2024-2025
Student Government
Budget Workshop
What we will Cover

• Key Dates – Budget Timeline
• Budget Process Summary
• How to budget for Expenses
• Budget Request Form Instructions
• Q&A
Key Dates – Budget Timeline

• April 7, 2023

UBAC & CBAC budget requests must be submitted by account managers in the SGBPS.

• April 10, 2023 - May 1, 2023

Budget Request Review:
04/10-04/14 – SGBPS approvers will review and approve.

04/15-05/01 - ASAB will review requests for accuracy, work with account managers on updates.
Budget Process Summary
Budget Process Summary

Current Spring Semester
1. Account Managers Submit their budgets via the SGBPS
2. Budget submissions are reviewed by assigned individuals in SGBPS
3. ASAB review requests

Fall
4. Submission are updated to reflect mandates such as raises and benefits
5. UBAC/CBAC receives budget submissions
6. Account managers have hearings with UBAC/CBAC to present budgets
7. UBAC/CBAC deliberate to allocate budgets
8. UBAC/CBAC recommendations are provided to Senate/Houses
9. SG President and VPSA approve UBAC budgets
10. CBAC budgets are approved by campus governors

Next Spring
11. SG President and VPSA approve CBAC budgets
12. The BOT and the BOG approve the University’s Budget which includes SG’s budget
How to Budget for Expenses
How to Budget for Expenses

Recommended references for budgeting:

1. Download 3 Year Budget to Actual form @ www.fau.edu/asab (Review a summary of spending for your account, over the past 3 years)

2. Download Spend Categories @ www.fau.edu/asab (Explains which expenses should be budgeted to each spend category)

3. Obtain prior year and current year Quickbooks reports from campus treasurers, SG CFO, or ASAB. (Displays a year-to-date budget to actual by spend categories for a SmartTag)
How to Budget for Expenses

OPS

• When you access your account via the SGBPS, prior year’s OPS will auto populate in your current request. Use the positions that are currently there as a guide to budget.

• Most OPS position are in the budget per statute, thus you can use the statutes as a guide.

• Quickbooks and the 3 Year Budget to Actual tool, show you how much of budgeted OPS has been expensed in the past.
How to Budget for Expenses
Salaries and Benefits

• Only professional staff budget for S&B
• Supervisors have access to current base salaries for their staff in Workday
• Increases and changes must be approved by the VPSA
• The SGBPS will calculate benefits and raises on base salaries
How to Budget for Expenses

Programs and Services and Food Services

- Review your spending from the prior year to determine the budget for Food Services and Programs and services
How to Budget for Expenses

Support Services

• Background checks
  For each OPS or new or unfilled AMP/SP position you must budget $45.25 for each position

• Staff Liability Insurance
  For each AMP/SP Staff in your budget current, new, or unfilled, you must budget $300 for Liability Insurance for each person

• Office phone fee
  Review your spending from the prior year to determine the budget.

• Printing Charges
  Review your spending from the prior year to determine the budget

• Computers
  ASAB will provide Campus Directors with a replacement list from SAIT

• Golf Carts
  • Repairs
    Review prior year spending for estimated cart repair
  • Replacement
    Contact ASAB for replacement information for your golf cart
Budget Request Form

Instructions
Budget Request Form Instructions

1. Visit www.fau.edu/asab

2. Under **Budget**, click on SGBPS link to access online SG Budget Planning System

Budget Request Form Instructions

Follow the instructions for the Account Manager’s and Approver’s SGBPS Users Guides (Approvers must wait for Account Managers to submit budget requests, before they can approve).

For login issues email Brenda Nelson Henry at bnelso20@fau.edu
Q&A

For budget questions ASAB can be contacted at 561-297-4215 or bnelso20@fau.edu