

# 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: Adrian Sedgwick Signature & Date: AS 6/2/23

Phone: 208-217-3997 E-mail: sedgwickadrian@fhda.edu

Group or department you are representing: DASG

*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 \$ 1,000**

*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: \_\_\_\_\_

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

\_\_\_\_\_  
 Administrator's Name (PRINT)      Administrators Signature      Phone Number      E-mail

**Action Taken**  
(office use only)

Transfer Approved and Forwarded to Student Accounts on \_\_\_\_\_ Date       Transfer Denied

\_\_\_\_\_  
 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/>

**NEW OR ADDITIONAL FUNDING REQUESTS**

- 1. Program (Account) Name: DASG ECOFUND Native Wildflower’s Project
- 2. Have you previously received DASG funding for this program?  
 No  Yes  DASG Account Number: \_\_\_\_\_ Year Funded: \_\_\_\_\_
- 3. If yes, amount previously requested for current account \$ \_\_\_\_\_
- 4. If yes, total amount previously allocated current account \$ \_\_\_\_\_
- 5. How long has this program existed? \_\_\_\_\_
- 6. Number of students directly served or involved in this program: the entire campus community

***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: \_\_\_\_\_  
 Trust Accounts: \_\_\_\_\_  
 Fund 15 Accounts: \_\_\_\_\_  
 FHDA Foundation Accounts: \_\_\_\_\_  
 Grant Funded Accounts: \_\_\_\_\_  
 Other District Accounts: \$50 from Vida Seed  
 Off-Campus/Off-District Accounts: \_\_\_\_\_  
 On-Campus Co-Sponsorships: \_\_\_\_\_  
 Off-Campus Co-Sponsorships: \_\_\_\_\_

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? If DASG sponsors my ECOFUND project, I will plant native wildflowers across campus in areas where the soil is bare. This will not only make the campus more aesthetically pleasing, but will also be beneficial and educational for students and faculty by exposing them directly to native California flora. This will benefit future and present students by improving the aesthetics of their campus and providing an educational effect about California wildlife.

9. How do you use other funding to support your program? VIDA SEED is willing to contribute \$50 towards the project.

10. What would be the impact if DASG did not completely fund this request? If DASG does not fund this request, it is highly unlikely that the project will continue in any significant form due to the expense of native plants and gardening materials.

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)? No specific individual or organization is benefiting from this project because it benefits the entire campus community. Unless there is a way to ensure that every single student who passes by the planting sites pays their fees, this question does not apply.

**12. Total amount being requested** **\$ 1,000**  
*(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 <b>MUST ALSO COMPLETE BENEFITS – 3200</b>			
Benefits – 3200 (1.52 % for Student Employees) <b>MUST BE COMPLETED WHEN REQUESTING PAYROLL</b>			
Supplies – 4010 (Office supplies or as specified in request or stipulations)	American Meadows Native Pacific Northwest Wildflower Seed Mix – 5 pounds (\$299.95) American Meadows Pacific Northwest Pollinator Wildflower Seed Mix – 5 pounds (\$189.95) California Native Plant Society Nurseries in Lost Altos – (\$100) Yamagami’s on De Anza Boulevard – sells organic/heirloom native seeds – (\$100) Summerwinds – for Native Milkweed plants (\$100) Soil, small tools, fertilizers (\$210)	\$1,000	
Banners – 4013 (Reusable banners that will last multiple years)			
Food/Refreshments – 4015 (Must adhere to district Administrative Procedure 6331, <a href="http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&amp;id=AKVUKX7C7F98">http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&amp;id=AKVUKX7C7F98</a> )			
Printing – 4060 (flyers, posters, programs, forms, etc.)			
Technical & Professional Services – 5214 (Consultants/Guest Speakers/Entertainment) maximum \$1,200 per speaker per event maximum \$1,800 per performance			
Capital – 6420			
<b>Grand Total</b>		\$1,000	

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.***

Adrian Sedgwick	AS	208-217-3997	sedgwickadrian@fhda.edu
Budgeter’s Name (PRINT)	Budgeter’s Signature	Phone Number	E-mail

Budgeter’s Name (PRINT)	Budgeter’s Signature	Phone Number	E-mail

Administrator’s Name (PRINT)	Administrators Signature	Phone Number	E-mail

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