

DASG FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts **NO LATER** than 4:00 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: DASG Finance does not meet during the first week of the quarter, dead and finals weeks, breaks, or summer.

Name: Lisa Kirk

Signature & Date: 
Lisa Kirk (Feb 13, 2024 13:47 PST)

Phone: 408-864-8528

E-mail: KirkLisa@fhda.edu

Group or department you are representing: Student Accounts Office

You are required to attend the DASG Finance Committee meeting, Monday at 4:00 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 \$ 2,500 for 41-51310-3100 Accounts Office Staff , DASG Operational Expense**

Complete the next two (2) 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: Accounts Office Staff

Account Number: 41-51310

From Object Code:	To Object Code:	Requested Amount \$	<i>DASG Use only</i> Approved Amount \$
<u> 2310 </u>	<u> 2170 </u>	<input type="checkbox"/> \$ <u>6,800</u>	<u> </u>
<u> 2310 </u>	<u> 3100 </u>	<u> \$3,677 </u>	<u> </u>
<u> 3200 </u>	<u> 3100 </u>	<u> \$ 524 </u>	<u> </u>

Reason for Transfer: (REQUIRED, use additional sheets if necessary) Cost of Living Adjustment of 7.22% resulted in budget shortfalls for classified payroll codes 2170 (classified labor) and 3100 (classified benefits). We will not hire a student employee this fiscal year so we are requesting line-item transfers out of student payroll codes 2310 (student labor) and 3200 (student benefits). Additional DASG funding is also requested to cover the remaining estimated budget shortfall in payroll code 3100 (classified benefits).

The Budgeter and Administrator cannot be the same person.

Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
<u> Martin Varela </u>	<u>  </u>	<u> </u>	<u> VarelaMartin@fhda.edu </u>

Administrator's Name (PRINT)	Administrators Signature	Phone Number	E-mail
<u> </u>	<u> </u>	<u> </u>	<u> </u>

**Action Taken
(office use only)**

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

<u> </u>	<u> </u>	<u> </u>	<u> </u>
DASG Chair of Finance	Date	DASG Advisor	Date

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

FY	Name	Posn	Title	Fund	Orgn	Prog	Acct Desc	January`24	Mo.	Budget Needed Jan-June`24	Budget Available Jan-June`24	Budget Deficit	Line Item Transfers Request	41-51310 Budget Avail. For Transfer in Codes:	
2024	Kirk, Lisa Darlene	230066	Accountant II	114080	581039	699000	2170 Labor	4,749.82							
2024	Nguyen, Jennifer D	230285	Acctg Assistant II	114080	581039	699000	2170 Labor	8,645.22							
							2170	13,395.04	x	6	80,370.24	73,581.63	(6,788.61)	6,800.00	2310
2024	Kirk, Lisa Darlene	230066	Accountant II	114080	581039	699000	3100 Benefit	2,091.90							
2024	Nguyen, Jennifer D	230285	Acctg Assistant II	114080	581039	699000	3100 Benefit	4,069.01							
							3100	6,160.91	x	6	36,965.46	30,461.44	(6,504.02)	3,677.00	2310
													524.00	3200	
											Total	(13,292.63)	11,001.00	(2,291.63)	
														Additional DASG Funding Request 41-51310-3100	