



**2024-2025**

**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**





# Key Dates – Budget Timeline

- **April 7, 2023**

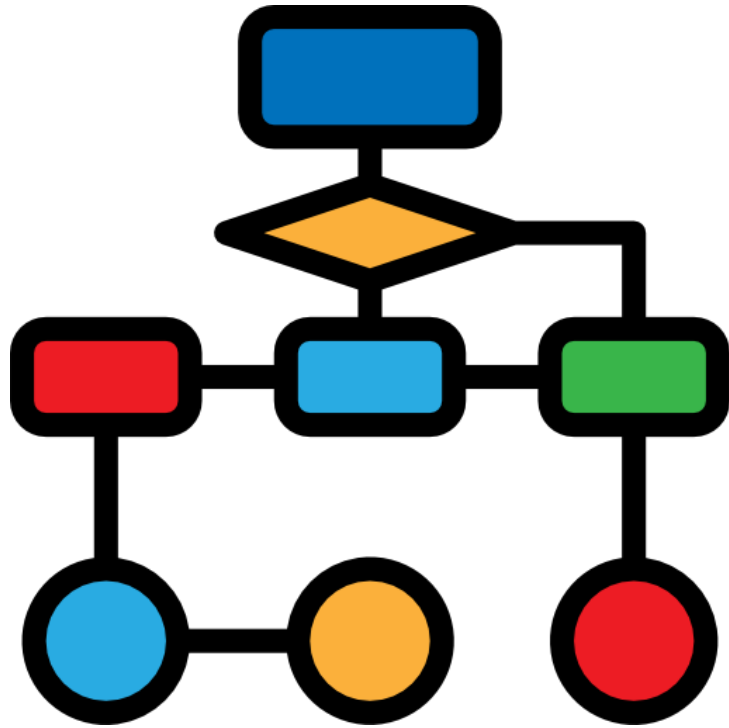
**UBAC & CBAC** budget requests must be submitted by account managers in the SGBPS.

- **April 10, 2023 - May 1, 2023**

**Budget Request Review:**

**04/10-04/14** – SGBPS approvers will review and approve.

**04/15-05/01** - ASAB will review requests for accuracy, work with account managers on updates.



# Budget Process Summary





# 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 and VPSA approve UBAC budgets**
10. **CBAC budgets are approved by campus governors**

## Next Spring

11. **SG President and VPSA approve CBAC budgets**
12. **The BOT and the BOG approve the University's Budget which includes SG's budget**



# How to Budget for Expenses





# How to Budget for Expenses

## Recommended references for budgeting:

1. **Download 3 Year Budget to Actual form @ [www.fau.edu/asab](http://www.fau.edu/asab)** (Review a summary of spending for your account, over the past 3 years)
2. **Download Spend Categories @ [www.fau.edu/asab](http://www.fau.edu/asab)** (Explains which expenses should be budgeted to each spend category)
3. **Obtain prior year and current year Quickbooks reports from campus treasurers, SG CFO, or ASAB.** (Displays a year-to-date budget to actual by spend categories for a SmartTag)





# How to Budget for Expenses

## OPS

- **When you access your account via the SGBPS, prior year's OPS will auto populate in your current request. Use the positions that are currently there as a guide to budget.**
- **Most OPS position are in the budget per statute, thus you can use the statutes as a guide.**
- **Quickbooks and the 3 Year Budget to Actual tool, show you how much of budgeted OPS has been expensed in the past.**



# **How to Budget for Expenses**

## **Salaries and Benefits**

- **Only professional staff budget for S&B**
- **Supervisors have access to current base salaries for their staff in Workday**
- **Increases and changes must be approved by the VPSA**
- **The SGBPS will calculate benefits and raises on base salaries**



# **How to Budget for Expenses**

## **Programs and Services and Food Services**

- **Review your spending from the prior year to determine the budget for Food Services and Programs and services**



# How to Budget for Expenses

## Support Services

- **Background checks**  
For each OP\$ or new or unfilled AMP/\$P position you must budget **\$45.25** for each position
- **Staff Liability Insurance**  
For each AMP/\$P Staff in your budget current, new, or unfilled, you must budget **\$300** for Liability Insurance for each person
- **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
- **Computers**  
ASAB will provide Campus Directors with a replacement list from SAIT
- **Golf Carts**
  - **Repairs**  
Review prior year spending for estimated cart repair
  - **Replacement**  
Contact ASAB for replacement information for your golf cart



SG Budget Planning System

# Budget Request Form Instructions





# 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)



# **Budget Request Form Instructions**

**Follow the instructions for the Account Manger's and Approver's SGBPS Users Guides (Approvers must wait for Account Managers 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)**