

**Imperial College Union  
Annual Budgeting Timeline 2022/23  
Clubs, Societies, and Projects Board / 12<sup>th</sup> January 2023**

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Purpose: To review the proposed process and timeline for annual budgeting 22/23.

Decision: To approve the process and timeline.

### 1. Introduction

Funds allocated to Clubs, Societies, and Projects (CSPs) in the form of Union grant are essential to the student experience at Imperial. All CSPs, whether applying for grant or not, are expected to complete a budget for the next academic year. These are seen as essential for the CSP to predict their costs for the following year, to then be used as a working document by the next committee to prevent going into debt. Grant exists to support CSP activity, not to fully fund it. Guidelines for applying and allocating grant is detailed in the Annual Budgeting Policy.

For the academic year 22/23, we have been given the provisional total CSP grant allocation value of £425,000, which was the value allocated in 20/21 and 21/22.

We will be introducing a new budgeting system built on eActivities for annual budgeting this year, which at the time of writing is in the process of being built.

### 2. Timeline

CSPs, Constituent Union (CU) Committees and Management Group (MG) Committees will be significantly involved in the budgeting process. Key dates are shown in Table 1.

*Table 1: Key dates for CSPB Budgeting 22/23 [Second Term]*

Date (WC)	Action
16 Jan	Training opens
23 Jan	Budgeting opens for CSPs
26 Jan	CSPB 1: Training for MGs
20 Feb	Budgeting closes for CSPs
20 Feb	Budgeting opens for MG1
23 Feb	CSPB 2: Management Group Budgets
06 Mar	Budgeting closes for MG1
06 Mar	Budgeting opens for MG2
20 Mar	Budgeting closes for MG2
23 Mar	CSPB 3: Resolutions

Following resolutions, an initial scaling process will be issued if necessary to reduce our total grant allocation to the provisional grant allocation from FAR. Scaling will be issued in a manner that treats all CSPs equitably.

Provisional scaled grant allocations will be released with an opportunity for appeals.

Final grant allocations will be approved by FAR in May and all CSPs informed.

### 3. Management Group 2 Allocations 22/23

Management Group	MG2 Allocation	Estimated number of budgets
Arts & Entertainments	Community Culture	46
Recreation	CGCU	48
Sports	RCSU	57
CGCU	Arts & Entertainments	42
ICSMSU	Silwood	67
RCSU	Sports	58
RSM	ICSMSU	46
Silwood	Knowledge RSM	22

All CSPs, whether applying for grant or not, should submit a budget. However, secondary management group approval is primarily to review grant approvals. The estimated number of budgets have therefore been calculated using the total number of CSPs in MG1 and the estimated number of grant requesting CSPs in MG2, using data from 21/22 budgeting.

DPCS & DPFS will be MG1 this year for Community, Culture, and Knowledge sectors, and CSPs in the incubator.