Amenities Fund Review
2015

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Introduction

Imperial College Union has been administering the new Amenities Fund since August 2014 when we agreed with College that we would offer training, support and an IT system to underpin the fund.

This first review looks to answer questions about the two distinct parts of the fund. Firstly the fund itself, its make-up and how it has been used in the first term. Secondly, the system that the Union has provided to the users and administrators of the fund.

In each area we have conducted a survey of the Hall Wardening Teams and the elected Hall Committee members. The report collates both the quantitative and qualitative data and offers recommendations of how to improve them for the upcoming academic year.

Background

In early 2014 we published our response to the College's Residential Experience Review. The Union's view was that the Amenities Fund represented an important element of the social opportunities and pastoral care offered as part of the halls experience. However, the fund was inequitably contributed to, by students, across the accommodation portfolio and the rules around what it could be spent on were unclear and inconsistently applied.

The Union recommended that the fund be made up from the same contribution per student and that expenditure of the fund was student-led. Our existing system, eActivities, that deals with student groups, including our 340 Clubs, Societies & Projects, was suggested as one that could be extended to offer functionality to the Amenities Fund model.

The Amenities Fund

The Amenities Fund for 2014/15 is considerably less than for 2013/14. Contributions from students are £1 per student per week, whatever type of room they have or which hall they are in. This amount was considered too low by both the Union and the Hall Wardens and raised to £1.50. Due to the timing of this decision, the rent prices had already been advertised and the 50p difference was paid by the College.

The amount of money

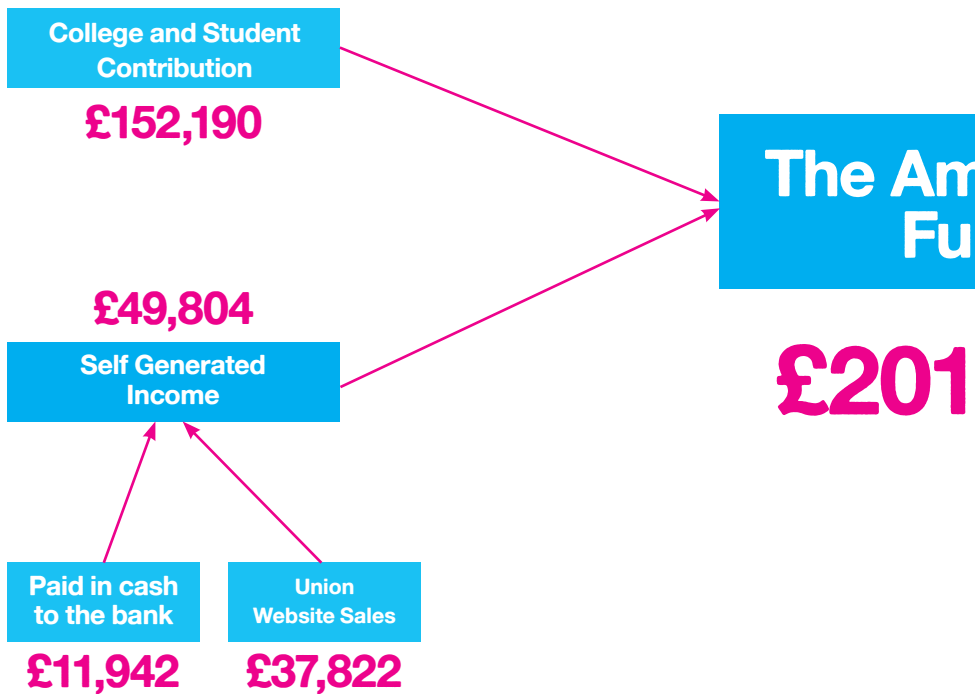We asked both Hall Committees and Wardening Teams:

College Contribution

↓ £0.50

The Amenities Fund
£1.50 per week

↑ £1.00

Students' Rent Contribution

Do you think that this year's total of £1.50 per student per week was sufficient to provide a suitable amount of activities in the first term?

YES
26%

NO
74%
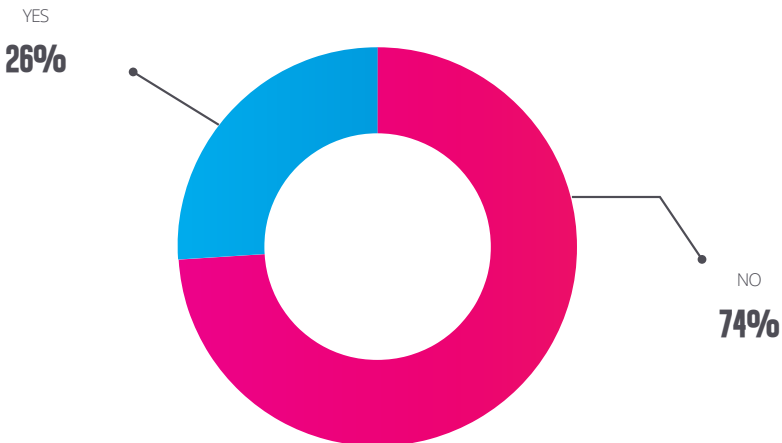
What has the fund been spent on?

The total value of the fund, assuming full occupancy, is £152,190. On top of that the Halls have generated a further £49,804 of income making a total of £201,274. The income was mainly generated through our online sales option in our eActivities system which allows the Hall Committees to put a shop product on our website, with sales going straight into their account with the Union.

College and Student Contribution

£152,190

**The Am
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£201

£49,804

Self Generated Income

Paid in cash to the bank

£11,942

Union Website Sales

£37,822

Expenditure by Type

Hospitality	£46,322
Cultural Activities	£27,344
Consumables	£26,886
Travel Expenditure	£5,936
Equipment Hire	£2,883
Health & Safety	£2,015
Equipment Purchase	£1,753
Decorations	£1,161
Acts	£969
Cleaning	£841
Printing Costs	£723
Disposables	£318
Staff Subsistence	£161
Music	£134
Affiliation Fees	£100
Crockery and Glasses	£97
Stationery	£68
Fuel	£57
TOTAL	£117,768

**enities
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,274

= £83,506 left to spend
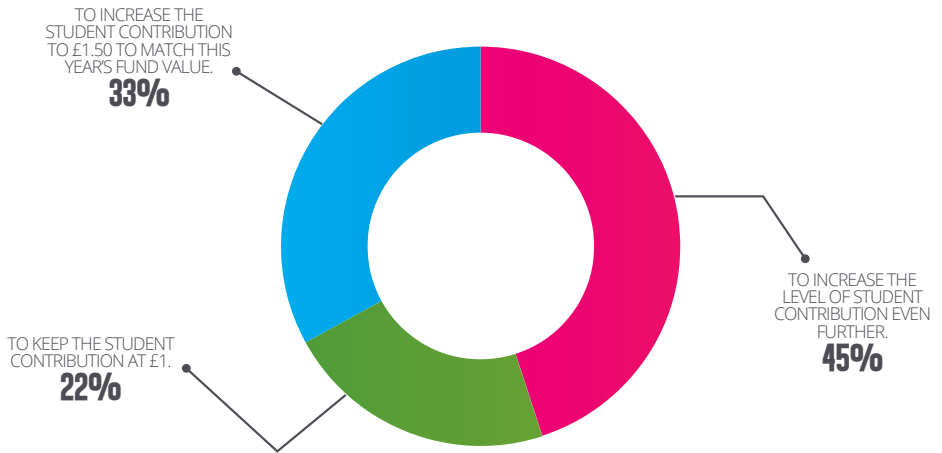
Who has money left to spend?

The following table details how much money each hall received from the Amenities Fund, how much they have generated through online sales, how much they have spent so far and how much they have left.

Hall	Budget	Income	Expenditure	Remaining
Beit	19,323	4,329	(11,187)	£12,465
Bernard Sunley & Southwell	15,732	4,833	(12,105)	£8,460
Boat House	399			£399
Falmouth & Keogh	8,835	1,954	(9,159)	£1,630
Fisher	8,664	969	(4,560)	£5,073
Gabor	9,006	8,991	(11,829)	£6,168
Holbein & Willis Jackson	10,545	3,631	(10,075)	£4,102
Linstead	7,980		(4,498)	£3,482
Pembridge & Parsons	7,866	1,312	(2,816)	£6,361
Selkirk	7,125	2,621	(5,285)	£4,460
Silwood Halls	5,871		(236)	£5,635
Tizard	7,239	9,311	(13,464)	£3,086
Wilkinson & Weeks	12,654	5,180	(10,854)	£6,980
Wilson House	22,287	12,606	(23,807)	£11,086
Xenia	8,664	2,572	(7,118)	£4,118
TOTAL	£152,190	£58,310	£(126,994)	£83,506

What should be the value of the fund in 2015/16?

For the fund to stay at the current total level of £1.50 per student per week in 2015/16 the amount students pay would have to rise by £0.50 per week. We asked the Hall Committee members:

For the £1.50 per student per week level of funding to be maintained, next year's students will have an increase of 50p per week on their rent, on top of any other increases levied by Campus Services. Which would you prefer?

TO INCREASE THE STUDENT CONTRIBUTION TO £1.50 TO MATCH THIS YEAR'S FUND VALUE.
33%

TO INCREASE THE LEVEL OF STUDENT CONTRIBUTION EVEN FURTHER.
45%

TO KEEP THE STUDENT CONTRIBUTION AT £1.
22%

We also asked how much they thought the fund should be if it was increased and the general consensus amongst the Hall Committee members was around £2.00 - £2.50. You can see the full list of their free text answers in Appendix B & C.

Recommendation

For the total amount per student per week for the Amenities Fund to increase to at least £2.

There was also some confusion around the decrease in the amount of money in the fund and a perception that the rents should have decreased accordingly. The Union does not know how the rents are calculated and some members of the Hall Committee expressed a view that 'Campus Services had reduced the amount they contribute to the fund'. This is clearly not the case and we should work together to better explain and promote how the rent is calculated and what proportion of that is for the fund.

Recommendation

To better explain how rent prices are calculated, especially to the Halls Committees.

How should the fund be spent?

Some of the biggest changes to the Amenities Fund this year were around the clarification on the rules about how the fund could be spent. The full rules that were circulated to the Hall Wardens and Committees are in Appendix A.

Point 4 states:

4. The Hall Committee is responsible for the spending of hall amenity budgets and management of hall amenity finances under the guidance of the Union.

   a. In addition each Warden team will have a separate fixed College budget for expenditure linked to Wardening, such as printing costs. These expenses must be approved by the Director of Student Support.

   b. Purchasing of equipment for the benefit of students in halls should be organised through Campus Services.

Point 8 states:

8. A guiding principle is that the Student Amenity Fund should be spent on student events.

   a. Expenditure for the 'Hall Senior Induction Week', which takes place in the week before the start of the Autumn Term, must be accommodated within the Warden Budget.

   b. The level and type of expenditure on 'Hall Senior Induction Week' is currently restricted subject to further discussion, and overnight stays outside College are not permitted.

From speaking to the Wardening teams it is clear that point 4a presented a real problem for them this year. The amount of money in the 'Warden Budget' was considered very low and the fact that they couldn't use any of the Amenities Fund for, for example, printing clothes for the Wardening Teams was an issue. Although they were provided with some t-shirts the anecdotal feedback received was that it lost some of the individual halls' identity.

Hall Senior Week is traditionally when all the Hall Seniors and Wardening teams come together prior to the new students' arrival to get the hall ready, arrange events and plan their arrival. This has traditionally included social activities, meals out and team building. Again it was felt that the amount of money in the 'Warden Budget' was insufficient for anywhere near the previous level of funding.

We asked the Hall Committee members:

Do you think that Hall Senior training and socials costs should come from the Amenities Fund?

NO
19%

YES
81%
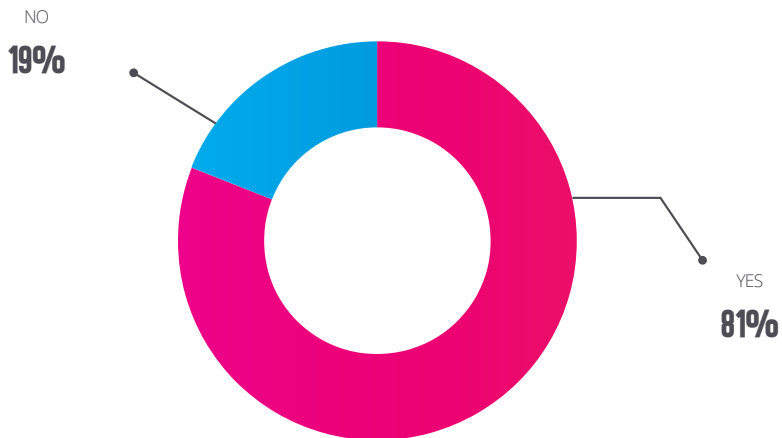
Whilst this clearly shows that Committee Members think that it is acceptable to use the Amenities Fund on activities that are not open to all residents, the free-text comments suggest that the ideal would be for the money to be provided from elsewhere.

Recommendation

More money is provided as part of the 'Warden Budget' for each hall.

The name of the fund

The Amenities Fund as a name does not best describe what the fund is for. Whilst one might infer that the fund is there to make you feel more at home, in reality the fund is more spent on activities and events rather than physical items.

Recommendation

For the Amenities Fund to be renamed to the Hall Social Fund.

Administration of the Fund

Imperial College Union has been administering the Amenities Fund since 1 August 2014 through our eActivities website. eActivities is used by all of our volunteers including Academic Reps, Imperial Plus users, Club, Society & Project Officers and also by Union Staff. The following functionality is available through the system:

		Chair/ Treasurer	Committee Member	Wardens
Shop Administration	Create Product	✓	✗	✓
	Edit Product	✓	✗	✓
	Purchase Summary	✓	✓	✓
Sales invoices	Create	✓	✗	✓
	Approve	✗	✗	✗
	Request customer	✓	✗	✓
	Request new address	✓	✗	✓
Credit Notes	Create	✓	✗	✓
	Approve	✗	✗	✗
Banking Records	Submit	✓	✗	✓
Claims	Create	✓	✗	✓
	Approve	✓	✗	✗
Purchase Orders	Create	✓	✗	✓
	Approve	✓	✗	✗
	Request new supplier	✓	✗	✓
	Request new address	✓	✗	✓
Credit Card	Create	✗	✗	✗
	Approve	✗	✗	✗
	Request new supplier	✗	✗	✗

		Chair/Treasurer	Committee Member	Wardens
Imprests	Create	offered	not offered	offered
	Approve	offered	not offered	not offered
	Upload Receipts	offered	not offered	offered
Internal Charges	Create	offered	not offered	offered
	Approve	offered	not offered	not offered
Transaction Corrections	Create	offered	not offered	offered
Event Budgets	Create	offered	offered	offered
	Approve	offered	not offered	not offered
Activity Codes	Request new code	offered	not offered	offered

■ Functionality offered

■ Functionality not offered

Training

A accompanying training manual was produced which included step-by-step instructions on how to use all the functionality of the system. This manual can be seen in Appendix D.

We asked the Hall Committee and Wardening team users:

How helpful did you find the training manual supplied as part of the system?

VERY HELPFUL.
10%

VERY UNHELPFUL.
6%

HELPFUL
65%
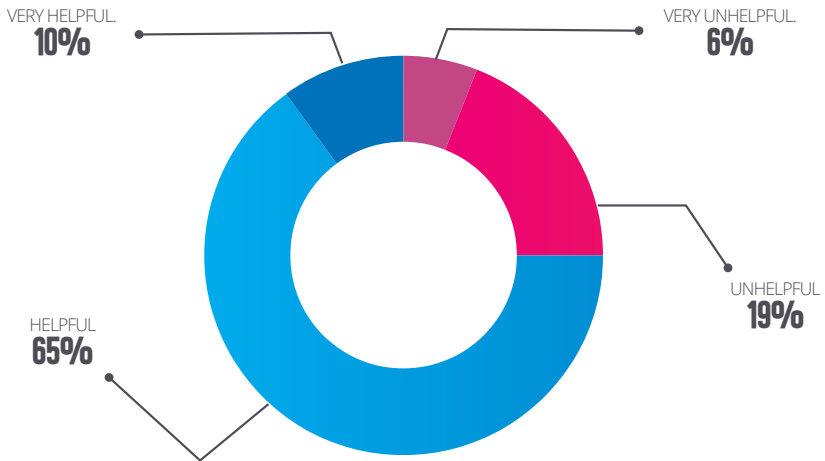
UNHELPFUL
19%

Despite a 75% users finding the training manual helpful or very helpful, it is clear we could improve the manual that we provide. We have also been asked to provide face-to-face training sessions for the Halls users. Although we don't provide this to our other eActivities users, it is something that we should investigate.

Recommendation

For the eActivities for Halls of Residences training manual to be reviewed and improved with input from the Hall Committees members.

Satisfaction with eActivities

We asked the Hall Committee and Wardening team users:

Please rate your satisfaction with the following elements of eActivities:

Question	Very Unsatisfied	Unsatisfied	Satisfied	Very Satisfied
Speed of payment	6%	11%	52%	31%
Ability to see how much of the fund had been spent	2%	14%	62%	22%
Responses to queries or problems	5%	18%	67%	10%
Interface/Ease of use	2%	19%	60%	19%
Speed of system	9%	19%	53%	19%

The lowest mean score was 'Speed of system'. The speed of the eActivities is a constant complaint we receive by all users. We are continually improving the speed of the system through software and hardware changes however in the medium to long term we are looking into changing the entire software platform it is based on.

The biggest spread in satisfaction was around 'Speed of payment', which had the highest number of 'Very satisfied' users as well as reasonably high number of 'very unsatisfied' respondents. Further investigation highlights a handful of incidents where payments did not get paid in a timely manner. Others, it would seem, feel that three working days is still not quick enough. Setting clear expectations of what is possible with the system in our training would help with this.
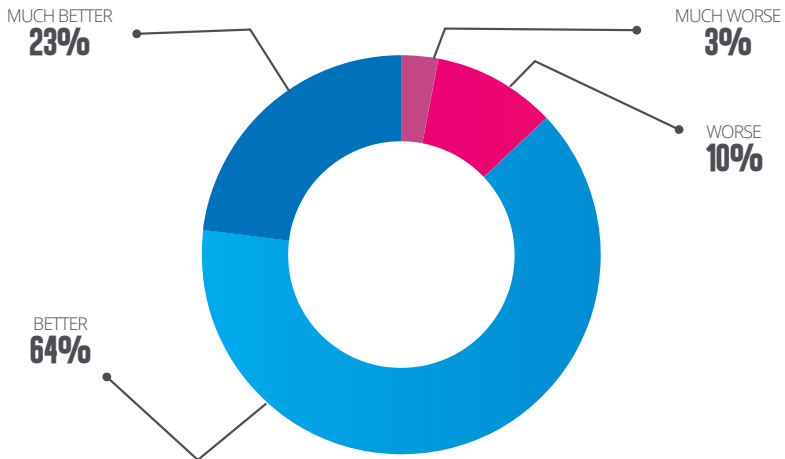
Recommendation

Review the eActivites system architecture with a focus on improving the speed and usability of the interface.

Recommendation

Clearly state speed of payment expectations in the training manuals and training sessions.

We asked the Hall Committee and Wardening team users:

How would you rate eActivities compared to previous College provided systems?

MUCH BETTER
23%

MUCH WORSE
3%

WORSE
10%

BETTER
64%

Recommendation

Invite Hall Committee members to our monthly eActivities User Group to gain an insight into improvements we could make to the system.

eActivites Usage and fund administration costs

The following table shows how many completed transactions have been processed through eActivities on behalf of Halls of Residence since 1 August 2014.

Document	Count	Total Value
Budget Journal	1	152,190
Banking Records	9	11,942
Claim Forms	378	(48,983)
Correction Journals	10	-
Imprests	4	(1,918)
Internal Charges	20	(14,903)
Online Sales	1836	35,472
Purchase Orders	24	(51,294)
Sales Invoices	1	1,000
TOTAL	2,283	£268,719

2,283

Completed transactions through eActivities since 1 August 2014.

3,341

167 users have logged in to eActivities 3,341 times since 1 August 2014.

The system has also been widely used by both the Wardening Teams and Hall Committees with 167 users having logged in at least once. In fact since 1 August there have been 3,341 instances of users logging into eActivities to administer the Amenities Fund. This figure doesn't include when a user has viewed the Transaction Pages for a Hall as these aren't behind a login.

Online sales through the Union website had contributed £35,472 to the fund through 2,283 transactions. Assuming our average cost per transaction from our online card payment provider, the cost of providing this service is £274; we do not pass this charge on to the halls.

Every one of the 378 claims that have been processed have been inspected by members of our Finance Team as well as then approved through Natwest's online portal Bankline. Whilst Banking Records have to be reconciled against our regular bank statements to verify that the money has been banked and to the value stated.

Every transaction over the value of £250 has been checked and aproved by one of either our Deputy President (Finance & Services) or Deputy President (Clubs & Societies). This has proved time consuming and not the best use of the time of a mandated and elected student leader. Owing to the value of these transactions; this work would be better done by a member of staff with appropriate knowledge and seniority.

We are not able to calculate the staff/Officer Trustee time spent administering the fund to this point, however it has proved more time consuming that we had initially predicted. Some of this is a function of running this service for the first time this year. We hope that as the users, and we as administrators, get more used to providing the service to halls that this might decrease. However with many of the users being new each year the potential for large time savings are low.

Recommendation

To transfer the ultimate responsibility of approving hall expenditure over £250 to a trained member of Union staff.

Appendix A - The Provost Policy and Union rules

Alex Mckee
02/07/2014 13:28

Amenities Fund

1. The Hall Committee is responsible for the appropriate use of hall amenity finances; overseen and guided by the Union with support from the Warden.
   a. The Hall Committee should be elected within three weeks of the beginning of term.
   b. The Hall Committee will be elected inline with the Union's Bye-laws section G – Minor Elections.
   c. The constituency of the hall of residence is defined by all full-members of the Union paying to live in the hall of residence.
   d. Each Hall Committee will have at least a Hall Committee Chair and a Hall Committee Treasurer.

2. All Wardens, Hall Committee Chairs and Hall Committee Treasurers should receive training in Union's Financial Procedures.
   a. Training manuals for all aspects of eActivities will be made available online.
   b. All Hall Committee Chairs and Treasurers will be required to complete a number of 'Training Quizes' to validate their learning through training before being allowed to approve expenditure.

3. The Hall Student Amenities account is funded by an amenities charge levied on the student's via the rent. This money is used to facilitate a core social programme for the students throughout the year in accordance with the Union's policies and procedures. These funds must be administered in line with the financial procedures of the Imperial College Union which are delineated in the training manuals for Clubs and Societies and Projects.

4. The Hall Committee is responsible for the spending of hall amenity budgets and management of hall amenity finances under the guidance of the Union.
   a. In addition each Warden team will have a separate fixed College budget for expenditure linked to Wardening, such as printing costs. These expenses must be approved by the Director of Student Support.
   b. Purchasing of equipment for the benefit of students in halls should be organised through Campus Services.

5. Any balances on Hall accounts may be carried over into the following financial year under prior agreement with the Union.

6. Income & Expenditure reports and transactional data are readily available on the Union's eActivities system, which are accessible to the Hall Chair and Treasurer and Wardening team as required.
   a. The reports provide detailed transaction listings and if there are any queries arising a member of the Union Finance Team can be contacted for more details.

7. It is recognised that the events that the Student Amenities Fund covers are typically not phased evenly over the year. That said, no more than 50% of the full year budget can be spent by the end of the Autumn Term and no more than 80% of the budget by the end of the Spring Term.
   a. The Union will deposit the full amount of money, as self-generated income in to each hall's account on 1 August each year based on full occupancy and 38 weeks.

    b. Campus Services will provide a monthly update on occupancy and a correction will be applied in the form of a debit to each hall's account.

    c. For the avoidance of doubt, these percentages refer to **net expenditure** figures, i.e., after the gross spend has been offset by any additional funds collected from the residents in respect of certain events. A pre-approved level of expenditure is calculated for each Hall to be able to spend prior to the end of October (when the rental income is due to be received).   This is calculated on the basis of bed spaces per hall and with the assumption that no more than 40% of the full year budget can be committed before the end of October. These amounts represent limits on gross spending, i.e., it is not permissible to spend more than this in anticipation of future receipt of income from residents. Expenditure up to this level will only be approved for the Freshers' events and any other events pre-booked up to the end of October.

8. A guiding principle is that the Student Amenity Fund should be spent on student events.

    a. Expenditure for the 'Hall Senior Induction Week', which takes place in the week before the start of the Autumn Term, must be accommodated within the Warden budget.

    b. The level and type of expenditure on 'Hall Senior Induction Week' is currently restricted subject to further discussion, and overnight stays outside College are not permitted.

9. In line with Student Union Financial procedures any expenditure through eActivities should be authorised by the Chair or Treasurer up to the value of £250. Any expenditure over £250 should also be approved by a Union Sabbatical Officer or delegated staff member, as decided by the Union's Board of Trustees Finance & Risk Committee.

    a. Any event that is held externally or for which tickets are provided over the expenditure value of £500 should be accompanied with a completed and approved Event Budget.

        i. Any event with expenditure over £1,000 will require discussion with a member of the Union's Finance Team.

        ii. Any event with expenditure over £10,000 will need to be approved by the Union's Head of Finance.

        iii. If the Hall Committee decide that they would like to run an event or trip that will be in excess of the funding provided by the Student Amenity Fund, then a full business case (event description, date of event, number of attendees, location, cost of event, amount to be charged per student, justification for event) should be provided for the College Finance Team in order to assess. Expenditure of this nature will only be approved once funds have been transferred to the Union.

    b. Any approved expenditure will trigger a notification to the Warden of that hall of residence in the form of an email.

10. The Wardens, Treasurers or Chairs should only pay for items or events from personal funds (using personal credit/debit cards etc) in **exceptional circumstances** and Expense Claims must be authorised and submitted to the Union Finance Department for payment and as soon as the expense is incurred. This will minimise the Wardens, treasurers or chairs funding a Union liability through their personal finances.

11. Hall Dinners should be arranged within the College where at least equal value for money can be achieved compared with outside venues and to support the College.

   a. As with all expenditure, any expenditure with the College will require a Purchase Order to be raised in eActivities before a College Invoice will be paid.

12. Training Manual links

   a. Making a claim
      https://www.imperialcollegeunion.org/training/finance/basic-finance/making-a-claim

   b. Money in
      https://www.imperialcollegeunion.org/training/finance/money

   c. Money out
      https://www.imperialcollegeunion.org/training/finance/money-out

   d. Event budgeting
      https://www.imperialcollegeunion.org/training/finance/event-budgeting

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Appendix B - Survey - Committee Members

My Report
Last Modified: 12/22/2014
Filter By: Report Subgroup

1. Are you:

#	Answer	Bar	Response	%
1	A member of a Hall Committee		85	100%
2	A member of the Wardening Team		0	0%
	Total		85	

Statistic	Value
Min Value	1
Max Value	1
Mean	1.00
Variance	0.00
Standard Deviation	0.00
Total Responses	85

2. Do you think that this year's total of £1.50 per student per week was sufficient to provide a suitable amount of activities in the first term?

#	Answer	Bar	Response	%
1	Yes		20	27%
2	No		53	73%
	Total		73	

Statistic	Value
Min Value	1
Max Value	2
Mean	1.73
Variance	0.20
Standard Deviation	0.45
Total Responses	73

3. For the £1.50 per student per week level of funding to be maintained, next year's students will have an increase of 50p per week on their rent, on top of any other increases levied by Campus Services.Which would you prefer?

#	Answer	Bar	Response	%
1	To keep the student contribution at £1.		16	22%
2	To increase the student contribution to £1.50 to match this year's fund value.		24	33%
3	To increase the level of student contribution even further.		33	45%
	Total		73	

Statistic	Value
Min Value	1
Max Value	3
Mean	2.23
Variance	0.63
Standard Deviation	0.79
Total Responses	73

4. If you think the level of student contribution should be higher please explain how much and why here.

Text Response
Student Contribution should be £2. I don't understand why there is an extra 50p independent of Campus Services- what will this be going to? For this Hall, £2 would give approximately an extra £7000 which would allow the halls to be a lot more flexible than they currently can be. in actually running some events. These have a huge impact on students who can otherwise feel isolated at Imperial- it is vital for welfare and settling into what can be quite a daunting city. Practically no events have been able to take place after Freshers' Week due to lack of funds, on top of Freshers activities being cut. This shouldn't be such a big issue- £2 is very little, but IS such an issue since the cost of rents is astronomical to start with. It would very much help students be more understanding if the College/ Campus Services was transparent about how the rest of rent was divided up. We're talking about under an eightieth of the rent here- what about the other 79/80s?
The rent is already extremely high, what nobody ever seems to get a justification for is why Campus Services and College have to continuously reduce their contribution the hall budget. By saying "if we increase the hall budget, we have to increase rent" is not a sufficient reason. I refuse to believe that the colleges funds are being moved away from halls and being but to better use. This needs to be explained using means other than the above statement. Why can't the amenities fund be the same as it always was without increasing rent?
At least £2.50 per student per week. The difference in the strength of community within halls between the current year's residents and last year's residents is phenomenal. After the initial month we have had to keep money aside for traditional events that are run throughout the year (end of year dinner, boat party, etc.) meaning there close to no more Hall events to be run. In turn the community feel that just started to grow in the starting weeks is given no chance to flourish. In comparison, last year there was at least an event every week and the hall felt like a much friendlier and safe environment.
Only a smallish increase, say 20p. I feel the events were a little to lopsided (many at the start and end of term). Obviously this makes sense, but another medium sized event in mid-late november could be a possibility.
0.5 p higher to ensure that they get a great freshers fortnight and that some money is left for other events through out the year. A great hall experience builds on the events provided by the hall!
£2 would be aufficient, i don't thinj anyone would mind paying an extra £1 a week to have better events put on by the halls. After all, as a student you have to live with these people for a year so the activities particularly in freshers fortnights are import and there should ba many, fun activities that people want to go to.
Regarding the overall rent, increasing it by 50p or 1 pound is in my opinion manageable for everyone. The events the Hall-Team organises is an important life of the hall experience and does not only hekp to get to know each other but also to intensify the community over the year. With this year's busget we already had to make cuts on subsidising events which led to some events even being completely cancelled. I think a contribution of 2 pounds would contribute to the quality of events.
To £2 because it would have been nice to have that extra money to fund a corridor event each term, e.g. a subsidised meal Hall seniors also do not receive enough for the work that they put in.
Between £2 and £2.50 a week, all of it from the rent paid by the student. This is a fixed sum of money which all students are willing / have agreed to pay so it is best if the fund for their activities comes from this too. Increasing the rent is an option but as a percentage of the current rent, £2 is a small amount (1.5%-2%) so I feel this is feasible without increasing the rent any further.
Students are paying more for less than previous years got. Its unfair and mean of the college to expect students to pay more for activities.
The halls are home away from home for students and it is extremely important that they feel as good as possible while living here. Most of the students that choose to live in halls step into a new chapter of their lives, moving to a place where they barely know anyone. I believe it is the social interaction via hall organized social events that helps build a small but strong community and helps student adapt to the new environment. The budget this term had to be very carefully planned and many times the hall committee had to abandon event ideas due to lowered budget. To avoid cancelling future events and to offer better financial support, I believe that the funding per student per week should be increased to £2.
This is London. A standard tube fare is £2.10. A pint is £3. I think £2 would be the minimum amount of funding to ensure that the Senior and Wardening team can plan and execute the best social experience for freshers. Planning events for 200+ people is extremely hard, even more so when you need to constantly keep an eye on the expenditures. Money makes problems go away faster, and it enables us to DO MORE, BETTER.
2 pounds would give a good balance between our limited budget of this year and the big amount of money we had last year
I would like to see the budget raised to at least £2.00 per week per student. The reasons for this are threefold. Firstly I believe London is one of the best student cities on earth and that it is a shame that many events are limited to hall spaces due to a lack of budgets. As a hall senior I know that last year some of the best events for me in freshers week were those that took me out of the hall environment and let me experience London. A good example of this is theatre trips, which are totally infeasible with the current budget setup. Secondly I believe events should be as inclusive (and therefore varied) as possible. The current set-up limits the number of events versus last year and therefore compromises the variety of events on offer. An increase in the budget would allow for a greater diversity in events which would ,as far as I can see , only be good for participation rates. It strikes me the objective of the amenities budget should be to make halls as enjoyable as possible for as many students as possible and that the current budget may fall short in this. Finally given the amount of time and effort the wardening team puts into these halls I believe it is fairly shameful that they should be put personally out of pocket by senior week. A small portion of the budget should absolutely be available towards funding senior week so that this does not have to happen. It is important to remember that senior week is not just team building, we spent every day organising events, making posters, sorting out hall facilities etc. Without the time offered by senior week freshers week would lack the organisation and number of senior planned events it benefited from so much this year. I believe that a large part of the success of freshers week on a considerably smaller budget this year was due to the time put into senior week and that it is therefore a great shame that the wardens should have to pay for that.
Increase to £2-£3 per week. This tiny increment equivalent to the price of a coffee is leveraged to drive a vastly greater social experience within the hall. A £2-£3 price increase will not be the reason that makes living in halls or living in Eastside expensive for students. Increasing from £1.50 to £3 on a weekly rent of £200, you are changing the price by about 1%, but amplifying the annual amenities budget of the hall by 100%! It is so important to recognise the impact these budget changes have on the hall. As a 2nd year student in halls, I've seen how detrimental the cuts have been to the atmosphere (for which I credit the majority of my positive university experience at Imperial in 1st year to) but haven't noticed any difference in my accommodation payments. Please do not cut the student contribution further, you ought to be doing the opposite: increase it! Thank you
£1 per week is basically nothing for one person. But when it is £1 from everybody in W&W then it can make a serious contribution to Hall events etc.
I think that such a small percentage of the wekly rent is very important for building a sense of community within the hall.
the budget has been cut significantly to the point where it is very difficult to provide events to suit the range of students we can only afford to put on one party per term but we cannot afford to put on more smaller events for the people who do not like drinking and partying which is very unfair and thus they end up secluded
The lack of funding for halls amenities has substantially reduced the amount of activities the hall can provide which does not foster a good halls spirirt
I feel a student contribution of £2 would allow for a more diverse range of social activities within halls. While the events run this year so far have been enjoyable, many have been scaled back from previous years, while very successful social events run in previous years have had to be sidelined to allow for spending in welcome week. The increase in contribution is a minor percentage of the total weekly bill funded by students, and all benefit from these activities.
The question above is a wonderful example of classic Imperial Corporate; there is one logical, reasonable and decent course of action which - of course - is not presented as an option. Given the fabulous amount of time, money and effort the college sees fit to waste on what can only be described as total crap of no benefit to anyone here (see: rebuilding websites, managers to manage managers of managers, the entire business school), and the obsession you have with running everything in such a way as to make Comcast appear to be a reasonable, caring company in comparison (see: Imperial Innovations, aforementioned business school, 'Taste Imperial' [which has provided a wide variety of the worst things I have ever put in my mouth]), you should seriously realise that your reputation for student satisfaction is already fabulous bad and that perhaps you (that is, the college/union, NOT directly passing costs to students) contributing a total of £3/fresher/week is a relative pittance for the impact it achieves. I implore you: remove your heads from your rear cavities and realise that you are running a UNIVERSITY. Not a business. I accept you need to do a certain ro tip: you're pathetic), but making the student experience even worse than it is at present is categorically not the way to go (and don't even get me started on Acton..). amount of underhand dealing, morally dubious bargaining and whatever other crap you feel is necessary to make yourselves feel all way to go (and don't even get me started on Acton..).
-

I would propose £2.50 per student per week. I gather that, when it was £3, there was a surplus in the budget. With £1.50 we have been micro-managing every expenditure this year. Also considering the Hall Senior training (see next question) it should be raised with £1 rather than just £0.50. Some general comments on raising the amount of student contribution. It is without a doubt one of the most integral parts of the first term to have a wide variety of activities with the Hall of residence. These are the people you live with for a year, and having special occasions to get to know them goes a long way to improving the student experience. You may argue that we could get to know each other on normal occasions, but in reality that just doesn't work the same way. Further, the amount of rent already paid in my Hall is relatively high (Princes' Gardens). Therefore, I see it as an appalling idea to cut such a small portion of the rent (such a cut has practically no meaningful effect on a students budget), which at the same time has such a high (negative) impact on the living standard in our Halls of residence.

Although I think that the union should increase its contribution to the amenities fund as opposed to more coming from students, if the only way for the amenities fund to be increased is a higher contribution from students then the student contribution should be increased. I think the contribution should be at least £2 per student. This will enable halls to properly organize events and give students a great halls experience. Furthermore at other universities such as Oxford, Cambridge and Durham the budget they have is significantly higher than at Imperial halls. Imperial is supposed to be competing on the same level as these other universities and therefore the halls experience shouldn't be sacrificed.

I think it should be increased to £3 as from being on the Hall Committee, it is clear that the lower budget we have had this year has had an impact on the frequency of events we can offer the members of these halls. It is important that there are planned activities to allow an enjoyable transition from schools to university- especially one that is based in a large city like London. The halls are meant to be a comfortable, friendly environment which is greatly helped by the activities planned during freshers week. I believe that a decrease in the student contribution would decrease student satisfaction.

As Chair of the halls, I would like to do much more to improve conditions, particularly the cleaning and the general upkeep of the halls. At £1.50 per student, it really isn't much to help improve the general housekeeping of the halls.

The events that a hall can organise in the first term are some of the most important in the entire year. If students have great events to enjoy with fellow freshers in the first few weeks, it can start lifelong friendships in the best environment. The current level is not enough to put on well-subsidiised hall events for the entire year - if ideal prices were to be charged to students (who already struggle to get to grips with all their other first month expenses) then the current funding would last perhaps just past Christmas.

If it were increased to £2 Hall senior training costs could be provided without decreasing the number of activities provided to the hall residents.

The welcome I received as a student was incredible from Gabor Hall, the effort put in by the hall staff and seniors for all of the events made it an enjoyable time settling in. In order for future students to have an equal experience I don't believe the Amenities fund per student should drop below £1.50. Freshers fortnight was packed full of events that were thankfully subsidized by the hall, some of which I would not have attended otherwise. Also apart from welcome week there have been hall events and dinners that have been great experiences.

An increase to the current £1.50 per week is quite sufficient. This is to promote the fortnightly brunches, replacements for equipment and events held in the first weeks. It is imperative in my opinion to have a surplus on the budget just in case for emergencies or replacement services.

At current £1.50 per week, actually a lot of the activities planned by halls in previous years that are very popular could not happen again this year, and many students already complained to me about it, and saying they would rather pay a little more to enjoy more social activities organised by the halls.

This year, I found that the hall committee was well organized and motivated to plan suitable events throughout the year for the freshers, however it was restricted by the budget repeatedly.

There were very few events organised by Bernard Sunley this year, especially during freshers, and I know that i would personally prefer to spend 50p or 1 pound more per week in order for more activities to be organised.

I think the level of student contribution should be up to 2 GBP per head since it is absolutely crucial for the hall to have a comfortable budget within which they are able to organise events of a high standard, since the students' experience in freshers fortnight is crucial to the rest of their university life as they make friends that they maintain for a lifetime in halls in these two weeks. For freshers' fortnight to be a success the events must be fun, and this is extremely difficult to achieve when the hall does not have a high enough budget. Personally I feel there could have been better decorations, more food and drink and more trips around London during the events in Freshers week. It was good overall, but could have been better. 2 GBP per student is not much considering the drastic improvement it would bring in their freshers' experience.

Living in halls helps the student settle into university life and is a very important factor of it. Student contribution is necessary for the hall to offer a welcoming and friendly atmosphere. Student contribution should be 1.50 pounds or higher but not lower than this amount.

£3. Current events are much less than last years events and even with significantly fewer events we are still just within the budget.

£1.50 a week is not enough. weekly hall breakfasts mean spending at least a third of the weekly budget in one go. cutting back hall income reduces opportunities for the hall to spend together. it is important to have activities such as a hall weekly breakfast as it gives a supportive, friendly community feeling to the hall and offers time for everyone to gather together and meet people that you do not see at any other time. student contribution should be at least £3 a week, more times together are needed.

Statistic	Value
Total Responses	37

5. Do you think that Hall Senior training and socials costs should come from the
Amenities Fund?

#	Answer	Bar	Response	%
1	Yes		58	81%
2	No		14	19%
	Total		72	

Statistic	Value
Min Value	1
Max Value	2
Mean	1.19
Variance	0.16
Standard Deviation	0.40
Total Responses	72

7. How helpful did you find the training manual supplied as part of the system?

#	Answer	Bar	Response	%
1	Very Unhelpful		3	6%
2	Unhelpful		9	19%
3	Helpful		34	71%
4	Very Helpful		2	4%
	Total		48	

Statistic	Value
Min Value	1
Max Value	4
Mean	2.73
Variance	0.41
Standard Deviation	0.64
Total Responses	48

8. Please rate your satisfaction with the following elements of eActivities

#	Question	Very Unsatisfied	Unsatisfied	Satisfied	Very Satisfied	Total Responses	Mean
1	Interface/Ease of use	2	11	31	6	50	2.82
2	Speed of system	5	11	28	5	49	2.67
3	Speed of payment	3	7	29	10	49	2.94
4	Ability to see how much of the fund had been spent	2	9	29	9	49	2.92
5	Responses to queries or problems	2	10	35	2	49	2.76

Statistic	Interface/Ease of use	Speed of system	Speed of payment	Ability to see how much of the fund had been spent	Responses to queries or problems
Min Value	1	1	1	1	1
Max Value	4	4	4	4	4
Mean	2.82	2.67	2.94	2.92	2.76
Variance	0.48	0.64	0.60	0.53	0.36
Standard Deviation	0.69	0.80	0.77	0.73	0.60
Total Responses	50	49	49	49	49

9. How would you rate eActivities compared to previous College provided systems?

#	Answer	Bar	Response	%
1	Much Worse		1	2%
2	Worse		7	17%
3	Better		30	73%
4	Much Better		3	7%
	Total		41	

Statistic	Value
Min Value	1
Max Value	4
Mean	2.85
Variance	0.33
Standard Deviation	0.57
Total Responses	41

Appendix C - Survey - Wardening Team

My Report
Last Modified: 12/22/2014
Filter By: Report Subgroup

1. Are you:

#	Answer	Bar	Response	%
1	A member of a Hall Committee		0	0%
2	A member of the Wardening Team		35	100%
	Total		35	

Statistic	Value
Min Value	2
Max Value	2
Mean	2.00
Variance	0.00
Standard Deviation	0.00
Total Responses	35

2. Do you think that this year's total of £1.50 per student per week was sufficient to provide a suitable amount of activities in the first term?

#	Answer	Bar	Response	%
1	Yes		6	20%
2	No		24	80%
	Total		30	

Statistic	Value
Min Value	1
Max Value	2
Mean	1.80
Variance	0.17
Standard Deviation	0.41
Total Responses	30

3. For the £1.50 per student per week level of funding to be maintained, next year's students will have an increase of 50p per week on their rent, on top of any other increases levied by Campus Services.Which would you prefer?

#	Answer	Bar	Response	%
1	To keep the student contribution at £1.		2	7%
2	To increase the student contribution to £1.50 to match this year's fund value.		6	20%
3	To increase the level of student contribution even further.		22	73%
	Total		30	

Statistic	Value
Min Value	1
Max Value	3
Mean	2.67
Variance	0.37
Standard Deviation	0.61
Total Responses	30

5. Do you think that Hall Senior training and socials costs should come from the
Amenities Fund?

#	Answer	Bar	Response	%
1	Yes		26	87%
2	No		4	13%
	Total		30	

Statistic	Value
Min Value	1
Max Value	2
Mean	1.13
Variance	0.12
Standard Deviation	0.35
Total Responses	30

7. How helpful did you find the training manual supplied as part of the system?

#	Answer	Bar	Response	%
1	Very Unhelpful		2	7%
2	Unhelpful		6	21%
3	Helpful		15	54%
4	Very Helpful		5	18%
	Total		28	

Statistic	Value
Min Value	1
Max Value	4
Mean	2.82
Variance	0.67
Standard Deviation	0.82

8. Please rate your satisfaction with the following elements of eActivities

#	Question	Very Unsatisfied	Unsatisfied	Satisfied	Very Satisfied	Total Responses	Mean
1	Interface/Ease of use	0	4	17	9	30	3.17
2	Speed of system	2	4	14	10	30	3.07
3	Speed of payment	2	2	12	14	30	3.27
4	Ability to see how much of the fund had been spent	0	2	20	8	30	3.20
5	Responses to queries or problems	2	4	18	6	30	2.93

Statistic	Interface/Ease of use	Speed of system	Speed of payment	Ability to see how much of the fund had been spent	Responses to queries or problems
Min Value	2	1	1	2	1
Max Value	4	4	4	4	4
Mean	3.17	3.07	3.27	3.20	2.93
Variance	0.42	0.75	0.75	0.30	0.62
Standard Deviation	0.65	0.87	0.87	0.55	0.78
Total Responses	30	30	30	30	30

9. How would you rate eActivities compared to previous College provided systems?

#	Answer	Bar	Response	%
1	Much Worse		1	3%
2	Worse		0	0%
3	Better		15	52%
4	Much Better		13	45%
	Total		29	

Statistic	Value
Min Value	1
Max Value	4
Mean	3.38
Variance	0.46
Standard Deviation	0.68
Total Responses	29

2014/15 edition

eActivites for Halls of Residences

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Contents

Tell us what you think of this training publication

This manual will:

1
Define the types of expenditure and income that each Hall may incur

2
Provide volunteers with step-by-step instruction to use eActivities to process and record money going in and out of the Union's accounts

Frequently Asked Questions

What are the various ways to spend my Hall's money?
Refer to pages 5

What is VAT and how does it affect my Hall's account?
Refer to page 6

I need to order goods from a supplier, how do I do that?
Refer to page 11

I cannot find the supplier, can I create a new one?
Refer to page 15

What do I do when the goods I have ordered arrive?
Refer to page 17

How do I get a cash float in advance for my event?
Refer to page 20

Introduction

This training manual is designed to guide you through the specific processes and procedures for dealing with money leaving the Union via your Hall of Residence and bringing money in.

This booklet is aimed at both Chairs and Treasurers of Halls Committees and any committee members who will regularly be dealing with the Union finance system on eActivities. Depending on the nature of your activities, you will have varying degrees of interaction with the Union regarding finances, however the information in this training manual is required reading.

If you are approving expenditure you will need to have completed and submitted your Financial Responsibility Form and passed the appropriate training quizzes in order to carry out any of the approval processes described in this manual.

You must allow reasonable time for the processes described in this Training Manual to be completed.

Need help?
A contact list is provided in Appendix One – Help and Assistance.

If they are unable to assist you, please contact the Deputy President (Finance & Services).

Money Out

Before you spend any of your Hall's money you need to check that you have the necessary funds (you can do this on the eActivities transaction pages) and that you are authorised to spend that much. In order to maintain some degree of control on how much we spend, there are limits on the amount people can authorise. A CHall Committee Chair or Treasurer can approve up to £250 and anything over this amount must also be approved by a Deputy President.

Types of Expenditure

Claim	Claims are used for smaller expenditure when you or another member of your Hall members spend your own money and need to be reimbursed by the Union from your group's accounts.
Purchase Order	When making larger purchases from suppliers you should use a purchase order. These should be raised in plenty of time before payment is needed to ensure that they can be approved in time and that the purchase order number can be given to the supplier to quote on their invoice. (If the purchase order number is on an invoice it allows the Finance Team to quickly see that the expenditure has been authorised and so payment will be made faster).
Internal Charging	If purchasing goods/services from another group or from a Union department, they will raise an internal charge which you will need to approve to pay them.
Imprest	An Imprest is an advance of money to be used when services must be paid for in cash. The person receiving the Imprest must be a full member of the Union and becomes personally liable for the care of the amount. Receipts should be uploaded to eActivities for all money spent from the Imprest and any money left over must be returned to the Union promptly.

Value Added Tax (VAT)

Value Added Tax (VAT) is a tax charged on most goods or services sold within the UK, imported into the UK or acquired from the EU. The Union is a VAT registered organisation, this includes the activities of Halls of Residences. When any part of the Union sells a product to a consumer (for example to your Hall's residents), it must charge the appropriate amount of VAT. When the Union purchases goods or services from another VAT registered organisation, it pays VAT on those purchases, known as Input Tax. This is recoverable from the HMRC provided you retain a VAT receipt or invoice - **the Union can reclaim VAT for your Hall providing it has the correct receipts**.

Gross & Net Amounts

The price displayed on products in all high street shops in the UK includes VAT. This is known as the gross amount. The net amount is price excluding VAT. The relationship is demonstrated in the example below:

Different rates of VAT apply to different products – you should always ask for a receipt showing clearly the VAT rates and amounts charged if the supplier is VAT registered.

Net (Gross/1.2)	£100.00
20% VAT (Gross*0.2/1.2)	£20.00
You Pay (Gross)	**£120.00**

VAT Documentation

In order to recover the VAT on our expenditure we must have evidence that we have paid VAT. There are different requirements depending on the amount. For expenditure less than £250.00 the receipt/invoice must show the following:

- Name and address of supplier
- Date of supply
- VAT registration number of the supplier
- Description of goods/services purchased
- VAT charged amounts and total amount paid

If the amount is greater than £250 we need a full VAT invoice which, in addition to the above, must also show:

- Customer address/invoiced to must be I**mperial College Union, Beit Quadrangle, Prince Consort Road, London, SW7 2BB**
- Invoice number and date
- For each good/service : unit price, quantity, VAT rate/code
- Separate net, VAT and gross totals

Some companies do not produce VAT receipts automatically. If one is not provided you should always request one.

Claims

Registering your Bank Details

Before you can make a claim you need to register the details of the bank account you wish your money to be paid into. In eActivities, select the My Details tab in eActivities followed by the Bank Details tab. You will need to enter a memorable name for your bank account, the actual name of your account (e.g. Mr Joseph S Bloggs), your account number and sort code (without dashes). **Please take extra care when entering your bank details – more Claims are delayed by incorrect bank details than by any other problem!**

Submitting a Claim

Make sure you are in the correct role for the Hall you wish to Claim money from, then select Finance followed by Expenditure followed by Claims.

Select which of your stored bank accounts you want the money to be sent to.

Enter the total amount you are claiming

Enter details of your claim in this box including what it is for. In instances where you are only claiming for some of the expenditure on a receipt details should also be given here.

1 Go to eActivities > Login > Finance > Expenditure > Claims
2 Fill in all the boxes in the New Claim Submission form
3 Scan and upload receipt/s to submit as evidence for your claim

Once you have completed the boxes you will need to scan and upload your receipts by selecting the Choose File button and selecting the file from your computer. Press the + button to add additional pieces of evidence.

Once you are happy with your Claim, click the Commit button and your Claim will be submitted for approval in accordance with the levels of authority shown earlier in this manual. **You will receive an email when your Claim has been approved** and a further email informing you when you will receive payment.

Suitable Evidence

You must provide evidence to support your Claim. This evidence must clearly show proof of purchase, the items and quality purchased and cost per item. Typically credit card receipts on their own are not acceptable as they do not contain details of the items purchased. When paying by credit/debit card please retain the itemised receipt as well as the payment receipt.

Please see the VAT section to ensure your group is able to claim back VAT from your purchase. **Please retain your receipts until you have received payment as even after your Claim has been approved the Finance Team may require further evidence or need to see the original documents.**

Approving Claims

You will also need to have completed the following quizzes; **Key Information** and **Approving Expenditure**. If you have a Claim to authorise you will receive an automatically generated email **– login to eActivities select Finance, Expenditure then Claims.**

Approving Claims

Entering a Claim's codes and VAT treatment

For each Claim you approve, you will need to either enter or check the account codes and VAT treatment and also ensure that the group has sufficient funds. Start by viewing the provided evidence. Select the Receipts tab and click on the small images to open pop ups of each receipt. If you click the Claim Details tab, any receipts you have opened will stay floating above the Claim details enabling you to refer to them whilst completing the account and VAT codes.

Fill out a sensible and clear description of what the item is.

Select from the drop-down which account this item belongs to.

Select which Activity, Funding source and Consolidation from the drop-down.

Enter the amount including VAT for the line, AND the correct VAT code.

1 Go to eActivities > Login > Finance > Expenditure > Claims
2 Check account codes and VAT treatment is correct
3 View provided evidence (Receipts tab)
4 Once happy, click the Authorise button

You need to do this for each receipt claimed however you do not need to split the receipt by item if they have the same account codes and VAT code. Once you are happy everything is correct, click the Authorise button at the top.

Rejecting a Claim

You may sometimes need to reject a Claim. When clicking the Reject button you will be prompted to enter a reason and given the option of who to reject it back to. Please ensure you make this reason clear so that the problem can be corrected and resubmitted or the Claim canceled if necessary.

You should reject Claims if the evidence provided is not clear or is incomplete, if the claim is fundamentally incorrect, the Claim is not related to the Hall's activities or you want further information before approving the Claim.

IF YOU ARE NOT HAPPY TO APPROVE A CLAIM DO NOT IGNORE IT – REJECT IT STATING WHY YOU ARE NOT HAPPY TO APPROVE IT.

Purchase Orders

What is a Purchase Order?

A Purchase Order is a written document used to request goods/services from a company or person.

Typically you should:
1. Request a quotation from the supplier outlining the items you would like to purchase
2. Create a purchase order listing what items you actually want **before** ordering them
3. Ensure the purchase order is approved
4. Send a copy of the approved purchase order to the supplier asking them to quote the purchase order number on the face of their invoice
5. Complete the goods receipt process to ensure that payment will be made once the invoice from the supplier arrives

The ideal way of paying for items over about £200 is by agreeing credit terms with the supplier you are purchasing from. **Prior to placing** an order you should obtain a quote from the supplier and then create a Purchase Order on eActivities. Purchase orders contain details of what goods/services you want and how much you are expecting to pay for them. **Please note when booking rooms within College that incur hire charges or booking fees a Purchase Order number will be required .**

Purchase Orders

The diagram below illustrates the Purchase Order process:

Pending
Your purchase order is awaiting authorisation

Authorised
Your purchase order is ready to send

Rejected
Your purchase order has been rejected the reason will be shown

Send to Supplier
Send PO to supplier and ask them to quote the number on their invoice

Goods Receipting
When you receive your goods/services complete the goods receipt

Upload Invoice
If you receive the invoice please upload it

Invoice Paid
Finance will pay the invoice as per the terms shown

Requesting a Purchase Order

You will only be able to request a Purchase Order if you are a committee member in a Hall Committee. In eActivities, select Finance then Expenditure and then Purchase Orders.

You must be a committee member of that Club, Society or Project and have completed the relevant training to do this.

Make sure you enter the total value of the desired expenditure including VAT.

Select the supplier from the drop down list. If your supplier is not in the list see the section on Requesting a new supplier

You should enter the delivery instructions and any other information relevant to the Purchase Order in this box.

1 Go to eActivities > Login > Finance > Expenditure > Claims
2 Check account codes and VAT treatment is correct
3 View provided evidence (Receipts tab)
4 Once happy, click the Authorise button

Purchase Orders

Complete the details of the description, account, activity, funding, and consolidation codes together with the Gross (inc. VAT) Unit Price and quantity for each item you are ordering, in line with the supplier's quote where applicable. When you have finished click Commit.

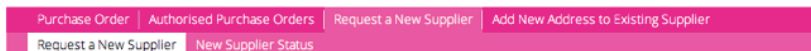| Description *	Account *	Activity *	Funding *	Consolidation *	Price inc. VAT/Unit (£) *	Quantity *	VAT Rate *	Total inc. VAT (£)
Welcome Week Flyers	Printing Costs (820)	General (XX)	Grant (0)	External (0)	120.00	1.00	P1 - Purchases Standard Rated	120.00
								120.00

1 Go to eActivities > Login > Select role > Finance > Expenditure > Purchase Orders

2 Fill in all the fields, starting with selecting the appropriate supplier, and then adding in a description, account, activity, funding, consolidation codes, Gross (inc. VAT) Unit Price and quantity for each item you are ordering, in line with the supplier's quote.

Requesting a Purchase Order

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	Description *	Account *	Activity *	Funding *	Consolidation *	Price inc. VAT/Unit (£) *	Quantity *	VAT Rate *	Total inc. VAT (£)
▶	Welcome Week Flyers	Printing Costs (820)	General (XX)	Grant (0)	External (0)	120.00	1.00	P1 - Purchases Standard Rated	120.00
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2 Fill in all the fields, starting with selecting the appropriate supplier, and then adding in a description, account, activity, funding, consolidation codes, Gross (inc. VAT) Unit Price and quantity for each item you are ordering, in line with the supplier's quote.

Requesting a new supplier

If the supplier you want is not already in the dropdown when you start a purchase order you can request it is added to the list by going to the Request a New Supplier tab. A supplier may take up to three working days to set up and you will receive an email when your supplier is created.

Purchase Orders

| Purchase Order | Authorised Purchase Orders | Request a New Supplier | Add New Address to Existing Supplier |

| Request a New Supplier | New Supplier Status |

Suppliers need up to 5 working days to be approved before they appear in the Purchase Order drop-down

Company: ◉

Private Individual: ○

Supplier Name: [_____] *

Address 1:   [_____] *

Address 2:   [_____] *

City: [_____] *

County: [_____]

Country: [_____]

Post Code: [_____] *

Phone Number: [_____] *

Fax Number: [_____]

Contact Name: [_____]

Email Address: [_____]

Account Number: [_____] *

Sort Code: [____] *

Our preferred payment method is by bank transfer so please ensure that the correct details are provided otherwise this will delay payment.

Please note that cheque payments will take longer to be processed.

1 Go to eActivities > Login > Select role > Finance > Expenditure > Purchase Order > Request a New Supplier

Downloading Purchase Orders

Once a Purchase Order has been fully approved, it will be available for downloading as a pdf document. The Purchase Order can be downloaded by either the person who requested it as well as the Hall Committee Chair/Treasurer. In eActivities go to Finance followed by Expenditure, then Purchase Orders. Click on the Authorised Purchase Orders tab; the information below will appear. The Purchase Order can be downloaded by clicking on the pdf symbol on the far right of the screen.

The creator of the purchase order should send it to the supplier and ensure its number is quoted on the invoice.

1 Go to eActivities > Login > Select role > Finance > Expenditure > Purchase Orders > Authorised Purchase Orders > Download Purchase Order (PDF icon on right hand side)

Goods Receipting

Goods receipting is a **critical** part of the Purchase Order process. It communicates to the Finance Administrator that the goods or services have been received and that it is ok to pay the supplier. When you have successfully received your goods/service, log into eActivities, navigate to Finance, Expenditure, Authorised Purchase Orders. Click on the Goods Receipting tab and select the Purchase Order you wish to goods receipt. The information below will appear. Enter the number of items you have received in the relevant box on each line and any notes you wish to make. When all the items or services requested via the Purchase Order have been received click Finish Goods Receipting - you cannot edit the number of items received after clicking this.

The Finance Administrator will deal with paying companies for the goods or services you have received provided Finance has received the invoice which will be paid once the purchase order has been goods receipted. If you have received any invoices you should upload it, see Uploading an Invoice on the next page.

1 Go to eActivities > Login > Select role > Finance > Expenditure > Purchase Orders > Authorised Purchase Orders > Goods Receipting > select Purchase Order.

Uploading an Invoice

If you receive an invoice yourself ensure that it is addressed to Imperial College Union, Beit Quad, Prince Consort Road, London SW7 2BB; then you should upload it to eActivities. Click on the Authorised Purchase Orders tab, select the purchase order you are uploading an invoice for and then select Upload Invoice. The screen below will appear.

> 1 **Go to eActivities > Login > Select role > Finance > Expenditure > Purchase Orders > Authorised Purchase Orders > select purchase order**
> 2 **Browse for your invoice file and then press Upload File(s)**
> 3 **Click the appropriate tick box if you are uploading a Pro Forma Invoice**

Select the file from your computer by clicking Choose File, press the + symbol to add more than one file – when you're finished press Upload Files. If you are uploading a Pro Forma invoice, select the Mark as Pro Forma tab and tick the box.

Pro Forma Invoices

There are circumstances where a supplier will demand payment for goods/services before they are delivered. The supplier will then issue a Pro-Forma invoice. When you receive this you should create a Purchase Order as usual, and then upload the invoice as detailed in the previous section.

Approving Purchase Orders

You will need to have completed the **Key Information** and **Approving Expenditure** quizzes. If you have a Purchase Order to authorise you will receive an automatically generated email – login to eActivities select Finance, Expenditure then Purchase Orders.

Approving a Purchase Order

For each Purchase Order you will need to check whether what is being ordered is appropriate for the Hall, that the transactions and VAT codes are correct on each line and most importantly – do they have the funds to cover this expenditure? If everything is correct you can click the Authorise button.

Rejecting a Purchase Order

You may sometimes need to reject a Purchase Order. When clicking the Reject button you will be prompted to enter a reason and given the option of who to reject it back to. Please ensure you make this reason clear so that the problem can be corrected and resubmitted or the Purchase Order cancelled if necessary.

You should reject Purchase Orders if it is not related to the Hall's activities, you want further information before approving the Purchase Order or the group does not have sufficient funds and approving the order would leave them in debt.
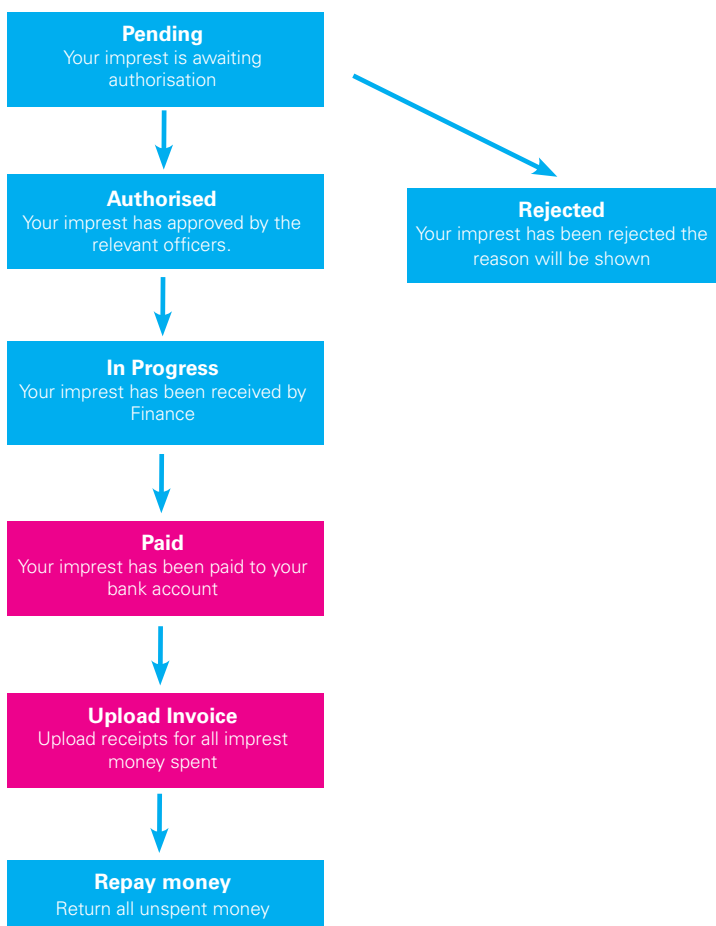
◢◢
IF YOU ARE NOT HAPPY TO APPROVE A PURCHASE ORDER DO NOT IGNORE IT – REJECT IT STATING WHY YOU ARE NOT HAPPY TO APPROVE IT.

Imprests

When goods/services must be paid for by cash, it is possible to obtain an advance of money from the Union called an Imprest. These can only be given to full members of the Union (current students) who agree to take full personal responsibility for the amount advanced. Imprests are commonly used when on tour for motorway tolls, accommodation or where foreign currency is required.

The process from the point of requesting an Imprest is outlined below:

Pending
Your imprest is awaiting authorisation

Authorised
Your imprest has approved by the relevant officers.

Rejected
Your imprest has been rejected the reason will be shown

In Progress
Your imprest has been received by Finance

Paid
Your imprest has been paid to your bank account

Upload Invoice
Upload receipts for all imprest money spent

Repay money
Return all unspent money

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To request an Imprest login to eActivities and navigate to Finance, Expenditure, Imprests and the form below should appear.

You will need to select bank details to receive the imprest (if you have not registered bank details before see Registering your Bank Details section in the Claims chapter of this manual), the total amount required, the date you will return any unspent funds/provide receipts for purchases made from the imprests and any notes you feel are relevant.

1 Go to eActivities > Login > Select role > Finance > Expenditure > Imprests
2 Select a bank account to receive the imprest, total amount, date to return unspent funds or provide receipts for purchases and any relevant notes
3 To upload any receipts, return to the original Imprest via Finance > Expenditure > Imprests > Authorised Imprests and upload scans of the receipts

Complete the details of the description, account, activity, funding and consolidation codes together with the Gross (inc. VAT) Unit Price and quantity for each item you are ordering, in line with the supplier's quote where applicable. When you have finished click Commit.

Uploading Receipts

Once you have returned from your trip/tour you will need to submit all the receipts for your purchases. To do this return to the original Imprest in Finance, Expenditure, Imprests, Authorised Imprests and upload scans of the receipts.
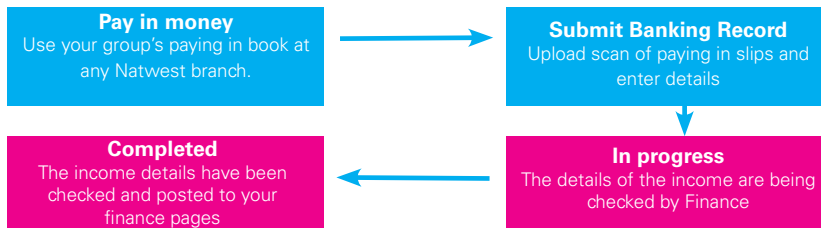
Returning unspent money

If you have not spent all of the imprest money you will need to return this to the Union – **the simplest way to do this is to arrange a bank transfer to the Union's account** (account number 00618152 sort code 51-50-01) **with the payment reference "Imprest XX" where XX is the number of the Imprest** (shown in brackets after the word "Imprest" on eActivities). Please then email clubs.finance.enquiries@imperial.ac.uk.

If you are unsure of how to do this or would like to return the funds by cash/cheque please contact the Finance Administrator by emailing clubs.finance.enquiries@imperial.ac.uk.

Banking Cash & Cheques

Occasionally, you may be required to take payments in the form of cash or cheques. These should either be paid into the bank immediately after collection or handed into the Union to be stored securely in one of the Union's safes. **Do not take money home with you – you are responsible for looking after your group's money, if you lose it you will have to replace it!** Contact the Finance Administrator if you need to store money in one of the Union's safes.

Banking your Hall'scash and cheques follows the process outlined below:

Pay in money Use your group's paying in book at any Natwest branch.	→	**Submit Banking Record** Upload scan of paying in slips and enter details
Completed The income details have been checked and posted to your finance pages	←	**In progress** The details of the income are being checked by Finance

Cheques

All cheques must be made payable to Imperial College Union. You must only accept cheques if they are supported by a valid cheque guarantee card showing an amount greater than or equal to the value of the cheque. You should write the long card number, expiry date and guarantee amount on the back of the cheque together with your group's name (for tracing bounced cheques).

Paying In Money

The Union has one bank account for all Halls and all money must be paid in full (without any deductions) into this account. Never pay money into your personal account. Each group should have its own triplicate Paying In Book - if you don't have one please contact the Alex Mckee. The paying in slip should be completed as shown below, placing carbon paper between the original and each of the two copies.

Once you have completed the paying in slip take the book and the money to any branch of NatWest where the cashier will stamp each of the three slips, tear off the first copy and hand you the book back. Do not use the quick deposit box as the book must be stamped.

You need to record the income which has been paid into the bank on eActivities **within 3 working days after it has been banked**. Login and navigate to Finance, then Income, then Banking Records. The screen below will appear. Enter the paying-in slip number from the paying-in book and the date on which it was paid into the bank. Further down the page select the Paying-In Slip tab. Inside the paying-in book you will have a stamped duplicate paying-in slip, scan this paying-in slip and click Upload File to upload it.

1 Go to eActivities > Login > Finance > Income > Banking Records
2 Enter paying-in slip number and the date cash/cheque was paid into the bank
3 Select the Paying-In Slip tab
4 Scan in paying-in slip and upload by clicking Upload File

Next, select the Banking Lines tab. Fill in all the boxes to describe what the income relates to and what account codes should be used. If the money which has been paid into the bank relates to more than one item then create multiple lines on the form. If you have received cash or a cheque in payment for a sales invoice you have created, then you MUST note the invoice number in the description box.

1 Go to eActivities > select Banking Lines tab
2 Input relevant account codes, using seperates lines for each item
3 Note any relevant invoice numbers in the description box for each item

Income will automatically appear on the Hall's transaction pages once the online Banking Records form has been completed. The amounts will appear as temporary transaction lines in light blue. Once the amounts have been checked by the Finance Administrator for the correct VAT codes they will change to the standard white or grey background. Any queries which arise from the values changing between what was submitted (and appeared in light blue) and the final values should be directed to the Finance Administrator.

Online Sales

Online Payments

Every Hall is able to set up products in the online shop section of the Union's main website, imperialcollegeunion.org using the Shop Administration function in eActivities. Setting up items in the online shop is the preferred method of taking payments as the person paying receives an automatic receipt from the system. More importantly, it is much easier for Hall Committee Treasurers as the system automatically generates lists of who has purchased which products, maximum numbers can be applied to avoid overselling and the potential for losing large amounts of money which doesn't belong to you is avoided.

The money which is collected online appears directly in your Hall's accounts within three working days of purchase, making it very quickly available for you to spend. **Taking payments for any membership fees MUST be done online as should all other payments except where it is not possible to do so.**

Creating a new Product

Any Committee Member of a Hall Committee can create a shop product on eActivities. To create a new product, log into eActivities and select your role in the Hall for which you are requesting the product. Select Finance from the menu on the left, then click Income then click Shop Administration. A screen will appear (see the image on the next page) and it will default to the Create New Product tab. Please ensure you include a full description.

When you have filled in the first set of fields, another set of boxes will appear. Here you can add the specific SKUs (Stock Keeping Units) for the product you are requesting. Think of the SKUs as the option for the product on sale. For example T-shirt sizes and colours or menu options for a formal dinner. This is where the information on price, quantity and VAT Rate will go; as well as designating the destination of your income and when you are finished click Submit Product. **Remember that the minimum price for products in the online shop is £2.**

Appendix One - Help and Assistance

Paperwork and approvals

Claim value	Approvals needed	Paperwork
< £5	Reimbursements under £5 cannot be made	
£5 - £250	Hall Committee Chair or Treasurer	Basic VAT receipt
£250 - £10,000	Union Deputy President or Managing Director	Full VAT invoice
£10,000+	Union Deputy President or Managing Director and Union Head of Finance	Full VAT invoice

Contacts

Alex Savell
Deputy President (Finance & Services)
dpfs@imperial.ac.uk
020 7594 8060, extension 58062

Alex is the Sabbatical responsible for finances. He is also responsible for approving all expenditure over £250.

Abigail de Bruin
Deputy President (Clubs & Societies)
dpcs@imperial.ac.uk
020 7594 1763, extension 41763

Abi is the lead Sabbatical for non-financial matters for Clubs, Societies & Projects.

Ally Cott
Systems Coordinator
club.web.enquiries@imperial.ac.uk
020 7594 6412, extension 46412

Ally is responsible for eActivities, speak to him if you discover an error with the system, he cannot help with financial content queries.

Alex Mckee
Central Services Manager
a.mckee@imperial.ac.uk
020 7594 8091, extension 48091

Alex is responsible for the Amentities Fund on behalf of the Union.

Malcolm Martin
m.martin@imperial.ac.uk
Head of Finance
020 7594 8069, extension 48069

Malcolm is the lead finance staff member. He can help with complicated finance queries.

Appendix Two - Transaction Codes

This is comprehensive list of the codes that you may use on various items of documentation such as Banking Records, Claim, Purchase Orders, etc.

Income Codes

Code	Name
430	Donations
520	Sales general
550	Sponsorship
580	Ticket Income
590	Travel
450	Goods and Services

VAT Codes – Income

Code	Name
S1	Standard rated
S0	Zero rated
SE	Exempt
SN	Outside Scope

VAT Codes – Expenditure

Code	Name
P1	Standard rated
P0	Zero rated
PE	Exempt
PN	Outside Scope

Expenditure Codes

Code	Name
600	Acts
605	Affiliation Fees
640	Consumables
650	Cultural Activities
655	Decorations
680	Entrance Fee Competition
675	Entrance Fee Conference
685	Equip purchase (not cap)
690	Equipment Hire
705	Goods for Resale
710	Ground Hire
725	Copyright & Royalties
730	Hospitality
735	Instructors
820	Printing Costs
825	Publicity
860	Stationery
870	Subscriptions
895	Travel Expenditure

Event Codes

Code	Name	Description
00	General	Day-to-day transactions.
21	Winter Tour	A tour during the Christmas holidays or Spring Term
22	Spring Tour	A tour during the Easter Holidays or Summer Term
23	Summer Tour	A tour during the Summer Holidays or Autumn Term
51-69	Event	For example, Freshers Ball, Annual Dinner

Funding Codes

Code	Name	Description
0	Grant	Union money allocated by your Management Group
1	Self Generated	Your own money generated through your activities
2	Harlington	Money from the Harlington Grants Committee
3	IC Trust	Money from the IC Trust
4	College Grant	Money from a Faculty or Department for a specific purpose

Consolidation Codes

Code	Name	Description
0	External	Outside College and the Union
1	College	Outside the Union, within College