

DASG Budget Request 2024-2025

For DASG Operational Accounts Only (DASG Senate and Related Accounts Only)

Budget Request due to the Office of College Life by 4:00 pm Monday, November 6, 2023
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 Email Subject must be in the following format:

“DASG Budget Request - Your DASG Account/Program Name - Your DASG Account Number”

For Example: “DASG Budget Request - DASG 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: Accounts Office System
2. Is this a new DASG account? Yes No DASG Account Number: 41-51330
3. Amount requested for 2023-2024 \$ 8,124
4. Total amount allocated for 2023-2024 \$ 8,124
5. How long has this program existed? 40+ Years
6. Number of students directly served in this program: All DASG Members (Paying Quarterly Fees)

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.

7. List ALL non-DASG 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-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG 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 DASG and club accounts. Our Blackbaud accounting software Financial Edge NXT (FENXT) requires maintenance and support and is a cloud based solution. A new FENXT multi-year Contract Agreement is needed beginning 2024-2025 with pricing set for the years stated in the Agreement. 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, that works with our Blackbaud accounting software. We added the Positive Pay solution from Omatic to meet bank requirements for sending files to the bank when processing Accounts Payable (AP) checks. The files need to be in a bank specific format and they authorize the payments

for AP checks we process. This is a necessary measure to help prevent check fraud. Omatic costs increase about 10% annually for the maintenance and support fees.

9. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)? All students have the opportunity to become club members and/or officers. They would all benefit from DASG's accounting software as the system contains all club financial info in addition to the financial info for DASG. All DASG officers must be DASG members, and they use the accounting system to check/review 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/
10. What would be the impact if DASG did not completely fund this request? DASG 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 could halt processing financial transactions. Computerized accounting software and maintenance/support is an absolute necessity for DASG to operate financially.

11. Total amount being requested for 2024-2025 **\$ 9,928**

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

Software Maintenance & Support (5315)

	Item	Intended Use	Cost
1.	Blackbaud FE NXT Accounting Software	<u>DASG + Club Accts Processing</u>	9,378
2.	Omatic Positive Pay	<u>Help Prevent Check Fraud</u>	550
		TOTAL:	\$9,928

Total amount requested (also complete line 11 at bottom of page two) **\$ 9,928**

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 DASG 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.**

