

De Anza College



HEFAS



HIGHER EDUCATION FOR AB540 STUDENTS

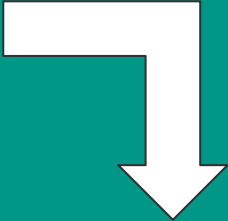
Transfer Request (Fund 41-56410)

Kenny Solorio
HEFAS Office Coordinator

First Transfer Proposal

- 1. Transfer \$5,640.00 from Student Payroll (2310) and \$157.50 from Benefits (3200) to HEFAS Academic Salary (1430) // [\[Account Report\]](#)

From 41-56410-2310 (HEFAS Student Salary)		
Student Payroll	Member Coordinating	-\$5,640.00
Benefits	Member Coordinating	-\$157.50
TOTAL TRANSFER:		-\$5,797.50



To 41-56410-1430 (HEFAS Academic Salary)		
Student Payroll	Member Coordinating	\$5,640.00
Benefits	Member Coordinating	\$157.50
TOTAL TRANSFER:		\$5,797.50

Why are we proposing this?

1. Member Coordinator started HEFAS internship and qualified for student salary
2. Since the end of the academic year 2019, the Member Coordinator was no longer eligible for student employment
 - a. They had too many units as a student. They will be transferring this year.
3. Instead, **Member Coordinator was classified as Temporary Employment Assignment (TEA) to continue**

Wages:	Hours	Weeks	Total
\$15.00	10	12	\$1,800.00
\$16.00	10	12	\$1,920.00
\$16.00	10	12	\$1,920.00
Total Internship Payment			\$5,640.00

Expenses Breakdown		
(2019 - 2020)		Total = 0
Student Payroll		\$20,736.00
	Member Coordinator	-\$5,640.00
Benefits		\$315.00
	Member Coordinator	-\$157.50

Second Transfer Proposal

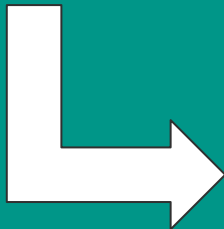
1. Transfer \$2000.00 from Student Payroll (2310) to Professional Services (5214)

Summit Transfer	
Student Payroll	Total SUM
Student Payroll TOTAL:	\$3,816.00
Student Payroll TRANSFER:	-\$2,000.00
Student Payroll Leftover:	\$1,816.00
TOTAL TRANSFER:	-\$2,000.00

Why are we proposing this?

1. Office Coordinator Intern is getting funded through Federal Work Study.
 - a. Funding for intern is not being used.

Wages:	Hours	Weeks	Total
\$15.00	10	12	\$1,800.00
\$16.00	10	12	\$1,920.00
\$16.00	10	12	\$1,920.00
Total Internship Payment			\$5,640.00



Expenses Breakdown	
(2019 - 2020)	
	Total = 0
Student Payroll	\$20,736.00
Member Coordinator	\$0.00
Volunteer Coordinator	\$0.00
PR Coordinator	-\$5,640.00
Outreach Coordinator	-\$5,640.00
Office Coordinator	\$0.00
TOTAL:	\$9,456.00

How will we spend the transfer?

1. The Annual HEFAS Summit hosts professional speakers, facilitators, and partners every year
 - a. Ex) Dr. Farima Pour-Khorshid, Sabry Ramirez, Immigrants Rising, La Raza 93.3 FM, Catholic Charities of Santa Clara County

Summit Transfer	
Student Payroll	Total SUM
Student Payroll TOTAL:	\$3,816.00
Student Payroll TRANSFER:	-\$2,000.00
Student Payroll Leftover:	\$1,816.00
TOTAL TRANSFER:	-\$2,000.00

Transfer Expenses Breakdown		
Tech/Prof Serv.	TRANSFER	\$2,000.00
	Workshop Facilitator	-\$200.00
	Workshop Facilitator	-\$200.00
	Workshop Facilitator	-\$200.00
	Co-MC	-\$200.00
	Co-MC	-\$200.00
	Keynote Speaker	-\$1,000.00
TOTAL:		\$0.00

Summary

Proposal 1:

1. What: Move \$5000 (3200) to HEFAS
2. Why: Member Employment

(Before) Student Payroll Unspent:	\$9,456.00
Member Coordinator (Transfer 1)	-\$5,640.00
Office Coordinator (Transfer 2)	-\$2,000.00
(After) Student Payroll Unspent:	\$1,816.00

3.75 from Benefits
Student

Proposal 2:

1. What: Move \$500 (5214)
2. Why: Office Co fund 6th HEFAS

(Before) Benefits Unspent:	\$157.50
Member Coordinator (Transfer 1)	-\$157.50
(After) Benefits Unspent:	\$0.00

Professional Services
Payroll, and to

★ **Both proposal**

(Before) TOTAL Unspent:	\$9,613.50
(After) TOTAL Unspent:	\$1,894.75

Thank You!

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