 <small>pam grey (Nov 13, 2020 15:55 PST)</small>
Phone Number:	<u>8976</u>	
Email:	<u>GreyPam@fhda.edu</u>	
Relationship to Project:	<u></u>	
Position on Campus:	<u>VP of Administrative Services</u>	

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/15/2020)

## STUDENT EMPLOYEE PAYROLL: 2021-2022 DASB BUDGET REQUEST

### Accounting/Cashiering Assistant

	# of Employees	Hrs.Per Week	# of Weeks	Hourly Pay \$	Total
<b>Level III:</b>					
<b>Step 2</b>	1	19	36	17.75	12,141 (3 Quarters)
	1	19	6	17.75	2,024 (Summer Session)
	1	19	6	17.75	2,024 (Summer Break)
<b>Level III:</b>					
<b>Step 1</b>	1	19	4	17.00	1,292 (Overlap-Train New Employee)
<b>Total Labor</b>					17,480
Benefits 3%					525
<b>Grand Total</b>					18,005
<b>Budget Request:</b>					
<b>Object Code</b>					<b>Amount</b>
2310					17,480
3200					525
<b>Total Request</b>					<b>\$ 18,005</b>

**CLASSIFIED EMPLOYEES PAYROLL: 2021-2022 DASB BUDGET REQUEST**

Name	Posn	Title	Fund	Orgn	Prog	Acct	AcctTitle	July	August	September	October	November	December	Total
Kirk, Lisa Darlene	230066	Accountant	114080	581039	699000	2170	CL Contract Noninstructor	3,444	3,444	3,444	3,444	-	-	13,778
Kirk, Lisa Darlene	230066	Accountant	114080	581039	699000	3100	Benefit Budget/Encumbra	1,254	1,254	1,254	1,254	-	-	5,015
Nguyen, Jennifer D	230285	Accounting Assistant	114080	581039	699000	2170	CL Contract Noninstructor	7,121	7,121	7,121	7,121	-	-	28,483
Nguyen, Jennifer D	230285	Accounting Assistant	114080	581039	699000	3100	Benefit Budget/Encumbra	2,919	2,918	2,918	2,918	-	-	11,673

Kirk, Lisa Darlene	Estimated Salaries plus 6%	13,778	27,555	2,480	43,813	Salary
Kirk, Lisa Darlene	Estimated Benefits plus 6%	5,015	10,029	903	15,947	Benefit
					59,760	

Nguyen, Jennifer D	Estimated Salaries plus 6%	28,483	56,965	5,127	90,575	Salary
Nguyen, Jennifer D	Estimated Benefits plus 6%	11,673	23,343	2,101	37,117	Benefit
					127,692	

DASB Employees: 187,452

Student Worker: 17,480 Salary  
525 Benefit

Total Request: **\$ 205,457**







# 2021-2022-DASBBudAppD

Final Audit Report

2020-11-13

Created:	2020-11-13
By:	Martin Varela (varelamartin@fhda.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWdENuUdJmO2mmuLbersVtVOpPHW84KCI

## "2021-2022-DASBBudAppD" History

-  Document created by Martin Varela (varelamartin@fhda.edu)  
2020-11-13 - 10:19:47 PM GMT- IP address: 153.18.174.11
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Signature Date: 2020-11-13 - 10:21:21 PM GMT - Time Source: server- IP address: 153.18.174.11
-  Document emailed to pam grey (greypam@fhda.edu) for approval  
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-  Document approved by pam grey (greypam@fhda.edu)  
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