

**Club Society and Project (CSP) Contingency Policy**  
**A policy by Deputy President (Clubs & Societies)**

**Background**

Contingency is used to cover unforeseeable expenses which would significantly impact upon the financial health of a Club, Society or Project and prevent them from fulfilling their Aims & Objectives. This policy details the areas covered by contingency and the process by which contingency claims can be made. The purpose of contingency is twofold; it performs the role of insurance for equipment and covers expenses that could not have been foreseen.

**Unforeseeable expenses**

1. These are unexpected expenses that could not reasonably have been foreseen or budgeted for and includes those relating to equipment as detailed in the equipment section.
2. They will not include expenses due to negligence including missing deadlines.
3. They will not include expenses due to lack of reasonable knowledge or information that can be easily obtained.
4. With all activities and events there is inevitably an element of unknown. Budgets should be designed to take this into account.

**Equipment**

1. Contingency can be used to cover the costs of equipment that is lost, stolen or accidentally damaged only if all avenues to recover costs from third parties or relevant insurance have been exhausted.
2. It will not cover equipment that has failed due to wear and tear. Budgets should be designed to take into account the maintenance and replacement of equipment.
3. It will not cover equipment that has failed due to insufficient or incorrect maintenance.
4. It will not cover damage or loss due to negligence or careless use.
5. Stolen equipment will only be covered when stolen from a secure storage location. A crime reference number must be included in the contingency request.

**Contingency Claim**

1. This should be submitted to the club's Management Group or Constituent Union.
2. A contingency claim may be made for a future purchase or expenditure incurred in the last 6 months.
3. Clubs who have already made expenditure are not guaranteed contingency funds.
4. Claims should contain enough detailed information for the following to be taken into account when considering a claim:

- a. The cost incurred
  - b. Explanation of how the cost came about
  - c. Remedial action taken to reduce cost
  - d. Details and explanation of current financial situation including self-generated income and action taken to source funds from elsewhere
  - e. A crime reference number for stolen equipment
5. Claims passed by the management group will then be considered by Clubs, Societies & Projects Board (CSPB).
6. For contingency claims of £1500 or over, these must also be considered by the Executive Committee.
7. In cases where the CSPB contingency amount is used up, Clubs Societies or Projects who feel their aims & objectives cannot be fulfilled due to an unforeseen expense should approach the Deputy President (Clubs & Societies) or Deputy President (Finance & Services) for advice and support.

**Awards:**

1. When a contingency claim has been fully passed it shall be awarded within 10 clear college days