

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.

Name: Amelia Oo **Signature & Date:** 11/12/2024

Phone: 510-862-6316 **E-mail:** ICCFinance@fhda.edu

Group or department you are representing: Inter Club Council

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) _____

2. **NEW OR ADDITIONAL FUNDING: Total Requested Amount \$ 750**

Complete the next two (2) 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 \$	<i>DASG Use only</i> 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
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Administrator's Name (PRINT)	Administrators Signature	Phone Number	E-mail
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**Action Taken
(office use only)**

Transfer Approved and Forwarded to Student Accounts on _____ Transfer Denied

Date

DASG Chair of Finance	Date	DASG Advisor	Date
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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/>

NEW OR ADDITIONAL FUNDING REQUESTS

- 1. Program (Account) Name: ICC Allocations for New Clubs
- 2. Have you previously received DASG funding for this program?
 No Yes DASG Account Number: 41-54720 Year Funded: 2024-2025
- 3. If yes, amount previously requested for current account \$ 2000
- 4. If yes, total amount previously allocated current account \$ 2000
- 5. How long has this program existed? Since 1972 (52 years)
- 6. Number of students directly served or involved in this program: 10,000

Please ACCURATELY and THOROUGHLY complete numbers 8 – 11 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-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: None
- Trust Accounts: ICC #44-4320; ICC Capital #44-4930; ICC Inactive Hold #44-4300; ICC Scholarship #44-4310; ICC Fundraiser Holding #44-4285.
- Fund 15 Accounts: None
- 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 Inter Club Council is an umbrella organization representing cultural, honorary, philanthropic, religious, and social interests at De Anza. ICC supports the many clubs that make our campus the diverse and engaging college it is. These funds will open up opportunities for many students and allow students to be more engaged and involved in the campus community, which in turn enriches their overall college experience.

9. How do you use other funding to support your program? All of our funding comes from DASG.

10. What would be the impact if DASG did not completely fund this request? We have experienced a sharp and unanticipated increase in new club applications, with many new kinds of communities our students are interested in forming. The ICC Financial Code requires all new clubs to be given a \$50 allocation, but we have about half of our New Club budget left with 2 quarters in the year left and already applications on hold as we are unsure of the number of clubs we can accept this year. Not getting additional funding now would require ICC to either reject new and unique clubs, or to use our existing funds that are allocated for other uses (such as programming, club awards, and club budget requests).

11. 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)? The ICC Code and all club constitutions state that the club members must be DASG cardholders. The ICC Officedrs must also be DASG cardholders and that is checked when they run for office and during their terms.

12. Total amount being requested \$ 750
(You must also complete the object code information on the next page)

Signatures that are needed for requesting 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 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.**

The DASG Finance Code and the DASG Budget Stipulations must be adhered to at all times.
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DASG Object Code/Line Item Information

* Fill out only applicable object codes. *

Object Code Name and Number	Description of Expenses (Please itemize all your expenses, BE SPECIFIC)	Requested Amount (round up to the next whole dollar)	DASG Use Only Approved Amount
Student Payroll – 2310 Include hours to be worked x pay rate MUST ALSO COMPLETE BENEFITS – 3200			
Benefits – 3200 (1.52 % for Student Employees) MUST BE COMPLETED WHEN REQUESTING PAYROLL			
Supplies – 4010 (Office supplies or as specified in request or stipulations)			
Banners – 4013 (Reusable banners that will last multiple years)			
Food/Refreshments – 4015 Not for Conference and Travel; all Conference and Travel expenses, including meals, use Code 5510. (Must adhere to district Administrative Procedure 6331, http://www.boarddocs.com/ca/fhda/Board.nsf/goto ?open&id=AKVUKX7C7F98)			
Printing – 4060 (flyers, posters, programs, forms, etc.)			
Technical & Professional Services – 5214 (Consultants/Guest Speakers/ Entertainment/Workshop Presenters)			
Domestic Conference and Travel – 5510			
Intrafund Transfers 7320	\$50 allocations given to new clubs and reactivating clubs with less than \$50 in their accounts	\$750	
Grand Total		\$750	

No deficit spending will be allowed and all accounts shall be held to line item amounts. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASG Senate approval.

A budgeter's and an administrator's signature are required before this form will be considered.

The Budgeter and Administrator cannot be the same person.

Maritza Arreola		x8692	arreolamaritza@fhda.edu
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
Hyon Chu Yi-Baker		x8239	yibakerhyonchu@fhda.edu
Administrator's Name (PRINT)	Administrators Signature	Phone Number	E-mail

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