

2023-2024 Student Government Budget Workshop



What we will Cover

- Key Dates Budget Timeline
- Budget Process Summary
- Budget Request Form Instructions
- Support Services Expenses
- Q&A



Key Dates - Budget Timeline

March 28, 2022

Account Managers must submit their budget requests in the SGBPS by this date

- March 28, 2022 April 1, 2022
 SGBPS reviewers must complete the review process by this date
- April 1, 2022
 UBAC & CBAC Budget Requests are due to ASAB Office by this date
- April 1, 2022 May 4, 2022

ASAB will review 2023-2024 requests for accuracy, work with account managers on updates



Budget Process Summary

- 1. Account Managers Submit their budgets via the SGBPS
- 2. Budget submission is reviewed by assigned individuals in SGBPS
- 3. ASAB will review requests
- 4. UBAC/CBAC receives budget submissions
- 5. Account manager have hearings with UBAC/CBAC to present budget
- 6. UBAC/CBAC deliberate to allocate budgets
- 7. UBAC/CBAC recommendations are provided to Senate/Houses
- 8. CBAC budgets are approved by campus governors
- 9. SG President approves UBAC and CBAC budgets
- 10. VPSAEM approves UBAC and CBAC budgets
- 11. 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 Manager and Approvers SGBPS User's Guides (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



Background checks

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

Staff Liability Insurance

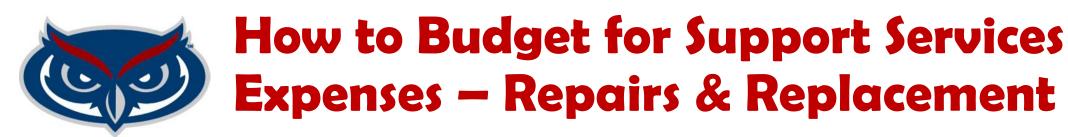
For each AMP/SP Staff in your budget current, new, or unfilled, you must budget \$339 for Liability Insurance for each person



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.



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

Contact ASAB for replacement information for your golf cart



Q&A

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