DASB Budget Request 2020-2021

For DASB Operational Accounts Only
Budget Request due to the Office of College Life by 4:00 pm Tuesday, November 12, 2019 Applications and attachments must be submitted via email to Dennis Shannakian at ShannakianDennis@fhda.edu.

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: Accts. Office System
2.	Is this a new DASB account? Yes ☐ No ☒ DASB Account Number: 41-51330
3.	Amount requested for 2019-2020 \$ 8,500
4.	Total amount allocated for 2019-2020 \$ 8,500
	How long has this program existed? 30+ Years
	Number of students directly served in this program: All DASB Members (Paying Quarterly Fee)
	lease 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 <u>Account Numbers</u> , <u>Account Names</u> , <u>Account Balances</u> ,
, -	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? Provides a computerized accounting system for
	DASB, clubs, and one remaining trust account. Our Blackbaud accounting software requires maintenance and
	support. Blackbaud costs increase 7% annually for the maintenance fees. We receive updates to the software
	and a speedy resolution to any accounting software issue that may arise. We also need annual maintenance and
	support for Omatic Software, a plug in to our Blackbaud accounting software . Omatic costs increase
	5% annually for the maintenance fees. We added the Positive Pay solution from Omatic to meet bank
	requirements to send files to the bank to authorize payments for the checks we process. This is a necessary
	measure to prevent check fraud.
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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)? All students have the opportunity to become club members and/or officers.
	They would all benefit from DASB's accounting software as the system contains all club financial info in
	addition to the financial info for DASB. All DASB officers must be DASB members, and they use the accounting system to check/review DASB account activity. A variety of reports are also prepared to meet
	external auditor requirements. Individual account reports are available for review on our website along with the
	monthly financial statements at www.deanza.edu/studentaccounts/
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10.	What would be the impact if DASB did not completely fund this request? DASB would not have the
	support required for their accounting software and problems would not be resolved. This could result in
	inaccurate financial records and ultimately the halt of processing financial transactions. Computerized
	accounting software and maintenance/support is an absolute necessity.
11.	Total amount being requested for 2020-2021 (from page 2) \$ 9,100

Software Maintenance (5315)

	Item	Intended Use	Cost	
1.	Blackbaud Financial Edge Accounting Software	Maintenance./Support	8,750	
2.	Omatic Software Positive Pay Maintenance./Sup	port (for Check Processing)	350	
	·	TOTAL:	\$9,100	

Signatures that are required for utilizing 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.**

Budgeter's Name:	Lisa Kirk
Phone Extension:	8528
E-mail:	KirkLisa@deanza.edu
Relationship to Project:	Office Staff
Position on Campus:	Accountant
Administrator's Name:	Martin Varela
Phone Extension:	8857
E-mail:	VarelaMartin@fhda.edu
Relationship to Project:	Office Supervisor
Position on Campus:	Director, College Fiscal Services

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/1/2019)