

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: Nhi Truong

Signature & Date: Nhi Truong, 2/11/25

Phone: (669) 204-6097

E-mail: nhitruong0315@gmail.com

Group or department you are representing: VIDA

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 \$** 3500

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) _____

<i>The Budgeter and Administrator cannot be the same person.</i>			
_____ _____ Budgeter's Name (PRINT) E-mail	_____ _____ Budgeter's Signature	_____ _____ Phone Number	
_____ _____ Administrator's Name (PRINT)	_____ _____ Administrators Signature	_____ _____ Phone Number	_____ _____ E-mail
Action Taken (office use only)			
<input type="checkbox"/> Transfer Approved and Forwarded to Student Accounts on _____			
<input type="checkbox"/> Transfer Denied			
Date			
_____ _____ DASG Chair of Finance			
Date			
_____ _____ DASG Advisor			

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: VIDA

2. Have you previously received DASG funding for this program?

No Yes DASG Account Number: 46-56430

Year Funded: 2024

3. If yes, amount previously requested for current account
\$3000

4. If yes, total amount previously allocated current account \$ 3000

5. How long has this program existed? 10 years

6. Number of students directly served or involved in this program: 30 students directly, and will impact all De Anza students if it helps increase our funding

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: 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? We are going to a state-wide March involving California Community Colleges in Sacramento to protest for issues affecting the community college system. De Anza college is committed to fostering equitable leaders who are willing to advocate for social justice, and March in March is an event that allows student leaders and organizers to advocate for greater issues affecting California Community Colleges that should be addressed through the legislative system as a legislative priority.

9. How do you use other funding to support your program? There is no other funding supporting the March in March event.

10. What would be the impact if DASG did not completely fund this request? Since the March for March is an upcoming event, we will not be able to fund a bus for the event, and students won't be able to have transportation to attend the event. Most of them will likely not attend as a result, or will have to foot the cost and labor of transportation themselves.

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)? On the bus we will announce that the event is supported by DASG and that they should be active in events, informed about functions, and that they should be members and look out for the DASG Student Body Fee. The sign up form will also have a reminder about the fee.

12. Total amount being requested

\$ 3500

(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.**

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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)	- Snacks and Dinner	\$1000	
Printing – 4060 (flyers, posters, programs, forms, etc.)			
Technical & Professional Services – 5214 (Consultants/Guest Speakers/ Entertainment/Workshop Presenters)	- Bus Transportation	\$2500	
Domestic Conference and Travel – 5510			
Capital – 6420			
	Grand Total	\$3500	

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.**

Budgeter's Name: Nhi Truong Budgeter's Signature
Phone (669) 204-6097 E-mail nhitruong0315@gmail.com

Nhi Truong

Administrator's Name Cynthia Kaufman Administrators Signature
Phone Number 408 864 8739 E-mail kaufmancynthia@fhda.edu

Cynthia Kaufman

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