

DASB Budget Request 2021-2022

For DASB Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

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 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: Bank/Credit Card Fees
2. Is this a new DASB account? Yes No DASB Account Number: 41-51338
3. Amount requested for 2020-2021 \$ 1,000
4. Total amount allocated for 2020-2021 \$ 1,000
5. How long has this program existed? 15+ Years (began using credit/debit card machine)
6. Number of students directly served in this program: All DASB Members Paying By Credit/Debit
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? Many students pay for their discounted movie tickets, bike locker corral access fees, and DASB Bike Program fees with their credit/debit cards. The bank charges a fee for this convenience, so we need to have an expense account to record all of these bank processing fees. We also went to a Positive Pay service with the bank to help reduce the risk of check fraud with the checks we issue. While our District has not been charging DASB for this service since implementation, they are moving to a new bank and we are uncertain if we will be charged for Positive Pay bank services in the future
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)? When students purchase movie tickets, they must show their DASB card. If they are paying for access to the bike locker corral or Bike Program fees, the Office of College Life verifies their student status to be sure they paid their DASB quarterly card fee.
10. What would be the impact if DASB did not completely fund this request? Students would not be able to pay with their credit/debit card, and they would be angry. This would create bad feelings toward DASB. Paying by credit/debit card has been a convenience for students that DASB has provided for many, many years.
11. Total amount being requested for 2021-2022 (from page 2) \$ 1,000

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

Miscellaneous (5922)

	Item	Intended Use	Cost
1.	Bank fees charged when credit/debit cards are used to pay	_____	
2.	Positive Pay bank services for processing checks	_____	
		TOTAL:	\$ <u>1,000</u>

Total amount requested (also complete line 11 at bottom of first page) \$ 1,000

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 DASB 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.**

Budgeter and Administrator Information

Budgeter’s Name:	<u>Lisa Kirk</u>
Phone Extension:	<u>8528</u>
E-mail:	<u>KirkLisa@deanza.edu</u>
Relationship to Project:	<u>Office Staff</u>
Position on Campus:	<u>Accountant</u>
Administrator’s Name:	<u>Martin Varela</u>
Phone Extension:	<u>8857</u>
E-mail:	<u>VarelaMartin@fhda.edu</u>
Relationship to Project:	<u>Office Supervisor</u>
Position on Campus:	<u>Director, College Fiscal Services</u>