# ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

BUDGET 2021-2022







# **TABLE OF CONTENTS**

Budget Mess	sage	
Budge	et Message FY 2021-2022	3
Mission Bas	ed Guidelines	
ASFC	C Mission Based Budget Guidelines & Goals	5-6
ASFC Budge	et FY 2021-2022	
	ASFC Budget Requirement	7
Incon	ne	
	ASFC Budgeted Income (Pie Charts)	9
	ASFC Card Sales	10
	ASFC Business Operations	10
	Fine Arts and Drama	10
	Athletics	10
	Investment Income	10
	Miscellaneous Income/Expenses	10
Exper	nses	
	ASFC Expenses (Pie Charts)	12
	ASFC Operational Costs	13
	Services and Activities	13
	Owl Card and Business Operations	14
	College Services	14
	Campus Life/Support Programs	15
	Athletics	16
	Fine Arts and Drama	16
	Unallocated Reserves	16
ASFC	Fund Balance	
	ASFC Fund Balance	16
ASFC Budge	et Notes and Stipulations	
	ASFC Budget Notes	18-19
	ASFC Budget Stipulations	20-21
	ASFC Student Leader Scholarship	22-23
Student Rep	resentation Fees FY 2021-2022	
	Student Rep Fee Code	25- 26
	Student Rep Fee Pie Charts	27
	Student Rep Fee	28

# **ASFC Budget Message**

Fiscal Year 2021-2022



# 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 11, 2021 the Associated Students of Foothill College Campus Council approved the budget for the fiscal year 2021-2022. After more than a year of online learning and virtual campus planning due to COVID-19, we present this budget in hopeful anticipation of returning to campus. The Associated Students have thrived in an online environment and served our students in many unique ways. The lessons learned during this time will be incorporated into long standing programs that serve our online and in person students. Please note that the actual expenditures for 2020-2021 reflect the unknowns surrounding COVID-19 and the limitations on spending for various campus programs and services. The ASFC Finance Board continues to meet and hear virtual fund requests for programs and services and we have been striving towards promoting and supporting a vibrant virtual campus for our students.

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 allocation of funds was discussed with these goals in mind. Additionally, we were able to access and spend down a portion of our Fund Balance.

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. Our deliberation process began much earlier than previous years. We wanted to ensure that every decision we made was in accordance with our mission-based vision and goals. The budget development process went smoothly thanks to the collaborative work done by the budget team.

Ko Yik Wu(Budget Analyst)

Budget Committee Members:	Abhiraj Muhar (ASFC President)	Advisors:
Adam Loo (VP of Finance)	Yuge Song (Budget Analyst)	Daphne Small
Adam Hashmi (Budget Analyst)		Kamara Tramble

Quang Truong (Budget Analyst)

We are now proud to present to you the Associated Students of Foothill College Budget for the fiscal year 2021-2022.

Sincerely,

Abhiraj Muhar Adam Loo

ASFC President ASFC VP of Finance Page 3

# **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 2021-2022

#### 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.

#### 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 2021-2022 Associated Student Budget. We strive to maintain a financial agenda that is fiscally responsible while supporting the needs and interests of the students of Foothill College.

#### **COVID 19 Goals:**

- Collaborate with college leadership to provide support for students in a virtual environment while Transitioning to in person classes and services.
- Continue development of the Virtual Campus and sustain virtual programs and activities/events in order to better serve online students.
- Advocate for and financially support basic student needs in the virtual setting including food insecurity, technology support services, psychological services, and other mental health programs.
- Advocate for continued virtual accessibility to all shared governance programs locally, statewide, and internationally in order to serve a broader group of students.
- Remain committed to maintaining vital student services amidst the challenges of Covid 19.
- Participate in Foothill College's effort towards Student Success and ensure that BIPOC,
   LGBTQ+, and other student affinity groups have increased student success in the virtual setting.
- Financially support student and educational resources for individuals who are economically disadvantaged, underrepresented, or have special needs.



#### **Continuing Goals:**

- Support student leadership development and advocacy and broaden student participation through the funding of virtual, local, national, and international conferences, lobbying efforts and civic engagement programs.
- Continue development of the Campus Center as a resource for students.
- Financially support the effort to increase cultural awareness and equity through the heritage month series program and additional diversity programs.
- Promote involvement in all areas of student life by funding activities and Foothill organizations that foster political awareness and expose students to new perspectives that create opportunities for leadership, service, advocacy, personal development, and student professional development.
- Encourage opportunities to increase revenue generation via student and campus initiatives.
- Improve the marketing efforts of ASFC to increase knowledge of the benefits of the student body OwlCard.
- Remain committed to maintaining vital student services during difficult economic times.
- Financially support Foothill College's effort to be an environmentally sustainable community.
- Continue to advocate for student athletes through the funding of tournaments, post-season play, and referee fees.

Revised December 1, 2011 Revised October 23, 2012 Revised November 21, 2013 Revised December 1, 2016 Revised January 7, 2019 Revised November 21, 2019 Revised December 3, 2020

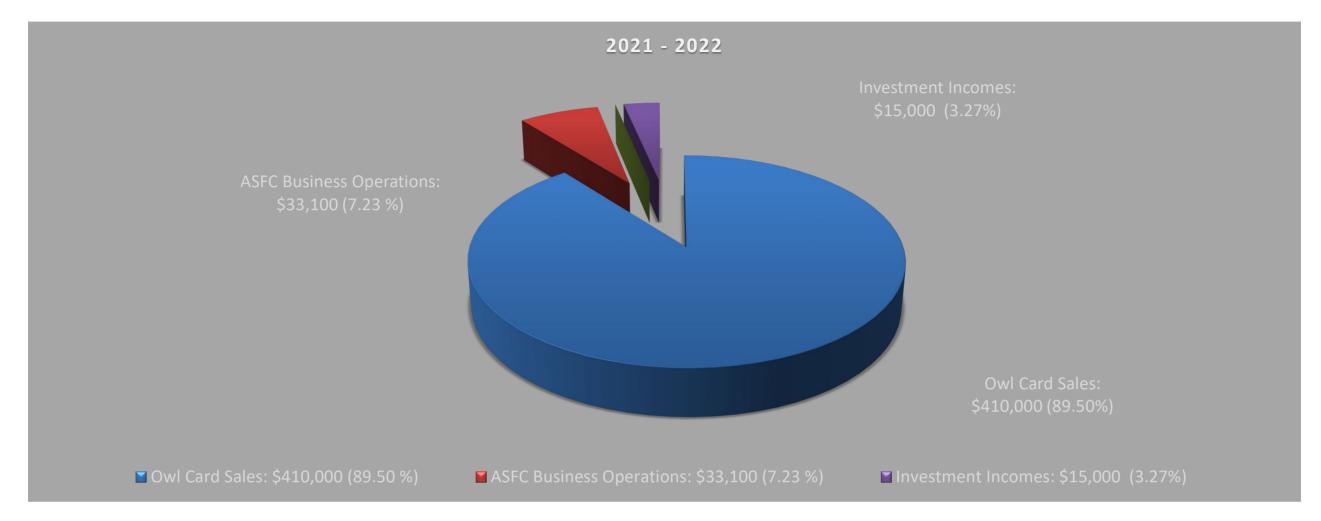
## ASFC Budget Requirements For Fiscal Year 2021-2022

- 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.

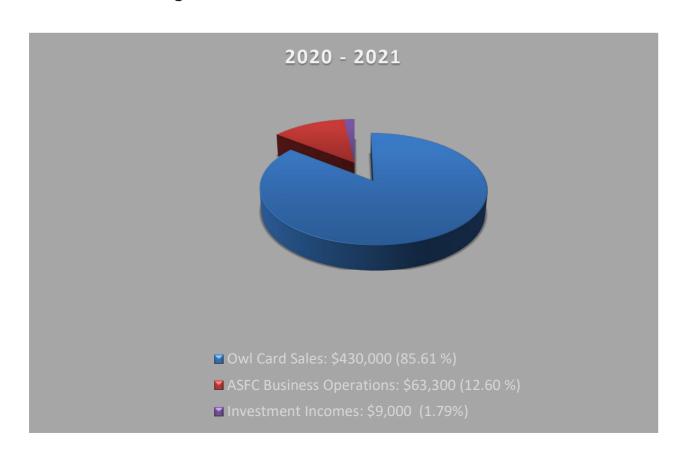
# **ASFC Budget Income**

**Fiscal Year 2021 - 2022** 

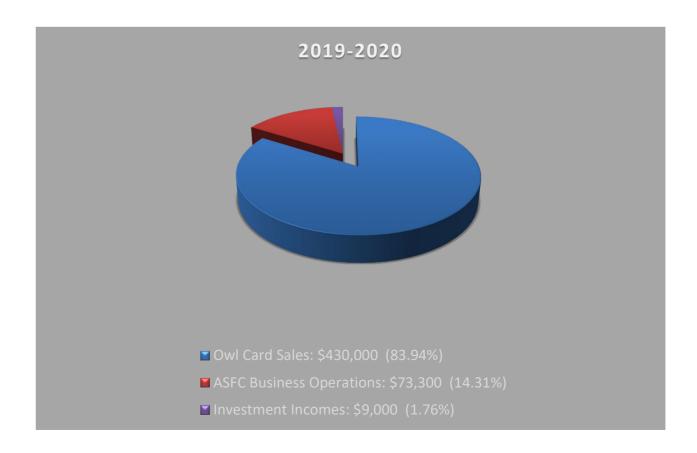
# **ASFC Projected Income for FY 2021-2022**



**ASFC Projected Income for FY 2020-2021** 



**ASFC Projected Income for FY 2019-2020** 



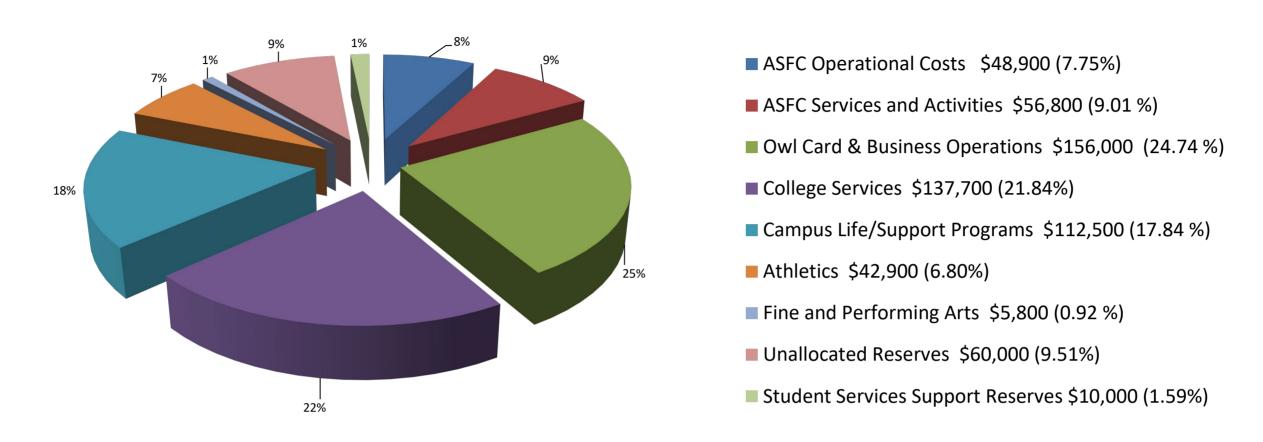
# ASFC Budget **Income** for Fiscal Year 2021-2022

ACCOUNT	STP. *	NOTES	DESCRIPTION		2019-2020 ADOPTED BUDGET		2019-2020 REVISED BUDGET		2019-2020 <b>ACTUAL</b> as of 06/30/20		2020-2021 ADOPTED BUDGET		2020-2021 REVISED BUDGET		2020-2021 ACTUAL s of 03/3/21		2021-2022 BUDGET
			STUDENT BODY CARD REVENUE		BUDGET	┢	BUDGET	_	18 01 00/30/20		BUDGET	┢	BUDGET	a	8 01 03/3/21		
41100		4	OwlCard Sales	\$	430,000.00	\$	430,000.00	\$	418,783.00	\$	430,000.00	\$	430,000.00	\$	253,932.00	\$	410,000.00
41100		7	Subtotal	\$	430,000.00	\$	430,000.00		418,783.00	\$		\$	430,000.00	\$	253,932.00	\$	410,000.00
			Subtotal	Ψ	150,000.00	Ψ	120,000.00	Ψ	110,700.00	Ψ	120,000.00	Ψ	100,000.00	Ψ	230,702.00	Ψ	110,000.00
		1	ASFC BUSINESS_														
42200			Design Center Income	\$	42,000.00	\$	42,000.00	\$	19,088.35	\$	35,000.00	\$	35,000.00	\$	-	\$	19,000.00
42300			Returned Check Service Charge	\$	-	\$	50.00	\$	-	\$	-	\$	-	\$	-	\$	-
42500			Smart Shop Income	\$	23,000.00	\$	23,000.00	\$	11,117.40	\$	20,000.00	\$	20,000.00	\$	273.55	\$	11,000.00
42600			Vendor Commission	\$	750.00	\$	750.00	\$	420.00	\$	800.00	\$	800.00	\$	120.00	\$	400.00
42700			Movie Tickets	\$	7,500.00	\$	7,500.00	\$	2,721.00	\$	7,500.00	\$	7,500.00	\$	230.00	\$	2,700.00
42800			ePrintit	\$	-	\$	-	\$	449.35	\$	-	\$	-	\$	46.40	\$	-
			Subtotal	\$	73,300.00	\$	73,300.00	\$	33,796.10	\$	63,300.00	\$	63,300.00	\$	669.95	\$	33,100.00
		1,4	<u>INVESTMENT INCOME</u>														
45110			Bank Interest	\$	9,000.00	\$	9,000.00	\$	17,586.01	\$	9,000.00	\$	9,000.00	\$	8,040.35	\$	15,000.00
			Subtotal	\$	9,000.00	\$	9,000.00	\$	17,586.01	\$	9,000.00	\$	9,000.00	\$	8,040.35	\$	15,000.00
			MISCELLANEOUS INCOME/EXPENSES														
			Prior Year Adjustments	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
			Other Miscellaneous Adjustments	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
			Subtotal	\$	<del>-</del>	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
		-															
			Income Total	\$	512,300.00	\$	512,300.00	\$	470,165.11	\$	502,300.00	\$	502,300.00	\$	262,642.30	\$	458,100.00

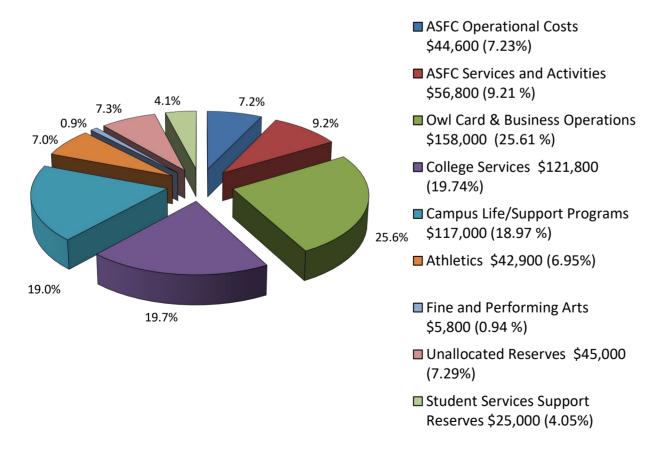
# **ASFC Budget Expenses**

**Fiscal Year 2021 - 2022** 

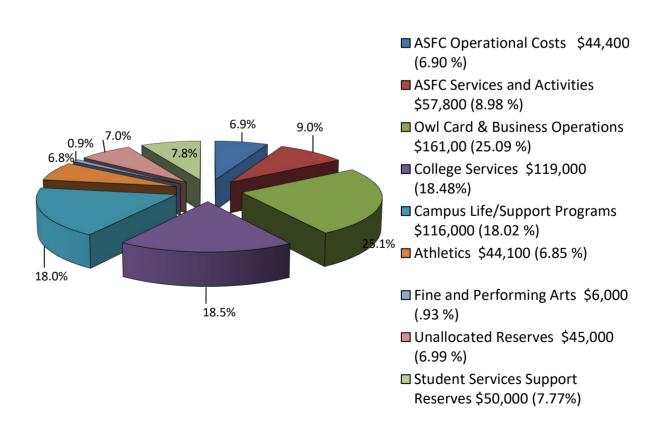
## **ASFC Projected Expenses for Fiscal Year 2021-2022**



## **ASFC Projected Expenses for FY 2020-2021**



## **ASFC Projected Expenses for FY 2019-2020**



ACCOUNT	STP.*	NOTES	DESCRIPTION	A	2019-2020 ADOPTED BUDGET	]	2019-2020 REVISED BUDGET	a	2019-2020 <b>ACTUAL</b> as of 06/30/20	2020-2021 ADOPTED BUDGET	1	2020-2021 REVISED BUDGET	A	020-2021 CTUAL of 04/13/21	021-2022 BUDGET
			<u>ASFC OPERATIONAL COSTS</u>												
51150			Presidential Discretionary	\$	500.00	\$	500.00	\$	( - )	\$ 500.00	\$	500.00		-	\$ 500.00
51250			ASFC Operations	\$	2,500.00	\$	2,500.00	\$	2,970.38	\$ 2,500.00	\$	2,500.00		-	\$ 1,500.00
51310			ICC Club Operational	\$	2,000.00	\$	2,000.00	\$	1,475.22	\$ 2,000.00	\$	2,000.00	\$	238.99	\$ 2,000.00
51320			ASFC Senate Board Projects	\$	500.00	\$	500.00	\$	753.13	\$ 700.00	\$	700.00	\$	-	\$ 1,500.00
51330	7		ASFC Leadership Scholarship	\$	10,700.00	\$	10,700.00	\$	12,700.00	\$ 10,700.00	\$	10,700.00	\$	-	\$ 12,700.00
New			Shared Government Support Fund	\$	-	\$	-	\$	-	\$ -	\$	-	\$	-	\$ 3,000.00
51340			ASFC Awards Dinner	\$	3,000.00	\$	3,000.00	\$	2,282.49	\$ 3,000.00	\$	3,000.00	\$	-	\$ 3,000.00
51350			ASFC Budget Production	\$	1,000.00	\$	1,000.00	\$	578.77	\$ 1,000.00	\$	1,000.00	\$	-	\$ 1,000.00
51360			ASFC Elections	\$	5,000.00	\$	5,000.00	\$	2,416.97	\$ 5,000.00	\$	5,000.00	\$	-	\$ 5,000.00
51380			ASFC Office Supplies	\$	700.00	\$	700.00	\$	2,672.49	\$ 700.00	\$	700.00	\$	31.90	\$ 700.00
51390			ASFC Marketing	\$	5,500.00	\$	5,500.00	\$	4,486.63	\$ 5,500.00	\$	5,500.00	\$	163.50	\$ 5,000.00
51400			Eco Pass	\$	-	\$	-	\$	-	\$ -	\$	-	\$	-	\$ -
51470	1		ASFC Secretary/Receptionist (Wages & Benefits)	\$	13,000.00	\$	13,000.00	\$	4,447.08	\$ 13,000.00	\$	13,000.00	\$	3,573.85	\$ 13,000.00
			Subtotal	\$	44,400.00	\$	44,400.00	\$	34,771.88	\$ 44,600.00	\$	44,600.00	\$	4,008.24	\$ 48,900.00
			<u>ASFC SERVICES AND ACTIVITIES</u>												
52150			Welcome Week	\$	6,000.00	\$	6,000.00	\$	3,570.92	\$ 6,000.00	\$	6,000.00	\$	500.00	\$ 6,000.00
52210			Summer Activities	\$	1,500.00	\$	1,500.00	\$	4,061.38	\$ 1,500.00	\$	1,500.00	\$	668.72	\$ 1,500.00
52220			Fall Activities	\$	2,500.00	\$	2,500.00	\$	4,733.95	\$ 2,500.00	\$	2,500.00	\$	-	\$ 2,500.00
52230			Winter Activities	\$	1,500.00	\$	1,500.00	\$	2,369.39	\$ 1,500.00	\$	1,500.00	\$	-	\$ 1,500.00
52240			Spring Activities	\$	4,000.00	\$	4,000.00	\$	-	\$ 3,000.00	\$	3,000.00	\$	-	\$ 3,000.00
52350			Student Activities Event Supplies	\$	800.00	\$	800.00	\$	831.66	\$ 800.00	\$	800.00	\$	-	\$ 800.00
52410		5	ICC Annual Grant	\$	5,000.00	\$	5,000.00	\$	3,800.00	\$ 5,000.00	\$	5,000.00	\$	194.91	\$ 5,000.00
52413		7	ICC Project Fund	\$	6,000.00	\$	6,000.00	\$	60.00	\$ 6,000.00	\$	6,000.00	\$	-	\$ 6,000.00
52420			ICC Club Day	\$	4,000.00	\$	4,000.00	\$	3,962.82	\$ 4,000.00	\$	4,000.00	\$	-	\$ 4,000.00
52430	15	6	ICC Special Activities Fund	\$	6,000.00	\$	6,000.00	\$	-	\$ 6,000.00	\$	6,000.00	\$	-	\$ 6,000.00
52520			Fall Pep Rally/Inauguration	\$	500.00	\$	500.00	\$	1,315.48	\$ 500.00	\$	500.00	\$	-	\$ 500.00
52530	12,14	8	Student Development Conference	\$	20,000.00	\$	20,000.00	\$	9,290.35	\$ 20,000.00	\$	20,000.00	\$	1,130.00	\$ 20,000.00
			Subtotal	\$	57,800.00	\$	57,800.00	\$	33,995.95	\$ 56,800.00	\$	56,800.00	\$	2,493.63	\$ 56,800.00

				Ź	2019-2020	Ź	2019-2020		2019-2020		2020-2021	2	2020-2021	2	2020-2021	1	2021-2022
ACCOUNT	STP.*	<b>NOTES</b>	DESCRIPTION	A	DOPTED	]	REVISED		ACTUAL	1	ADOPTED	]	REVISED	1	ACTUAL	]	BUDGET
				]	BUDGET		BUDGET	a	s of 06/30/20		BUDGET	]	BUDGET	as	of 04/13/21		
			OWLCARD AND BUSINESS OPERATIONS														
53110	4		Office Coordinator	\$	55,000.00	\$	55,000.00	\$	63,003.21	\$	55,000.00	\$	55,000.00	\$	38,968.81	\$	55,000.00
53115			Movie Tickets	\$	7,000.00	\$	7,000.00	\$	-	\$	5,000.00	\$	5,000.00	\$	-	\$	3,000.00
53120			OwlCard Marketing	\$	1,500.00	\$	1,500.00	\$	345.26	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00
53125			OwlCard Equipment & Supplies	\$	7,000.00	\$	7,000.00	\$	2,635.52	\$	6,000.00	\$	6,000.00	\$	-	\$	6,000.00
53200			DC/SS Operations	\$	11,000.00	\$	11,000.00	\$	4,318.69	\$	11,000.00	\$	11,000.00	\$	559.10	\$	11,000.00
53370	1		Smart Shop (W&B)	\$	30,000.00	\$	30,000.00	\$	29,897.03	\$	30,000.00	\$	30,000.00	\$	15,216.06	\$	30,000.00
53250	1		Design Center (W&B)	\$	25,000.00	\$	25,000.00	\$	2,804.86	\$	25,000.00	\$	25,000.00	\$	-	\$	25,000.00
53330			DC/SS Photocopier Maintenance/Lease	\$	25,000.00	\$	25,000.00	\$	20,654.03	\$	25,000.00	\$	25,000.00	\$	650.88	\$	25,000.00
			Subtotal	\$	161,500.00	\$	161,500.00	\$	123,658.60	\$	158,000.00	\$	158,000.00	\$	55,394.85	\$	156,000.00
																	,
			COLLEGE SERVICES														
54110			Beyond the Classroom Planners	\$	5,000.00	\$	5,000.00	\$	5,125.43	\$	5,000.00	\$	5,000.00	\$	2,177.28	\$	5,000.00
54170	14	13	Legal Counseling	\$	3,000.00	\$	3,000.00	\$	-	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00
54440			Evening & Sunnyvale Events	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00
54700	14		Library Textbook Reserve	\$	20,000.00	\$	20,000.00	\$	9,407.22	\$	20,000.00	\$	20,000.00	\$	690.24	\$	20,000.00
54720			Sunnyvale Center Library Textbook Reserves	\$	5,000.00	\$	5,000.00	\$	-	\$	5,000.00	\$	5,000.00	\$	-	\$	5,000.00
54740			Computer Rental Program	\$	10,000.00	\$	10,000.00	\$	-	\$	-	\$	-	\$	-	\$	2,500.00
55520	12,14		Service Leadership Fund	\$	3,000.00	\$	3,000.00	\$	-	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00
54882			ASFC Sustainability Project	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
54887			Transfer Center/Transfer Fair	\$	3,500.00	\$	3,500.00	\$	2,867.90	\$	4,000.00	\$	4,000.00	\$	-	\$	4,400.00
54888			Care/Cal Works Recognition Ceremony	\$	2,000.00	\$	2,000.00	\$	1,440.71	\$	2,000.00	\$	2,000.00	\$	-	\$	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
54890	1		EOPS Tutorial Services (W & B)	\$	7,000.00	\$	7,000.00	\$	5,002.04	\$	5,000.00	\$	5,000.00	\$	-	\$	7,000.00
54898	18		Food Bank	\$	5,000.00	\$	5,000.00	\$	4,798.17	\$	30,000.00	\$	30,000.00	\$	29,989.58	\$	30,000.00
54910			Veterans Resource Center Book Loan Program	\$	4,000.00	\$	4,000.00	\$	-	\$	5,000.00	\$	5,000.00	\$	=	\$	5,000.00
54915		12	Family Engagement Institute	\$	4,000.00	\$	4,000.00	\$	156.00	\$	5,000.00	\$	5,000.00		-	\$	5,000.00
54925	13,14		Medical Brigade to Honduras	\$	5,000.00		5,000.00	\$	2,263.81	\$	5,000.00	\$	5,000.00		=	\$	5,000.00
54935			Scholar Athlete Award Night	\$	3,000.00	\$	3,000.00	\$	-	\$	3,000.00	\$	3,000.00	\$	-	\$	3,000.00
54945			Community Ambassador Program (CAP)	\$	5,000.00	\$	5,000.00	\$	3,174.13	\$	6,300.00	\$	6,300.00	\$	3,426.97	\$	6,300.00
54883			Center for Applied Anthropology	\$	3,000.00		3,000.00	\$	3,703.53	\$	3,000.00	\$	3,000.00	\$	-	\$	3,000.00
54951			Anthropology Field School Scholarships	\$	8,000.00	\$	8,000.00	\$	8,000.00	\$	8,000.00	\$	8,000.00	\$	-	\$	8,000.00

					2019-2020		2019-2020		2019-2020		2020-2021		2020-2021		2020-2021		021-2022
ACCOUNT	STP.*	NOTES	DESCRIPTION		DOPTED		REVISED		ACTUAL		ADOPTED		REVISED		ACTUAL	I	BUDGET
				1	BUDGET	]	BUDGET	as	of 06/30/20		BUDGET	]	BUDGET		as of 04/13/21		
54980	12,14		Fund the Future	\$	6,500.00	\$	6,500.00	\$	6,500.00	\$	6,500.00	\$	6,500.00	\$	-	\$	6,500.00
54880			Anthropology Service Leadership Abroad	\$	3,000.00	\$	3,000.00	\$	1,000.00	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00
54894			Alternative Break Service Program	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
54961			Enactus Service Leadership Trip Abroad	\$	5,500.00	\$	5,500.00	\$	624.10	\$	-	\$	-	\$	-	\$	-
54961			Enactus Foothill's Got Talent	\$	2,500.00	\$	2,500.00	\$	-	\$	-	\$	-	\$	-	\$	-
54970			Mental Health Programs							\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00
New			Free Menstrual Products													\$	10,000.00
			Subtotal	\$	119,000.00	\$	119,000.00	\$	54,063.04	\$	122,800.00	\$	122,800.00	\$	36,284.07	\$	137,700.00
	1																
55120			CAMPUS LIFE/SUPPORT PROGRAMS	ď.	2 000 00	Φ	2 000 00	Φ		Φ	2 000 00	Φ	2 000 00	Φ		Φ	2 000 00
55120	1		Pom Squad Choreographer (W&B)	\$	2,000.00	\$	2,000.00	\$	0.7(4.92	\$	2,000.00	\$	2,000.00	\$	-	\$	2,000.00
55310	1		Student Accounts Assistants (W&B)	\$	,	\$	10,000.00	\$	9,764.82	\$	10,000.00	\$	10,000.00	\$	- 005.00	\$	10,000.00
55320	1		Student Accounts Operation	\$	5,000.00	\$	5,000.00	\$	7,878.86	\$	5,000.00	\$	5,000.00	\$	995.00	\$	5,000.00
55420	1		Student Activities Assistants (W&B)	\$	,	\$	6,000.00	\$	13,271.21	\$	6,000.00	<b>\$</b>	6,000.00	\$	2,001.19	<b>\$</b>	6,000.00
55430	1		Multicultural Events Student Assistant (W&B)	\$	5,000.00	\$	5,000.00	\$	6,256.30	<b>\$</b>	5,000.00	<b>\$</b>	5,000.00	\$	1,825.42	<b>\$</b>	5,000.00
55630			Control Accordance	\$	6,000.00	\$	6,000.00	\$	- 5 240 04	\$	6,000.00	\$	6,000.00	\$	-	\$	6,000.00
55640 55641	5		Cultural Awareness Native American Heritage Month	\$	45,000.00	\$	45,000.00	\$ \$	5,249.94 5,800.61	Þ	45,000.00	Þ	45,000.00	<b>\$</b>	1,500.00	Þ	50,000.00
	5		<u>e</u>	\$	-	\$	-	_	1,192.57					Φ	400.00		
55642 55643	5		Jewish Heritage Month	\$	-	\$	-	\$	,					Φ	400.00		
55644	5		Black History Month Women's History Month	\$	-	<b>\$</b>	-	\$ \$	8,720.65 6,654.29					Φ	-		
55645	5		Asian & Pacific Islander Heritage Month	\$	-	<b>\$</b>	-	\$	5,000.00					Φ	-		
55646	5		Latino Heritage Month	\$		Φ		\$	1,420.00					Φ	500.00		
55647	5		LGBTQ+ Heritage Month	\$		Φ		\$	2,950.00					Φ	500.00		
New	3		Muslim Heritage Month	\$		<b>\$</b>		φ (°	2,930.00					Φ			
55650	13		Dental Hygiene Program	\$	14,000.00	\$	14,000.00	\$	4,085.00	\$	10,000.00	\$	10,000.00	\$		\$	10,000.00
55680	13		New Student Orientation	ď	14,000.00		14,000.00		17,855.43		14,000.00		14,000.00	Φ	4,325.00	-	12,000.00
52440	13		Dr. Martin Luther King Jr. March/Luncheon	\$		\$	500.00		-	\$	500.00	\$	500.00	\$	-,525.00	\$	500.00
52460	13		Thanksgiving Event	\$	3,500.00		3,500.00	_	3,741.00	\$	3,500.00	ψ \$	3,500.00	ψ \$		\$	3,500.00
52470			Holiday Support	\$	3,300.00	\$	3,500.00	\$	5,771.00	\$	3,500.00	\$	5,500.00	\$		\$	<i>5,500.0</i> (
53420			Student Generated Media (Newspaper/Magazine)	\$	5,000.00	φ	5,000.00	\$	2,736.93	φ \$	10,000.00	Φ	10,000.00	ψ \$		ψ \$	2,500.00
54955			International Education Week	\$	2,000.00	φ	2,000.00	ψ \$	2,730.73	\$	10,000.00	ψ \$	10,000.00	ψ \$		ψ \$	2,300.00
57733			Subtotal	Φ	116,000.00	Ψ	116,000.00	\$	102,577.61	\$	117,000.00	\$	117,000.00	Φ	11,546.61	\$	112,500.00

ACCOUNT	STP.*	NOTES	DESCRIPTION		2019-2020 DOPTED		2019-2020 REVISED		2019-2020 ACTUAL		2020-2021 DOPTED		2020-2021 REVISED		020-2021 ACTUAL		2021-2022 BUDGET
				]	BUDGET	ŀ	BUDGET	as	s of 06/30/20	]	BUDGET	I	BUDGET	as	of 04/13/21		
	8,11		<u>ATHLETICS/PHYSICAL EDUCATION</u>														
56115			Women's Water Polo	\$	2,600.00	\$	2,600.00	\$	1,800.00	\$	2,600.00	\$	2,600.00	\$	-	\$	2,600.00
56116			Men's and Women's Swimming	\$	1,500.00	\$	1,500.00	\$	550.00	\$	2,500.00	\$	2,500.00	\$	-	\$	2,500.00
56140			Men's Basketball	\$	5,000.00	\$	5,000.00	\$	1,720.00	\$	5,500.00	\$	5,500.00	\$	-	\$	5,500.00
56150			Women's Basketball	\$	5,000.00	\$	5,000.00	\$	-	\$	5,000.00	\$	5,000.00	\$	-	\$	5,000.00
56160			Foothill Football	\$	7,700.00	\$	7,700.00	\$	200.00	\$	7,700.00	\$	7,700.00	\$	-	\$	7,700.00
56190			Men's Soccer	\$	3,800.00	\$	3,800.00	\$	230.00	\$	3,800.00	\$	3,800.00	\$	-	\$	3,800.00
56200			Women's Soccer	\$	3,800.00	\$	3,800.00	\$	225.00	\$	3,800.00	\$	3,800.00	\$	-	\$	3,800.00
56210			Men's Tennis	\$	1,000.00	\$	1,000.00	\$	145.00	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00
56230			Women's Volleyball	\$	6,000.00	\$	6,000.00	\$	1,100.00	\$	6,000.00	\$	6,000.00	\$	-	\$	6,000.00
56240			Women's Softball	\$	6,700.00	\$	6,700.00	\$	150.00	\$	4,000.00	\$	4,000.00	\$	-	\$	4,000.00
56250			Women's Tennis	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00
56255			Athletic Championships	\$	-	\$	-	\$	324.75		-		-	\$	-	\$	-
			Subtotal	\$	44,100.00	\$	44,100.00	\$	6,444.75	\$	42,900.00	\$	42,900.00	\$	-	\$	42,900.00
	8,9		FINE AND PERFORMING ARTS											ı			
57130	0,9		Dance	\$	1,000.00	\$	1,000.00	¢		\$	800.00	\$	800.00	\$	_	\$	800.00
57140			Drama (Wages & Benefits)	\$	5,000.00	\$	5,000.00	\$	5,000.00	φ \$	5,000.00	\$		\$		\$	5,000.00
3/140			Subtotal	\$	6,000.00	Φ	6,000.00		5,000.00	Φ	5,800.00	ψ <b>©</b>	5,800.00		_	φ <b>©</b>	5,800.00
			Subtotal	Ψ	0,000.00	Ψ	0,000.00	Ψ	3,000.00	Ψ	3,000.00	Ψ	3,000.00	Ψ	_	Ψ	3,000.00
			UNALLOCATED RESERVES														
58110			Unallocated Reserves	\$	45,000.00	\$	45,000.00	\$	32,703.66	\$	45,000.00	\$	45,000.00	\$	666.43	\$	60,000.00
58100		11	Student Services Crisis Reserves	\$	50,000.00	\$	50,000.00	\$	-	\$	25,000.00	\$	25,000.00	\$	-	\$	10,000.00
			Subtotal	\$	95,000.00	\$	95,000.00	\$	32,703.66	\$	70,000.00	\$	70,000.00	\$	666.43	\$	70,000.00
			EXPENSES TOTAL	\$	643,800.00	\$	643,800.00	\$	393,215.49	\$	617,900.00	\$	617,900.00	\$	110,393.83	\$	630,600.00

## ASFC BUDGET FUND BALANCE

ACCOUNT	STP.*	DSC	DESCRIPTION		2019-2020 BUDGET	2020-2021 BUDGET	2021-2022 BUDGET
		9	Beginning Fund Balance Net Surplus Ending Fund Balance		\$495,473.39 <b>\$76,949.62</b> \$572,423.01	\$572,423.01 <b>\$152,248.47</b> \$724,671.48	\$724,671.48 (\$172,500.00) \$552,171.48

# ASFC Budget Notes and Stipulations

**Fiscal Year 2021 - 2022** 

## ASFC Budget Notes Fiscal Year 2021-2022

- 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 9% of the projected income to an unallocated reserve line item. This account is primarily used for sports championships and unforeseen fund requests 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 that 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 (established 2018-2019) 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 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 \$25,000 this year and then absolved.
- 12. The Family Engagement Institute provides legal advising for undocumented students.
- 13. We will continue to allocate funds for this program, in hopes that the ASFC Administration Board will collaborate with the Foothill Marketing Team to advertise this OwlCard benefit.
- 14. In addition to the \$1 optional student representation fee income that supports Foothill College student advocacy, training, political awareness and leadership development, the college will collect an additional \$1 per term fee in accordance with California Assembly Bill 1504. See section VI of the Student Representation Fee Code.

#### ASFC Budget Stipulations For Fiscal Year 2021 - 2022

- 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 and Athletic Events.
- 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.
- 18. This amount will go towards supplying food and bags for the food bank, as long as it is in accordance with FCMAT guidelines.

#### **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 2021 - 2022** 

## **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 Review**

A. All fund requests regarding the use of the Student Representation Fee must be reviewed by the Director of Student Activities and/or Student Accounts Manager, and then reviewed by the Finance Board. All final requests must be approved in ASFC Campus Council.

## **Section IV – Representation Responsibilities**

A. In coordination with the Director of Student Activities, students using representative fees will submit a written and/or oral report (decided by the consensus of the ASFC President and VP of Finance) on the outcome of the Student Representation Fee usage.

#### Section V - Accountability

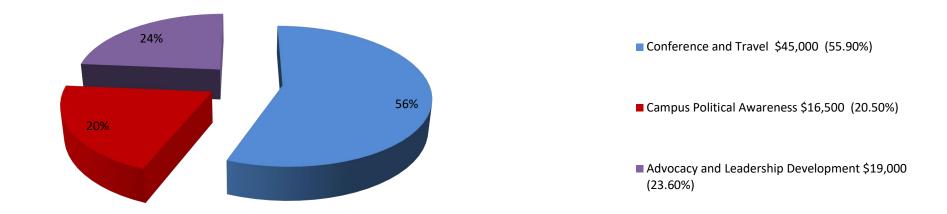
A. Records of trips, visits, etc., by individuals using Student Representation Fee will be kept on file by the Director of Student Activities. These will include, at a minimum, letters to officials, expenditures of funds, and a copy of the report on the results of the meeting/conferences.

## **Section VI - Updates Regarding California Legislation**

A. According to California Assembly Bill No. 1504, as of the 2019-2020 academic year, California Community Colleges may collect a \$2 Student Representation Fee per term from students at the time of registration. By state law, \$1 of each \$2 collected must be expended to support the Student Senate for California Community Colleges.

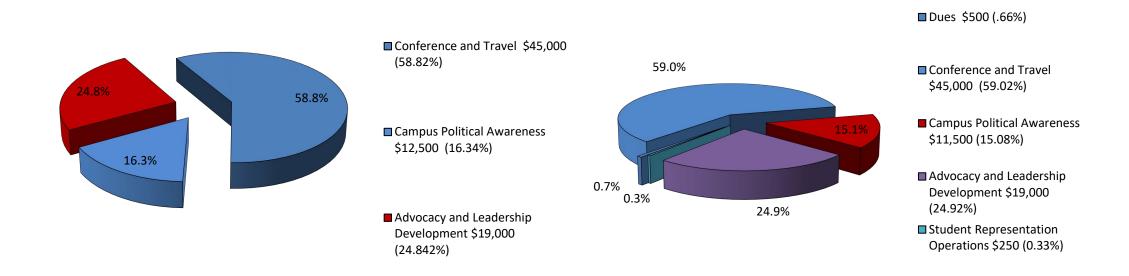
Adopted: October 8, 1992 Updated: April 21, 2020

# Representation Fee - Projected Expenses for Fiscal Year 2021-2022



#### **Projected Expenses for FY 2020-2021**

## **Projected Expenses for FY 2019-2020**



# **Student Representation Fees for Fiscal Year 2021-2022**

Subtotal  NT REPRESENTATION OPERATIONS  p Operations (R500)	\$ 250. \$ 250. \$ 76,250.	00 \$	250.00 250.00	\$ 201 as of	9,123.40 - 31,086.02 19-2020 f 6/30/20 41,947.52	\$	76,500.00	2	76,500.00 020-2021 152,660.25	\$ \$	10,563.39	20	80,500.0 21-2022 192,809.8
Subtotal  NT REPRESENTATION OPERATIONS  p Operations (R500)  Subtotal	\$ 250.	00 \$	250.00 250.00	\$ \$	31,086.02	\$				\$ \$	-		
Subtotal  NT REPRESENTATION OPERATIONS  p Operations (R500)  Subtotal	\$ 250.	00 \$	250.00 250.00	\$ <b>\$</b>	-	\$		\$	-	\$ <b>\$</b>	-	\$	-
Subtotal  NT REPRESENTATION OPERATIONS  up Operations (R500)	\$ 250.	00   \$	250.00	\$	-	•				\$		\$	-
Subtotal  NT REPRESENTATION OPERATIONS				\$	9,123.40	Ф				Ф		\$	-
	\$ 19,000.	0 \$	19,000.00	\$	9,123.40	Ψ							
					0 122 40	•	19,000.00	\$	19,000.00	\$	2,839.65	\$	19,000
dvocacy and Policy Conference	-	\$	_	\$	2,317.68		40.000.00	\$	-	\$	2,839.65	Φ.	10.000
ommunity Advocacy	\$ -	\$	-	\$	812.05		-	\$	-	\$	-		
acy Retreat	\$ -	\$	_	\$	2,690.00	\$	-	\$	-	\$	_		
& Leadership Development/Training	\$ -	\$	-	\$	3,303.67	\$	-	\$	-	\$	_	Ψ	17,000
CACY AND LEADERSHIP DEVELOPMENT	\$ 19,000.0	2 O	19,000.00			\$	19,000.00	\$	19,000.00			\$	19,000
Subtotal	\$ 11,500.0	0   \$	11,500.00	\$	13,436.82	\$	12,500.00	\$	12,500.00	\$	6,723.74	\$	16,500
dvocacy/Leadership Interns	\$ 10,000.0				11,357.75		10,000.00	\$	10,000.00		6,723.74		15,000
stration/Political Awareness Day	\$ 1,500.0		,	\$	2,079.07	\$	2,500.00		2,500.00		-	\$	1,500
US POLITICAL AWARENESS													
Subtotal	43,000.		43,000.00	Ψ	0,343.00	Φ	73,000.00	Ψ	43,000.00	Ψ	1,000.00	Ψ	43,000
Subtotal	\$ 45,000.0	0	45,000.00	\$	8,525.80	\$	45,000.00	\$	45,000.00	\$	1,000.00	\$	45,000
ll General Assembly tional Conferences (NCSL, NCORE, El Poder de la Voz, MUN)	<u> </u>	\$	<del>-</del>	\$		\$	-	\$	-	\$	<u>-</u>		
Fall Leadership	-	\$	-	\$	8,525.80	\$	-	\$	-	\$	1,000.00		
ring General Assembly	-	\$	-	\$	-	\$	-	\$	-	\$			
ERENCE AND TRAVEL	\$ 45,000.	00   \$	45,000.00			\$	45,000.00	\$	45,000.00			\$	45,000
Subtotal	<b>3</b> 300.	0 \$	500.00	J	-	•	-	<b>D</b>	-	•	-	)	(36,000
te SSCCC Subtatal	<b>6 5</b> 00 (	0	500.00	•		•		•		•			(36,000
	\$ 500.0	00 \$	500.00	\$	-					\$	-	\$	(2.5.22)
<u>SE</u>													
Total Available to Allocate for the Year	\$ 76,250.	00   \$	76,250.00	\$	41,798.75	\$	76,500.00	\$	76,500.00	\$	50,713.00	\$	117,250
PLUS Prior Year Fund Balance	\$ 33,250.0				-	\$	33,500.00	\$	33,500.00		-	\$	45,250
epresentation Fee	\$ 43,000.	00 \$	43,000.00	\$	41,798.75	\$	43,000.00	\$	43,000.00	\$	50,713.00	\$	72,000
<u>UE</u>													
DESCRIPTION	ADOPTED BUDGET		REVISED BUDGET			B(	JDGET					B	UDGET
	esentation Fee	BUDGET  esentation Fee \$ 43,000.0	DESCRIPTION ADOPTED BUDGET  resentation Fee \$ 43,000.00 \$	DESCRIPTION ADOPTED BUDGET BUDGET  REVISED BUDGET  REVISED BUDGET  43,000.00 \$ 43,000.00	DESCRIPTION  ADOPTED BUDGET  BUDGET  as o  essentation Fee  \$ 43,000.00 \$ 43,000.00 \$	DESCRIPTION         ADOPTED BUDGET         REVISED BUDGET         ACTUAL as of 6/30/20           Resentation Fee         \$ 43,000.00         \$ 43,000.00         \$ 41,798.75	ADOPTED   REVISED   BUDGET   BUDGET	DESCRIPTION         ADOPTED BUDGET         REVISED BUDGET         ACTUAL as of 6/30/20         BUDGET           Resentation Fee         \$ 43,000.00         \$ 43,000.00         \$ 41,798.75         \$ 43,000.00	ADOPTED   REVISED   BUDGET   BUDGET   REVISED   BUDGET   BUDGET	DESCRIPTION         ADOPTED BUDGET         REVISED BUDGET         ACTUAL as of 6/30/20         BUDGET         REVISED BUDGET           Resentation Fee         \$ 43,000.00         \$ 43,000.00         \$ 41,798.75         \$ 43,000.00         \$ 43,000.00	ADOPTED   REVISED   BUDGET   BUDGET   BUDGET   REVISED   BUDGET   BUDGET	DESCRIPTION         ADOPTED BUDGET         REVISED BUDGET         ACTUAL as of 6/30/20         BUDGET         REVISED BUDGET         ACTUAL as of 4/13/21           Resentation Fee         \$ 43,000.00         \$ 43,000.00         \$ 41,798.75         \$ 43,000.00         \$ 43,000.00         \$ 50,713.00	DESCRIPTION         ADOPTED BUDGET         REVISED BUDGET         ACTUAL as of 6/30/20         BUDGET         REVISED BUDGET         REVISED BUDGET         REVISED BUDGET         ACTUAL as of 4/13/21         ACTUAL as of 4/13/21         ACTUAL as of 4/13/21 </td