

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: College Life Office Staff (Students)
2. Is this a new DASB account? Yes No DASB Account Number: 41-56050
3. Amount requested for 2019-2020 \$ 20,488 (\$42,361 with Card Office payroll & ben.)
4. Total amount allocated for 2019-2020 \$ 14,584 (\$27,552 with Card Office payroll & ben.)
5. How long has this program existed? 50+ years
6. Number of students directly served in this program: 18,000

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: 114000-223002-696000 \$1,812 in 2019-2020 (this does not even cover office supplies, postage, printing, and other necessities for running the office)

Trust Accounts: None

Fund 15 Accounts: 115293-223002-696000 currently \$12,487.20 on 10/30/2019 (varies); income from vendors; usually used to augment B Budget

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 Office of College Life at De Anza College is here to assist in the success of each student enrolled. It is our goal to assist students in having a positive college experience. The services provided by the Office of College Life Assistants not only assist students but also clubs and students government. The Office Assistants support the DASB Budget process, elections, and any activities associated with student government, ICC and clubs. The Front Office Assistants also produce DASB Cards and SmartPass Clipper Cards for students. We used to split this cost 50% with the DASB Card Office Account but have decided to make things simpler and request it all in one place.
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)? 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? We would have to reduce the hours or completely eliminate the hours of front office help available for DASB, Clubs, ICC, Phot ID Production, the general student body, and community members.

11. Total amount being requested for 2020-2021 (from page 3) \$ 45,834

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>Front Desk/Photo ID Assistants</u>	<u>3 x \$16.5 x 19 x 48</u>	<u>45,144</u>
		TOTAL:	<u>\$ 45,144</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>Photo ID/Front Desk Assistants</u>	<u>\$45,144 x 0.0152</u>	<u>690</u>
		TOTAL:	<u>\$ 690</u>

Total amount requested (also complete line 11 at bottom of first page) \$ 45,834

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

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: Dennis Shannakian

Phone Number: 408-864-8757

E-mail: 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

E-mail: LeBleuBurnsMichele@fhda.edu

Relationship to Project: Administrator

Position on Campus: Dean of Student Development

Approved by DASB Chair of Finance

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