

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: DASB Flea Market
2. Is this a new DASB account? Yes No DASB Account Number: 41-55120
3. Amount requested for 2020-2021 \$ 199,239
4. Total amount allocated for 2020-2021 \$ 161,227
5. How long has this program existed? 51 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 2021-2022 (from page 3) \$ 189,495

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 Assistants</u>	<u>12*15.35*8*12</u>	<u>17,690</u>
TOTAL:			\$ <u>17,690</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>12,000</u>
		TOTAL:	\$ <u>12,000</u>

Classified Benefits (3100)

	Job Title		Cost
1.	<u>Coordinator</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>Market Day Assistants</u>		<u>270</u>
4.	<u>Custodial and Grounds</u>		<u>1,200</u>
		TOTAL:	\$ <u>1,470</u>

Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Office Supplies</u>		<u>1,500</u>
2.	<u>Bathroom & cleaning supplies</u>	<u>12 Market days</u>	<u>2,000</u>
3.	<u>Postage</u>		<u>300</u>
4.	<u>Flea Market Tickets</u>		<u>2,000</u>
		TOTAL:	\$ <u>5,800</u>

Promotional Items (4013)

(banners, imprinted marketing items and clothing)

	Item	Intended Use	Cost
1.	<u>Imprinted Bags, Shirts, Masks etc.</u>	<u>Marketing</u>	<u>5,000</u>
		TOTAL:	\$ <u>5,000</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>100</u>
2.	<u>Business Cards</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 \$1,200 per speaker per event.

For performances the fee shall not exceed \$1,800 per performance.)

	Item	Intended Use	Cost
1.	<u>Patrol Officer</u>	<u></u>	<u>11,000</u>
2.	<u>Numbering, Lettering, & Striping Service</u>	<u></u>	<u>15,000</u>
3.	<u>Portable Toilets & 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>1,500</u>
1.	<u>Radio Commercials</u>	<u></u>	<u>2,000</u>
		TOTAL:	\$ <u>3,500</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>

Total amount requested (also complete line 11 at bottom of first page) \$ 189,495

Income Commitment (if required) \$ 140,000

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:	_____ Mohamed Geshash _____
Phone Number:	_____
Email:	_____ geshashmohamed@fhda.edu _____
Relationship to Project:	_____ Coordinator _____
Position on Campus:	_____ Interim Flea Market Coordinator _____
Administrator’s Name:	_____ Michele LeBleu-Burns _____
Phone Number:	_____ 408-864-8218 _____
E-mail:	_____ lebleuburnsmichele@deanza.edu _____
Relationship to Project:	_____ Dean of Division _____
Position on Campus:	_____ Dean of Student Development _____

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/15/2020)