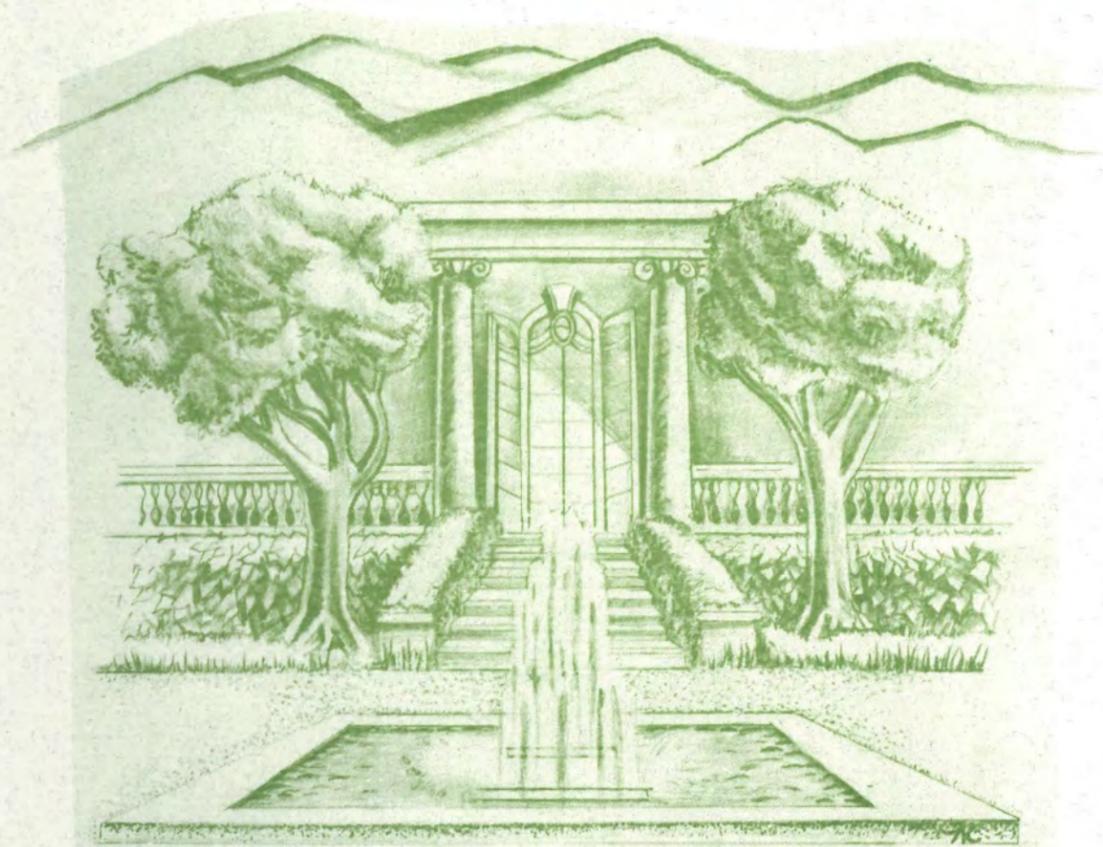


D A S B

De Anza Associated Student Body



B U D G E T

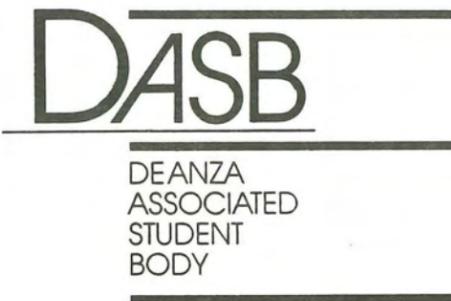
1988 - 1989

Honor • Integrity • Commitment

De Anza College

DE ANZA ASSOCIATED STUDENT BODY

BUDGET FOR 1988-89



DASB Finance And Budget Committee

chair: James A. Gonzales

Caron Blinick

Scott Gibson

David Jones

Mark Stefan

Lani Trinh

Mehdi Vatani

Rhoda Wang

Allam Qadah

DASB BUDGET MESSAGES

It has been my pleasure to serve the De Anza Associated Student Body as its Vice President of Finance. Not only has the budget process been a learning experience, but also an opportunity for affecting change on California's best campus, De Anza College.

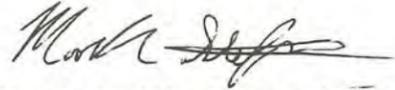
The budget process started at the beginning of Winter Quarter and was completed by the end of May. The responsibility for administering the allocation of funds was that of the Finance and Budget Committee. The committee itself was made up of DASB senators, the DASB advisor, and the Accounts Office Manager, chaired by the Vice President of Finance. A total 1,224 hours was spent creating the budget, averaging out to 80 hours per committee member. Each program was given an opportunity to present its operation to the Budget and Finance Committee. Committee members had a chance to learn more about the program and ask related questions. That information was the used to form the budget you see today.

This year there have been changes in both the income and expenses of DASB due to its participation in capitol projects on the campus. In particular, \$130,000 revenue is expected to be generated from card sales due to the implementation of a \$2 increase in the DASB card price.

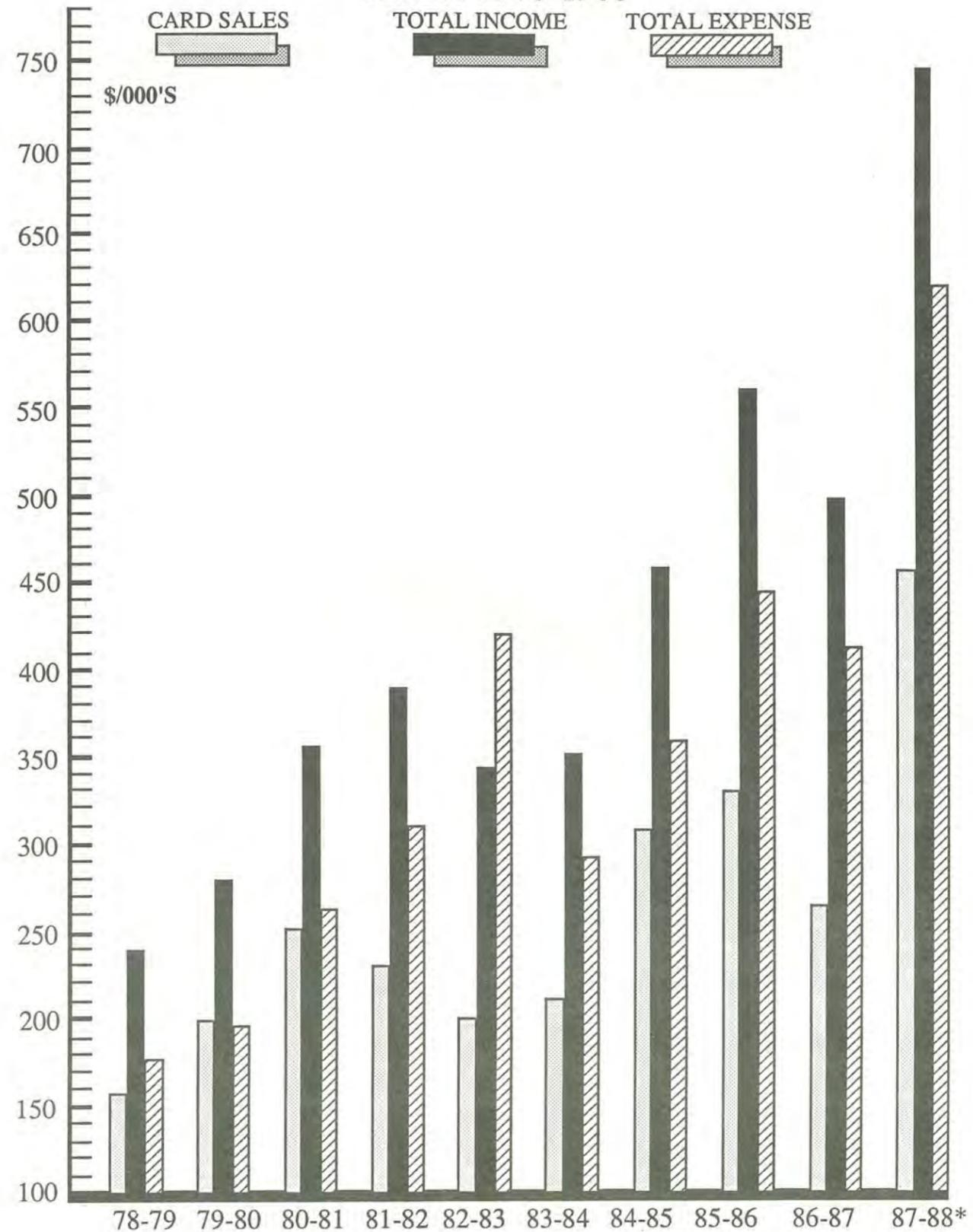
The DASB Senate believes that the budget for 1988-89 is the most equitable distribution of student funds in serving not only students, but the college at large. Best of luck to the 1988-89 Senate and Budget and Finance Committee.


James A. Gonzales, V.P. of Finance 1987-88

As the new Vice President of Finance for 1988-89, I am looking forward to a year of continued growth in the relationships of DASB and the organizations it funds. It is important to us to support these organizations. Congratulations to all the budgeted programs for 1988-89, and good luck. If there are any questions concerning DASB funding, please give me a call at 996-4690.


Mark Stefan, V.P. of Finance 1988-1989

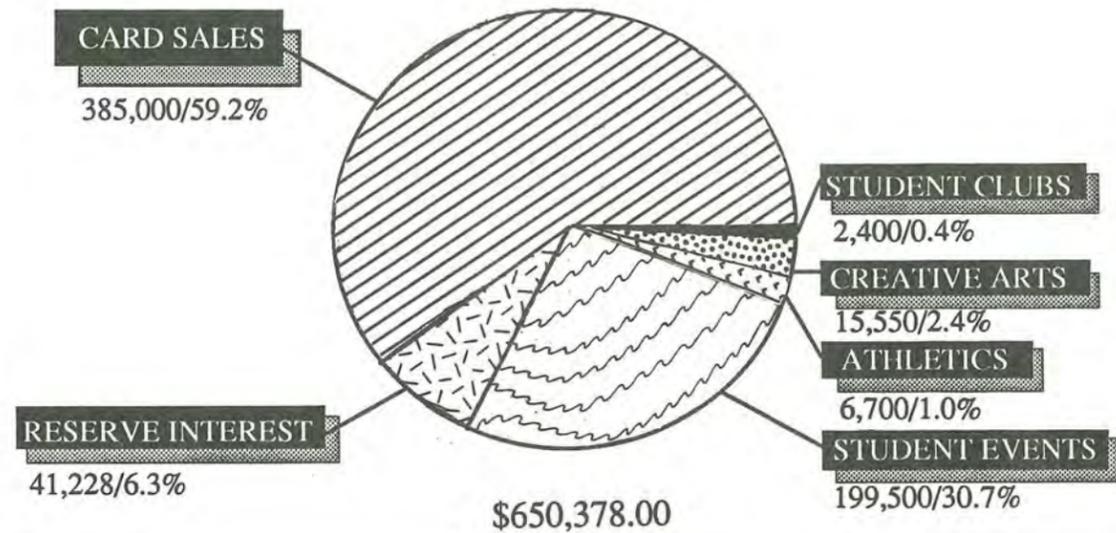
DASB BUDGET INCOME & EXPENSE HISTORY YEARS 1978-1988



*124K collected for Capital Projects
(\$2.00 card increase)

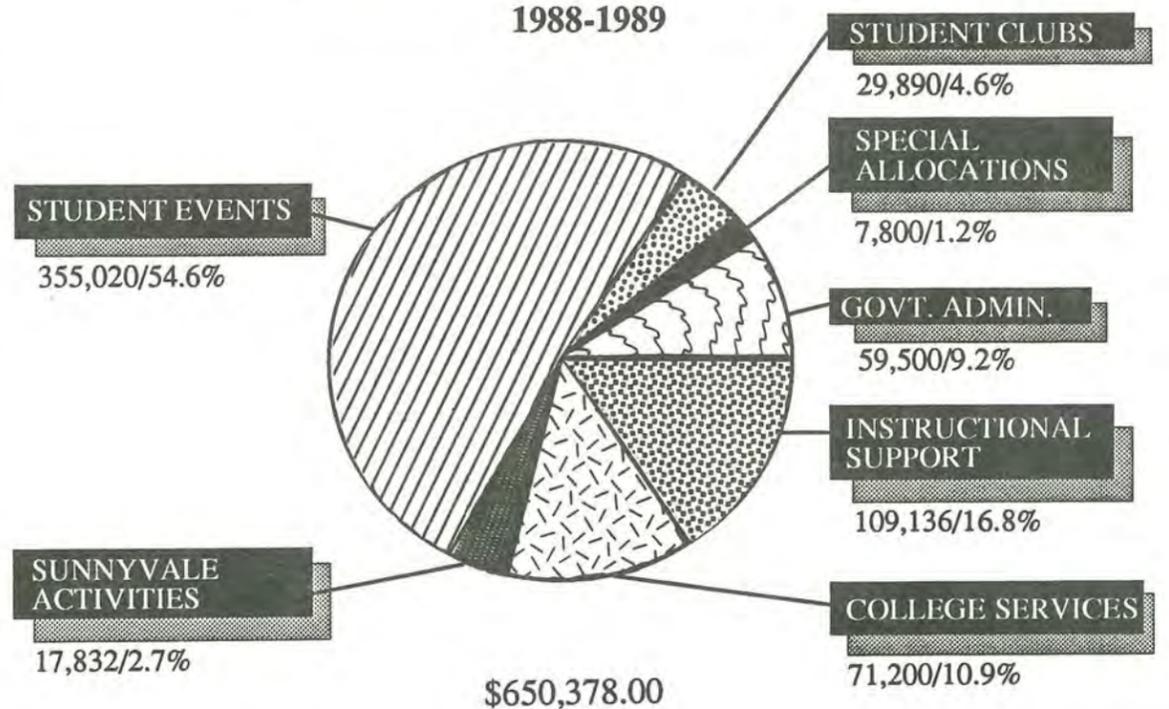
DASB INCOME PROFILE

1988-1989



DASB EXPENSE PROFILE

1988-1989



DASB BUDGET 1988-89
INCOME AND EXPENSE SUMMARY

INCOME

Card Sales	\$385,000.00
Reserve Interest	\$41,228.00
Student Events and Activities	\$199,500.00
Athletics	\$6,700.00
Creative Arts	\$15,550.00
Student Clubs	\$2,400.00
 <u>INCOME TOTAL</u>	 <u>\$650,378.00</u>

EXPENSE

Student Government Operating Accounts	\$59,500.00
Special Allocations	\$7,800.00
Student Clubs	\$29,890.00
Student Events & Activities	\$355,020.00
Sunnyvale Campus Activities and Services	\$17,832.00
College Services	\$71,200.00
Instructional Support	\$109,136.00
 <u>EXPENSE TOTAL</u>	 <u>\$650,378.00</u>

De Anza Associated Student Body Budget
Income
Fiscal Year 1988-89

Description	Income
Card Sales	385,000.00
Reserve Interest	41,228.00
	<hr/> 426,228.00
 STUDENT EVENTS & ACTIVITIES	
Bike Lockers	2,200.00
Computer Mart	26,000.00
De Anza Design Shop	30,000.00
Flea Market	125,000.00
Intramural Sports	13,000.00
Student Events	300.00
Video Games	3,000.00
Miscellaneous	0.00
	<hr/> 199,500.00
 ATHLETICS	
Football	5,000.00
Men's Basketball	900.00
Women's Basketball	800.00
	<hr/> 6,700.00
 CREATIVE ARTS	
Band	700.00
Chorale	1,500.00
College Chorus	500.00
Dance	4,500.00
Jazz Ensemble	600.00
Musical	1,000.00
Orchestra	500.00
Student Films	500.00
Summer Music Theater	4,100.00
Vocal Jazz	1,000.00
Vocal Jazz Recording	650.00
	<hr/> 15,550.00

CLUBS

Chinese Student Union	300.00
De Anza Auto Tech Club	300.00
Filipino Club	300.00
Korean Club	300.00
Outdoor Club	300.00
Student Ambassadors	300.00
Ski Club	300.00
Vietnamese Club	300.00
	<hr/>
	2,400.00

TOTAL DASB INCOME\$650,378.00

**De Anza Associated Student Body Budget
Expenses
Fiscal Year 1988-89**

Description	Expense
DASB ADMINISTRATIVE EXPENSES	
ACU-I	600.00
	<hr/>
	600.00
CONFERENCE TRAVEL	
Advisors Travel	800.00
Student Travel	4,000.00
	<hr/>
	4,800.00
ADMINISTRATIVE COSTS	
Budget Committee	250.00
Vice President/Communications	100.00
Vice President/Finance	100.00
Vice President/Program Board	100.00
Vice President/SRS	100.00
President	100.00
Executive Vice President	100.00
Worker Benefits	4,000.00
	<hr/>
	4,850.00
GOVERNMENT COSTS	
Accounts Office Clerk	11,850.00
Accounts Office Supplies	3,500.00
Acct. Office System Consultant	5,000.00
Copy Machine	9,000.00
DASB Card Printing	9,700.00
DASB Printing	3,000.00
Elections	1,000.00
Office Supplies	1,000.00
Secretary	2,000.00
Telephone	3,200.00
	<hr/>
	49,250.00

SPECIAL ALLOCATIONS

Summer '88 Allocation	1,000.00	
Fall '88 Allocation	1,700.00	
Winter '89 Allocation	1,700.00	
Spring '89 Allocation	1,700.00	
Emergency Allocation	1,700.00	
		<u>7,800.00</u>

STUDENT CLUBS

DASB Alpha Gamma Sigma	800.00	
DASB Animal Rescuers Club	500.00	
DASB Auto Tech Club	1,300.00	
DASB Black Student Alliance	900.00	
DASB Child Development Club	1,200.00	
DASB Chinese Student Union	1,300.00	
DASB College Wheelchair Athletics	800.00	
DASB De Anza College Business Club	900.00	
DASB De Anza Ski Club	1,800.00	
DASB Disabled Students	1,300.00	
DASB Filipino Club	1,300.00	
DASB Film & TV Guild	1,000.00	
DASB GALA	900.00	
DASB ICC General Fund	5,000.00	
DASB International Club	500.00	
DASB Korean Bible Study	500.00	
DASB Korean Club	1,300.00	
DASB M.E.Ch.A.	1,000.00	
DASB Outdoor Club	1,300.00	
DASB Pegasus Fencing Club	1,000.00	
DASB Shotokan Karate Club	800.00	
DASB Student Ambassador Club	1,800.00	
DASB Taekwondo Club	800.00	
DASB Table Tennis Club	590.00	
DASB Vietnamese Student Asso	1,300.00	
		<u>29,890.00</u>

STUDENT EVENTS & ACTIVITIES

Activities Office Program	3,000.00
Alumni Association	2,800.00
Athletic Dinner	500.00
Bike Locker Maintenance	1,270.00
Campus Spirit	2,000.00
Communications Board	2,800.00

Computer Mart	14,800.00
DASB Card Benefits	34,000.00
DASB Cheerleaders	2,400.00
DASB Hospitality	1,000.00
DASB Special Projects	130,000.00
De Anza Day Activities	6,000.00
De Anza Day ASB	6,000.00
De Anza Design	36,800.00
Five K (5-K) Run	2,500.00
Flea Market	42,800.00
Graduation	1,800.00
Grapevine	3,500.00
High Noon	3,700.00
Holiday Activities	800.00
Honors	3,000.00
Intramural Sports	29,800.00
Lights Out	2,800.00
Orientation	2,000.00
Program Board Events	5,000.00
Student Events Film	400.00
Student Publication	8,000.00
Student Recognition	1,800.00
Student Rights & Services	500.00
Summer Events	850.00
Ticket Takers	1,200.00
Women's Week	1,200.00
	<u>355,020.00</u>

SUNNYVALE CAMPUS

Sunnyvale Activities	9,500.00
Sunnyvale Legal Aid	1,632.00
Sunnyvale Misc. Operating	2,700.00
Sunnyvale Noontime Entmnt.	3,000.00
Sunnyvale Publication	1,000.00
	<u>17,832.00</u>

COLLEGE SERVICES

Activities Office Assistant	5,200.00
Activities Office Intern	5,000.00
California History Center	3,400.00
Career Planning & Placement	1,800.00
DASB Scholarship	7,200.00
Information Center	23,500.00
International Student scholarships	500.00
Legal Aid	7,000.00

Outreach Program	2,000.00
Physically Limited Services	900.00
Planetarium	900.00
Registrar's Office	4,000.00
Renew Orientation	300.00
Student Loans	8,000.00
Transfer Project	1,500.00
	<hr/>
	71,200.00

CREATIVE ARTS

All College Chorus	2,300.00
Art & Photo Competition	2,000.00
Band	3,800.00
Chorale	3,200.00
Dance	7,500.00
Dance/Musical	3,000.00
Euphrat Gallery	6,000.00
Jazz Ensemble	2,700.00
Jazz Festival	1,600.00
Orchestra	1,000.00
Pep Band	900.00
Student Films-Video	3,500.00
Summer Music Theater	7,500.00
Vocal Jazz	3,000.00
Vocal Jazz Recording	1,900.00
	<hr/>
	49,900.00

OLDER ADULT SERVICES

Supplies & Activities	5,700.00
	<hr/>
	5,700.00

INTERCULTURAL STUDIES

Asian Events	1,500.00
Bilingual Center	3,500.00
Black Events	1,500.00
Care Program	1,000.00
Chicano Events	1,500.00
College Readiness	900.00
Division Office	1,500.00
Native American Events	1,500.00
Summer Learn & Work	700.00
	<hr/>
	13,600.00

LANGUAGE ARTS

La Voz	8,000.00
	<hr/>
	8,000.00

ATHLETICS

Awards	560.00
Banquets	500.00
Baseball	2,475.00
Football	5,580.00
Golf	1,362.00
Men's Basketball	2,685.00
Men's Cross Country	720.00
Men's Swimming	720.00
Men's Tennis	1,136.00
Men's Track & Field	1,485.00
Playoff	2,700.00
Soccer	1,161.00
Softball	1,427.00
Water Polo	1,304.00
Women's Basketball	2,640.00
Women's Cross Country	720.00
Women's Swimming	720.00
Women's Tennis	1,116.00
Women's Track & Field	1,710.00
Women's Volleyball	1,215.00
	<hr/>
	31,936.00

TOTAL DASB EXPENSES

650,378.00

BUDGET STIPULATIONS BY COUNCIL 1988-89

General Stipulations

1. All programs funded by the De Anza Associated Student Body (DASB) are to acknowledge publicly by means of advertising and promotional material, that it and its functions are sponsored by the De Anza Associated Student Body.
2. All students participating in programs funded by DASB are to purchase current DASB cards.
3. No program in this budget can draw more than 10% of their original budget allotment from the emergency fund. Council by a 2/3 vote can overrule this stipulation in the event that a program has seriously underbudgeted.
4. All programs funded by DASB must keep accurate records of the number of persons attending that program's activities with a breakdown of the number of students included. This information will be subject to the scrutiny of the Vice President of Finance and the Finance & Budget Committee and may be called on at any time for review. If deemed necessary by the Vice President of Finance, these statistics will be turned over to the Student Council if it is felt that a program is running inefficiently (funds are not being used for intended purpose, lack of proper statistical information or the falsification of such information, lack of student service, or any other reasonable complaint lodged against a program by Council). If just cause is given, a program account may then be frozen by a 2/3 vote from Council and will only be reinstated when Council feels that the program

- should be reinstated. A 2/3 vote is required for the reinstatement of a program once it has been frozen. Any action taken in this section requires a one week notice to the involved program and all related people. This one week notice is to be done before the action is taken.
5. All programs must follow the Financial Code included in this budget.

Individual Stipulations

1. Income Commitment:
As a condition of funding all programs with trust, the income commitment must be met by transferring funds from the Trust account if necessary to fulfill the income obligation.
2. Special Allocations:
The Special Allocations for all quarters is to be used for the funding of programs not in the budget or for unbudgeted items. All financial requests will be routed through the Finance & Budget Committee where upon a recommendation will be made to Council as to what action should be taken. The Emergency fund is to be used for the 10% ceiling allowed on the budgeted programs and for emergency situations which will require the use of DASB monies. An emergency situation may be declared by the president after consultation with the Vice President of Finance according to the DASB bylaws.
3. INVENTORY:
All programs funded by DASB shall submit an inventory list to the Vice President of Finance by mid-November. This list will be compiled by the Vice President of Finance and submitted to the Accounts Manager for safe keeping.

4. Programmed Events:

At least 5% of a programs budget must be spent on advertising programmed activities. Related material must be posted in areas of most visibility and must conform to campus regulations on the posting of literature.

5. Advertising:

Programs funded by DASB shall have all advertisement done at De Anza Design & Publicity.

6. Athletics:

The athletic programs funded by DASB must spend at least 5% of their budgeted funds on advertising of sporting events. Checks will be issued in the name of coaches for student food allowance while traveling. Documentary receipt of funds will be submitted upon return from trip. Lodging will be paid directly to hotels unless otherwise specified.

7. Eureka:

All students with current student body cards shall receive a 50% discount.

8. Grapevine:

The grapevine will be published once a week and be distributed throughout all areas of the campus.

9. Student Scholarships:

Student Scholarships will be given out by DASB. The exact amount of each scholarship, and the criteria for selection will be determined by the Finance & Budget Committee. The total amount of these scholarships is to be, but not to exceed \$7,200.00.

The International Student Scholarships will be reserved for foreign students of DeAnza College. The total amount of the International Student Scholarships is to be, but not to exceed \$500.00.

All scholarship recipients will be presented their scholarships at a regular senate meeting.

10. Older Adult Services:

Participants of the Older Adult Services program shall purchase DASB cards at a reduced price of \$2.00 per person, per quarter.

DE ANZA ASSOCIATED STUDENT BODY
FINANCIAL CODE

I. OBJECTIVES

This Financial Code is established to define policies and procedures for developing, approving and expending of all money under the control of De Anza College and its Associated Organizations in order to insure that all financial transactions will be made in the best interests of the Associated Students and in accordance with all pertinent County, State and District Financial regulations. ONLY DE ANZA ASSOCIATED STUDENT BODY MEMBERS ARE ELIGIBLE TO RECEIVE BENEFITS AND PRIVILEGES OUTLINED IN THIS CODE OR THOSE SPECIFIED BY DE ANZA ASSOCIATED STUDENTS.

II. SPECIAL QUALIFICATIONS

Other than the general qualification as stated in the Bylaws, the DASB Vice President of Finance shall have or be willing to obtain a working knowledge of bookkeeping. He/she will also take Accounting 1A or its equivalent by or during the Fall quarter of his/her term.

III. BUDGETS

The governing principle in considering budget requests will be to allocate money to those activities which will assure the greatest benefits to the Associated Student Body of De Anza College.

- A. All of the finances of this organization shall be administered under a budget system.
- B. Preparation of the Budget:
 - 1. The announcement of the submission deadline for budget requests for the following fiscal year must be sent to all Budget Administrators, College Deans, Student Council

members, posted on the DASB Council Bulletin Board and made known to any other interested persons by Mid January.

- 2. A general meeting should be held at least 2 (two) weeks prior to the budget request deadline. The purpose of this meeting will be to discuss the guidelines for the requests. The meeting will be chaired by the Vice President of Finance.
 - 3. All requests for budget items must be submitted to the Vice President of Finance. The budget requests should have the signature of the program advisor and, when appropriate, a student representative.
 - 4. The Vice President of Finance shall present a proposed budget, approved by a majority of the Budget Committee to the Student Council at least 1 (one) week before dead week of the Spring quarter.
 - 5. The budget shall be approved by a 2/3 vote of Council
 - 6. Announcements of the availability of the monies for the next fiscal year must be made in the various campus media.
- C. The Finance & Budget Committee shall consist of the DASB Vice President of Finance (chairperson), and at least 4 (four) other Senators. During the budget period the committee shall be augmented by the Activities Advisor, and the Accounts Manager. The Finance & Budget Committee shall be responsible for the review of all budget requests and the preparations of the preliminary budget.
 - D. The approval of the annual budget requires a 2/3 vote of the Student Council with a vote to post for a least one week.
 - E. Request for line item transfers of budgeted items must be submitted in advance to the Vice President of Finance who will present the request to the Student Council with a recommendation.

- F. Requests for funds other than approved budget items must be submitted one week in advance to the Vice President of Finance who will present the request to Council with a recommendation from the Finance & Budget Committee. Council by a majority vote can waive this requirement in the event of an emergency.
- G. Procedure for the disposition of money matters other than budgeted items:
 1. The Vice President of Finance presents the item to the Student Council with recommendations from committee for action.
 2. After discussion on the matter, the Student Council decides to approve or disapprove the matter by a simple majority vote.
 3. If the item is disapproved, the matter is closed.
 4. If the item is approved, the affirmative vote is considered approval to post the motion for one week on the DASB Council Bulletin Board under "Financial Information." At the next following meeting, the matter will be re-read and a final approval or disapproval roll call vote requiring a simple majority will be held.

IV. TYPES OF ACCOUNTS

- A. DASB Accounts: All income and expenditures designated in the annual budget.
- B. Organization Accounts: Income and expenditures of recognized clubs and organizations.

V. DEPOSITS

- A. All money collected from any source must be substantiated by prenumbered receipts, prenumbered tickets, or other records that may be checked.
- B. No part of the expense of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions (Item VII).
- C. Banking of all funds and all official bookkeeping records shall be the responsibility of the Accounts Manager, who shall be a bonded employee of the College.
- D. All DASB programs and student organizations funds collected from any source what so ever shall be deposited immediately with the Accounts Manager.
- E. The Accounts Manager shall issue a receipt for all money received.
- F. All money received shall be deposited in a timely manner on the 1st business day after receipt of funds.

VI. EXPENDITURES

All expenditures of the DASB accounts or Organization accounts shall follow the procedures outlined below. **NO DEFICIT SPENDING WILL BE ALLOWED.** No funds will be advanced on a petty cash basis.

- A. The person seeking the funds shall fill out a requisition (obtained from the Faculty Advisor or the Accounts Manager) and will secure the approval of the Faculty Advisor, the Activities Coordinator and the DASB Vice President of Finance. (In the case of an emergency, the Activities coordinator may authorize an expenditure which must then be reported at the next Student Council meeting or at the next club meeting.)

- B. For information only, the Vice President of Finance shall sign all trust account requisitions prior to processing. In the event he/she declines to sign the requisition, the requisition will be held for 24 hrs. by Student Accounts to allow for a discussion of any questions the Vice President of Finance may have. The requisition may be processed by Student Accounts after the 24hr. period.
- C. The approved requisition shall then be presented to the Accounts Manager.
- D. The Accounts Manager will facilitate the transaction in either of three ways and will note on the requisition the action taken.
 - 1. Purchase orders- Whenever possible, all good or services must be acquired through a system of purchase orders. Purchase orders shall be obtained through the submission of a requisition to the Accounts Office. Each requisition shall identify the budget code number from which funds are to be drawn, the times or services to be purchased, the amount and the vendor from whom such items are to be purchased. After review and approval by the student organization/ advisor, the Activities Coordinator, and the DASB Vice President of Finance, a purchase order will be issued. Copies of requisitions and purchase orders will be made for the DASB Vice President of Finance. Receipt of goods prior to payment must be reported in writing.

The DASB Council will not assume financial responsibility for any charge item not covered by the purchase order issued in advance of purchases. Individuals obtaining goods or services without a purchase order will be held responsible for the payment of any goods or services.
 - 2. Checks- It is sometimes desirable to pay for certain goods and services directly by check. Upon receipt of an approved requisition indicating that a check is necessary, the Accounts Manager shall prepare the check. Ordinarily checks shall be made out to the vendor.

Any goods or services paid for by check must be validated by receipt or bill which must be returned to the Accounts Manager indicating that delivery has been made.

- 3. Open Accounts- In the event that open charge accounts are maintained, only items specified in writing shall be purchased. An advance purchase order must be issued designating authorized purchases, designated time periods and maximum amount of expenditure for the period.

VII. TICKETS

- A. Tickets to be sold for all DASB approved events may be secured from the Accounts Manager. All unsold tickets must be returned to the source.
- B. Complimentary tickets to social, athletic and other events must be approved by the DASB President and the Vice President of Finance.

VIII. MAINTENANCE OF RECORDS

- A. Every club or organization shall maintain accurate records of all income and expenditures and shall open their books to audit by the Vice President of Finance, Accounts Manager or District Internal Auditor at any time.
- B. Inventory - All equipment of a consumable nature purchased with funds will, at the discretion of the Accounts Manager and Vice President of Finance, be identified with an inventory number and described in a permanent record. The inventory record shall be maintained in the Accounts Office. The Vice President of Finance shall have the responsibility of periodically conducting an inventory of equipment with the assistance of the appropriate department, organization or club.

All equipment purchased with DASB student funds remain property of DASB and will be stored on school premises when not in use. Termination of the use of this equipment shall result in it being turned over the Vice President of Finance for redistribution or sale.

- C. An annual audit of all DASB accounts, organization accounts, and trust accounts shall be made by a certified public accountant retained by the School Districts. A written report of the audit shall be made to the Student Council through the Vice President of Finance and Board of Trustees of the District.

IX. FINANCIAL REPORTS

The Vice President of Finance shall give a financial report of DASB and Organization accounts to Council and obtain approval of current expenditures once a month.

X. CONTRACTS

Contracts for orchestras, dance halls, entertainers, athletic events, speakers, etc., must be signed by the Faculty Advisor, the Activities Coordinator, DASB Presiding member and Vice President of Finance. All contracts must be made out in triplicate; one copy shall remain with the Faculty Advisor and one copy shall be filed with the Accounts Manager. Payment on contracts must be initiated by the regular requisition procedure.

XI. FUND RAISING EVENTS

Fund raising drives sponsored by organizations not affiliated with the college must be coordinated in advance with the campus calendar as established by Student Council and receive the approval of Student Council.

XII. STUDENT BODY CARDS

- A. The cost of membership in the De Anza Associated Student Body shall be determined by the Student Council with the Approval of the College President.
- B. For every student body card sold, \$2.00 shall be earmarked towards DASB Capital Projects.
- C. Lost or stolen student body cards may be replaced by the Campus Cashier after proof of prior purchase by the Registrar's Office at a replacement charge to be determined by the DASB Student Council.
- D. Spouse card may be made available to married students at \$3.00 for the year or \$1.00 for each quarter.

XIII. TRAVEL CLAIMS

- A. Organization representative must check with the Activities Coordinator about securing approval of trips and/or conferences. Anyone planning to claim reimbursement for travel expenses must secure a trip voucher in advance of the trip and the completed voucher listing estimated expenses must be approved and signed by the Activities Coordinator and the Vice President of Finance prior to the trip. Groups or teams that are traveling must submit one claim form per trip prior to departure, and turn it in to the Vice President of Finance. This is to be signed by the authorized administrator of the account from which the funds are being drawn.

Owners of private cars providing transportation for school activities must present written evidence of liability insurance and be able to show a valid California state driver's license. Minors must supply written approval from parent or guardian.

In no instance will the expenses claimed be more than the actual amount expended. All expenses must be verified by written receipts.

All participants in a program funded by DASB shall sign a release form releasing the De Anza Associated Student Body of all liability in route to, from, and during a club/team/ organization trip.

The dollar amounts listed below are the portions DASB Council is willing to contribute toward travel and any charges that exceed the stated subsidies will be at the expense of the person/group incurring them.

- B. Travel allowances: Group and Team (Based on group rates-minimum of 3 DASB students. Arrangements for the car pools and/or economy/catered airfares are expected.)
1. Hotel accommodation: \$25.00 per night.
 2. Total cost of food will not exceed \$25.00 (\$6.00 for breakfast; \$7.00 for lunch, and \$12.00 for dinner) per day.
 3. Mileage expense: \$.15 per mile.

XIV. BANQUET AND ORIENTATION MEETING MEAL EXPENSES

All activities serving meals must be listed in the budget request which is approved by the Student Council.

XV. INCOME COMMITMENTS AND FUND ACCOUNTS

All programs in the budget which have income commitments are expected to return their committed amount to DASB. If any program at the end of the budget year has not reached its income commitment and has a trust fund account, that program may be obliged to use their fund account to reach their income commitment. This action is to be determined by council upon recommendation of the Vice President of Finance.

If any program has reached their income commitment early in the budget year and continues to produce income using student funds, the program will be obliged to continue to deposit that money in to their income account.

At the end of fiscal year, after the books are closed, DASB will set aside in a special account, any budget surplus in excess of \$45,000.00 to be administered by DASB . The funds will be used for special projects that the council feels will be beneficial to students.

XVI. DASB CAPITAL PROJECTS

DASB Capital Projects are to be developed to meet specific needs of the student body that are above and beyond the regular DASB operating budget.

- A. Each project, its duration, and its cost shall be determined by Council.
- B. Procedure for disposition of DASB Capital Projects:
 1. The specific project committee shall submit a recommendation to Council for action.
 2. After discussion on the matter, Council will take action to approve or disapprove the project by a simple majority vote.
 3. If the project is disapproved, a secondary vote must be taken as to determine whether the matter will be sent back to committee for more research, or terminated.
 4. If the project is approved, the affirmative vote is considered approval to post the motion for one week on the DASB Council Bulletin Board under "Financial Information." At the next following meeting, the matter will be re-read and a final approval or disapproval roll call vote requiring a simple majority will be held.

- C. Decision on a particular DASB Capital Project shall be binding from approval to completion.
- D. Agreements of understanding shall be made between DASB and the appropriate college or district representative concerning each DASB Capital Project.

STUDENT ACCOUNTS OFFICE GENERAL PROCEDURES

REQUISITION FORMS available in the Accounts Office are used for
(1) request for a check.
(2) request for transfer of funds from one account to another.

REQUISITIONS:

Complete all areas of the requisition. Be sure to consult the budget for proper account name and number, INDICATE THE NAME AND NUMBER OF TRUST OR CLUB ACCOUNT BEING CHARGED. Check all appropriate boxes under "Remarks". Be specific as to date needed and indicate to mail or to pick-up the check. For DASB Budget Accounts and Trust Accounts, three signatures (Account holder, Activities Director, and DASB VP Finance) are required; for Club Accounts, five signatures (Club Advisor, Activities Advisor, ICC Vice Chair, Club Treasurer and Activities Director) are required before submitting requisition to the accounts office. REQUISITIONS MUST HAVE SUBSTANTIATING EVIDENCE OF THE TRANSACTION. Please retain the yellow copy of the requisition for your records.

PROFESSIONAL SERVICES:

PAYMENTS ARE PROCESSED BY THE DISTRICT ACCOUNTING OFFICE. To set a contractor on file, he or she need to fill out a District contractor check request form and sign on the back of the form. The Account holder will attach the contractor check request form with a Student Accounts requisition and send it in for approval. Once the vendor is on file, the account holder only needs to prepare a Student Accounts requisition and attach an invoice as back-up for subsequent payments. Please allow 10 working days for the District to process the check.

PAYMENTS:

UPON COMPLETION OF REQUISITION AND ALL REQUIRED SIGNATURES, CHECKS WILL BE PREPARED EVERY MONDAY, WEDNESDAY AND FRIDAY AND BE READY FOR MAILING OR PICK-UP AFTER 1:30PM. Allow 3 working days for check preparation. The blue copy of the requisition will be returned to the originator to indicate payment or fund transfer. The service charges for manual check, void check & returned check is \$10.00 each.

RECEIPTS:

MONEY RECEIVED FROM ANY INCOME-PRODUCING EVENT MUST BE DEPOSITED PROMPTLY WITH THE ACCOUNTS OFFICE TO INSURE ITS SECURITY. If a large sum of money is collected, arrangements for keeping the money in the safe in Administration Building should be made through Campus Security Office. Account holder should write their account number on the back of the checks to be deposited. Currency should be rubber banded in groups of \$100. Coin wrappers are available upon request and should be used as needed prior to submission for deposit. The money will be recounted by the Accounts Office staff to check with the number submitted.

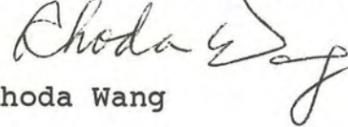
SERVICES:

BIKE LOCKERS are to be rented to DASB card holders. The key deposit is \$12, the rental fee is \$12 for each quarter and \$6 for each summer session. If the key is not returned by the last day of the quarter, the deposit will be forfeited. The key deposit will be returned within one week after the assigned key is returned and use of the locker is terminated.

CASH BOXES, TICKET BOXES, ROLL TICKETS AND CHANGE FUNDS may be requested through the Accounts Office. A form showing the denominations and total amount required for change fund is required to be filled out in advance and present to the Cashier in the Administration Building. The petty cash hour at the cashier's office is open from 8:00am to 4:30pm on Monday, Tuesday, Thursday and 8:00am to 11:30pm on Wednesday, Friday. On the next working day after the event, the change fund is to be returned to the Cashier and the Cashier will sign on the pink copy of the request form. The pink request form is then turned in to the Accounts Office with the cash box, unused tickets and cash collected.

ACCOUNT INQUIRES: DETAILS OF INDIVIDUAL ACCOUNTS ARE AVAILABLE FROM A COMPUTER TERMINAL LOCATED IN THE ACTIVITIES OFFICE. A password for each account is set up by the Accounts Manager for each year.

Student Accounts Manager



Rhoda Wang