

Imperial College Union
Deputy President (Finance and Services) Report
A Note by the Deputy President (Finance and Services)

Clubs and Societies

The Finance Manual should be finished by the time you are reading this; it has been dragging on for far too long now! A lot of time has been put into the manual to differentiate between the basics of C&S finances and more in depth knowledge required mostly by CSC/FU chairs and treasurers. Hopefully I have produced something that is useful to clubs and societies and indicates best practise.

At the moment I've been working with a number of societies is assisting them plan for the larger events of the year, such as Mega Maalai, East Meets West, and The Bhangra Showdown. Additionally there have been a large number of Freshers' events run by our clubs and societies which are being approved.

Access requests for the website have been coming in large quantities with not too much confusion over the difference between .org website and the "heeps" Union webserver.

Due to new procedure a large amount of time has been dedicated to reviewing sponsorship contracts which are now required prior to an invoice being issued. Most of the clubs understand why this is being done and are welcoming the changes.

I have recruited a new Honorary Senior Treasurer for the Recreational Clubs Committee; Mr Matthew Smith who works with the RCS HST, Shaun Crofton, in the Mechanical Engineering department.

A new income system is currently in development which utilise spreadsheets and email to replace the existing paper income forms, most definitely a work in progress. It should be fully tested and implemented by the start of term.

Additionally, we have 4 shiny new minibuses which were inspected for faults at the start of this week.

Investigations

Unfortunately I've had to look into some clubs and societies that misbehaved last year and have only just come to light, nothing as spectacular as last summer though.

Freshers' Week

Obviously this has taken up a fair proportion of my time. Line-up has been finalised, which I'm quite pleased with despite a number of cancellations. There are few things left to resolve such as arranging payment for the marquee and all should be resolved by the end of the week. Initial ticket sales are good so far, with approximately 1,000 tickets already pre-sold to halls.

Working together with the Trading Manager and the Entertainments and Promotions Manager, the Ents Card has been overhauled; I feel it now represents real value for money.

On a similar theme, the preliminary budget for Summer Ball 2008 is being worked on and I have been discussing with the Entertainments and Promotions Manager on how we can build on the success of the Centenary Ball.

Website

The website upgrade is immanent, which adds a club and society administration interface, enhances the front page and overhauls the meetings and policies system. I will report on its full capabilities at the next Exec once it has gone live.

I've had brief discussions with the Union web server System Administrators about how we can develop a content management system for clubs and societies, and the possibility of upgrading the ageing system (or farming it out to College). I will be meeting with various parties in the near future to establish what is required from the web server and what opportunities for development exist.

Commercial Services

Daytime catering operations within dBs are currently under review, anyone with any ideas or feedback, please get in touch. Our new coffee machine is now cranking out cappuccinos and I am testing it rigorously and as a result I have spent the last week in caffeine wonderland.

On Monday I attended Plasa 07, a sound and light exhibition at Earls Court, with the Union Entertainments and Promotions Manager to look at developing the Union's sound and light systems as well as looking for ideas to use during Freshers' Week and Summer Ball.

Financial Regulations

There is currently a gap in the levels of authorisation as a result of the changes made to the Financial Regulations during the Governance Review. This has caused a large number of questions over the reasons for the changes and the implications; however this will be resolved swiftly and should not be a cause for alarm.

The relevant changes made within Regulation Six – Union Financial Regulations are highlighted below:

Limits of Authority

21. The Deputy President (Finance and Services), or in his/her absence one of the other Deputy Presidents, shall authorize all other expenditure up to **£10,000**.
22. The Executive Committee shall authorize all expenditure over £100,000 up to **£500,000**.
23. The Trustee Board, on the recommendation of the Executive, shall authorize all other expenditure.

The level of authority has been changed from £100,000 to £10,000 with no explanation, and without altering the lower limit of the Executive Committee, essentially leaving an expenditure loophole between £10,000 and £100,000 which, according to point 23, would be authorised by the Trustee Board on the recommendation of the Executive.

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