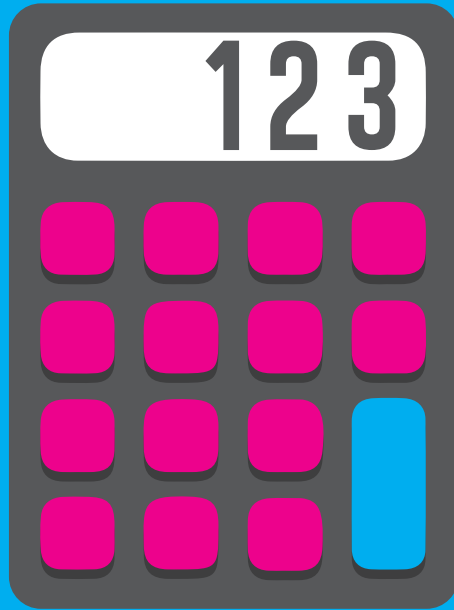


2017/18 edition



CSP Budgeting

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Introduction

Welcome to the Budgeting Guide which contains information to help you produce your budget request for the year 2017/18. This should be used by all Club, Society & Project Chairs and Treasurers when writing their annual budgets.

Each year the College gives the Union a sum of money, a subvention, to be spent on our members. A large proportion of this, approximately £350,000 is allocated directly to our Clubs, Societies & Projects to support student activities.

It's important that you write a budget for your Club, Society or Project. Without one, your group cannot be considered in annual budgeting or be allocated any grant. Writing a budget will also help you think about the progress of your club, society or project, what activities you envisage your group doing in the following year and how you will develop or change. Writing an annual budget demonstrates that your club is planning and managing finances well, and can be used as evidence of this when applying for other sources of income.

You will find it useful to look at previous budgets, and equally your successors will find your budget useful if it is detailed and done well. Bear in mind that the budgeting process changed last year and previous budgets may not be perfect but they are still a good tool to use.

The Activities Development Fund which was new this year will be continuing in 2016/17. This is a pot of money that can be applied to throughout the year and will ensure that budgeting is not the only opportunity you have to request funding from the Union. It is designed to help support new and unplanned activities that come up during the course of the academic year.

We hope this Budgeting Guide proves useful. Remember there are many officers and staff who can answer questions and give support so use the contacts page on the back if you need help.

Good luck with your budget application!

The Process

Grant money is allocated to student groups to subsidise costs of core activities for current student members. This is decided at the Clubs, Societies and Projects Board over the course of three to four meetings. This board is made up of Sabbatical Officers, Constituent Union representatives and Management Group representatives.

Your club will be represented by your Management Group or Constituent Union, it's important you work with them so that they understand your club's activities and the budget you have written. They have a lot of groups budgets to represent so may set their own deadlines in order to allow time to go over your budgets before the final deadline on eActivities. Their contact details can be found at the end of this training manual.

At the Clubs, Societies & Projects Board, decisions will be made on the size of the Activities Development Fund and the amount of money that is left to be distributed in this budgeting process. You will see later that the funding is split into boards. CSPB – A is for core costs and will be considered first. Decisions will be made on percentage levels of funding for the different categories, for example transport. This can then be increased or decreased for individual budget lines after.

After the core costs in CSPB – A are considered, we move on to CSPB – B which are non-core costs. CSPB – C is for costs that cannot be funded or that you are not asking for funding towards.

It is important you include everything in your budget even if you are not applying for funding towards some activities. This will give everyone an understanding of how active you are and what other costs members incur.

All budget lines will be examined and scrutinised by your own Management Group or Constituent Union and then by the Clubs, Societies & Projects Board. They may decide to move lines from CSPB – A to CSPB B or C or any other way. For this reason, ensure you apply to the correct board. If an activity cost is core to the Aims & Objectives of your group and your group would cease to exist without it, it should be in A. If an activity is relevant to your group and you would like funding for it but it's not essential, it should be in B. Strong budgets usually have budget lines in A, B and C and display other methods of income clearly such as sponsorship, event surpluses and membership contributions.

It's important that you include detailed information in every part of the online submission form to assist your representative and the board in understanding your group's activities and making decisions. A lack of information has in the past led to reduced grant allocations; remember there are over 360 Clubs, Societies & Projects who are considered in this process so little time can be given to obtaining extra information from individual clubs.

Timetable

Date/s	Action
16 December	Budgeting opens for CSPs on eActivities
20 January	Budgeting closes for CSPs (12:00)
	Budgeting opens for Management Groups (12:00)
	Budgeting meeting 0 (18:00)
27 January	Budgeting closes for Management Groups (12:00)
7 February	Budgeting meeting 1 (18:00)
21 February	Budgeting meeting 2 (18:00)
14 March	Budgeting meeting 3 (18:00)
17 March	Distribute final budgets to CSPs

Please note the above timetable is subject to change at the discretion of the Deputy President (Clubs & Societies) and the Clubs, Societies & Projects Board. For this reason please pay attention to informative emails and stay in touch with your Management Group or Constituent Union.

Building your budget

Before launching into eActivities it is important to build and consider your budget beforehand. Your budget is a simple balance of your group's income and expenditure for the following academic year. The best place to get accurate information for these figures is from your transaction pages on eActivities for the previous years but bear in mind that activities change and develop so don't just copy a previous budget. Creating this annual budget is important as it provides information on your expected income and enables your group to plan its expenditure.

Annual income should include:

- ▲ Sponsorship
- ▲ Membership Fees
- ▲ Contributions from Members e.g. match fees or SGI
- ▲ Anticipated grant from the Union

Annual expenditure should include:

- ▲ Core activities
- ▲ Social Activities
- ▲ Contributions to running costs
- ▲ Other events

Once you have calculated your grant request you need to split the amounts into relevant funding codes and write a justification for each amount explaining why your group need it and what it will be used for . Remember your Management Group or Constituent Union can assist you with this so take the opportunity to work with them.

Funding criteria

These factors will be taken into consideration when awarding funding:

- ▲ Self Generated Income: How much SGI a Club, Society or Project has will be considered, and whether this SGI has been allocated for investment in club activities. Where a club has a large amount of SGI and no plan for how they will spend it, they may be ineligible to receive grant or receive a reduced amount. Turnover of the Club, Society or Project will be taken into account here. Efforts to raise their own source of funding will be looked on favourably.
- ▲ Amount of money to distribute: There is a limited amount of funding that can be distributed. Funding requests may be deemed to be too large to fund given other competing requests and to ensure funding is distributed fairly.
- ▲ Improvement in activities: Whether a Club, Society or Project has increased its levels of activity and this has had an impact on costs due to a greater level of participation.
- ▲ Economies of scale and efficiency: Whether these can be achieved will be assessed, and the sharing of resources between Clubs, Societies or Projects will be encouraged where possible. It is also recognised that lower membership may result in higher costs on a per member basis.
- ▲ Sporting leagues: The accompanying increases in costs for promotions and demotions in leagues and competitions will be taken into account, looking at facility usage and location of matches, however funding will not be awarded as a reward for promotion.
- ▲ Aims & Objectives: how far the activity meets the aims and objectives of the Club, Society or Project will be considered.
- ▲ Justification of the expenditure: Poor quality applications and requests may be rejected due to a lack of substantiation or lack of transparency in figures.
- ▲ Number of students benefitting: The students who benefit do not all have to be members of the Club, Society or Project, but only Imperial students should be taken into account. Direct and indirect benefits will both be considered.
- ▲ Level of subsidy and remaining cost of participation: How much impact the funding will have on subsidising the activity and whether this will have a positive effect on access to the activity.

- ▲ New activities: It is recognised that Clubs, Societies or Projects will innovate and we should encourage innovation. Funding decisions with new activities will usually have less information to base the decision upon but as far as possible a lack of previous budgets to base decisions upon should not be a major factor in the awarding of funding.
- ▲ Loss of external income streams: Income such as sponsorship or ticket sales can be variable on an annual basis and sometimes this is out of the control of the Club, Society or Project. As a result funding should be awarded in exceptional cases where externally generated income has failed to be generated. This should not be awarded where income has failed to be secured due to negligence or circumstances under the control of the Club, Society or Project Committee.

Items which are ineligible to receive funding

If you have items that are not eligible for funding or you do not want to request funding for, you must still include them in your budget so the Clubs, Societies & Project Board understand your group. These should be put in the CSPB – C board.

- ▲ Activities which are contrary to Union policies or legal requirements.

- ▲ Tours, as defined by the Tours Policy as funding can be applied for through this process. Policy is here: imperialcollegeunion.org/your-union/policies/45.
- ▲ Direct donations to external charities or individual events and activities which aim to raise money for charity. This is due to imperial College Union being a registered charity and charity law.
- ▲ Events and activities where the primary purpose is for social reasons and falls outside of the core aims and objectives of the Club, Society or Project. This would usually include dinners, balls, bar and club nights.
- ▲ Costs of food and drink where the event or activity falls outside of the core aims of the Club, Society or Project.
- ▲ Large equipment item purchases which would be eligible to apply to the Harlington Trust.
- ▲ Affiliation fees for individuals where there is no benefit to the wider membership of the Club, Society or Project.
- ▲ Activities which do not comply with the aims and objectives of the Club, Society or Project.

Completing your Budget on eActivities

Budget submissions must be made using the eActivities system, detailed guidance on how to use the system is available in the Core Finance booklet. The information here is only about the specific budget submission parts. When you are logged into the system select Finance, then Budgets and finally Annual Budgeting.

Aims & Objectives

Aims and Objectives should be the same as those in your constitution which should be on eActivities but if you think they should be different you can change them in here. This part is important as the Clubs, Societies and Projects can come back to this section to see if an activity is fulfilling the aims and objectives of your group and can be classed as core. Use the extra notes section to explain any changes in finances, activities or membership size here. This will help your representative understand your club and budget.

The entry from last year can be viewed by clicking on the Previous Aims & Objectives tab. When you have finished click Submit Aims & Objectives.

SGL and Extra Notes

If you have a large amount of self-generated income please detail your plans for its use. If you have bills outstanding please pay them as soon as possible or detail this in this section so the board understand the current financial situation of every club. Also include if you have a designated members fund please provide

information on what it is for and when you plan on spending it.

Use the extra notes field to explain any changes in your activities, costs, membership or anything else. A lack of information and a poorly written budget can have an impact on what grant you are allocated. Providing enough information will help your Management Group or Constituent Union understand and support your budget. Please remember the Clubs, Societies & Projects Board will not necessarily understand how your group works and you are one of over 360 Clubs, Societies & Projects so there will not be enough time to find out information you should include in the budget.

Membership Details

If your Club, Society or Project does not charge for membership, you may not be eligible to receive a grant. You should still submit a budget so there is a financial plan for the following year to help develop your group and the budget can be used if you apply for funding from elsewhere, displaying you are managing your finances well. The minimum membership fee is £2 or (final grant/ target student membership X 10%). The final grant in this calculation excludes Freshers, Insurance, Magazines and Newspapers and Handbook Subsidies Remember that membership is subject to VAT at a rate of 20% or 5% in the case of a sports club.

Budget Submissions

Use the Budget Submission tab to enter the amounts of money you will be spending and receiving in each of the available categories and how much subsidy you would like to receive for each one.

Please include all expenditure and income for your Club, Society or Project's activities for 2015-16 and remember there is a limited amount of money available.

There are various boxes to complete in each budget line:

DESCRIPTON – All of Clubs, Societies & Projects Board will need to understand what your activity is and how it meets your aims and objectives. Don't assume knowledge about your activities and ensure to include how you calculated the cost and the income.

CATEGORY - Choose a category from the drop down list that best explains the expenditure.

RANK - Use to rank how crucial the expenditure is. 1 – Most Important will relate to Aims & Objectives required for the Club to operate. 5 – Least Important would be used to rank additional extras less related to Aims & Objectives. Within each category, you can only have one budget line in each rank so the system will not let you put everything as 1.

COST - This needs to be a realistic cost based on previous years and any updated prices you can find. Please check with

sport imperial what the facilities costs will be for the year before submitting your budget. The minibus price can be found here: imperialcollegeunion.org/minibuses/price.

INCOME - Please give details of any income related to the expenditure, for example ticket sales to an event or other membership contributions.

SUBSIDY - Subsidy levels are agreed upon by CSPB, you can therefore request as much or a little subsidy as you require. Stronger budgets are those that are accurate and take into account income that will cover some expenditure and are realistic. Note that some expenditure is not eligible for subsidy and should be and should be in CSPB – C.

BOARD - Choose the board to which you are applying for funding.

- ▲ CSPB – A is for core expenditure
- ▲ CSPB – B is for non-core expenditure
- ▲ CSPB – C is for expenditure you are not asking for funding towards or cannot be funded. We still need to know so we are aware how active your society is, how much you spend each year and how much members contribute throughout the year.
- ▲ CWB – to apply for funds from the Community & Welfare board
- ▲ Exec – only for groups who have an office on campus and is used for office phones, equipment and stationary.

Appeals

Once you have been informed of the outcome of this budgeting process for your club you may wish to appeal decisions if you are unhappy with the allocation. Appeals can be made to the Clubs, Societies & Projects Board and you will need to work with your Management Group or Constituent Union on this. However before you do this please consider the other sources of funding that are available and detailed below.

Other funding sources

It is unlikely you will get everything you requested but there is no need to worry. You will be given reasons by your Management Group for why you did or did not receive the funding you requested. They will also be able to give you advice on your next steps. Some funding requests may have been turned down because there are alternative pots of funding available for you to apply to.

Activities Development Fund

The Activities Development Committee is primarily aimed at funding new ideas and initiatives that you come up with during the course of the year and may also set aside money to encourage Clubs, Societies & Projects to get involved in certain campaigns and initiatives. It uses the same criteria in allocating funding as during the initial budgeting process described above. The form can be found online here: imperialcollegeunion.org/activities/running-club/forms.

The Committee may additionally consider applications for funding to cover events that have made a loss, where the event went through the correct channels of approval, and the loss could not have been avoided. Changes in costs due changes in use of venues and facilities due to the space booking process taking place after the initial budgeting rounds will also be considered by this Committee.

Tours Funding

Each year, Imperial College Union applies to the IC Trust for funding to distribute to student groups who go on tours around the UK and the rest of the world, representing Imperial College London in their activities. This fund which is usually about £30,000 can be applied to through the tours process. If you are planning a trip or tour, especially when outside of the UK, special arrangements apply to ensure the activity is planned appropriately. Even if you are not requesting funding from annual budgeting for trips, tour and expeditions, be sure to include them in your annual budget so it's clear what your annual activities are. Tours training manual: imperialcollegeunion.org/sites/default/files/Trips%20%26%20Tours%20%E2%80%A2%E2%80%A214.pdf.

The Harlington Trust

The Harlington Trust was established in 1989 to manage money received from the gravel extraction operation at the Harlington playing fields, for the benefit of Imperial College students. The Harlington Grants Fund Committee oversees the allocation of grants on behalf of the Trust. You can apply for grants for equipment, training and other costs. For more information, visit the Imperial College website or get in touch with the Deputy President (Clubs & Societies).

Sponsorship

Sponsorship is a great way to increase the income and support for your Club, Society or Project. Many large companies have pots of money set aside for sponsorship and small companies will sponsor groups too but you have to put some work in to get it. There is lots of useful information and tips in our training manual (imperialcollegeunion.org/training/clubs-societies-projects/sponsorship). For more information, get in touch with the Deputy President (Finance & Services).

Contacts

There are many people that can assist you if you have questions or problems during budgeting. Your first point of contact should be your Management Group or Constituent Union representatives who are detailed in the policy here:

<https://www.imperialcollegeunion.org/dbfile/pbf/121>.

You can also contact:

Deputy President (Finance & Services) dpps@imperial.ac.uk

Deputy President (Clubs & Societies) dpcs@imperial.ac.uk

For queries about the online system please email club.web.enquiries@imperial.ac.uk. Your Management Groups chairs and Treasurers will also be able to provide you with help and advice. Their details can be found in Key Contacts for Volunteers.

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