



**2025-2026**

# **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 8, 2024**

UBAC & CBAC Budget Requests must be fully approved and submitted to the ASAB Office *(It is recommended that approvers have a soft deadline to provide time for review)*

- **April 8, 2024 – May 1, 2024**

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



# **Budget Process Summary**

**This workshop is for the 2025-2026, Student Government budget year. For the period July 1, 2025 – June 30, 2026.**

**The next slide contains a summary of the steps that will be taken to develop the budget.**



# 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 approves UBAC**
10. **CBAC budgets are approved by campus governors**

## Next Spring

11. **SG President approves CBAC budgets**
12. **VP&AEM approves UBAC and CBAC budgets**
13. **The BOT and the BOG approve the University's Budget which includes SG's budget**



# **How to Budget for Expenses**

## **Budget Spend Categories**

**Under budget, from the ASAB webpage, [wwwf.fau.edu/asab](http://wwwf.fau.edu/asab), download Budget Spend Categories**

**The budget spend categories, explains which expenses should be budgeted to each spend category**



# **How to Budget for Expenses**

## **Salaries and Benefits**

- **Supervisors have access to current base salaries for their staff in Workday**
- **Increases must be approved by the VP&A**
- **The SGBPS will calculate benefits and raises on base salaries**

**Explain any variances from prior year's budget; for example, we added a new program coordinator.**



# **How to Budget for Expenses**

**OPS**

- **Minimum wage will be \$14.00 in FY25-26**
- **Where applicable, position hours must be budgeted per SG Statutes**
- **No position can be budgeted more than 20 hours per week**

**Explain any variances from prior year's budget; for example, minimum wage increased, thus the increase year over year.**





# **How to Budget for Expenses**

## **Food Services**

- **Review your spending from the prior year to determine the budget for Food.**
- **If you anticipated an increase or decrease in events budget higher or lower accordingly.**

**Explain any variances from prior year's budget; for example, increased the number of programs, thus the increase year over year.**



# How to Budget for Expenses

## Programs and Services

**Provide a list of anticipated programs and services and their costs. For Example:**

**Program 1    \$500**

**Program 2    \$1500**

**Program 3    \$1750**

**Service 1     \$300**

**Service 2     \$5000**

**\$9050**

**Explain any variances from prior year's budget; for example, we added program 3 for fy 26, thus the increase year over year.**



# How to Budget for Expenses

## Support Services

- **Background checks**

For each OP\$ and AMP/\$P or new or unfilled AMP/\$P position you must budget **\$52.00** for each position

- **Staff Liability Insurance**

For each AMP/\$P Staff in your budget current, new, or unfilled, you must budget **\$315** for Liability Insurance for each person

- **Office phone fee**

Review your per month spending from the current year's QuickBooks report to determine the annual budget.

- **Printing Charges**

Review your per month spending from the current year's QuickBooks report to determine the annual budget.

- **Computers**

A\$AB will provide Campus Directors with a replacement list from \$AIT

- **Golf Carts**

- Repairs

Review your per month spending from the current year's QuickBooks report to determine the annual budget.

- Replacement

Contact A\$AB for replacement information for your golf cart



# How to Budget for Expenses

## Travel

**In this category, you will budget for anticipated campus to campus travel and staff travel for the fiscal year. For example:**

<b>Campus to Campus travel for 2 staff</b>	<b>\$200</b>
<b>Professional Development for 2 staff</b>	<b><u>\$4000</u></b>
	<b>\$4200</b>

**Explain any variances from prior year's budget; for example, we added 2 staff will travel for PD instead of 1, thus the increase year over year.**



# Budget Request Form Instructions

1. Visit [www.fau.edu/asab](http://www.fau.edu/asab)
2. Under Budget, click on SGBPS link to access online SG Budget Planning System
3. Download SGBPS User's Guide (Step by Step guide to using BPS)
4. Download 3 Year Budget to Actual form (Review a summary of spending for your account, over the past 3 years)
5. Have your budget for each category ready



# **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](mailto:bnelso20@fau.edu)*



## **Q&A**

**For budget questions ASAB can be contacted at  
561-297-4215 or [bnelso20@fau.edu](mailto:bnelso20@fau.edu)**