

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: Legal Advice
2. Is this a new DASB account? Yes No DASB Account Number: 41-55145
3. Amount requested for 2020-2021 \$ 22,176
4. Total amount allocated for 2020-2021 \$ 8,712
5. How long has this program existed? ~30+ years
6. Number of students directly served in this program: 500+

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? Legal Advice to students on a walk in appointment basis. Assists students with legal questions. We currently provide two hours of service per week.
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)? We check current enrollment and DASB membership status when students ask to make an appointment.
10. What would be the impact if DASB did not completely fund this request? There would be no DASB Legal Advice service for students.

11. Total amount being requested for 2021-2022 (from page 3) \$ 22,176

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

Casual Payroll (2350)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	<u>Legal Advisor</u>	<u>1x\$120x4x42</u>	<u>20,160</u>
TOTAL:			<u>\$ 20,160</u>

Benefits (3200)

MUST 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>Legal Advisor</u>	<u>20,160 x 0.10</u>	<u>2,016</u>
TOTAL:			<u>\$ 2,016</u>

Total amount requested (also complete line 11 at bottom of first page) \$ 22,176

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: Dennis Shannakian

Phone Number: 408-864-8757

E-mail: ShannakianDennis@fhda.edu

Relationship to Project: Budgeter

Position on Campus: College Life Office Coordinator

Administrator's Name: (print) Michele LeBleu-Burns

Phone Number: 408-864-8218

E-mail: LeBleuBurnsMichele@fhda.edu

Relationship to Project: Administrator

Position on Campus: Dean of Student Development