2026-2027

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 7, 2025**

  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 7, 2025 – May 2, 2025**

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

Budget Process Summary

This workshop is for the 2026-2027, Student Government budget year. For the period July 1, 2026 – June 30, 2027.

Budget Process Summary

Current Spring Semester

1. Account Managers Submit their budgets via the SGBPS
2. Budget submissions are reviewed by assigned individuals on the approval chain in SGBPS
3. ASAB review requests

Fall

4. Submission are updated items such as mandates for raises and changes in 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. VPSAEM 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, download Budget Spend Categories. The budget spend categories, explain which expenses should be budgeted to each spend category

The are four spend categories, that A&S accounts have available in the SGBPS:

- **Support Services**
- **Food Services**
- **Programs and Services**
- **Travel**

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

Be prepared to explain any variances from prior year's budget in the SGBPS; Example variance statement: We added a new program coordinator.

How to Budget for Expenses

OPS

- Minimum wage will be $15.00 in FY26-27
- Where applicable, position hours must be budgeted per SG Statues
- No position can be budgeted more than 20 hours per week

Be prepared to explain any variances from prior year's budget in the SGBPS; Example variance statement: 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.**

Be prepared to explain any variances from prior year's budget in the SGBPS; Example variance statement: 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

Be prepared to explain any variances from prior year's budget in the SGBPS; Example variance statement: We added program 3 for fy 27, thus the increase year over year.

How to Budget for Expenses

Support Services

- **Background checks**

  For each OPS and AMP/SP or new or unfilled AMP/SP position you must budget $52.00 for each position

- **Staff Liability Insurance**

  For each AMP/SP 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**

  ASAB will provide Campus Directors with a replacement list from SAIT

- **Golf Carts**
  - **Repairs**

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

  - **Replacement**

    Contact ASAB for replacement information for your golf cart

How to Budget for Expenses

Travel

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

Campus to Campus travel for 2 staff	**$200**
Professional Development for 2 staff	**$4000**
	$4200

Be prepared to explain any variances from prior year's budget in the SGBPS; Example variance statement: 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