# 2025-2026
# Student Government Budget Workshop

# Key Dates

# 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.

# 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, explainswhich 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

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

# How to Budget for Expenses

# 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 |

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

# Q&A

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