

# DASG Budget Request 2023-2024

## For DASG Operational Accounts Only (DASG Senate and Related Accounts Only)

Budget Request due to the Office of College Life by 4:00 pm Monday, November 7, 2022  
Applications and attachments must be typed and submitted via email to Dennis Shannakian at  
[ShannakianDennis@fhda.edu](mailto: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: "DASG Budget Request - DASG Account/Program Name - DASG Account Number"

For Example: "DASG Budget Request - DASG 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: Accounts Office System
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-51330
3. Amount requested for 2022-2023 \$ 12,317
4. Total amount allocated for 2022-2023 \$ 12,317
5. How long has this program existed? 40+ Years
6. Number of students directly served in this program: All DASG Members (Paying Quarterly Fees)

***Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.***

7. List ALL non-DASG 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? Provides a computerized accounting system for DASG and club accounts. Our Blackbaud accounting software (Financial Edge) requires maintenance and support and we are currently in the middle of migrating to FE NXT, the Financial Edge cloud based solution. Upgrading to FENXT required a 3+ year contract with pricing to remain stable for that time period and includes unlimited training for three users. We receive updates to the software and a speedy resolution to any accounting software issue that may arise. We also need annual maintenance and support for Omatic Software, a plug in to our Blackbaud accounting software. Omatic costs increase 5% annually for the maintenance fees. We added the Positive Pay solution from Omatic to meet bank requirements for sending files to the bank. The files need to be in a bank specific format and authorizes the payments for AP checks we process. This is a necessary measure to help prevent check fraud.

9. 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)? All students have the opportunity to become club members and/or officers. They would all benefit from DASG's accounting software as the system contains all club financial info in

addition to the financial info for DASG. All DASG officers must be DASG members, and they use the accounting system to check/review account activity. A variety of reports are also prepared to meet external auditor requirements. Individual account reports are available for review on our website along with the monthly financial statements at [www.deanza.edu/studentaccounts/](http://www.deanza.edu/studentaccounts/)

10. What would be the impact if DASG did not completely fund this request? DASG would not have the support required for their accounting software and problems would not be resolved. This could result in inaccurate financial records and ultimately the halt of processing financial transactions. Computerized accounting software and maintenance/support is an absolute necessity for DASG to operate financially.

11. Total amount being requested for 2023-2024 (from page 2) \$ \_\_\_\_\_

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

### Software Maintenance (5315)

	Item	Intended Use	Cost
1.	Blackbaud FE NXT Accounting Software	DASG + Club Accts Processing	7,624
2.	Omatic Positive Pay	Help Prevent Check Fraud	500
		TOTAL:	\$ 8,124

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

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 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.**

#### Budgeter and Administrator Information

Budgeter's Name: \_\_\_\_\_ Lisa Kirk \_\_\_\_\_

Phone Number: \_\_\_\_\_ 408-864-8528 \_\_\_\_\_

Email: \_\_\_\_\_ KirkLisa@fhda.edu \_\_\_\_\_

Relationship to Project: \_\_\_\_\_ Office Staff \_\_\_\_\_

Position on Campus: \_\_\_\_\_ Accountant \_\_\_\_\_

Administrator's Name: \_\_\_\_\_ Martin Varela \_\_\_\_\_

Phone Number: 408-864-8857  
Email: VarelaMartin@fhda.edu  
Relationship to Project: Office Supervisor  
Position on Campus: Director, College Fiscal Services

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 8/23/2022)