

# DASB Budget Request 2020-2021

## For DASB Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Tuesday, November 12, 2019

Applications and attachments must be submitted via email to Dennis Shannakian at [ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

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: DASB Flea Market
2. Is this a new DASB account? Yes  No  DASB Account Number: 41-55120
3. Amount requested for 2019-2020 \$ 170,909
4. Total amount allocated for 2019-2020 \$ 154,256
5. How long has this program existed? 40 years
6. Number of students directly served in this program: Funds Raised Benefit All Students  
**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: None  
 Trust Accounts: None  
 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 DASB Flea Market will generate approximately \$300,000 for Associated Student Body. Flea Market vendors pay for space rental for selling in student lots A and B on the first Saturday of each month.
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)? I ensure that all student workers for the Flea Market pay the \$10 DASB membership fee.
10. What would be the impact if DASB did not completely fund this request? No other funding / resources available for DASB Flea Market
11. Total amount being requested for 2020-2021 (from page 3) \$ 199,239

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

### Classified Payroll (2170)

|        | Job Title          | Cost             |
|--------|--------------------|------------------|
| 1.     | <u>Coordinator</u> | <u>53,835</u>    |
| TOTAL: |                    | \$ <u>53,835</u> |

### Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

|        | Job Title                           | # of emp. x \$ Per hr x # hrs/wk x # of wks | Cost             |
|--------|-------------------------------------|---|------------------|
| 1.     | <u>Market Day Assistant</u>         | <u>12*13.5*8*12</u>                         | <u>15,552</u>    |
| 2.     | <u>Flea Market Office Assistant</u> | <u>1*15*19*52</u>                           | <u>14,820</u>    |
| TOTAL: |                                     |   | \$ <u>30,372</u> |

### Casual Payroll (2350)

|    | Job Title             | # of emp. x \$ Per hr x # hrs/wk x # of wks | Cost            |
|----|-----------------------|---|-----------------|
| 1. | <u>Lead Assistant</u> | <u>1*16.00*8*12</u>                         | <u>1,600</u>    |
|    |                       | TOTAL:                                      | <u>\$ 1,600</u> |

### Overtime Payroll (2360)

|    | Job Title                    | # of emp. x \$ Per hr x # hrs/wk x # of wks | Cost             |
|----|------------------------------|---|------------------|
| 1. | <u>Custodial and Grounds</u> | <u></u>                                     | <u>12,000</u>    |
|    |                              | TOTAL:                                      | <u>\$ 12,000</u> |

### Classified Benefits (3100)

|    | Job Title          |         | Cost             |
|----|--------------------|---------|------------------|
| 1. | <u>Coordinator</u> | <u></u> | <u>45,700</u>    |
|    |                    | TOTAL:  | <u>\$ 45,700</u> |

### Benefits (3200)

**MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL**  
 Benefits rates can change each year. Please check rates before requesting the same amount as last year.  
 (1.52 % for Student Employees, 10.4 % for Casual Employees)

|    | Job Title                    | Total \$ x Percentage | Cost            |
|----|------------------------------|-----------------------|-----------------|
| 1. | <u>Student Workers</u>       | <u></u>               | <u>462</u>      |
| 2. | <u>Casual Workers</u>        | <u></u>               | <u>170</u>      |
| 3. | <u>Custodial and Grounds</u> | <u></u>               | <u>1,200</u>    |
|    |                              | TOTAL:                | <u>\$ 1,832</u> |

### Supplies (4010)

(Non-capital, general office supplies or as specified)

|    | Item                                    | Intended Use          | Cost            |
|----|---|-----------------------|-----------------|
| 1. | <u>Office Supplies</u>                  | <u></u>               | <u>1,500</u>    |
| 2. | <u>Bathroom &amp; cleaning supplies</u> | <u>12 Market days</u> | <u>2,000</u>    |
| 3. | <u>Postage</u>                          | <u></u>               | <u>300</u>      |
|    |   | TOTAL:                | <u>\$ 3,800</u> |

### Promotional Items (4013)

(banners, imprinted marketing items and clothing)

|    | Item  | Intended Use     | Cost            |
|----|---|------------------|-----------------|
| 1. | <u>Marketing Materials (imprinted bags, etc.)</u> | <u>Marketing</u> | <u>3,000</u>    |
|    |   | TOTAL:           | <u>\$ 3,000</u> |

### Food/Refreshments (4015)

(Must adhere to district Administrative Procedure 6331, <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

|    | Item                                      | Intended Use          | Cost          |
|----|---|-----------------------|---------------|
| 1. | <u>Flea Market worker food and drinks</u> | <u>12 Market Days</u> | <u>800</u>    |
|    |   | TOTAL:                | <u>\$ 800</u> |

### Printing (4060)

(Flyers, posters, programs, forms, etc.)

|    | Item                  | Intended Use | Cost          |
|----|-----------------------|--------------|---------------|
| 1. | <u>Print Shop</u>     | <u></u>      | <u>100</u>    |
| 2. | <u>Business Cards</u> | <u></u>      | <u>100</u>    |
|    |                       | TOTAL:       | <u>\$ 200</u> |

## Technical and Professional Services (5214)

(Independent Contractor amounts, Consultants/Guest Speakers/Entertainment (list programs).  
For contracted speakers the fee shall not exceed \$1,500 per speaker per event.  
For performances the fee shall not exceed \$2,000 per performance.)

|    | Item  | Intended Use | Cost             |
|----|---|--------------|------------------|
| 1. | <u>Patrol Officer</u>                               | <u></u>      | <u>11,000</u>    |
| 2. | <u>Numbering, Lettering, &amp; Striping Service</u> | <u></u>      | <u>15,000</u>    |
| 3. | <u>Portable Toilets &amp; Handwashing Stations</u>  | <u></u>      | <u>12,000</u>    |
| 4. | <u>Info Booth Signage</u>                           | <u></u>      | <u>2,000</u>     |
|    |   | TOTAL:       | \$ <u>40,000</u> |

## Advertising (5745)

(Advertisements and materials)

|    | Item                     | Intended Use | Cost            |
|----|--------------------------|--------------|-----------------|
| 1. | <u>Facebook Ads</u>      | <u></u>      | <u>600</u>      |
| 1. | <u>Radio Commercials</u> | <u></u>      | <u>2,000</u>    |
|    |                          | TOTAL:       | \$ <u>2,600</u> |

## Capital (6420)

(Any durable item whose value exceeds \$200 and has usable life of one (1) year or more)

|    | Item                     | Intended Use      | Cost            |
|----|--------------------------|-------------------|-----------------|
| 1. | <u>10 Folding Tables</u> | <u>Food Court</u> | <u>1,000</u>    |
| 2. | <u>40 Folding Chairs</u> | <u>Food Court</u> | <u>500</u>      |
| 3. | <u>10 Sign Boards</u>    | <u></u>           | <u>1,000</u>    |
| 4. | <u>Small Shed</u>        | <u>Storage</u>    | <u>1,000</u>    |
|    |                          | TOTAL:            | \$ <u>3,500</u> |

|   |                   |
|---|-------------------|
| <b>Total amount requested (also complete line 12 at bottom of first page)</b> | <b>\$ 199,239</b> |
| <b>Income Commitment (if required)</b>  | <b>\$ 300,000</b> |

PLEASE SAVE PAPER: Use the Word version of this form and delete the Object Codes and lines within Object Codes you do not need.

### Signatures that are required for utilizing 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 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's Name:         | <u>Dennis Shannakian</u>               |
| Phone Extension:         | <u>408-864-8414</u>                    |
| E-mail:                  | <u>fleamarket@deanza.edu</u>           |
| Relationship to Project: | <u>Temporary Budgeter</u>              |
| Position on Campus:      | <u>College Life Office Coordinator</u> |
| Administrator's Name:    | <u>Michele LeBleu-Burns</u>            |
| Phone Extension:         | <u>408-864-8218</u>                    |
| E-mail:                  | <u>lebleuburnsmichele@deanza.edu</u>   |
| Relationship to Project: | <u>Dean of Division</u>                |
| Position on Campus:      | <u>Dean of Student Development</u>     |