



2021-2022

**Activity & Service Fee
Budget Workshop**



What we will Cover

- **Key Dates – Budget Timeline**
- **Overview of Account Types**
- **Budget Request Form Instructions**
- **Support Services Expenses**
- **Budget Request Form Submission**
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Key Dates – Budget Timeline

- **September 4**
UBAC & CBAC Budget Requests are due to ASAB Office
- **October 5 - 9**
UBAC visits Boca Raton, Davie, and Jupiter Campus Offices funded by A&S Fees
- **October 12–16 and October 19-23**
UBAC Hearings & Deliberations
- **January 11 – 15**
CBAC Hearings & Deliberations



Overview of Account Types

- **A&S Operating**
 - Used for day to day SG, SG Department, and SG Program business
 - Budget accounts only
 - When a vendor is paid, the budget reduces in the operating account and A&S Fees collected is reduced
 - Not used to collect non-A&S revenue
 - Budget does not roll over into next fiscal year
- **A&S Revenue**
 - Revenues can be used to pay for the same expenses that A&S Fees would cover
 - Revenue is governed by SG but is not A&S Fees
 - Revenue comes from Events, Ad, Trips, etc. and is kept in a fund account
 - To spend from a revenue account, the fund must have an available balance (cash must be in the fund)
 - To spend from the revenue account, the account must have allocated budget (a budget from must be completed for the account)
 - Fund balances do roll over into next fiscal year
- **A&S Reserves**
 - Used to house emergency and repair and replacement funds
 - Revenue is transferred from A&S fees collected by way of an Operating account's budget (transfer must be listed on a budget form)
 - Fund balances do roll over into next fiscal year

You will be required to use one budget request form, for each SmartTag you manage.



Budget Request Form Instructions

- Visit www.fau.edu/asab
- Download budget request forms:
 - 2021-2022 A&S Budget Request Form
- Download Spend Categories - Worksheet



Budget Request Form Instructions

1. The tabs at the bottom of the form are numbered in the order in which you should complete the form.

Step 1 Account Information

Step 2 Salaries and Benefits

Step 3 OPS

Step 4 Expenses

Step 5 Revenue and Reserves

Step 6 Budget Justification

2. Step 1 Account Information: Select your SmartTag and fill in the account managers information(The account manager will be the position that has signature authority on the account)

The Cost Center, Account Name, Account Type, and where applicable, Facility information will auto populate. If you select a Revenue or Reserve account your beginning fund balance will auto populate (Due to year end closing, beginning fund balances may have change, work with ASAB to adjust accordingly).

SmartTag:	tag001505
Cost Center:	CC0596
Account Name:	A&S Accounting & Budget Office
Account Type:	University Wide
Facility:	-
ACCOUNT MANAGER INFORMATION:	
Name & Title:	Brenda Nelson Henry, Associate Director
Telephone:	561-297-4215
Email Address:	bnelso20@fau.edu
Beginning Revenue or Reserve Account Fund Balance:	
\$0	



Budget Request Form Instructions

3. Step 2 Complete the Salaries and Benefits tab (These figures will carryover to the Step 1 Account Information tab)

Only Pro Staff Account Managers have S&B. Positions should be put in at their current rate unless changed by the VP&A Office. Only complete the grey section. For new unfilled positions, put the title under Position# and leave Position Title blank. For SP positions, scroll to the bottom of the page to.

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Position Number	Position Title	FTE: % of Salary paid from this account	Annual Salary Rate	Filled/ Unfilled*	Annual Salary Rate paid by this account	Annual Benefits	Total Salaries and Benefits	Possible Merit/State Salary Increase @3 %	Possible Merit/State Benefit Increase @3 %	Total Possible Merit/State	Total Salaries and Benefits w/Possible Merit/State
99999	Owls Trainer	100.00%	50,000	filled	50,000	17,000	\$67,000	\$1,500	510	\$2,010	\$69,010
77777	Owls Sitter	50.00%	25,000	filled	12,500	4,250	\$16,750	\$375	128	\$503	\$17,253
Owls Breeder		100.00%	30,000	unfilled	30,000	10,200	\$40,200	\$900	306	\$1,206	\$41,406
				unfilled	0	0	\$0	\$0	0	\$0	\$0
				unfilled	0	0	\$0	\$0	0	\$0	\$0



Both Undergraduate and Graduate OP\$ are now on one tab. Only complete the grey section. You must select Yes under Graduate for Graduate positions.

OPS										
	Position Title	Graduate	Enter 1, if not FAU Student	Hourly Rate	# of Hours per Week	# of Weeks in the Year	# of People in the Position	Subtotal of OPS Wages	OPS Fringe Costs	Total OPS Costs
1	Grad Owl Sitter	Yes		\$11.00	20	32	2	14,080	0	\$14,080
2	Undergrad Owl Watcher			\$9.00	10	32	5	14,400	0	\$14,400
2								0	0	\$0



Budget Request Form Instructions

5. Step 4 Complete the Expenses tab (These figures will carryover to the Step 1 Account Information tab)

- Complete the Spend Categories – Worksheet to help you determine how to group your expense.



2021-2022 - A&S Budget Spend Categories-Worksheet

Spend Category	Description	Includes but not limited to	Amount
Support Services	Services/items that assist your program/department to effectively operate	<ul style="list-style-type: none"> • Cable/lawn care services • Dues and Subscriptions • Golf cart purchases, repairs and gasoline • Utilities • Repairs/maintenance • Monthly charges such as printer and phone • Office supplies • IT Software and Equipment for Office • Human Resources related charges such as background checks and liability insurance • Office furniture and updates 	Insurance 2 staff \$399 each = \$799 1 computer = \$1000 2 phones x 56.71 x 12 months = \$1361.04 Total = \$3160.04
Food Services	Food and catering purchases for your program/department for meetings, event and programs	<ul style="list-style-type: none"> • Food • Catering (Chartwells and non-Chartwells) 	Summer events \$5000 Fall events \$10000 Spring Events \$8000 Total = \$23000
Programs and Services	Items needed to successfully execute events/program	<ul style="list-style-type: none"> • Room/facility/security/AV Service fees • Items for event • Artist fee • Student transportation to events • Software specifically for programming • Awards • Uniforms/polos 	Artists \$100,000 Event supplies \$50,000 Office Shirts \$1000 Promo Items \$15000 Total \$166,000



Budget Request Form Instructions

5. Step 4 Complete the Expenses tab (These figures will carryover to the Step 1 Account Information tab)

- Only fill out the grey sections.
- If you want to ask SG to transfer cash to a Reserve or Revenue account, use Transfers Out from your Operating SmartTag.

DESCRIPTION	Requested Budget
Support Services	\$3,160
Food Services	\$23,000
Programs and Services	\$166,000
Travel	\$3,000
TOTAL EXPENSE	\$195,160
(This Total Carries to Summary Page)	
	Requested Budget
Cash Transfers Out to Reserves/Revenue SmartTag(s):	
TAG001284	\$10,000
TOTAL TRANSFERS OUT	\$10,000



Budget Request Form Instructions

6. Step 5 Complete Revenues/Reserve tab (These figures will carryover to the Step 1 Account Information tab)

This tab is only for Facilities and SG Revenue accounts that collect ad and event revenue. The Revenue/Reserve SmartTags can be found at the bottom on the SG Budget. Only fill out the grey sections.

REVENUES FROM REVENUE GENERATING EVENTS/SERVICES	
Revenue Source:	
Add Sales	\$20,000
Event Ticket Sales	\$30,000
Total Revenues	\$50,000
TRANSFERS IN	
Transfers In from TAG(s):	
TAG001505	\$10,000
Total Transfers In	\$10,000
Total Revenue	\$60,000



Budget Request Form Instructions

7. Step 6 Complete the Budget Justification tab (These figures will carryover to the Step 1 Account Information tab)

All account managers must provide a detail description of every expense. This includes S&B, OPS, Expenses, and Transfers Out. Only fill out the grey sections.

Salaries and Benefits		Amount Requested	\$127,669		
Justification:					
The Owl Sitter baby sits the Owls while the parents hunt. The Owl Bread, will bread Owls.					



Support Services Expenses

Use the information below to assist you with determining your Support Services Budget.

- **Staff and OPS Background Check fees per person:**
 - \$45.25 and up
 - VECHS/FDLE - \$53.75
 - DCF (camps/afterschool programs) - \$65.75
- **Staff Liability Insurance fee per professional staff**
\$339 per staff AMP/\$P employee*
*charged to accounts with S&B expense line
- **Office phone fee**
\$56.71 per line
- **Printing Charges**
SG Xerox - \$0.04/black & white, \$0.07/color per copy
- **Computer Replacement based on IT recommendations**
Please contact SAIT to find out if you need to replace computers in your area. The estimated cost to replace a computer is \$1000



Budget Request Form Submission

Completed Budget Forms in Excel format, should be submitted as follows:

- **All student account managers:** must submit both University Wide and Campus Based budget request forms to their SG Advisors. The SG Advisors will review and submit forms to their Directors. Directors must submit forms **to ASAB by 5 p.m., September 4, 2020** to ASABbudget@fau.edu .
- **All professional staff account managers:** must submit both University Wide and Campus Based budget request forms to their Directors. Directors will submit the forms **to ASAB by 5 p.m., September 4, 2020** to ASABbudget@fau.edu .



Q&A