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.

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

Name: Kimberly Lam

Signature & Date: Kimberly Lam May 12, 2021 E-mail: dasbsrs@fhda.edu

Phone:

Group or department you are representing:

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. X NEW OR ADDITIONAL FUNDING: Total Requested Amount \$ \$2000

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/LI	NE ITEM TRANSFER (On	ly Page 1 Required; must atten	d Finance Committee meeti	ing only if		
contacted):						
Account Name:						
Account Number:						
From Object Code:	To Object Code:	Requested Amount	DASB Use Approved			
Reason for Transfer: (REQUIRED, use additional sheets if necessary)						
The Budgeter and Administrator cannot be the same person.						
Budgeter's Name (PRINT)	Budgeter's Signatur	re Phone Nu	mber E-mai	11		
Administrator's Name (PR			mber E-mai	1		
Action Taken (office use only)						
Transfer Approved	and Forwarded to Student A	accounts on	Date	fer Denied		
DASB Chair of Finance	e Date	DASB Advisor		Date		

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

NEW OR ADDITIONAL FUNDING REQUESTS

1	Program (Account) Name:	DASB Student Rights and Services (SRS) Committee	
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2.	Have you	previously	received DASB	funding for	this program?
<u> </u>	114.0 904	proviously	Teeen ea DI ISD	ranang ior	uno program.

No 🗖 Yes 🖾 DASB Account Number: 41-51175		Year Funded:	2020-2021	
3. If yes, amount previously requested for current account	<u>\$ 500</u>		_	
4. If yes, total amount previously allocated current account	\$ 500			

5. How long has this program existed?

6. Number of students directly served or involved in this program:

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 <u>Account Numbers</u>, <u>Account Names</u>, <u>Account Balances</u> and <u>Account Purposes/Restrictions</u>) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified. Failure to disclose <u>ANY</u> and <u>ALL</u> 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

 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? <u>The \$2000 will be used to pay 2 speakers from</u> Black Outreach for the SRS Fighting Anti-Blackness Panel event on June 4th from 3 to 5pm.

9. How do you use other funding to support your program? DASG SRS has no other funding sources.

10. What would be the impact if DASB did not completely fund this request? DASG SRS could not host the event.

12. Total amount being requested

<u>\$ 2000</u>

(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	2 speakers for \$1000 each	\$2000	
Capital – 6420			
	Grand Total	\$2000	

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.

Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
Administrator's Name (PRINT	^a) Administrators Signature	Phone Number	E-mail

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