

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:  09/28/2022

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

Group or department you are representing: Accounts Office

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 \$ _____

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: Accounts Office Staff

Account Number: 41-51310

From Object Code:	To Object Code:	Requested Amount \$	DASG Use only Approved Amount \$
<u>2310</u>	<u>2170</u>	<u>5,300</u>	_____
<u>2310</u>	<u>3100</u>	<u>7,796</u>	_____
_____	_____	_____	_____

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

Cost of Living Adjustments (COLA) for classified staff positions of Accountant and Accounting Assistant will result in budget shortfalls in classified labor and benefits for the 2022-2023 fiscal year. We will not hire a student employee

The Budgeter and Administrator cannot be the same person.

Lisa Kirk  kirkalisa@fhda.edu
Budgeter's Name (PRINT) Budgeter's Signature Phone Number E-mail

Martin Varela _____ varelamartin@fhda.edu
Administrator's Name (PRINT) Administrators Signature Phone Number E-mail

**Action Taken
(office use only)**

Transfer Approved and Forwarded to Student Accounts on _____ Transfer Denied
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/>**