

# DASG FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts **NO LATER** than 4:00 PM on the Tuesday (subject to change) before the meeting in which you wish the item to appear. It **MUST** be filled out completely (all pages), or your request may be postponed or denied. Attach additional sheets if necessary.

**Clubs should fill out the "ICC/Club Budget Request" form for all requests.**

**NOTE: DASG Finance does not meet during the first week of the quarter, dead and finals weeks, breaks, or summer.**

*Please submit the original and one (1) copy of this form and any attachment(s) for a total of two (2) sets.*

Name: Lisa Kirk Signature & Date:   
Lisa Kirk (Jan 19, 2024 15:15 PST)

Phone: 408-864-8528 E-mail: kirkalisa@fhda.edu

Group or department you are representing:  DASG

*You are required to attend the DASG Finance Committee meeting, Monday at 4:00 PM (subject to change), to answer any questions for items 1 and 2 below and possibly item 3 as well if determined by the Chair of Finance.*

**Request to be on the Finance Committee Agenda For: (check one)**

**1.  GENERAL ITEM (Includes Budget Transfers):**

Summary of item: (REQUIRED, use additional sheets if necessary) Transfer \$100,000 From Restricted Fund

Balance Account 41-32300, Surplus Reserved for Next Yr. Budget, To 41-32100, General Reserve, as agreed by the

DASG Finance Committee during 2024-2025 budget deliberations.

**2.  NEW OR ADDITIONAL FUNDING: Total Requested Amount \$ \_\_\_\_\_**

*Complete the next two pages as well when requesting new or additional funding. Attach additional sheets if necessary. Also attach additional details and event/program descriptions. Incomplete applications will not be accepted.*

**3.  OBJECT CODE/LINE ITEM TRANSFER (Only Page 1 Required; must attend Finance Committee meeting only if contacted):**

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

From Object Code:	To Object Code:	Requested Amount \$	DASG Use only Approved Amount \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The Budgeter and Administrator cannot be the same person.*

Budgeter's Name (PRINT) \_\_\_\_\_ Budgeter's Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Administrator's Name (PRINT) \_\_\_\_\_ Administrators Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

**Action Taken  
(office use only)**

Transfer Approved and Forwarded to Student Accounts on 01/19/2024  Transfer Denied  
Date

\_\_\_\_\_  
Date

01/19/2024 \_\_\_\_\_ 01/19/2024  
Date Date

DASG Chair of Finance Date DASG Advisor Date

The DASG Finance Code and the DASG Budget Stipulations must be adhered to at all times.  
They are available at <https://www.deanza.edu/dasg/budget/>








# 1-29-24 Finance Agenda Item - \$100,000 Trf. To General Reserve

Final Audit Report

2024-01-22

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By:	Lisa Kirk (kirkalisa@fhda.edu)
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