

Annual Budgeting Policy 2017 – 18

In brief

- Your work as a committee member on your club's budget this year will dictate what your club is eligible to receive in terms of funding from the CSP grant.
- The budgeting methodology we follow attempts to split the grant as fairly as possible.
- The grant exists to support activity, not fully fund it. The rest of the costs are covered by income such as membership, sponsorship and other fundraising.
- In order to be eligible for Annual Budgeting, your club must charge a minimum of £2 membership with the exception of Departmental societies.
- This budget is not just for grant allocation, it is for the club to predict what costs will be incurred to them next year and plan accordingly to avoid going into debt. Clubs not wishing to charge for membership are still expected to submit an Annual Budget.
- This policy explains the guidelines that the committee follows to help allocate funds fairly.
- When you submit your budget, do not copy and paste last year's as you may be running new activities in comparison (which will cost the club more if the budget is not updated), your costs may have also increased.
- Be specific, if you put “~£500 for instructors” instead of “10x40 minute sessions at £47/session totalling £470 (Inc. VAT)”, clearly the latter is more likely to be approved.
- If your club is currently in debt, you will need to supply an up-to-date financial plan for reducing your debt. Please send this as a document to dpcs@imperial.ac.uk by the initial budgeting deadline.
- Be honest, we want to support all students fairly, don't lie on your budget (see club conduct)

Introduction

This document was produced by the Club, Societies and Projects Board (CSPB). The discussions surrounding the content of the document have centred on key issues that have been raised during the main budgeting process in the years since CSP budgeting was centralised to CSPB.

Decisions enforced by this policy, and the policy itself, may be amended by 2/3 of the members present at a meeting of the Clubs, Societies and Projects Board.

Timeline

The budgeting process for the 17/18 session will take place between 16 December 2016 and 14 March 2017. Key dates are as follows:

13 December	Open Online Budgeting Form
27 January, 12:00	Close Budgeting for Clubs
	Open Budgeting for Management Groups
2 February, 12:00	Close Budgeting for Management Groups
	Distribute Management Group Budgets for Queries
16 February	<i>Deadline for Management Group Queries</i>
20 February	Distribute Sabbatical Recommendations
27 February, 18:00	Budgeting Meeting 1: Discussion of CSPB A, B, C, E & W lines
13 March, 18:00	Budgeting Meeting 2: Allocate ring-fenced amounts Percentage allocations for all lines
16 March	Distribute Allocations to clubs & Open Appeals
23 March, 12:00	<i>Deadline for Appeals</i>
TBC	Budgeting Meeting 3: Appeals Meeting
TBC	Distribute Final Budgets to clubs

Membership of the Committee

The committee who will be making budgeting decisions for the academic year 2017/18 is the Clubs, Societies & Projects Board. The membership of this committee, and the representatives for each society, are also contained in the table below. You should contact the relevant contact of your constituent union/ management group if you have any questions.

Constituent Union/Management Group	Name	Contact email
Arts & Entertainments Sector (A&E)	Peter Bridgman	ae.chair@ic.ac.uk
Sports Sector (ACC)	James Medler	acc.chair@ic.ac.uk
Community Sector (CAG)	Scott Redmond	cag.chair@ic.ac.uk
Culture Sector (OSC)	Lanqing Chen	osc.chair@ic.ac.uk
Recreation Sector (RCC)	Thomas Pleece	rcc.chair@ic.ac.uk
Knowledge Sector (SCC)	Ellis Skinner	scc.chair@ic.ac.uk

City & Guilds College Union (CGCU) Treasurer	Andrew Hill	vpfs@imperial.ac.uk
City & Guilds College Union (CGCU)	Claudia Caravello	engineering.president@imperial.ac.uk
Graduate Students' Union (GSU)	Luke McCrone	gsu.president@imperial.ac.uk
Imperial College School of Medicine Students' Union (ICSMSU)	Daniel Faehndrich	icsm.cs@imperial.ac.uk
Royal College of Science Union	Michael Edwards	rclu.president@imperial.ac.uk
Royal School of Mines Union	Benadict Conway Jones	rsm.vpcs@imperial.ac.uk

Budgeting Categories

There will be 5 budgeting categories, into which each budgeting line should fall.

- CSPB-A **Core Operational expenditure**
- CSPB-B **Core Development expenditure**
- CSPB-C **Non-core/Unsubsidized Expenditure**
- CSPB-E **Office/Stationery Expenditure**
- CSPB-W **Welfare Expenditure**

Whilst clubs are expected to label their budgeting lines using these categories, CSPB hold the power to reallocate the category at any point during the process.

They will judge this based on the Aims and Objectives that the club submits as part of their budget. **These should be ranked, with the club's most important aim/objective first**

Please note: CSPB-B lines may not be subsidised this year, however this does not mean that you should code everything as CSPB-A. The committee will use your ranked aims and objectives to ensure that lines are allocated to CSPB-A and B appropriately.

Key Decisions & Priorities

Club Conduct

A 2/3 majority of the committee may, in the event that deliberate deceit is discovered during the budgeting process, reduce a club's allocation to £0. This can be appealed during the appeals funding round, in which the remaining funds from the two previous meetings will be allocated.

The budgeting policy, in particular those sections relating to sponsorship & SGI amounts, rewards clubs that run their entire turnover through the Union system. Budgets will be judged against previous year's expenditure.

Funding schema

Budgeting Lines and Appeals will be discussed according to the schema below – which are aimed to provide a common language and framework. The schema have been prioritized as follows – that is to say, need is considered more important than the reach of an activity.

All budget lines should be justified with direct reference to these headings, and should aim to fulfil the requirements of as many as possible.

Need	Funding allocated based on a club needing the funds to run
Reach	Funding allocated based on the number of Imperial Students reached
Merit	Funding allocated based on providing a unique aspect of the student experience
Priority	Funding allocated based on the activity being particularly important as part of the society's activity
Effort	Funding allocated based on the time put into an application

High Cost Activity Clubs whose total subsidy per member exceeds £100 should provide strong justification for why the extra Grant significantly benefits their members.

SGI

Levels of SGI above 100% of the average turnover for the past 3 years will require very specific justification within a budget application. This should be for a specific item or type of expenditure that cannot be bought within a single academic year.

In addition, clubs with over £10,000 of SGI will need to provide a justification. These numbers will be based on the closing balance in the club's accounts at the end of academic session 16/17. Money in a Designated Members Fund (DMF) will not be considered during the budgeting process, except where a budget line directly funds a DMF.

Sports and Minibus Subsidy Subsidy will be available up to the values set by the venues operated by Sport Imperial. These numbers are included in

Appendix C – Pricing Matrix for Sport Imperial venues & Minibuses.

Exceptions to this may be made where e.g. using a closer venue reduces the travel costs, or no suitable facility is operated by Sport Imperial. For up-to-date affiliation fees for the next academic year please contact y.vines@imperial.ac.uk.

Printing & Publicity Funding for this will be considered as part of a normal budget. Core Club Printing should be coded under "Printing Costs", and all such lines will be considered in conjunction with the budgeting criteria.

Sponsorship & College Funding Clubs expecting to receive more than 25% of their annual income in total from sponsorship, donations, and college funding will have their budgets reviewed in detail, and should be provided strong justification for their continued requirement for Union Grant. Further clubs may be asked to provide justification during the budgeting process.

Failure to declare expected sponsorship or College Funding will be considered as deceit by CSPB.

Funding for Individual Society Members

Subsidy will be available to individual members only in the case that the funds directly benefit the club as a whole. A maximum of half the cost will be eligible for subsidy.

Health & Safety Expenditure

Health and Safety Equipment & Training Costs shall be considered as normal Equipment & Instructor costs, and will not be eligible for additional funding.

Food & Drink

Food and Drink should be coded under "Hospitality" and will only be funded where consumption of food and drink falls into the core aims & objectives of the club.

Ring Fences

Each year funds are ring-fenced for a set group of clubs in the January meeting of

CSPB. Currently the following groups fall within this and should submit a full budget application;

RCC VVMC (614)

RCC RCS Motor (640)

RCC RSM Motor Club (648)

2017-18 Changes

The following clubs will not receive ring-fenced funds and should submit a full budget application;

Silwood Exec (550)

For CSPB-E Subsidy:

A&E Felix (381)

ICSMSU Exec (655)

RCSU Exec (730)

RSM Exec (645)

CGCU Exec (600)

A&E Exec (400)

Appendix C – Pricing Matrix for Sport Imperial venues & Minibuses

Facilities		Minibuses	9-seat	15-seat
Sports Hall /Hr	£48.00	Up to 2 hours	22.50	29.50
Badminton Court /Hr	£11.60	2-4 hours	38.00	55.00
Squash Court /45 min	£3.25	4-6 hours	59.00	83.00
Swimming Pool /Hr	£33.00	6-12 hours	79.00	105.00
Swim Lane / Hr	£6.60	12-24 hours (weekdays)	103.00	135.50
Fitness Studio /Hr	£42.00	12-24 hours (week <u>ends</u>)	128.50	150.50
Heston (Indoor)	£12.00	Weekend (3pm Friday to Midnight Sunday)	263.50	300.00
		Extra days (after 1 full week)	63.00	77.00
		Emergency days (unplanned)	45.50	59.00
Fuel /mile	£0.28	Full Week	443.50	535.00