

ASSOCIATED STUDENTS  
OF Foothill COLLEGE

# ASFC Budget 2023-2024



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# **ASFC Budget Message**

**Fiscal Year  
2023-2024**



# 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 16, 2023, the Associated Students of Foothill College (ASFC) Campus Council approved the budget for the fiscal year 2023-2024. After several years of uncertainty, hybrid learning, and partial return to campus due to COVID-19, we are proud to present a budget that represents a full return to campus with a full calendar of in-person activities and programs that serve on campus and virtual students. The Associated Students have thrived in an online/hybrid 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, 2021-2022 and 2022-2023 reflect the unknowns surrounding COVID-19 and the limitations on spending for various campus programs and services. As we prepare for the next academic year, we continue to be conservative in our budgeting as we face declining enrollment, declining student body fee revenue and lower participation rates in on-campus programs and services. Despite these challenges, The ASFC Finance Board strives to allocate funds to the programs that serve the largest numbers of students and have made some difficult reductions to programs and services that serve a smaller subset of students. We continue to work towards promoting and supporting a vibrant 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. Additionally, we were able to access and spend down a portion of our Fund Balance as a result of unspent funds.

ASFC provides funding to the campus community 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.

**Budget Committee Members:**

Elleway Wu (*VP of Finance*)

Kyle Slaughter (*Business Operations Specialist*)

Gavin Scafidi (*Budget Analyst*)

Skye Bridges (*ASFC President*)

Gian Haasner (*Budget Analyst*)

Michelle Nguyen (*ASFC Secretary*)

**Advisors:**

Daphne Small

Kamara Tramble

We are now proud to present to you the Associated Students of Foothill College Budget for the fiscal year 2023-2024.

Sincerely,

\_\_\_\_\_  
Skye Bridges

ASFC President

\_\_\_\_\_  
Elleway Wu

ASFC VP of Finance

# **Mission Based Guidelines**



# ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

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## ASFC Mission Based Budgeting Guidelines

*For Fiscal Year 2023-2024*

### **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 2023-2024 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.

### **Post-Pandemic Transitioning Goals:**

- Continue collaboration with college leadership on the transition to in-person classes and services.
- Provide support for resuming in-person programs, services and activities, while maintaining a vibrant virtual environment, in order to serve students on campus and virtually.
- Advocate for and financially support basic student needs both in person and virtually, including food insecurity, technology support services, psychological services, and other mental health programs, services and activities.
- Advocate for continued accessibility to all shared governance programs locally, statewide, and internationally in order to serve a broader group of students.
- Participate in Foothill College's effort towards Student Success and ensure that BIPOC, LGBTQ+, and other student affinity groups have increased student success both virtually and in-person.

### **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.
- 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.
- Continue our commitment to maintaining vital student services that support student success, personal development, transfer, degree completion and academic achievement.
- Continue development of the Campus Center as a resource for students.
- Financially support all students and educational resources including individuals who are economically disadvantaged, underrepresented, or have special needs.
- Financially support the effort to increase cultural awareness and equity through the heritage month series program and additional diversity programs.
- Collaborate with the college leadership to further promote diversity and increase student involvement in equity initiatives.
- Encourage opportunities to increase revenue generation via student and campus initiatives. •
- Improve the marketing and outreach efforts of ASFC to increase knowledge of the benefits of the student body OwlCard.

Revised December 1, 2011

Revised October 23, 2012



# ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

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Revised November 21, 2013

Revised December 1, 2016

Revised January 7, 2019

Revised November 21, 2019

Revised December 3, 2020

Revised November 18, 2021

Revised December 1, 2022

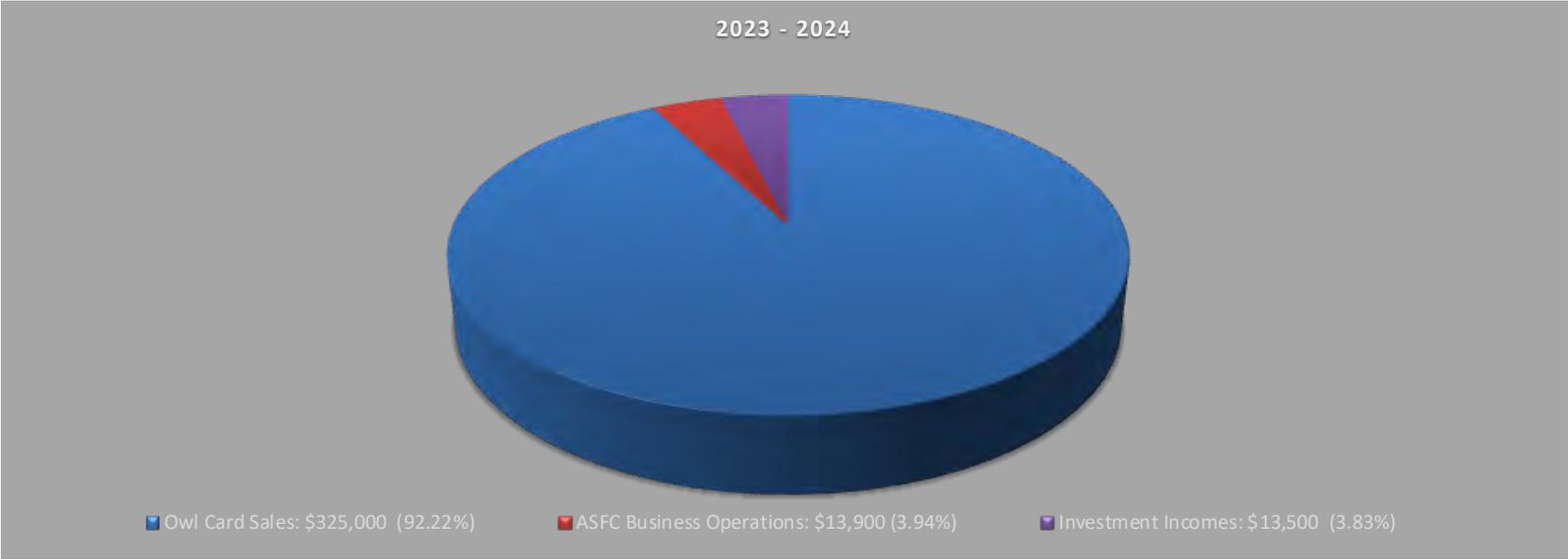
## **ASFC Budget Requirements For Fiscal Year 2023-2024**

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.

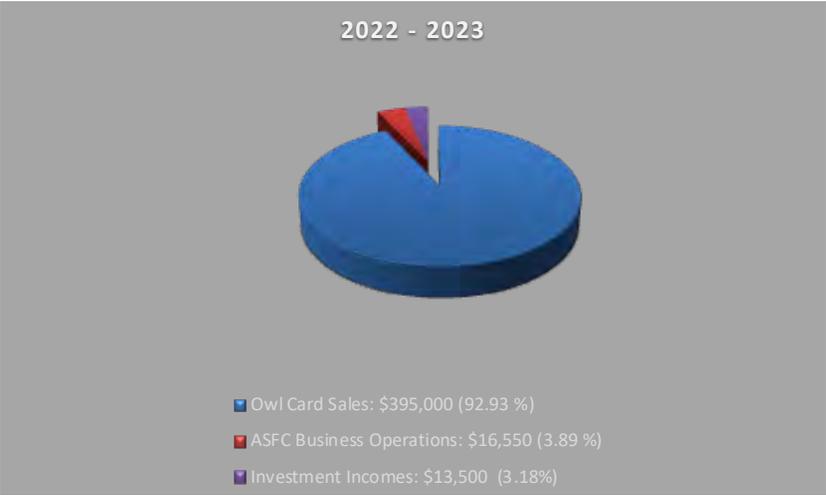
# **ASFC Budget Income**

**Fiscal Year  
2023 - 2024**

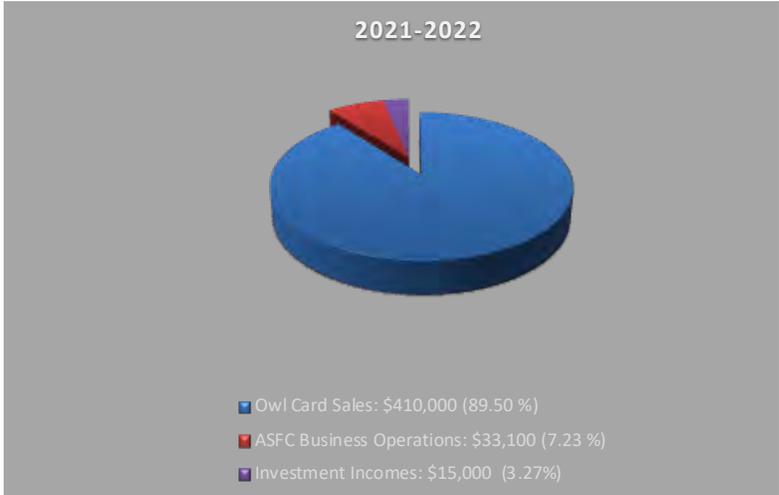
**ASFC Projected Income for FY 2023-2024**



**ASFC Projected Income for FY 2022-2023**



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



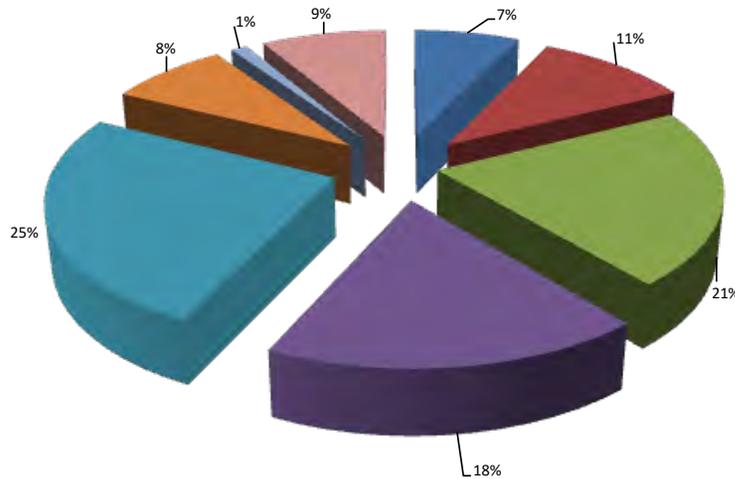
## ASFC Budget Income for Fiscal Year 2023-2024

ACCOUNT	STP. *	NOTES	DESCRIPTION	2021-2022 ADOPTED BUDGET	2021-2022 REVISED BUDGET	2021-2022 ACTUAL as of 06/30/22	2022-2023 ADOPTED BUDGET	2022-2023 REVISED BUDGET	2022-2023 ACTUAL as of 3/15/23	2023-2024 BUDGET
			<b>STUDENT BODY CARD REVENUE</b>							
41100		4	OwlCard Sales	\$ 410,000.00	\$410,000.00	\$ 324,280.00	\$ 395,000.00	\$ 395,000.00	\$ 179,750.25	\$ 325,000.00
			Subtotal	\$ 410,000.00	\$ 410,000.00	\$ 324,280.00	\$ 395,000.00	\$ 395,000.00	\$ 179,750.25	\$ 325,000.00
			<b>ASFC BUSINESS</b>							
42200		1	Design Center Income	\$ 19,000.00	\$ 19,000.00	\$ 2,892.55	\$ 9,500.00	\$ 9,500.00	\$ 6,156.20	\$ 8,500.00
42500			Welcome Center/Printing Income	\$ 11,000.00	\$ 11,000.00	\$ 258.80	\$ 5,500.00	\$ 5,500.00	\$ 1,769.32	\$ 4,500.00
42600			Vendor Commission	\$ 400.00	\$ 400.00	\$ -	\$ 200.00	\$ 200.00	\$ 30.00	\$ 100.00
42700			Movie Tickets	\$ 2,700.00	\$ 2,700.00	\$ 70.25	\$ 1,350.00	\$ 1,350.00	\$ 141.25	\$ 800.00
			Subtotal	\$ 33,100.00	\$ 33,100.00	\$ 3,221.60	\$ 16,550.00	\$ 16,550.00	\$ 8,096.77	\$ 13,900.00
			<b>INVESTMENT INCOME</b>							
45110		1,4	Bank Interest	\$ 15,000.00	\$ 15,000.00	\$ 8,018.57	\$ 13,500.00	\$ 13,500.00	\$ 6,545.52	\$ 13,500.00
			Subtotal	\$ 15,000.00	\$ 15,000.00	\$ 8,018.57	\$ 13,500.00	\$ 13,500.00	\$ 6,545.52	\$ 13,500.00
			<b>MISCELLANEOUS INCOME/EXPENSES</b>							
			Prior Year Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45230			HEERF Lost Revenue (COVID)	\$ -	\$ -	\$ 90,521.33	\$ -	\$ -	\$ 127,838.17	\$ -
			Subtotal	\$ -	\$ -	\$ 90,521.33	\$ -	\$ -	\$ 127,838.17	\$ -
			<b>Income Total</b>	\$ 458,100.00	\$ 458,100.00	\$ 426,041.50	\$ 425,050.00	\$ 425,050.00	\$ 322,230.71	\$ 352,400.00

# **ASFC Budget Expenses**

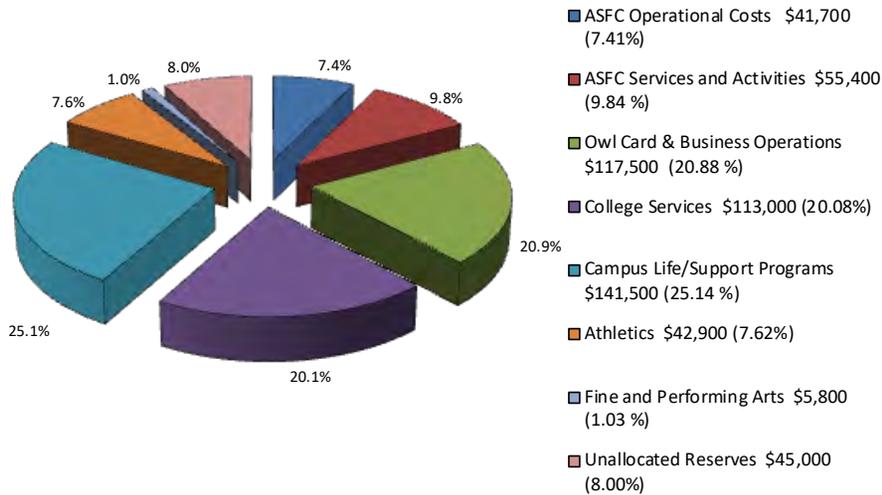
**Fiscal Year  
2023 - 2024**

### ASFC Projected Expenses for Fiscal Year 2023-2024



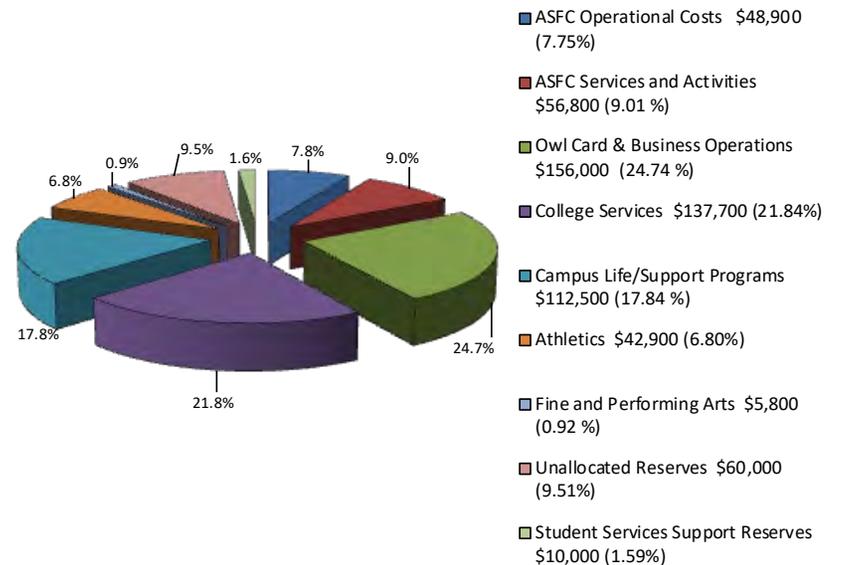
- ASFC Operational Costs \$37,850 (7.14 %)
- ASFC Services and Activities \$55,400 (10.45 %)
- Owl Card & Business Operations \$112,800 (21.28 %)
- College Services \$95,800 (18.07%)
- Campus Life/Support Programs \$134,600 (25.39 %)
- Athletics \$42,900 (8.09 %)
- Fine and Performing Arts \$5,800 (1.09%)
- Unallocated Reserves \$45,000 (8.49 %)

### ASFC Projected Expenses for FY 2022-2023



- ASFC Operational Costs \$41,700 (7.41%)
- ASFC Services and Activities \$55,400 (9.84 %)
- Owl Card & Business Operations \$117,500 (20.88 %)
- College Services \$113,000 (20.08%)
- Campus Life/Support Programs \$141,500 (25.14 %)
- Athletics \$42,900 (7.62%)
- Fine and Performing Arts \$5,800 (1.03 %)
- Unallocated Reserves \$45,000 (8.00%)

### ASFC Projected Expenses for FY 2021-2022



- ASFC Operational Costs \$48,900 (7.75%)
- ASFC Services and Activities \$56,800 (9.01 %)
- Owl Card & Business Operations \$156,000 (24.74 %)
- College Services \$137,700 (21.84%)
- Campus Life/Support Programs \$112,500 (17.84 %)
- Athletics \$42,900 (6.80%)
- Fine and Performing Arts \$5,800 (0.92 %)
- Unallocated Reserves \$60,000 (9.51%)
- Student Services Support Reserves \$10,000 (1.59%)

### ASFC Budget Expenses for Fiscal Year 2023-2024

ACCOUNT	STP.*	NOTES	DESCRIPTION	2021-2022 ADOPTED BUDGET	2021-2022 REVISED BUDGET	2021-2022 ACTUAL as of 06/30/22	2022-2023 ADOPTED BUDGET	2022-2023 REVISED BUDGET	2022-2023 ACTUAL as of 3/15/23	2023-2024 BUDGET
<b>ASEC OPERATIONAL COSTS</b>										
51150			Presidential Discretionary	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 400.00
51250			ASFC Operations	\$ 1,500.00	\$ 1,500.00	\$ 178.72	\$ 1,500.00	\$ 1,500.00	\$ 584.16	\$ 1,000.00
51310			ICC Club Operational	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 69.20	\$ 1,000.00
51320			ASFC Senate Board Projects	\$ 1,500.00	\$ 1,500.00	\$ 412.11	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 500.00
51330	7		ASFC Leadership Scholarship/Shared Governance Support	\$ 12,700.00	\$ 12,700.00	\$ 16,750.00	\$ 12,000.00	\$ 12,000.00	\$ -	\$ 12,000.00
51332			Shared Government Support Fund	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -
51340			ASFC Awards Dinner	\$ 3,000.00	\$ 3,000.00	\$ 3,906.39	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
51350			ASFC Budget Production	\$ 1,000.00	\$ 1,000.00	\$ 315.72	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 750.00
51360			ASFC Elections	\$ 5,000.00	\$ 5,000.00	\$ 2,435.38	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 3,500.00
51380			ASFC Office Supplies	\$ 700.00	\$ 700.00	\$ 72.44	\$ 700.00	\$ 700.00	\$ 732.40	\$ 700.00
51390			ASFC Marketing	\$ 5,000.00	\$ 5,000.00	\$ 3,934.11	\$ 2,500.00	\$ 2,500.00	\$ 1,314.29	\$ 2,000.00
51470	1		ASFC Secretary/Receptionist (Wages & Benefits)	\$ 13,000.00	\$ 13,000.00	\$ 18,426.08	\$ 13,000.00	\$ 13,000.00	\$ 3,301.51	\$ 13,000.00
<b>Subtotal</b>				<b>\$ 48,900.00</b>	<b>\$ 48,900.00</b>	<b>\$ 46,430.95</b>	<b>\$ 41,700.00</b>	<b>\$ 41,700.00</b>	<b>\$ 6,001.56</b>	<b>\$ 37,850.00</b>
<b>ASEC SERVICES AND ACTIVITIES</b>										
52150			Welcome Week	\$ 6,000.00	\$ 6,000.00	\$ 13,520.98	\$ 7,000.00	\$ 7,000.00	\$ 3,359.55	\$ 7,000.00
52210			Summer Activities	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -
52220			Fall Activities	\$ 2,500.00	\$ 2,500.00	\$ 4,164.19	\$ 2,000.00	\$ 2,000.00	\$ 2,111.12	\$ 2,500.00
52230			Winter Activities	\$ 1,500.00	\$ 1,500.00	\$ 1,885.43	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
52240			Spring Activities	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
52350			Student Activities Event Supplies	\$ 800.00	\$ 800.00	\$ 1,643.21	\$ 400.00	\$ 400.00	\$ -	\$ 400.00
52410	5		ICC Annual Grant	\$ 5,000.00	\$ 5,000.00	\$ 3,564.89	\$ 5,000.00	\$ 5,000.00	\$ 2,800.00	\$ 5,000.00
52413	7		ICC Project Fund	\$ 6,000.00	\$ 6,000.00	\$ 1,750.00	\$ 6,000.00	\$ 6,000.00	\$ 1,000.00	\$ 6,000.00
52420			ICC Club Day	\$ 4,000.00	\$ 4,000.00	\$ 639.67	\$ 4,000.00	\$ 4,000.00	\$ 713.36	\$ 4,000.00
52430	15	6	ICC Special Activities Fund	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00	\$ 6,000.00	\$ 6,000.00	\$ 1,000.00	\$ 6,000.00
52520			Fall Pep Rally/Inauguration	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 988.54	\$ 500.00
52530	12,14	8	Student Development Conference	\$ 20,000.00	\$ 20,000.00	\$ 10,321.97	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
<b>Subtotal</b>				<b>\$ 56,800.00</b>	<b>\$ 56,800.00</b>	<b>\$ 41,990.34</b>	<b>\$ 55,400.00</b>	<b>\$ 55,400.00</b>	<b>\$ 11,972.57</b>	<b>\$ 55,400.00</b>

### ASFC Budget Expenses for Fiscal Year 2023-2024

ACCOUNT	STP.*	NOTES	DESCRIPTION	2021-2022 ADOPTED BUDGET	2021-2022 REVISED BUDGET	2021-2022 ACTUAL as of 06/30/22	2022-2023 ADOPTED BUDGET	2022-2023 REVISED BUDGET	2022-2023 ACTUAL as of 3/15/23	2023-2024 BUDGET
			<b>OWLCARD AND BUSINESS OPERATIONS</b>							
53110	4		ASFC Welcome Center Program Coordinator	\$ 55,000.00	\$ 55,000.00	\$ 71,572.47	\$ 65,000.00	\$ 65,000.00	\$ 12,520.02	\$ 65,000.00
53115			Movie Tickets	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 800.00
53120	*		OwlCard Marketing	\$ 1,000.00	\$ 1,000.00	\$ 2,357.04	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
53125			OwlCard Equipment & Supplies	\$ 6,000.00	\$ 6,000.00	\$ 4,165.63	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00
53200			DC/SS Operations	\$ 11,000.00	\$ 11,000.00	\$ 1,991.38	\$ 6,000.00	\$ 6,000.00	\$ 13.95	\$ 2,000.00
53370	1		Welcome Center (W&B)	\$ 30,000.00	\$ 30,000.00	\$ 14,722.12	\$ 15,000.00	\$ 15,000.00	\$ 10,042.43	\$ 15,000.00
53250	1		Design Center (W&B)	\$ 25,000.00	\$ 25,000.00	\$ 18,112.24	\$ 12,000.00	\$ 12,000.00	\$ 14,260.88	\$ 12,000.00
53330			DC/SS Photocopier Maintenance/Lease	\$ 25,000.00	\$ 25,000.00	\$ 32,876.70	\$ 12,500.00	\$ 12,500.00	\$ 1,975.65	\$ 12,500.00
<b>Subtotal</b>				<b>\$ 156,000.00</b>	<b>\$ 156,000.00</b>	<b>\$ 145,797.58</b>	<b>\$ 117,500.00</b>	<b>\$ 117,500.00</b>	<b>\$ 38,812.93</b>	<b>\$ 112,800.00</b>

			<b>COLLEGE SERVICES</b>							
54110			Beyond the Classroom Planners	\$ 5,000.00	\$ 5,000.00	\$ 1,949.43	\$ 3,000.00	\$ 3,000.00	\$ 1,800.29	\$ 2,000.00
54170	14	13	Legal Counseling	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
54440			Evening & Sunnyvale Events	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
54700	14		Library Textbook Reserve	\$ 20,000.00	\$ 20,000.00	\$ 24,703.97	\$ 20,000.00	\$ 20,000.00	\$ 2,674.54	\$ 20,000.00
54720			Sunnyvale Center Library Textbook Reserves	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
54740			Computer Rental Program	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
55520	12,14		Service Leadership Fund	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 500.00
54887			Transfer Center/Transfer Fair	\$ 4,400.00	\$ 4,400.00	\$ 1,302.84	\$ 3,500.00	\$ 3,500.00	\$ 1,843.49	\$ 3,500.00
54888			Care/Cal Works Recognition Ceremony	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
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	\$ 5,000.00
54890	1		EOPS Tutorial Services (W & B)	\$ 7,000.00	\$ 7,000.00	\$ 4,188.58	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
54898	18		Food Bank	\$ 30,000.00	\$ 30,000.00	\$ 29,898.75	\$ 30,000.00	\$ 30,000.00	\$ 19,000.00	\$ 30,000.00
54910			Veterans Resource Center Book Loan Program	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
54915		12	Family Engagement Institute	\$ 5,000.00	\$ 5,000.00	\$ 1,294.33	\$ 3,500.00	\$ 3,500.00	\$ 622.50	\$ -
54925	13,14		Medical Brigade to Honduras	\$ 5,000.00	\$ 5,000.00	\$ 5,522.22	\$ 5,000.00	\$ 5,000.00	\$ 4,469.23	\$ 4,000.00
54935			Scholar Athlete Award Night	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
54945			Foothill College Ambassador	\$ 6,300.00	\$ 6,300.00	\$ 17,227.10	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 6,000.00
54883			Center for Applied Anthropology	\$ 3,000.00	\$ 3,000.00	\$ 1,782.88	\$ 2,000.00	\$ 2,000.00	\$ 1,497.62	\$ 1,600.00
54951			Anthropology Field School Scholarships	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 6,400.00

### ASFC Budget Expenses for Fiscal Year 2023-2024

ACCOUNT	STP.*	NOTES	DESCRIPTION	2021-2022 ADOPTED BUDGET	2021-2022 REVISED BUDGET	2021-2022 ACTUAL as of 06/30/22	2022-2023 ADOPTED BUDGET	2022-2023 REVISED BUDGET	2022-2023 ACTUAL as of 3/15/23	2023-2024 BUDGET
54980	12,14		Fund the Future	\$ 6,500.00	\$ 6,500.00	\$ -	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 5,200.00
54880			Anthropology Service Leadership Abroad	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 800.00
54970			Mental Health Programs	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 800.00
54882			Free Menstrual Products	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -
<b>Subtotal</b>				<b>\$ 137,700.00</b>	<b>\$ 137,700.00</b>	<b>\$ 101,870.10</b>	<b>\$ 113,000.00</b>	<b>\$ 113,000.00</b>	<b>\$ 51,407.67</b>	<b>\$ 95,800.00</b>
<b>CAMPUS LIFE/SUPPORT PROGRAMS</b>										
55120			Cheer Squad Choreographer (W&B)	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
55305			Student Accounts Manager (W&B)	\$ -	\$ -	\$ 38,003.35	\$ 30,000.00	\$ 30,000.00	\$ 21,334.60	\$ 30,000.00
55310	1		Student Accounts Assistants (W&B)	\$ 10,000.00	\$ 10,000.00	\$ 7,131.52	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 8,000.00
55320			Student Accounts Operation	\$ 5,000.00	\$ 5,000.00	\$ 3,988.73	\$ 5,000.00	\$ 5,000.00	\$ 3,577.74	\$ 5,000.00
55420	1		Student Activities Assistants (W&B)	\$ 6,000.00	\$ 6,000.00	\$ 20,356.95	\$ 6,000.00	\$ 6,000.00	\$ 1,885.86	\$ 4,000.00
55430	1		ASFC Event & Marketing Assistants (W&B)	\$ 5,000.00	\$ 5,000.00	\$ 279.46	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 4,000.00
55630			Commencement (Reception)	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
55640	5		Cultural Awareness	\$ 50,000.00	\$ 50,000.00	\$ 301.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
55641	5		Native American Heritage Month	\$ -	\$ -	\$ 5,789.68	\$ -	\$ -	\$ 4,819.43	\$ -
55642	5		Jewish Heritage Month	\$ -	\$ -	\$ 6,237.85	\$ -	\$ -	\$ 516.96	\$ -
55643	5		Black History Month	\$ -	\$ -	\$ 8,390.59	\$ -	\$ -	\$ -	\$ -
55644	5		Women's History Month	\$ -	\$ -	\$ 2,883.05	\$ -	\$ -	\$ -	\$ -
55645	5		Asian & Pacific Islander Heritage Month	\$ -	\$ -	\$ 2,389.28	\$ -	\$ -	\$ 600.00	\$ -
55646	5		Latinx Heritage Month	\$ -	\$ -	\$ 5,323.97	\$ -	\$ -	\$ 7,005.71	\$ -
55647	5		LGBTQ+ Heritage Month	\$ -	\$ -	\$ 3,337.23	\$ -	\$ -	\$ 1,710.97	\$ -
55648			Muslim Heritage Month	\$ -	\$ -	\$ 5,399.99	\$ -	\$ -	\$ -	\$ -
55650	13		Dental Hygiene Program	\$ 10,000.00	\$ 10,000.00	\$ 6,320.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 8,000.00
55680			New Student Orientation	\$ 12,000.00	\$ 12,000.00	\$ 27,562.61	\$ 12,000.00	\$ 12,000.00	\$ 19,346.77	\$ 15,000.00
52440	13		Dr. Martin Luther King Jr. March/Luncheon	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
52460			Thanksgiving Event	\$ 3,500.00	\$ 3,500.00	\$ 1,440.45	\$ 3,500.00	\$ 3,500.00	\$ 1,860.58	\$ 2,000.00
53420			Student Generated Media (Newspaper/Magazine)	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,100.00
<b>Subtotal</b>				<b>\$ 112,500.00</b>	<b>\$ 112,500.00</b>	<b>\$ 151,135.71</b>	<b>\$ 141,500.00</b>	<b>\$ 141,500.00</b>	<b>\$ 62,658.62</b>	<b>\$ 134,600.00</b>

### ASFC Budget Expenses for Fiscal Year 2023-2024

ACCOUNT	STP.*	NOTES	DESCRIPTION	2021-2022 ADOPTED BUDGET	2021-2022 REVISED BUDGET	2021-2022 ACTUAL as of 06/30/22	2022-2023 ADOPTED BUDGET	2022-2023 REVISED BUDGET	2022-2023 ACTUAL as of 3/15/23	2023-2024 BUDGET
	8,11		<b>ATHLETICS/PHYSICAL EDUCATION</b>							
56115			Women's Water Polo	\$ 2,600.00	\$ 2,600.00	\$ 1,605.00	\$ 2,600.00	\$ 2,600.00	\$ 830.00	\$ 2,600.00
56116			Men's and Women's Swimming	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
56140			Men's Basketball	\$ 5,500.00	\$ 5,500.00	\$ 6,390.00	\$ 5,500.00	\$ 5,500.00	\$ 6,280.00	\$ 5,500.00
56150			Women's Basketball	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
56160			Foothill Football	\$ 7,700.00	\$ 7,700.00	\$ 5,658.00	\$ 7,700.00	\$ 7,700.00	\$ 9,708.00	\$ 7,700.00
56190			Men's Soccer	\$ 3,800.00	\$ 3,800.00	\$ 3,710.00	\$ 3,800.00	\$ 3,800.00	\$ 4,820.00	\$ 3,800.00
56200			Women's Soccer	\$ 3,800.00	\$ 3,800.00	\$ 2,880.00	\$ 3,800.00	\$ 3,800.00	\$ 4,305.00	\$ 3,800.00
56210			Men's Tennis	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
56230			Women's Volleyball	\$ 6,000.00	\$ 6,000.00	\$ 5,690.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
56240			Women's Softball	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			<b>Subtotal</b>	<b>\$ 42,900.00</b>	<b>\$ 42,900.00</b>	<b>\$ 30,933.00</b>	<b>\$ 42,900.00</b>	<b>\$ 42,900.00</b>	<b>\$ 25,943.00</b>	<b>\$ 42,900.00</b>
	8,9		<b>FINE AND PERFORMING ARTS</b>							
57130			Dance	\$ 800.00	\$ 800.00	\$ -	\$ 800.00	\$ 800.00	\$ -	\$ 800.00
57140			Drama (Wages & Benefits)	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
			<b>Subtotal</b>	<b>\$ 5,800.00</b>	<b>\$ 5,800.00</b>	<b>\$ -</b>	<b>\$ 5,800.00</b>	<b>\$ 5,800.00</b>	<b>\$ -</b>	<b>\$ 5,800.00</b>
			<b>UNALLOCATED RESERVES</b>							
58110			Unallocated Reserves	\$ 60,000.00	\$ 60,000.00	\$ 11,035.35	\$ 45,000.00	\$ 45,000.00	\$ 30,432.61	\$ 45,000.00
58100		11	Student Services Crisis Reserves	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
			<b>Subtotal</b>	<b>\$ 70,000.00</b>	<b>\$ 70,000.00</b>	<b>\$ 11,035.35</b>	<b>\$ 45,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 30,432.61</b>	<b>\$ 45,000.00</b>
			<b>EXPENSES TOTAL</b>	<b>\$ 630,600.00</b>	<b>\$ 630,600.00</b>	<b>\$ 529,193.03</b>	<b>\$ 562,800.00</b>	<b>\$ 562,800.00</b>	<b>\$ 227,228.96</b>	<b>\$ 530,150.00</b>

#### ASFC BUDGET FUND BALANCE

ACCOUNT	STP. *	DSC	DESCRIPTION	2021-2022 BUDGET	2022-2023 BUDGET	2023-2024 BUDGET
		9	Beginning Fund Balance	\$718,959.97	\$615,808.44	\$478,058.44
			Net Surplus	(\$103,151.53)	(\$137,750.00)	(\$177,750.00)
			Ending Fund Balance	\$615,808.44	\$478,058.44	\$300,308.44

**ASFC Budget  
Notes and Stipulations**

**Fiscal Year  
2023 - 2024**

**ASFC Budget Notes**  
**Fiscal Year 2023-2024**

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 (section 76063) 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 2023-2024**

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 the OwlCard. *Funding for technical staff support is contingent on owl card revenue and may fluctuate annually. As this is an ASFC operated student business, ASFC student leadership will be involved in all operations and staffing decisions of the card production office/Welcome Center in collaboration with the college leadership.*
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  
2023 - 2024**

# **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.

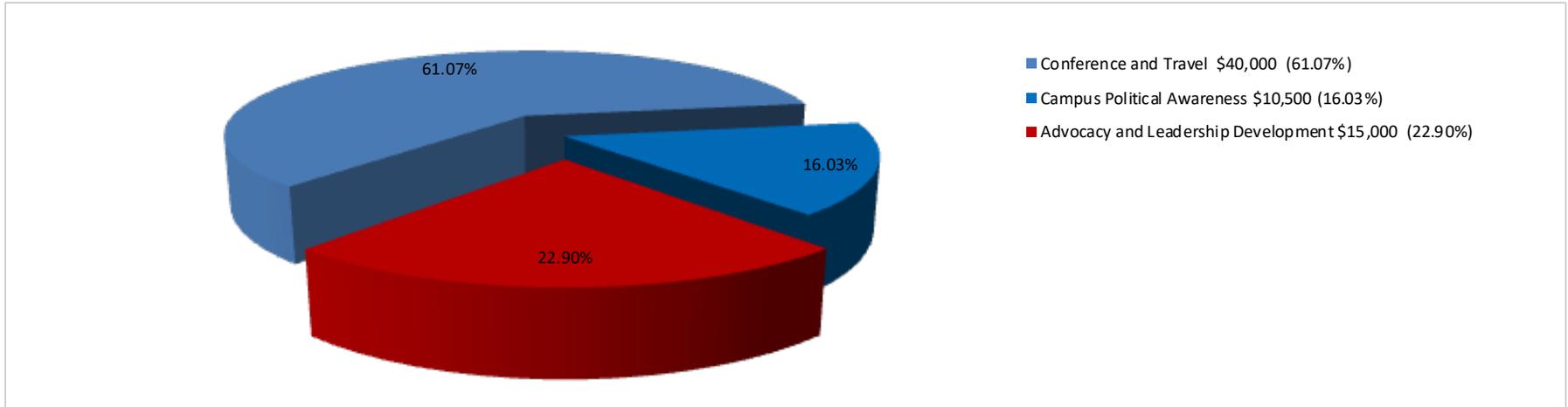
## **Section VI - Updates Regarding California Legislation**

- 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.

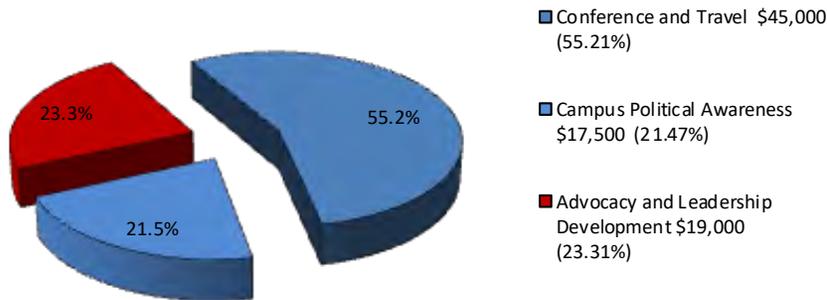
Adopted: October 8, 1992

Updated: April 21, 2020

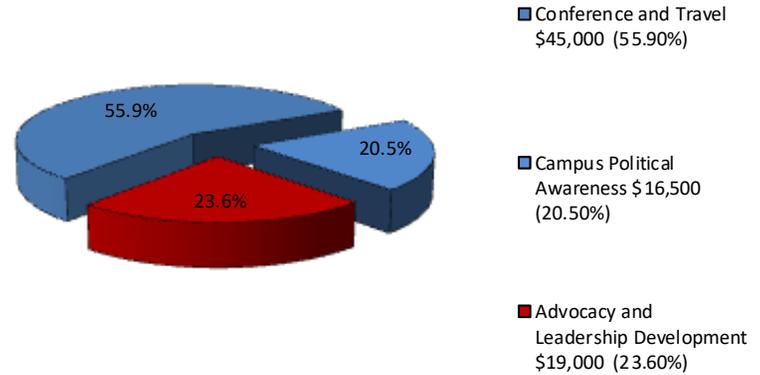
# Representation Fee - Projected Expenses for Fiscal Year 2023-2024



## Projected Expenses for FY 2022-2023



## Projected Expenses for FY 2021-2022



### Student Representation Fees for Fiscal Year 2023-2024

ACCOUNT #	NOTES	DESCRIPTION	2021-2022	2021-2022	2021-2022	2022-2023	2022-2023	2022-2023	2023-2024
			BUDGET	REVISED BUDGET	ACTUAL as of 6/30/22	BUDGET	REVISED BUDGET	ACTUAL as of 3/15/23	BUDGET
		<b>REVENUE</b>							
13-48100-0800	R001	Student Representation Fee	\$ 72,000.00	\$ 72,000.00	\$ 45,457.00	\$ 45,000.00	\$ 45,000.00	\$ 25,429.00	\$ 37,000.00
		<b>PLUS Fund Balance</b>	\$ 44,500.00	\$ 44,500.00		\$ 59,000.00	\$ 59,000.00	\$ -	\$ 47,000.00
		<b>Total Available to Allocate for the Year</b>	<b>\$ 116,500.00</b>	<b>\$ 116,500.00</b>	<b>\$ 45,457.00</b>	<b>\$ 104,000.00</b>	<b>\$ 104,000.00</b>	<b>\$ 25,429.00</b>	<b>\$ 84,000.00</b>
		<b>CONFERENCE AND TRAVEL</b>	\$ 45,000.00	\$ 45,000.00		\$ 45,000.00	\$ 45,000.00		\$ 40,000.00
13-63100-5200	R206	SSCCC Spring General Assembly	\$ -	\$ -	\$ 2,325.60	\$ -	\$ -	\$ -	
	R207	CCCSAA Fall Leadership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,104.77	
	R212	SSCCC Fall General Assembly	\$ -	\$ -	\$ 525.00	\$ -	\$ -	\$ 13,093.39	
	R215	State & National Conferences (NCSL, NCORE, El Poder de la Voz, MUN)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		<b>Subtotal</b>	<b>\$ 45,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 2,850.60</b>	<b>\$ 45,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 14,198.16</b>	<b>\$ 40,000.00</b>
		<b>CAMPUS POLITICAL AWARENESS</b>							
13-63100-5300	R300	Voter Registration/Political Awareness Day	\$ 1,500.00	\$ 1,500.00	\$ 1,470.05	\$ 2,500.00	\$ 2,500.00	\$ 2,364.28	\$ 2,500.00
	R303	FAPAC Advocacy/Leadership Interns	\$ 15,000.00	\$ 15,000.00	\$ 7,614.12	\$ 15,000.00	\$ 15,000.00	\$ 2,185.99	\$ 8,000.00
		<b>Subtotal</b>	<b>\$ 16,500.00</b>	<b>\$ 16,500.00</b>	<b>\$ 9,084.17</b>	<b>\$ 17,500.00</b>	<b>\$ 17,500.00</b>	<b>\$ 4,550.27</b>	<b>\$ 10,500.00</b>
		<b>ADVOCACY AND LEADERSHIP DEVELOPMENT</b>	\$ 19,000.00	\$ 19,000.00		\$ 19,000.00	\$ 19,000.00		\$ 15,000.00
13-63100-5400	R400	Advocacy & Leadership Development/Training	\$ -	\$ -	\$ 3,228.00	\$ -	\$ -	\$ -	
	R401	Fall Advocacy Retreat	\$ -	\$ 274.00	\$ -	\$ -	\$ -	\$ 1,080.00	
	R403	Campus Community Advocacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,203.06	
	R405	FACCC Advocacy and Policy Conference	\$ -	\$ -	\$ 2,493.20	\$ -	\$ -	\$ -	
		<b>Subtotal</b>	<b>\$ 19,000.00</b>	<b>\$ 19,000.00</b>	<b>\$ 5,721.20</b>	<b>\$ 19,000.00</b>	<b>\$ 19,000.00</b>	<b>\$ 3,283.06</b>	<b>\$ 15,000.00</b>
13-93130-0000		<b>OTHER OUTGO</b>							
		Pav to CCCCCO (CA Community College Chancellor Office)	\$ 36,000.00	\$ 36,000.00	\$ 22,733.50	\$ 22,500.00	\$ 22,500.00		\$ 18,500.00
		<b>Subtotal</b>	<b>\$ 36,000.00</b>	<b>\$ 36,000.00</b>	<b>\$ 22,733.50</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ -</b>	<b>\$ 18,500.00</b>
		<b>EXPENSE TOTAL</b>	<b>\$ 80,500.00</b>	<b>\$ 80,500.00</b>	<b>\$ 17,655.97</b>	<b>\$ 81,500.00</b>	<b>\$ 81,500.00</b>	<b>\$ 22,031.49</b>	<b>\$ 65,500.00</b>
STP. *	DSC				2021-2022 as of 6/30/22		2022-2023		2023-2024
	9	Fund Balance - Beginning			\$ 163,800.95		\$ 168,878.48		\$ 109,878.48
		Income minus Expenses			\$ 5,077.53		\$ (59,000.00)		\$ (47,000.00)
		Fund Balance - Ending			\$ 168,878.48		\$ 109,878.48		\$ 62,878.48

ASSOCIATED STUDENTS  
OF Foothill COLLEGE

