

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 typed and submitted via email to Dennis Shannakian at ShannakianDennis@fhda.edu.

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

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: DASB Office Staff (DASB Secretary)
2. Is this a new DASB account? Yes No DASB Account Number: 41-51165
3. Amount requested for 2019-2020 \$ 16,434
4. Total amount allocated for 2019-2020 \$ 16,434
5. How long has this program existed? 50+ years
6. Number of students directly served in this program: 15,000-20,000

Please 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 **Account Numbers, Account Names, Account Balances, 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: None

Trust Accounts: None

Fund 15 Accounts: None

FHDA Foundation Accounts: None

Grant Funded Accounts: None

Other District Accounts: None

Off-Campus/Off-District Accounts: None

On-Campus Co-Sponsorships: None

Off-Campus Co-Sponsorships: None

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? The DASB Secretary prepares the agendas and minutes for the DASB Senate and DASB Finance Committee, all of which we are legally obligated to produce and archive especially for financial matters.
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 student employees must be current students enrolled in at least 12 units at De Anza College. The student employees in this position provide direct support to DASB Members. In addition we require that student employees in this position are DASB Members.
10. What would be the impact if DASB did not completely fund this request? The DASB Senate and DASB Finance Committee could not function as they do now; agendas and minutes would not be as accurate and there would be less accountability. There may also be legal ramifications.

11. Total amount being requested for 2020-2021 (from page 3) \$ 17,132

Delete the Object Codes and lines within Object Codes you do not need.

Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	<u>DASB Secretary</u>	<u>1 x \$18.5 x 19 x 48</u>	<u>16,872</u>
		TOTAL:	<u>\$ 16,872</u>

Benefits (3200)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

Benefits rates can change each year. Please check rates before requesting the same amount as last year.

(1.52 % for Student Employees, 10.4 % for Casual Employees)

	Job Title	Total \$ x Percentage	Cost
1.	<u>DASB Secretary</u>	<u>\$16,872 x 0.0152</u>	<u>260</u>
		TOTAL:	<u>\$ 260</u>

Total amount requested (also complete line 11 at bottom of first page) \$ 17,132

Delete the Object Codes and lines within Object Codes you do not need.

Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

Signatures that are Required for Utilizing Funds

All future 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 and Administrator Information

Budgeter's Name: Dennis Shannakian
Phone Number: 408-864-8757
Email: ShannakianDennis@fhda.edu
Relationship to Project: Supervisor
Position on Campus: College Life Office Coordinator
Administrator's Name: Michele LeBleu-Burns
Phone Number: 408-864-8218
Email: LeBleuBurnsMichele@fhda.edu
Relationship to Project: Administrator
Position on Campus: Dean of Student Development