

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
5. How long has this program existed? 30+ Years
6. Number of students directly served in this program: All DASB Members (Paying Quarterly Fee)
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: 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.
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/
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

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