



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, www.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 VPSA**
- **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 Statues**
- **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	<u>\$5000</u>
	\$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:

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

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
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 Manger 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



Q&A

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