



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 \$GBPS**
- 2. Budget submission is reviewed by assigned individuals in \$GBPS**
- 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. \$G 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 \$G'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*



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 SALT

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**