ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

BUDGET 2018 - 2019

FOOTHILL COLLEGE

ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

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ASFC Budget Message

Fiscal Year
2018 - 2019

ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

12345 EL MONTE ROAD ♦ LOS ALTOS HILLS ♦ CA 94022-4599 ♦ Telephone: (650) 949-7281 ♦ Fax: (650) 941-4574

On March 15, 2018 the Associated Students of Foothill College Campus Council approved the budget for the Fiscal year 2018-2019.

The goal of ASFC is to allocate funds intelligently and thoughtfully so that Foothill College students can receive quality services, support programs and engaging events. We hope that our efforts translate into the cultivation of a welcoming atmosphere and a positive learning environment. The manner in which ASFC provides funding to the campus community is based on our mission-based vision & goals, which are approved and adopted by members of ASFC every year. The allocation of funds was discussed with these goals in mind.

In light of the anticipated college budget challenges in the upcoming academic year, we have set aside a special reserve fund: Student Services Support Reserve, in the amount of $75,000. We are firmly committed to preserving important student services for Foothill students during these difficult budget times. This allows us to continue to spend down a portion of our Fund Balance while helping to support college programs and services that may be impacted by budget reductions.

The budget development process went smoothly thanks to the collaborative work done by the budget team.

Budget Committee Members:		**Advisors:**
Ronnie Miller *(VP of Finance)*	Danya Adib *(ASFC President)*	Daphne Small
Nathan Lutz *(Budget Analyst)*	Max Lim *(Budget Analyst)*	Kamara Tramble
Daniel Rosales *(Budget Analyst)*	Marcel Vermeer *(Agent)*	

We are now proud to present to you the Associated Students of Foothill College Budget for the fiscal year 2018-2019.

Sincerely,

Danya Adib	Ronnie Miller
ASFC President	ASFC VP of Finance

Mission Based Guidelines

ASSOCIATED STUDENTS OF FOOTHILL COLLEGE
12345 EL MONTE ROAD ♦ LOS ALTOS HILLS ♦ CA 94022-4599 ♦ Telephone: (650) 949-7281 ♦ Fax: (650) 941-4574

ASFC Mission Based Budgeting Guidelines
For Fiscal Year 2018-2019

Mission:

The purpose and mission of the Associated Students of Foothill College organization is to represent and serve the students of Foothill College. We strive to establish a unified community that advocates for students of all demographics associated with Foothill College.

Vision:

We, as the ASFC Finance Board, endeavor to uphold our established values of integrity and fiscal responsibility, while remaining steadfast in advocating for student interests and wellbeing. Our vision is to fund services, activities, events, and beyond that promote student success, achievement, and growth.

Goals:

In addition to the District and Foothill College Missions, the Associated Students of Foothill College will be looking to their own mission and the following goals in the development and implementation of the 2018-2019 Associated Student Budget.

We have three categories of goals: A) goals that pertain directly to student interests and success, B) goals that pertain to campus life for students, and C) goals that liaise between the two.

A)

- Financially support student and educational resources for individuals who are economically disadvantaged, underrepresented, have special needs, or lack of access to the Foothill College main campus.
- Promote student involvement in all areas of campus life by funding activities and campus organizations that foster political awareness, exposure to new ideas and perspectives that create opportunities for leadership, service, advocacy and personal development.
- Consider the needs of online students, evening students, non-traditional students, and provide services to meet growing needs of distance learners and Sunnyvale Campus students.
- Continue to advocate for student athletes through the funding of tournaments, postseason play, and referee fees.
- Continue development of the Campus Center as a resource for students.
- Encourage opportunities to increase revenue generation via student and campus initiatives through fundraising.
- Remain committed to maintaining vital student services during difficult economic times.

B)

- Financially support the effort to increase cultural awareness, mental health, and equity on campus through the health & heritage month series and additional diversity programs.

- Improve the marketing efforts of the ASFC to increase visibility of the benefits of the student body OwlCard.
- Financially support Foothill College's effort to be environmentally sustainable on campus.

C)

- Participate in and support Foothill College's effort towards student success, outreach, and enrollment growth.
- Continue to support the Associated Students of Foothill College's effort to be visible, accessible and communicative with all students, faculty and staff of Foothill College.
- Support leadership development and advocacy through the funding of local, national, and international conferences, lobbying efforts and civic engagement programs.

Revised December 1, 2011
Revised October 23, 2012
Revised November 21, 2013
Revised December 1, 2016
Revised November 28, 2017
Revised December 5, 2017

ASFC Budget Requirements
For Fiscal Year 2018-2019

1. As a general requirement for the funding of any program by ASFC, all programs must promote the OwlCard and provide discounts or benefits to all students who possess a current OwlCard.

2. Funding is provided with the understanding that ASFC is acknowledged as a sponsor of the event and in all promotional materials. ASFC businesses will be used whenever possible.

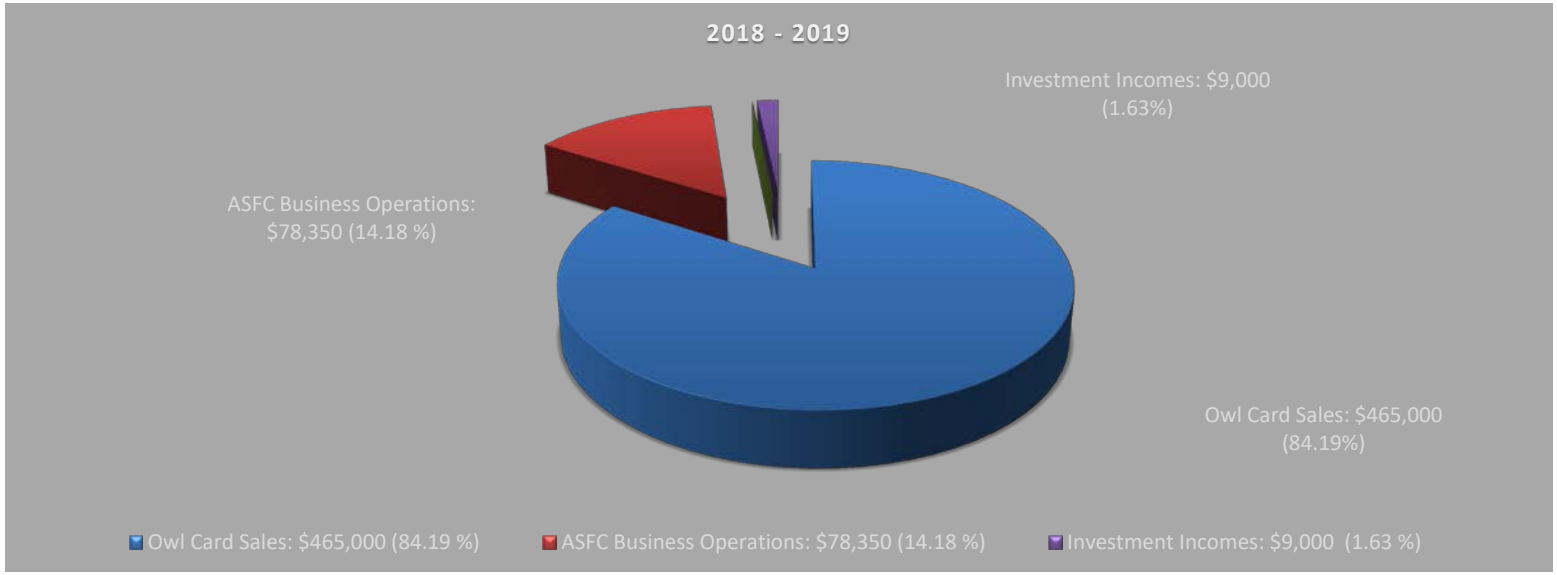
3. Any changes or augmentations in each line item must be approved by ASFC Campus Council.

4. At the end of the ASFC fiscal year (June 30th) all unused funds in budget line items and unallocated reserves are considered a net surplus and are placed into the ASFC fund balance.

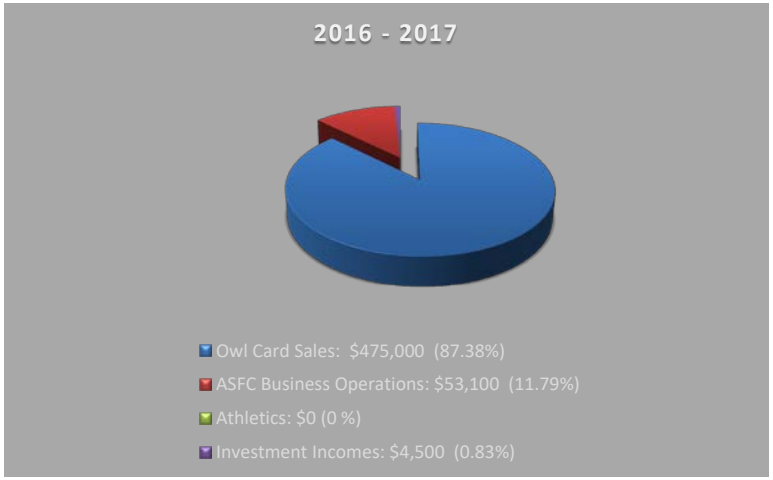
ASFC Budget Income

Fiscal Year
2018 - 2019

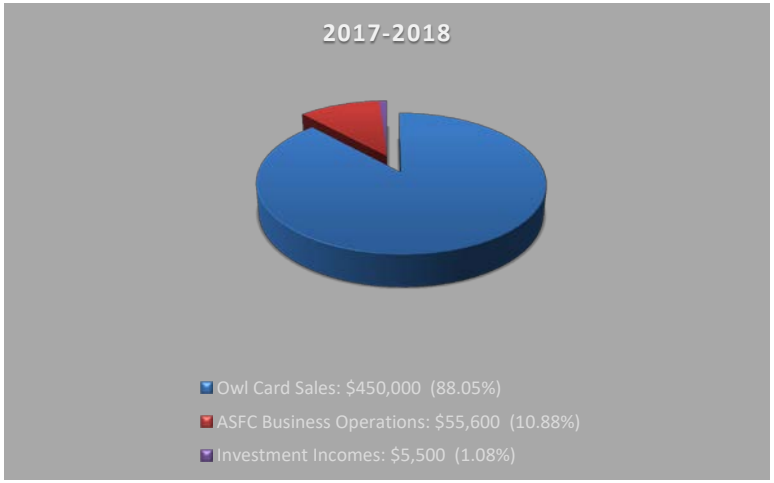
ASFC Projected Income for FY 2018-2019



ASFC Projected Income for FY 2016-2017



ASFC Projected Income for FY 2017-2018



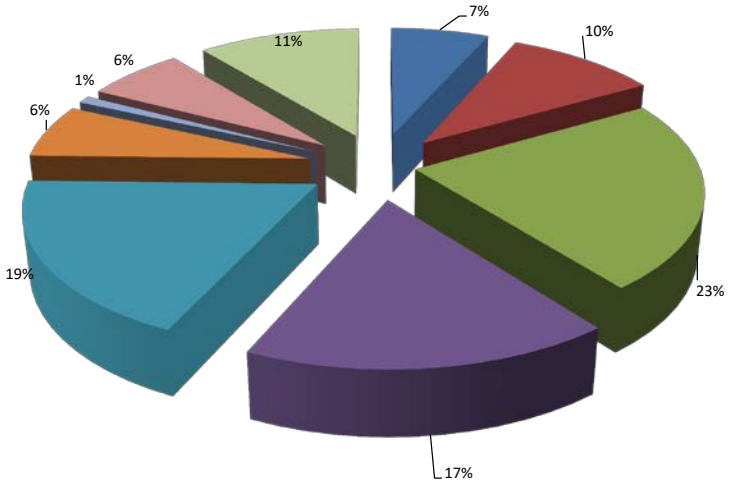
ASFC Budget **Income** for Fiscal Year 2018-2019

ACCOUNT	STP. *	NOTES	DESCRIPTION	2016-2017 BUDGET	2016-2017 REVISED BUDGET	2016-2017 ACTUAL as of 06/30/16	2017-2018 BUDGET	2017-2018 REVISED BUDGET	2017-2018 ACTUAL as of 03/9/18	2018-2019 BUDGET
			STUDENT BODY CARD REVENUE							
41100		4	OwlCard Sales	$ 475,000.00	$ 475,000.00	$ 474,260.00	$ 450,000.00	$ 450,000.00	$ 325,560.00	$ 465,000.00
			Subtotal	**$ 475,000.00**	**$ 475,000.00**	**$ 474,260.00**	**$ 450,000.00**	**$ 450,000.00**	**$ 325,560.00**	**$ 465,000.00**
		1	***ASFC BUSINESS***							
42200			Design Center Income	$ 29,000.00	$ 29,000.00	$ 49,484.05	$ 32,000.00	$ 32,000.00	$ 22,627.73	$ 40,000.00
42300			Returned Check Service Charge	$ 100.00	$ 100.00	$ -	$ 100.00	$ 100.00	$ -	$ 100.00
42500			Smart Shop Income	$ 24,000.00	$ 24,000.00	$ 31,896.93	$ 18,000.00	$ 18,000.00	$ 20,499.46	$ 30,000.00
42600			Vendor Commission	$ 1,000.00	$ 1,000.00	$ 930.00	$ 500.00	$ 500.00	$ 330.00	$ 750.00
42700			Movie Tickets	$ 10,000.00	$ 10,000.00	$ 7,542.75	$ 5,000.00	$ 5,000.00	$ 5,026.75	$ 7,500.00
42800			ePrintit			$ 5,397.55	$ -	$ -	$ 1,183.15	
			Subtotal	**$ 64,100.00**	**$ 64,100.00**	**$ 95,251.28**	**$ 55,600.00**	**$ 55,600.00**	**$ 49,667.09**	**$ 78,350.00**
		1,4	***INVESTMENT INCOME***							
45110			Bank Interest	$ 4,500.00	$ 4,500.00	$ 8,705.63	$ 5,500.00	$ 5,500.00	$ 5,820.96	$ 9,000.00
			Subtotal	**$ 4,500.00**	**$ 4,500.00**	**$ 8,705.63**	**$ 5,500.00**	**$ 5,500.00**	**$ 5,820.96**	**$ 9,000.00**
			MISCELLANEOUS INCOME/EXPENSES							
			Prior Year Adjustments	$ -	$ -	$ (735.81)	$ -	$ -	$ -	$ -
			Other Miscellaneous Adjustments	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			Subtotal	**$ -**	**$ -**	**$ (735.81)**	**$ -**	**$ -**	**$ -**	**$ -**
			Income Total	**$ 543,600.00**	**$ 543,600.00**	**$ 577,481.10**	**$ 511,100.00**	**$ 511,100.00**	**$ 381,048.05**	**$ 552,350.00**

ASFC Budget Expenses

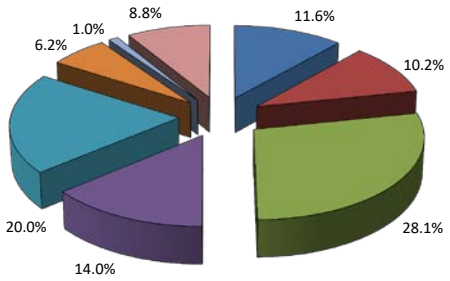
Fiscal Year
2018 - 2019

ASFC Projected Expenses for Fiscal Year 2018-2019



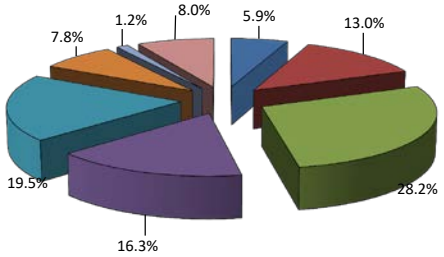
- ASFC Operational Costs $45,525 (6.59%)
- ASFC Services and Activities $70,000 (10.13 %)
- Owl Card & Business Operations $156,500 (22.65 %)
- College Services $120,500 (17.37%)
- Campus Life/Support Programs $128,700 (18.63 %)
- Athletics $44,100 (6.38%)
- Fine and Performing Arts $6,000 (0.87 %)
- Unallocated Reserves $45,000 (6.51 %)
- Student Services Support Reserves $75,000 (10.86%)

ASFC Projected Expenses for FY 2016-2017



- ASFC Operational Costs $67,225 (11.61 %)
- ASFC Services and Activities $59,100 (10.21 %)
- Owl Card & Business Operations $162,500 (28.07 %)
- College Services $81,300 (14.05 %)
- Campus Life/Support Programs $116,000 (20.04 %)
- Athletics $35,721 (6.17 %)
- Fine and Performing Arts $6,000 (1.04 %)
- Unallocated Reserves $51,000 (8.81 %)

ASFC Projected Expenses for FY 2017-2018



- ASFC Operational Costs $33,300 (5.90 %)
- ASFC Services and Activities $73,600 (13.03 %)
- Owl Card & Business Operations $159,500 (28.25 %)
- College Services $92,000 (16.29%)
- Campus Life/Support Programs $110,200 (19.51 %)
- Athletics $44,100 (7.81 %)
- Fine and Performing Arts $7,000 (1.24 %)
- Unallocated Reserves $45,000 (7.97 %)

ASFC Budget Expenses for Fiscal Year 2018-2019

ACCOUNT	STP.*	NOTES	DESCRIPTION	2016-2017 ADOPTED BUDGET	2016-2017 REVISED BUDGET	2016-2017 ACTUAL as of 06/30/17	2017-2018 ADOPTED BUDGET	2017-2018 REVISED BUDGET	2017-2018 ACTUAL as of 3/9/18	2018-2019 BUDGET
			ASFC OPERATIONAL COSTS							
51150			Presidential Discretionary	$ 300.00	$ 300.00	$ 526.82	$ 300.00	$ 300.00	$ -	$ 500.00
51250			ASFC Operations	$ 3,000.00	$ 3,000.00	$ 3,051.60	$ 2,500.00	$ 2,500.00	$ 1,475.43	$ 2,500.00
51310			ICC Club Operational	$ 2,000.00	$ 2,000.00	$ 1,632.85	$ 2,000.00	$ 2,000.00	$ 265.10	$ 2,000.00
51320			ASFC Senate Board Projects	$ 500.00	$ 500.00	$ -	$ 500.00	$ 500.00		$ 500.00
51330	7		ASFC Shared Governance/Leadership Stipend	$ 19,425.00	$ 19,425.00	$ 6,600.00	$ 5,000.00	$ 5,000.00	$ -	$ 10,725.00
51340			ASFC Awards Dinner	$ 3,500.00	$ 3,500.00	$ 2,798.13	$ 3,000.00	$ 3,000.00	$ -	$ 3,000.00
51350			ASFC Budget Production	$ 1,500.00	$ 1,500.00	$ 562.08	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00
51360			ASFC Elections	$ 4,000.00	$ 4,000.00	$ 4,926.29	$ 4,000.00	$ 4,000.00	$ -	$ 5,000.00
51380			ASFC Office Supplies	$ 700.00	$ 700.00	$ 1,072.47	$ 700.00	$ 700.00	$ 770.02	$ 1,000.00
51390			ASFC Marketing	$ 6,000.00	$ 6,000.00	$ 5,590.33	$ 6,000.00	$ 6,000.00	$ 4,841.14	$ 6,000.00
51400			Eco Pass	$ 300.00	$ 300.00	$ -	$ 300.00	$ 300.00	$ 70.00	$ 300.00
51470	1		ASFC Secretary/Receptionist (Wages & Benefits)	$ 26,000.00	$ 26,000.00	$ 7,981.70	$ 13,000.00	$ 13,000.00	$ 3,945.63	$ 13,000.00
			Subtotal	**$ 67,225.00**	**$ 67,225.00**	**$ 34,742.27**	**$ 38,300.00**	**$ 38,300.00**	**$ 11,367.32**	**$ 45,525.00**

			ASFC SERVICES AND ACTIVITIES							
52150			Welcome Week	$ 3,000.00	$ 3,000.00	$ 4,091.70	$ 5,000.00	$ 5,000.00	$ 5,555.85	$ 6,000.00
52210			Summer Activities	$ 1,500.00	$ 1,500.00	$ 1,936.79	$ 1,500.00	$ 1,500.00	$ 1,189.75	$ 1,500.00
52220			Fall Activities	$ 3,500.00	$ 3,500.00	$ 2,647.85	$ 3,000.00	$ 3,000.00	$ 2,657.64	$ 3,000.00
52230			Winter Activities	$ 1,000.00	$ 1,000.00	$ 1,409.69	$ 1,000.00	$ 1,000.00	$ 1,109.96	$ 1,500.00
52240			Spring Activites	$ 4,000.00	$ 4,000.00	$ 6,419.89	$ 7,500.00	$ 7,500.00	$ -	$ 7,500.00
52350			Student Activities Event Supplies	$ 1,600.00	$ 1,600.00	$ 1,733.05	$ 1,600.00	$ 1,600.00	$ 172.56	$ 1,500.00
52410		5	ICC Annual Grant	$ 8,000.00	$ 8,000.00	$ 9,500.00	$ 8,000.00	$ 8,000.00	$ 2,900.00	$ 8,000.00
52413		7	ICC Project Fund	$ 9,000.00	$ 9,000.00	$ 4,600.00	$ 8,000.00	$ 8,000.00	$ -	$ 8,000.00
52415			ICC Handbook	$ -	$ -	$ 41.10	$ -	$ -	$ -	$ -
52420			ICC Club Day	$ 3,500.00	$ 3,500.00	$ 7,395.15	$ 5,000.00	$ 5,000.00	$ 3,079.30	$ 5,000.00
52430	15	6	ICC Special Activities Fund	$ 8,500.00	$ 8,500.00	$ 7,499.00	$ 7,500.00	$ 7,500.00	$ 500.00	$ 7,500.00
52520			Fall PepRally/Inauguration	$ 500.00	$ 500.00	$ 450.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00
52530	12,14	8	Student Development Conference	$ 15,000.00	$ 15,000.00	$ 14,916.94	$ 20,000.00	$ 20,000.00	$ 2,000.00	$ 20,000.00
			Subtotal	**$ 59,100.00**	**$ 59,100.00**	**$ 62,641.16**	**$ 68,600.00**	**$ 68,600.00**	**$ 19,665.06**	**$ 70,000.00**

ASFC Budget Expenses for Fiscal Year 2018-2019

ACCOUNT	STP.*	NOTES	DESCRIPTION	2016-2017 ADOPTED BUDGET	2016-2017 REVISED BUDGET	2016-2017 ACTUAL as of 06/30/17	2017-2018 ADOPTED BUDGET	2017-2018 REVISED BUDGET	2017-2018 ACTUAL as of 3/9/18	2018-2019 BUDGET
			OWLCARD AND BUSINESS OPERATIONS							
53110	4		Office Coordinator	$ 50,000.00	$ 50,000.00	$ 40,001.16	$ 50,000.00	$ 50,000.00	$ 31,001.90	$ 50,000.00
53115			Movie Tickets	$ 8,000.00	$ 8,000.00	$ 10,590.00	$ 6,000.00	$ 6,000.00	$ 6,330.00	$ 7,500.00
53120			OwlCard Marketing	$ 2,500.00	$ 2,500.00	$ 1,333.47	$ 2,500.00	$ 2,500.00	$ 165.00	$ 2,000.00
53125			OwlCard Equipment & Supplies	$ 10,000.00	$ 10,000.00	$ 5,656.63	$ 10,000.00	$ 10,000.00	$ 2,803.85	$ 6,000.00
53200			DC/SS Operations	$ 11,000.00	$ 11,000.00	$ 11,116.25	$ 11,000.00	$ 11,000.00	$ 5,587.25	$ 11,000.00
53370	1		Smart Shop (W&B)	$ 27,000.00	$ 27,000.00	$ 48,571.16	$ 30,000.00	$ 30,000.00	$ 18,454.85	$ 30,000.00
53250	1		Design Center (W&B)	$ 27,000.00	$ 27,000.00	$ 14,830.70	$ 25,000.00	$ 25,000.00	$ 14,392.72	$ 25,000.00
53330			DC/SS Photocopier Maintenance/ Lease	$ 27,000.00	$ 27,000.00	$ 23,985.47	$ 25,000.00	$ 25,000.00	$ 13,287.97	$ 25,000.00
			Subtotal	**$ 162,500.00**	**$ 162,500.00**	**$ 156,084.84**	**$ 159,500.00**	**$ 159,500.00**	**$ 92,023.54**	**$ 156,500.00**
			COLLEGE SERVICES							
54110			Beyond the Classroom Handbooks	$ 10,000.00	$ 10,000.00	$ 4,902.32	$ 5,000.00	$ 5,000.00	$ 5,210.20	$ 8,000.00
54170	14		Legal Counseling	$ 3,000.00	$ 3,000.00	$ 2,367.22	$ 3,000.00	$ 3,000.00	$ -	$ 3,000.00
54440			Evening & Sunnyvale Events	$ 500.00	$ 500.00	$ 501.96	$ 1,000.00	$ 1,000.00	$ 187.36	$ 1,500.00
54700	14		Library Textbook Reserve	$ 20,000.00	$ 20,000.00	$ 22,601.21	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00
54720			Sunnyvale Center Library Textbook Reserves	$ -	$ -	$ -	$ 5,000.00	$ 5,000.00	$ 1,835.39	$ 5,000.00
54740			Computer rental program	$ -	$ -	$ -	$ 10,000.00	$ 10,000.00	$ 9,994.50	$ 10,000.00
54880	12,14		Service Leadership Fund	$ 1,000.00	$ 1,000.00	$ -	$ 3,000.00	$ 3,000.00	$ -	$ 3,000.00
54882			ASFC Sustainability Project	$ 500.00	$ 500.00	$ 432.91	$ 500.00	$ 500.00	$ -	$ 500.00
54888			Care/Cal Works Recognition Ceremony	$ 2,000.00	$ 2,000.00	$ 2,060.81	$ 2,000.00	$ 2,000.00	$ 2,065.55	$ 2,000.00
54889	1		Pass the Torch - Tutoring (Stipends)	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ -	$ 5,000.00
54890	1		EOPS Tutorial Services (W & B)	$ 5,000.00	$ 5,000.00	$ 4,999.62	$ 5,000.00	$ 5,000.00	$ -	$ 5,000.00
54898			Food Bank	$ 5,000.00	$ 5,000.00	$ 2,296.55	$ 2,500.00	$ 2,500.00	$ 0.90	$ 5,000.00
54910			Veterans Resource Center Book Loan Program	$ -	$ -	$ 3,743.12	$ 1,000.00	$ 1,000.00	$ -	$ 4,000.00
54915			Family Engagement Institute	$ 3,500.00	$ 3,500.00	$ 3,499.25	$ -	$ -	$ -	$ 3,000.00
54925	13,14		Medical Brigade to Honduras	$ 7,800.00	$ 7,800.00	$ 7,893.05	$ 5,000.00	$ 5,000.00	$ 924.49	$ 5,000.00
54935			Scholar Athlete Award Night	$ 2,500.00	$ 2,500.00	$ 5,453.17	$ 3,000.00	$ 3,000.00	$ -	$ 3,000.00
54945			Community Ambassador Program (CAP)	$ 5,000.00	$ 5,000.00	$ 4,574.05	$ 5,000.00	$ 5,000.00	$ 3,058.92	$ 5,000.00
54883			Center for Applied Anthropology	$ -	$ -	$ -	$ 3,000.00	$ 3,000.00	$ 907.29	$ 3,000.00
54951			Ireland Study Aboard	$ 6,500.00	$ 6,500.00	$ 6,500.00	$ 6,500.00	$ 6,500.00	$ 6,500.00	$ 7,000.00

ASFC Budget Expenses for Fiscal Year 2018-2019

ACCOUNT	STP.*	NOTES	DESCRIPTION	2016-2017 ADOPTED BUDGET	2016-2017 REVISED BUDGET	2016-2017 ACTUAL as of 06/30/17	2017-2018 ADOPTED BUDGET	2017-2018 REVISED BUDGET	2017-2018 ACTUAL as of 3/9/18	2018-2019 BUDGET
54961	12,14		Enactus	$ 6,500.00	$ 6,500.00	$ 6,500.00	$ 6,500.00	$ 6,500.00	$ -	$ 6,500.00
54990	14		ASFC/Library Calculator Program	$ 4,000.00	$ 4,000.00	$ 3,999.82	$ -	$ -	$ -	$ -
54980	12,14		Fund the Future	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,500.00
New			Service Abroad	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000.00
New			Alternative Break Service Program	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,000.00
			Subtotal	**$ 87,800.00**	**$ 87,800.00**	**$ 87,325.06**	**$ 92,000.00**	**$ 92,000.00**	**$ 50,684.60**	**$ 120,000.00**
			CAMPUS LIFE/SUPPORT PROGRAMS							
55120			Pom Squad Choreographer (W&B)	$ 3,000.00	$ 3,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00
55310	1		Student Accounts Assistants (W&B)	$ 15,000.00	$ 15,000.00	$ 12,719.90	$ 15,000.00	$ 15,000.00	$ 1,191.29	$ 15,000.00
55320			Student Accounts Operation	$ 4,000.00	$ 4,000.00	$ 1,017.48	$ 4,500.00	$ 4,500.00	$ 3,874.00	$ 3,500.00
55420	1		Student Activities Assistants (W&B)	$ 6,000.00	$ 6,000.00	$ 6,210.06	$ 6,000.00	$ 6,000.00	$ 3,804.62	$ 6,000.00
55430	1		Multicultural Events Student Assistant (W&B)	$ 5,000.00	$ 5,000.00	$ 7,403.75	$ 5,000.00	$ 5,000.00	$ 2,286.85	$ 5,000.00
55630			Commencement	$ 6,000.00	$ 6,000.00	$ 5,995.00	$ 6,000.00	$ 6,000.00	$ -	$ 6,000.00
55640	5		Cultural Awareness	$ 14,000.00	$ 14,000.00	$ 3,434.84	$ 49,000.00	$ 49,000.00	$ 1,349.47	$ 49,000.00
55641	5		Native American Heritage Month	$ 5,000.00	$ 5,000.00	$ 5,495.79	$ -	$ -	$ 4,087.20	$ -
55642	5		Jewish Heritage Month	$ 5,000.00	$ 5,000.00	$ 4,708.59	$ -	$ -	$ 3,068.09	$ -
55643	5		Black History Month	$ 5,000.00	$ 5,000.00	$ 2,569.48	$ -	$ -	$ 1,231.16	$ -
55644	5		Women's History Month	$ 5,000.00	$ 5,000.00	$ 2,825.36	$ -	$ -	$ 3,748.43	$ -
55645	5		Asian Pacific Heritage Month	$ 5,000.00	$ 5,000.00	$ 4,572.02	$ -	$ -	$ -	$ -
55646	5		Latino Heritage Month	$ 5,000.00	$ 5,000.00	$ 7,047.42	$ -	$ -	$ -	$ -
55647	5		LGBT Heritage Month	$ 5,000.00	$ 5,000.00	$ 5,120.99	$ -	$ -	$ -	$ -
55650	13		Dental Hygiene Program	$ 10,000.00	$ 10,000.00	$ 8,340.00	$ 10,000.00	$ 10,000.00		$ 12,000.00
55655			Global Gala	$ 7,500.00	$ 7,500.00	$ 7,467.20	$ -	$ -		$ -
55680			New Student Orientation	$ 5,000.00	$ 5,000.00	$ 4,281.74	$ 5,000.00	$ 5,000.00	$ 4,999.47	$ 12,000.00
52440	13		Dr. Martin Luther King Jr. March / Luncheon	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ -	$ 500.00
52460			Thanksgiving Event	$ 3,500.00	$ 3,500.00	$ 3,611.16	$ -	$ -	$ 4,566.65	$ -
52470			Holiday Support	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,000.00
54887			Transfer Center	$ -	$ -	$ -	$ -	$ -	$ -	$ 700.00
55910			Physics Olympics	$ -	$ -	$ 636.50	$ 700.00	$ 700.00	$ -	$ -
53420			Script Student Generated Media (Newspaper)	$ -	$ -	$ -	$ 5,000.00	$ 5,000.00	$ 3,860.19	$ 10,000.00
New			International Education Week	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,000.00
			Subtotal	**$ 116,000.00**	**$ 116,000.00**	**$ 93,957.28**	**$ 110,200.00**	**$ 110,200.00**	**$ 38,067.42**	**$ 128,700.00**

ASFC Budget Expenses for Fiscal Year 2018-2019

ACCOUNT	STP.*	NOTES	DESCRIPTION	2016-2017 ADOPTED BUDGET	2016-2017 REVISED BUDGET	2016-2017 ACTUAL as of 06/30/17	2017-2018 ADOPTED BUDGET	2017-2018 REVISED BUDGET	2017-2018 ACTUAL as of 3/9/18	2018-2019 BUDGET
	8,11		***ATHLETICS/PHYSICAL EDUCATION***							
56115			Water Polo	$ 2,700.00	$ 2,700.00	$ 2,570.00	$ 2,600.00	$ 2,600.00	$ 2,720.00	$ 2,600.00
56116			Men's and Women's Swimming	$ 1,500.00	$ 1,500.00	$ 1,120.00	$ 1,500.00	$ 1,500.00	$ 690.00	$ 1,500.00
56140			Men's Basketball	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,030.00	$ 5,000.00
56150			Women's Basketball	$ 4,725.00	$ 4,725.00	$ 4,725.00	$ 5,000.00	$ 5,000.00	$ 4,955.00	$ 5,000.00
56160			Foothill Football	$ 5,125.00	$ 5,125.00	$ 5,125.00	$ 7,700.00	$ 7,700.00	$ 7,658.00	$ 7,700.00
56190			Men's Soccer	$ 3,686.00	$ 3,686.00	$ 3,680.00	$ 3,800.00	$ 3,800.00	$ 3,582.00	$ 3,800.00
56200			Women's Soccer	$ 3,260.00	$ 3,260.00	$ 3,260.00	$ 3,800.00	$ 3,800.00	$ 3,800.00	$ 3,800.00
56210			Men's Tennis	$ 500.00	$ 500.00	$ 225.00	$ 1,000.00	$ 1,000.00	$ 170.00	$ 1,000.00
56230			Women's Volleyball	$ 3,725.00	$ 3,725.00	$ 8,560.00	$ 6,000.00	$ 6,000.00	$ 5,663.72	$ 6,000.00
56240			Women's Softball	$ 5,000.00	$ 5,000.00	$ 5,320.00	$ 6,700.00	$ 6,700.00	$ 150.00	$ 6,700.00
56250			Women's Tennis	$ 500.00	$ 500.00	$ 558.00	$ 1,000.00	$ 1,000.00	$ 155.00	$ 1,000.00
56255			Athletic Championships	$ 4,500.17	$ 4,500.17	$ 12,840.29		$ -	$ 400.00	$ -
			Subtotal	**$ 40,221.17**	**$ 40,221.17**	**$ 52,983.29**	**$ 44,100.00**	**$ 44,100.00**	**$ 34,973.72**	**$ 44,100.00**
	8,9		***FINE AND PERFORMING ARTS***							
57130			Dance	$ 1,000.00	$ 1,000.00	$ 1,065.00	$ 2,000.00	$ 2,000.00	$ -	$ 1,000.00
57140			Drama (W&B)	$ 5,000.00	$ 5,000.00	$ 4,954.95	$ 5,000.00	$ 5,000.00	$ -	$ 5,000.00
			Subtotal	**$ 6,000.00**	**$ 6,000.00**	**$ 6,019.95**	**$ 7,000.00**	**$ 7,000.00**	**$ -**	**$ 6,000.00**
			UNALLOCATED RESERVES							
58110			Unallocated Reserves	$ 39,999.83	$ 39,999.83	$ 22,937.71	$ 45,000.00	$ 45,000.00	$ 4,801.88	$ 45,000.00
			Student Services Support Reserves	$ -	$ -	$ -	$ -	$ -	$ -	$ 75,000.00
			Subtotal	**$ 39,999.83**	**$ 39,999.83**	**$ 22,937.71**	**$ 45,000.00**	**$ 45,000.00**	**$ 4,801.88**	**$ 120,000.00**
			EXPENSES TOTAL	**$ 578,846.00**	**$ 578,846.00**	**$ 516,691.56**	**$ 564,700.00**	**$ 564,700.00**	**$ 251,583.54**	**$ 690,825.00**

ASFC BUDGET FUND BALANCE

ACCOUNT	STP. *	DSC	DESCRIPTION			2016-2017 ACTUAL as of 06/30/17		2017-2018 BUDGET		2018-2019 BUDGET
			Beginning Fund Balance			**$ 391,911.05**		**$ 452,700.59**		**$ 399,100.59**
		9	Net Surplus			**$ 60,789.54**		**$ (53,600.00)**		**$ (138,475.00)**
			Ending Fund Balance			**$ 452,700.59**		**$ 399,100.59**		**$ 260,625.59**

ASFC Budget
Notes and Stipulations

Fiscal Year
2018 - 2019

ASFC Budget Notes
For Fiscal Year 2018-2019

1. A general stipulation pertaining to all income generating programs: If the income target for a particular fiscal year is met, the surplus of income, upon request and approval of ASFC Campus Council, can be utilized as the program sees fit.

2. ASFC has budgeted 7.9 % of the projected income to an unallocated reserve line item. This account is primarily used for sports championships and unforeseen fund request that are provided and or not provided for in existing line items. Once a student organized event or program has established itself (typically 3 years) a new line item will be considered during the next budget development process.

3. The OwlCard Income projection is derived using projected enrollment figures and previous years' student identification card sales based on the $10 per quarter student body fee.

4. ASFC receives interest on the fund balance that is placed in a trust account, which is invested in the Santa Clara County Treasury Trust, in accordance with the Government Code sections 16305-16305.7. The California Education Code (section76063) titled Deposit of Investment of Student Funds allows for student organizations to participate in such investments. Further information regarding the management and portfolio of the Santa Clara County Treasury Trust can be obtained from the Controller-Treasurer Department of the Finance Agency in the County of Santa Clara.

5. $200 Annual Grant Funds and $50 Seed Funds. Please refer to the Inter Club Council.

6. $500 Special Activities Funds. Please refer to the Inter Club Council.

7. $1000 Organization Project Funds. Please refer to the Inter Club Council.

8. These funds will provide leadership development opportunities for students who cannot be supported by the Student Representation Fee.

9. Will be utilized on major special projects which may arise in the upcoming years.

10. Membership dues for state and national organizations that will allow regional and national student representation will come from the Student Representation Fee – a voluntary fee collected quarterly from the student body at large.

11. We are creating a Student Services Support Reserves of $75,000 from our Fund Balance, as advised by the Board. We are creating this fund in solidarity with the campus and in line with the budget reduction principle of students first. This fund is intended for use similar to Unallocated Reserves, however, intended use for larger requests and to help spare programs and services that might otherwise be cut while also protecting the rest of the budget. This fund is being created to help ease the school's three-year transition to a lower budget, and we suggest this line item be adjusted to $50,000 next year, $25,000 the next, and then absolved.

ASFC Budget Stipulations
For Fiscal Year 2018-2019

1. These funds are allocated to provide for the possible Foothill student employments. He/she shall be permitted to work a maximum of 19 hours a week starting at the state or district minimum wage, whichever is higher.

2. The funds are to be used to promote and enhance governance and conduct of student business.

3. Membership dues for state and national organizations that will allow regional and national student representation will come from the Student Representation Fee – a voluntary fee collected quarterly from the student body-at-large.

4. These funds are to be used for technical staff support connected with the production of OwlCard.

5. This allocation is intended to promote the cultural diversity and awareness by partially funding the campus community programming for the heritage celebrations and other diversity programs.

6. This program is funded for the academic year, thus the support of all men’s and women's athletic programs during the academic year is required. Participants are required to sign a memorandum of understanding to participate in the program for a full year. Failure to complete the year will result in a requirement to reimburse the cost of training for a particular participant.

7. These funds are allocated to provide leadership scholarships for students who serve in campus leadership roles.

8. All current OwlCard holders must receive 50% discount for attending Fine Arts.

9. These funds are to be used only for entry fees and/or production.

10. No income is expected since the program is funded based on needs to reduce the accounting process in between.

11. These funds are to be used for officials and/or entry fees only.

12. Each student is required to present a written report to Campus Council two weeks following the experience.

13. The funding of this program is contingent upon OwlCard holders receiving a 100% reduction in the basic fee and services provided. These services shall be limited to current OwlCard holders. A list of students who are served must be submitted to Student Accounts for reimbursement.

14. The funds shall be made available contingent upon all participants purchasing the student body card.

15. Each event must take place on campus and be open to all students of Foothill College. The activity must be in accordance with ASFC Visions and Goals, Organizations Board Bylaws and procedures, and the club constitution.

16. Funds to be used for a thanksgiving and community and community service event.

17. These amounts should only be used to promote the awareness about OwlCard benefits.

ASFC: Student Leader Scholarship Code (SLSC)

Goal: To award ASFC officers for their efforts in student leadership.
The **Student Leader Scholarship (SLS)** will be available to the following student executive Officers of the Associated Students of Foothill College:

ASFC President, Vice-President of Finance, Vice-President of Administration, Vice-President of Activities, Vice-President of Senate, Vice-President of Inter club Council.

Scholarships are optional and awarded on the basis of merit and accomplishments. The ASFC Advisor and ASFC President shall review the performance and growth of the scholarship candidates on a quarterly basis. (In the case of the President, the ASFC Advisor and Student Trustee shall confer). Considerations will include, but are not limited to:

- Campus Council attendance
- Leadership training attendance
- Shared governance participation
- Regular board meetings
- Timely communication
- Quarterly Goals submittal
- Quarterly Self-reflection
- Regular attendance at ASFC-sponsored events
- Completion of a scholarship application

Upon review of meeting these qualifications, as well as a holistic review of leadership growth (Dependent on the self-reflection and comparison of quarterly performance), these elected Officers shall be eligible to receive the scholarship. (Refer to ASFC bylaws for more information)

Senators may also apply to the scholarship. (On a case-by-case basis, and if additional funds are present, appointed officers may apply in the spring quarter). In addition to the qualifications listed above for ASFC President & Vice Presidents, assessment measures must include:

- Shared governance participation
- Successful special projects
- Leadership collaboration with other boards

Scholarship amounts are as follows:

President = $650 / quarter

Vice Presidents = $450 / quarter

- ❖ These amounts are proportional to the weekly demand placed on the officer

Three $250 scholarships will be available per quarter for senators that show initiative.

Total cost / year = $10,725

Student Representation Code and Fees

Fiscal Year 2018 - 2019

Student Representation Fee Code

Section I - Collection

A. The Student Representation Fee is collected by Foothill College at the time of registration and deposited in a separate fund established per the California Community College's Budget and Accounting Manual. Students may opt to waive this fee. The Student Accounts Manager of Foothill College shall have custody of the money collected. See Education Code Section 76060.5

Section II - Purpose

A. The Student Representation Fee shall be used to provide for the training and support of student representatives who may be stating their positions and viewpoints before city, county, and district governments and before offices and agencies of the state government. See Education Code Section 76060.5

Section III - Student Representation Fee Committee

A. The Committee shall include the ASFC President and one representative selected from each of the following boards: Finance, Administration, Activities, Organization Board of Directors, Senate, ASFC Advisor, and Student Accounts Manager.

B. The term of office shall be for one school year.

C. Chair and Secretary to be selected at the first committee meeting annually.

Section IV - Assigning Representatives

A. All assignments/appointments of individuals to use student representation fees will be made by the Student Representation Fee Committee.

Section V - Representation Responsibilities

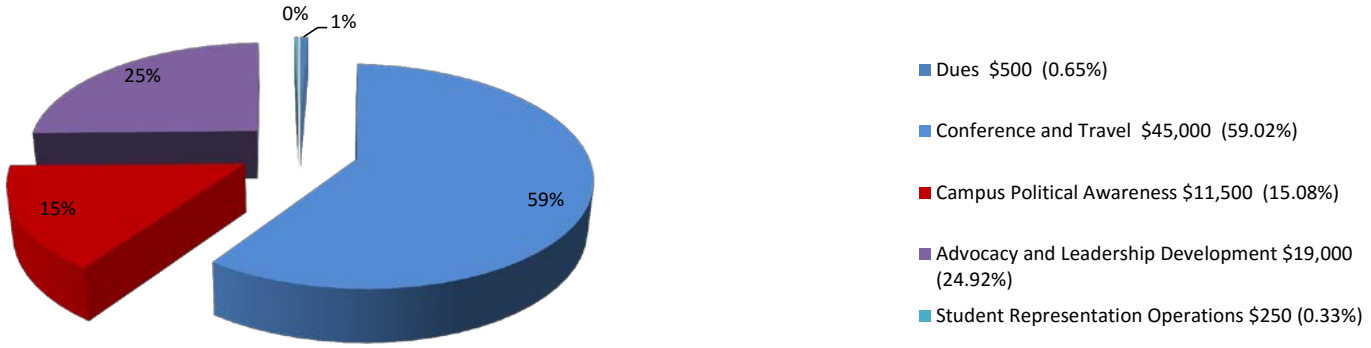
A. In coordination with the Director of Student Activities, students using representative fees will:
   1. Make appointments to visit with officials prior to going on a trip. Normally, the appointment will be confirmed in writing.
   2. Submit a written report on the results of their meeting to ASFC Campus Council (copy to the Director of Student Activities) within one week after their return. An oral report may also be required if requested by the ASFC President.

Section VI - Accountability

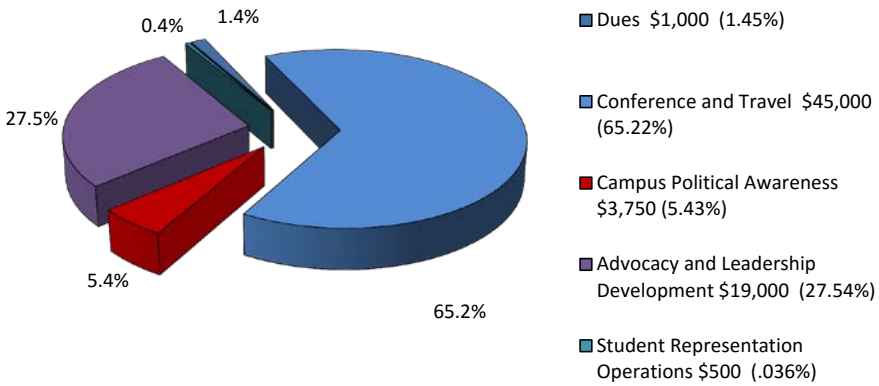
A. Records on trips, visits, etc., by individuals using Student Representation monies will be kept on file by the Director of Student Activities. These will include, at a minimum, letters to officials, expenditures of funds, and a copy of the report on the results of the meeting/conferences.

Adopted: October 8, 1992

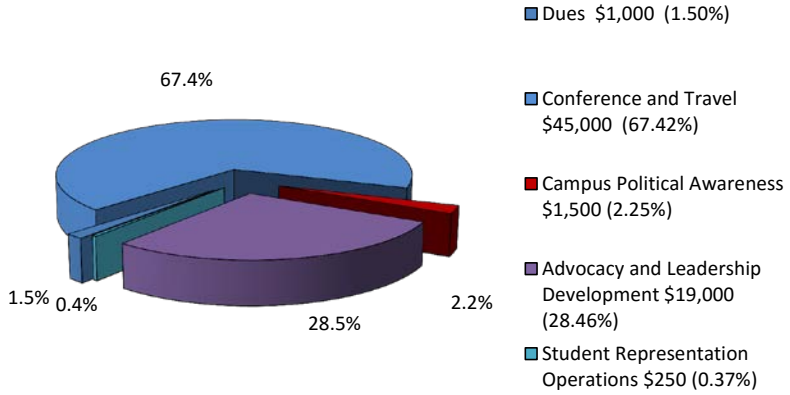
Representation Fee - Projected Expenses for Fiscal Year 2018-2019



Projected Expenses for FY 2016-2017



Projected Expenses for FY 2017-2018



Student Representation Fees for Fiscal Year 2018-2019

ACCOUNT #	NOTES	DESCRIPTION	2016-2017 ADOPTED BUDGET	2016-2017 REVISED BUDGET	2016-2017 ACTUAL as of 6/30/17	2017-2018 BUDGET	2017-2018 REVISED BUDGET	2017-2018 ACTUAL as of 3/6/18	2018-2019 BUDGET
		REVENUE							
13-48100-0800	**R001**	Student Representation Fee	$ 44,000.00	$ 44,000.00	$ 47,617.00	$ 45,000.00	$ 45,000.00	$ 32,473.00	$ 46,500.00
		Civic Impact Grant			$ 10,000.00				
		Revenue Sub Total	**$ 44,000.00**	**$ 44,000.00**	**$ 57,617.00**	**$ 45,000.00**	**$ 45,000.00**	**$ 32,473.00**	**$ 46,500.00**
		PLUS Prior Year Fund Balance	$ 25,000.00	$ 25,000.00		$ 21,750.00	$ 21,750.00		$ 29,750.00
		Total Available to allocate for the year 2017-18	**$ 69,000.00**	**$ 69,000.00**	**$ 57,617.00**	**$ 66,750.00**	**$ 66,750.00**	**$ 32,473.00**	**$ 76,250.00**
	10	**EXPENSE**							
13-63100-5100		***DUES***							
	R100	Dues	$ 1,000.00	$ 1,000.00	$ 75.00	$ 1,000.00	$ 1,000.00	$ 75.00	$ 500.00
		Subtotal	**$ 1,000.00**	**$ 1,000.00**	**$ 75.00**	**$ 1,000.00**	**$ 1,000.00**	**$ 75.00**	**$ 500.00**
13-63100-5200		***CONFERENCE AND TRAVEL***	$ 45,000.00	$ 45,000.00		$ 45,000.00	$ 45,000.00		$ 45,000.00
	R206	SSCCC Spring General Assembly			$ 3,190.92				
	R207	CCCSAA Fall Leadership			$ 12,110.86			$ 7,911.39	
	R212	SSCCC Fall General Assembly			$ 3,529.32			$ 2,856.59	
	R215	National Conferences (NCSL, NCORE)			$ 13,386.99			$ 6,441.95	
		Subtotal	**$ 45,000.00**	**$ 45,000.00**	**$ 32,218.09**	**$ 45,000.00**	**$ 45,000.00**	**$ 17,209.93**	**$ 45,000.00**
13-63100-5300		***CAMPUS POLITICAL AWARENESS***							
	R300	Voter Registration/ Political Awareness Day	$ 3,750.00	$ 3,750.00	$ 274.04	$ 1,500.00	$ 1,500.00		$ 1,500.00
	R302	Civic Impact Grant		$ 10,000.00	$ 6,271.92				
	New	FACPAC Advocacy/Leardership Interns							$ 10,000.00
		Subtotal	**$ 1,500.00**	**$ 1,500.00**	**$ 6,545.96**	**$ 1,500.00**	**$ 1,500.00**		**$ 11,500.00**
13-63100-5400		***ADVOCACY AND LEADERSHIP DEVELOPMENT***	$ 19,000.00	$ 19,000.00		$ 19,000.00	$ 19,000.00		$ 19,000.00
	R400	Advocacy & Leadership Development/Training			$ 3,129.93			$ 5,407.82	
	R401	Fall Advocacy Retreat							
	R403	Lobby Day/ March in March/ Campus community Advocacy							
	R405	FACCC Advocacy and Policy Conference			$ 1,074.00			$ 990.00	
		Subtotal	**$ 19,000.00**	**$ 19,000.00**	**$ 4,203.93**	**$ 19,000.00**	**$ 19,000.00**	**$ 6,397.82**	**$ 19,000.00**
13-63100-5500		***STUDENT REPRESENTATION OPERATIONS***	$ 250.00	$ 250.00		$ 250.00	$ 250.00		$ 250.00
	R500	Student Rep Operations (R500)							
		Subtotal	**$ 250.00**	**$ 250.00**		**$ 250.00**	**$ 250.00**		**$ 250.00**
		EXPENSE TOTAL	**$ 66,750.00**	**$ 66,750.00**	**$ 43,042.98**	**$ 66,750.00**	**$ 66,750.00**	**$ 23,682.75**	**$ 76,250.00**
STP. *	**DSC**				**2016-2017 as of 06/30/17**		**2017-2018**		**2018-2019**
	9	Fund Balance - Beginning			**$ 127,016.15**		**$ 141,590.17**		**$ 119,840.17**
		Income minus Expenses			**$ 14,574.02**		**$ (21,750.00)**		**$ (29,750.00)**
		Fund Balance - Ending			**$ 141,590.17**		**$ 119,840.17**		**$ 90,090.17**