2022-2023

Student Government Budget Workshop

What we will Cover

- Key Dates – Budget Timeline
- Budget Process Summary
- Overview of Account Types
- Budget Request Form Instructions
- Support Services Expenses
- Budget Request Submission Deadlines
- Q&A

Key Dates — Budget Timeline

- **September 13**
  - UBAC & CBAC Budget Requests are due to ASAB Office

- **October 25 - 29**
  - UBAC Virtual Campus Tours of A&S Funded Facilities
  - UBAC Account Manager Hearings

November 1-5
  - UBAC Deliberations

- **November 8-10 & 12**
  - CBAC Account Manager Hearings

- **November 15-19**
  - CBAC Deliberations

Budget Process Summary

1. Account Managers Submit their budgets via the SGBPS
2. Budget submission is reviewed by assigned individuals in SGBPS
3. UBAC/CBAC receives budget submissions
4. Account manager has hearing with UBAC/CBAC to present budget
5. UBAC/CBAC deliberate to allocate budgets
6. UBAC/CBAC recommendations are provided to Senate/Houses
7. CBAC budgets are approved by campus governors
8. SG President approves UBAC and CBAC budgets
9. VPSAEM approves UBAC and CBAC budgets
10. The BOT and the BOG approve the University's Budget which includes SG's budget

Budget Request Form Instructions

1. Visit www.fau.edu/asab

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

3. Download Spend Categories (Explains which expenses should be budgeted to each spend category)

4. Download SGBPS User's Guide (Step by Step guide to using BPS)

5. Download 3 Year Budget to Actual form (Review a summary of spending for your account, over the past 3 years)

Budget Request Form Instructions

Follow the instructions for the Account Manger and Approvers SGBPS User's Guide
(Approvers must wait for Account Manager to submit budget requests, before they can approve).

For login issues email Brenda Nelson Henry at **bnelso20@fau.edu**

How to Budget for Support Services Expenses – OPS, AMP/SP

- **Background checks**

  For each OPS or new or unfilled AMP/SP position you must budget $45.25 for each position
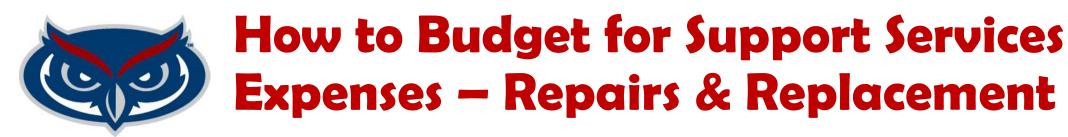
- **Staff Liability Insurance**

  For each AMP/SP Staff in your budget current, new, or unfilled, you must budget $339 for Liability Insurance for each person

How to Budget for Support Services Expenses – Phone, Printing

- **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

NOTE: For your reference. ASAB emailed Account Managers their final 2021 QuickBooks reports.

How to Budget for Support Services Expenses – Repairs & Replacement

Repairs and Replacement

Computers

ASAB will provide Campus Directors with a replacement list from SAIT

Golf Carts

- **Repairs**

  Review prior year spending for estimated cart repair

  NOTE: For your reference. ASAB emailed Account Managers their final 2021 QuickBooks reports.

- **Replacement**

  Contract ASAB for replacement information for your golf cart

Budget Request Submissions

- **Account Managers:** All UBAC and CBAC budgets must be completed in the SGBPS by 5 p.m., September 13th.

- **Approvers:** All UBAC and CBAC budgets must be fully approved by account approvers in the SGBPS by 5 p.m., September 17th.

Q&A

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