

Imperial College Union
Budgeting Guidelines for Management Groups
By Henry Whittaker, Deputy President (Clubs & Societies)

These guidelines are intended to clarify how Management Group Execs should be scrutinising the budgets of their Clubs, Societies & Projects. **They are intended to be a guide only** and there will always be some clubs which don't fit into the general model, so be prepared to make exceptions.

Everyone is different: Remember all management groups function in a different way and allocate money for different areas.

Overview of Process

07/01/2013 – Club/Society/Project Budget system opens for submissions.
25/01/2013 – First Email to clubs: Deadline reminder
29/01/2013 – First Email to clubs: Deadline reminder
02/02/2013 – First Email to clubs: Deadline reminder
04/02/2013 – DEADLINE: Club/Society/Project Budget system closes for submissions.
05/02/2013 – Initial Management group allocations open
18/02/2013 – Initial Management group allocations close
19/02/2013 – Budgets made available to all management groups
26/02/2013 – pre meeting to remove unrealistic budgets
28/02/2013 – Clubs & Societies Board Budgeting
01/03/2013 – Final Management group allocations open
01/03/2013 – Appeals to Management Groups open
01/03/2013 – Clubs informed of initial allocations
21/03/2013 – Final Management group allocations close
21/03/2013 - Appeals to Management Groups close
22/03/2013 - Final allocations from Management Groups to Clubs/Societies/Projects communicated
07/05/2013 – Appeals to Clubs & Societies Board
23/05/2013 – Appeals to Union Executive Committee

Before the Budgeting meeting

So, onto the things you should be doing:

- 1) Get your **clubs to do budgets**, and **do one for your Exec**. In the club budgets ask them to include everything- this includes socials for the year even if they don't receive subsidy for them. Remember the deadline is the 5th February.
- 2) If you have time arrange individual meetings with all of your clubs chairs and treasurer. Make sure they all email in beforehand and bring along a copy of their budget on paper and give them advice on it and explain the process and how things should be justified. At this point ensure that they are not requesting ridiculous amounts and writing rubbish. If they ask for stupid things tell them!
- 3) If the clubs submit them early, please try to **check them** and ask them to add more detail if necessary. There is the other option asking them to email in budgets. Remember as management groups you can set earlier deadlines ensuring you have time to tweak things.

- 4) Find out from your clubs the average member spend- you can go into as much or as little detail as you like, but broadly speaking **the more you know about what members are spending and what your clubs are doing the better**. You will be able to cut their budgets more accurately and defend them better in the meeting. If you have met with the groups you will already be in a good position.
- 5) We will be penalising ridiculous budgets. Make sure your clubs know this, any ridiculous budgets you receive we will decide how to deal with.

Initial Management group allocations:

Do a first round of cuts. Be sensible giving out money for no reason just makes more work for others and will get cut. Don't be afraid to cut or increase funding- look at the figures, not just what they got last year. Things to look at are:

- a. **Is their cost accurate- can you see it in their transactions?**
- b. **Is the club gaining money and how much? What is this being used for?**
- c. **Is their cost reasonable or sensible?**
- d. **Have their costs increased?**
- e. **Are they increasing/decreasing activity?**
- f. **Are they increasing/decreasing membership numbers/costs?**
- g. **Did they spend the money they were given last year? If not, is there a reason for this?**
- h. **What are the impacts from equipment the club need to function are they saving money for this?**
- i. **Are they charging members reasonable amounts? If their costs have increased are they charging more for this?**

Best Practice:

- It is not necessary to spread Grant money between several different categories
- If you have any queries or concerns contact the club.
- Punish groups for poor utilisation and activity reward growing groups.
- Do not completely remove clubs Grant, but do heavily reduce numbers where needed.

How it will run this year:

Budgets available Beforehand

Budgets will be made available to all management groups before the meeting. This will allow any major objections or suggestions to be made before the initial meeting.

All club account pages are available online so you can use this resource when needed.

We will be producing numbers for total income and expenditure that will be published to highlight inflated figures.

Format of the pre meeting

- 1) All budgets will have been made available beforehand
- 2) Ridiculous budgets will be penalised, removed completely or asked for a modified submission

Format of the meeting

- 1) Early decision on Vintage Vehicles essential funding.
- 2) Early decision on Silwood exec.
- 3) We will show you the total applied for by all Management Groups, and the total pot available to you and each MG will have the opportunity to make voluntary cuts to their budget.
- 4) MGs can propose cuts to other MGs, and the proposed cut can be accepted or declined by the affected MG.
- 5) MGs can propose cuts to other MGs, and the proposed cut is voted on by the board.

Rules for the meeting

- 1) Only one person to speak at a time. If you wish to make a point, raise your hand and the DPCS will note your name.
 - a. First offence- verbal warning
 - b. Second offence- expulsion from the meeting for a period of time at the discretion of the DPCS
- 2) Any points made must be new and brief.
- 3) No swearing or shouting
 - a. First offence- verbal warning
 - b. Second offence- expulsion from the meeting for a period of time at the discretion of the DPCS
- 4) No personal attacks
 - a. First offence- verbal warning
 - b. Second offence- expulsion from the meeting for a period of time at the discretion of the DPCS

The aftermath-

Once subsidy is allocated to Management Groups, it remains the responsibility of the Management Group Chair and Treasurer to decide how that subsidy is allocated on a case-by-case basis to their Clubs or Projects.

For example if CSB end up deciding to subsidise 30% of the ACC's transport costs and 30% of the ACC's ground hire costs the ACC exec are free to move this money around. If the ACC exec finds that some societies have significantly higher ground hire costs than others then the ACC exec is free to redistribute grant to more heavily subsidise expensive ground hire if they see fit.

Appeals

If a club chooses to appeal:

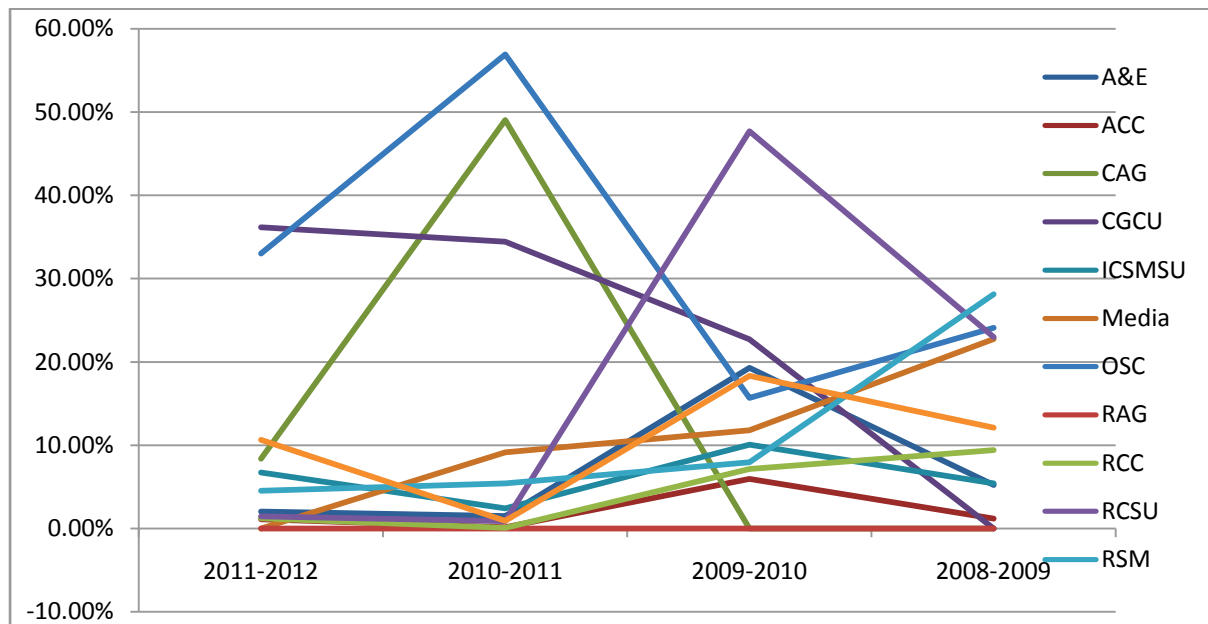
- 1) The appeal goes to a Management Group meeting where they must find money from other clubs within the Management Group.

- 2) If that fails the appeal can be taken to CSB where they can propose taking the money from any of the other CSPs.

If a MG chooses to appeal:

- 1) The appeal goes to CSB where they must find money from other Management Groups.

Information:



Percentage grant underspend by year