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: Lisa Kirk

Signature & Date: 11-1-21

KirkLisa@fhda.edu

Phone: 408-864-8528

E-mail: _____ Marine Biology

Group or department you are representing: Marine Biology 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. Segeneral ITEM (Includes Budget Transfers):

Summary of item: (REQUIRED, use additional sheets if necessary) Budget Transfer \$1,050 from Marine Biology account

41-57535 to Special Allocations account 41-58000 as funding will not be used in 2021-2022. Jason Bram attended

the Finance Meeting on 11-1-21 to thank DASG and let the committee know he will not be using the funding due

to the pandemic.

2. In NEW OR ADDITIONAL FUNDING: Total Requested Amount §

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 \$	<i>DASB Use only</i> 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 (PRIN	· · · · · · · · · · · · · · · · · · ·		E-mail						
Action Taken (office use only)									
Transfer Approved an	nd Forwarded to Student Acc	counts on Date	_ Transfer Denied						
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 <u>http://www.deanza.edu/dasb/budget/</u>

De Anza College Student Accounts Detailed General Ledger

41-57535 Marine Biology

	ese dates: <specific fisc<br="">Posted Transactions</specific>	al periods> (7/1/2021 to 6/3	30/2022)		
	ese Not Yet Posted Tran	sactions: <none></none>			
	ccess to all accounts				
Date	Trans.	Journal	Reference		Balance
41-57535	-4010				
Account	41-57535-4010 (Mar	ine Biology Supplies)			
7/1/2021				Account Beginning Balance	
6/30/2022				Account Net Change	
6/30/2022				Account Ending Balance	\$0.00
7/1/2021				Beginning Encumbrance Balance	
6/30/2022				Net Change	
6/30/2022				Ending Encumbrance Balance	
				Annual budget	\$150.00
				Budget remaining 100.00%	\$150.00
41-57535	-4015				
Account	41-57535-4015 (Mar	ine Biology Food)			
7/1/2021				Account Beginning Balance	
6/30/2022				Account Net Change	
6/30/2022				Account Ending Balance	\$0.00
7/1/2021				Beginning Encumbrance Balance	
6/30/2022				Net Change	
6/30/2022				Ending Encumbrance Balance	\$0.00
				Annual budget	\$400.00
				Budget remaining 100.00%	\$400.00
41-57535	-5214				
Account	41-57535-5214 (Mar	ine Biology Professional S	Service)		
7/1/2021				Account Beginning Balance	
6/30/2022				Account Net Change	
6/30/2022				Account Ending Balance	\$0.00
7/1/2021				Beginning Encumbrance Balance	\$0.00
6/30/2022				Net Change	\$0.00

De Anza College Student Accounts Detailed General Ledger

41-57535 Marine Biology

Date	Trans.	Journal	Reference		Balance
Account	41-57535-5214 (Ma	rine Biology Professional Se	rvice)		
6/30/2022	6/30/2022		Ending Encumbrance	e Balance	\$0.00
			Annual budget		\$0.00
			Budget remaining	0.00%	\$0.00
41-57535-	5520				
Account	41-57535-5520 (Ma	rine Biology Field Trips)			
7/1/2021			Account Beginnin	g Balance	\$0.00
6/30/2022			Account N	et Change	\$0.00
6/30/2022			Account Endin	g Balance	\$0.00
7/1/2021			Beginning Encumbrance	e Balance	\$0.00
6/30/2022				et Change	\$0.00
6/30/2022			Ending Encumbrance		\$0.00
			Annual budget		\$500.00
			Budget remaining	100.00%	\$500.00