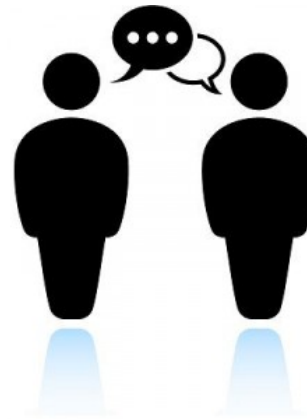


CSP Budgeting



Housekeeping & Rules of Engagement



Session aims

- ▲ To introduce the budgeting timeline
- ▲ To understand how to submit a budget via eActivities
- ▲ To gain an understanding of the process and principles for budgeting
- ▲ To be able to identify what makes a strong budget
- ▲ To understand the appeals process



This Session

- ▲ What is budgeting/why do we do it?
- ▲ Timeframe of the process
- ▲ Process
- ▲ Principles
- ▲ Practice
- ▲ Appeals

Why am I budgeting?

- ▲ Each year the Union allocates approximately £300,000 of the money it gets from College directly towards our Clubs, Societies & Projects
- ▲ We want to give you money but without a budget we can't allocate you any
 - ▲ Our policy: no budget = no funding
- ▲ Writing a budget helps you consider the future of your club – what do you see it doing next year to grow and develop?
- ▲ It's wildly exciting



CSP Budgeting Mission Statement:

...

Participation is our primary goal and, as such, funding should be used to significantly enhance the experience of the largest number of students possible.

Alongside this goal we seek always to;

- support the mental and physical well-being of our membership;
- build and develop our student community;
- assist our members in achieving their potential;
- provide a platform for students to express themselves.



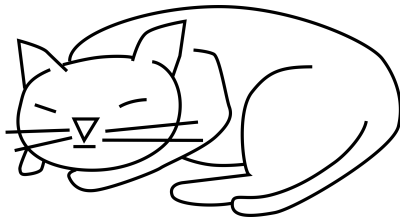
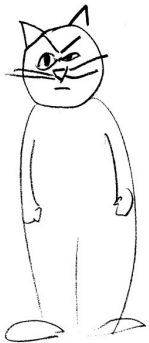
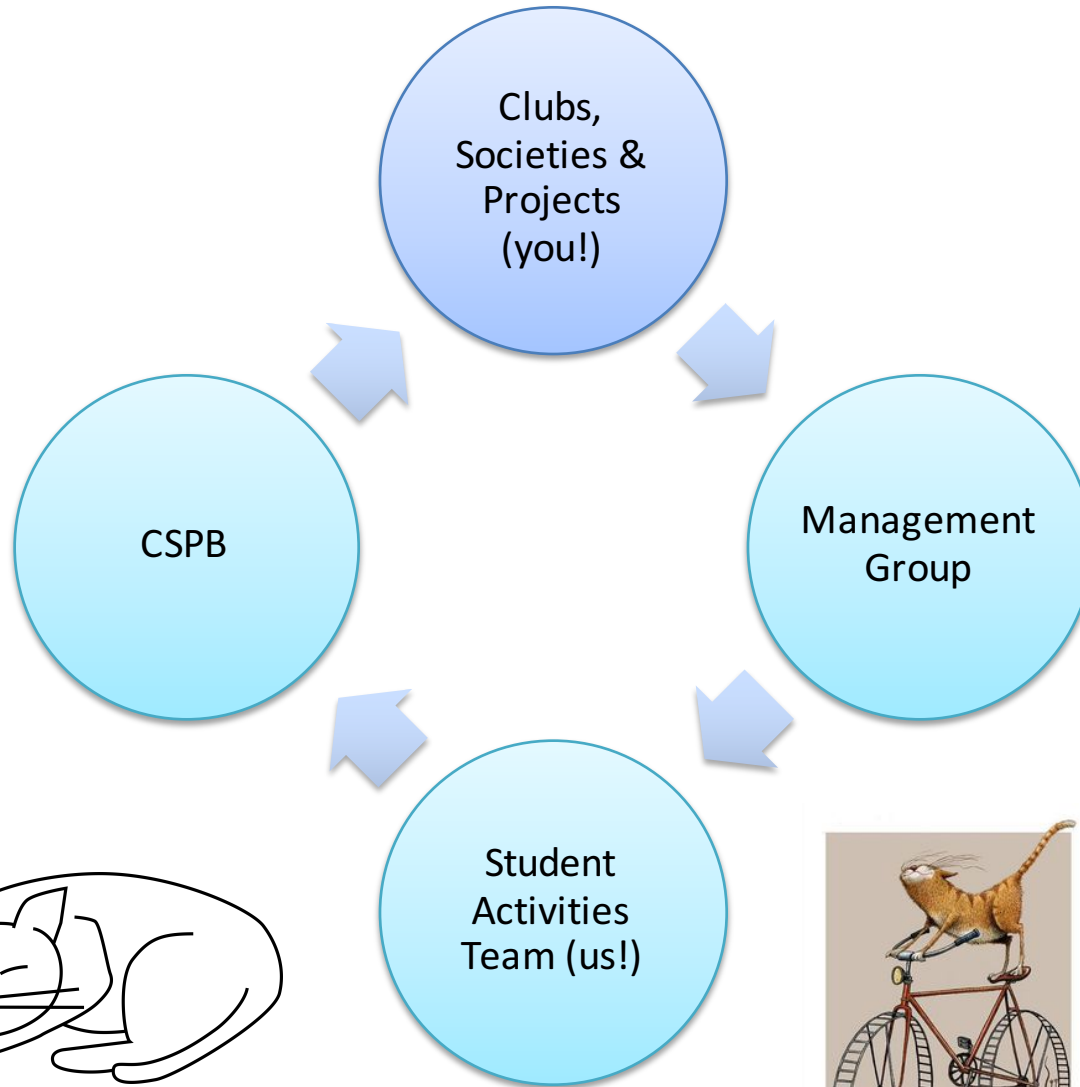
Process



Timeline

14 December	Online form opens for clubs
19 January, 12:00	Online form closes for clubs
18:00	Budgeting Meeting 0: CSPB-E, Silwood, Motor Clubs
8 February, 18:00	Budgeting Meeting 1: Size of A, B, W, Appeals pots CSPB-A, W – lines and percentages Subsidy for Printing & Publicity
23 February, 18:00	Budgeting Meeting 2: CSPB-B – lines & percentages
25 February	Open Appeals
8 March, 12:00	Appeals Close Booking for Appeals hearing times opens
15 March, 18:00	Budgeting Meeting 3: Appeals
17 March	Distribute Final Budgets to clubs

People involved in Budgeting




eActivities

▲ Finance > Budgets > Annual Budgeting

My Details	Finance	Administration	Training	Volunteering	Latest Updates	Site Map
Transaction Pages	Income	Expenditure	Transfers	Budgets	Financial Documentation	
Annual Budgeting	Event Budgets	Activity Codes				

Annual Budgeting

RCC FERRET FANCIERS (TEST CLUB) (170)

[Download Budgeting Guide:](#) 





Aims & Objectives	Membership Details	Sponsorship Details	Budget Submission
Aims & Objectives	Previous Aims & Objectives		

[Edit Aims & Objectives](#)

Download Constitution: 

Any changes here will not change the Constitution pages - these must be approved by a general meeting of the club and subsequently by the Management Group

[Copy Constitution Aims/Objectives](#)

Aims/Objectives:	To promote the understanding, knowledge and appreciation of ferrets, particularly the art of ferret fancying as it pertains to the breeding and taxidermy of ferrets. 
Planned Activities:	Ferret fleecing and tanning. To selectively breed, grow and skin ferrets. Taxidermy of ferrets. To train ferrets to do tricks. 
SGI/DMF Explanation:	Current SGI of £600 for purchase of 10 new ferrets and £9000 for purchase of 10 medium size table cases 
Extra Notes:	Purchase of 10 ferrets is required each year as this is essential to fulfill our aims and objectives, we cannot teach about ferrets without owning them. The ferrets will live on the Queens 

Aims & Objectives

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▲ Aims & Objectives should be the same as those from your club Constitution



Aims & Objectives

Aims & Objectives	Membership Details	Sponsorship Details	Budget Submission
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▲ Planned activities gives us a good idea of what we are expecting to see in your budget and is useful to let us know what you are up to

Aims & Objectives

Aims & Objectives	Membership Details	Sponsorship Details	Budget Submission
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▲ SGI/DMF explanation – if you have a large amount of unexplained club money this is likely to count against you at budgeting, if you're keeping it for a reason please explain here – More on this later.....

Aims & Objectives

Aims & Objectives	Membership Details	Sponsorship Details	Budget Submission
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▲ Extra notes – any big differences to last year, anything important, anything that needs explaining include here!



Membership Target

Aims & Objectives

Membership Details

Sponsorship Details

Budget Submission

Membership Details

Previous Membership Details

Submit Membership Details

Student Members Target:

*



(Minimum 20 Members)

Non-Student Members Target:

*



Membership Cost (£):

*



Sponsorship Details

Aims & Objectives

Membership Details



Sponsorship Details

Budget Submission

Sponsorship Details

Previous Sponsorship Details

Submit Sponsorship Details

	Name of Company *	Amount agreed (£) *	For what purpose? *
	<input type="text"/>	<input type="text"/>	<input type="text"/>

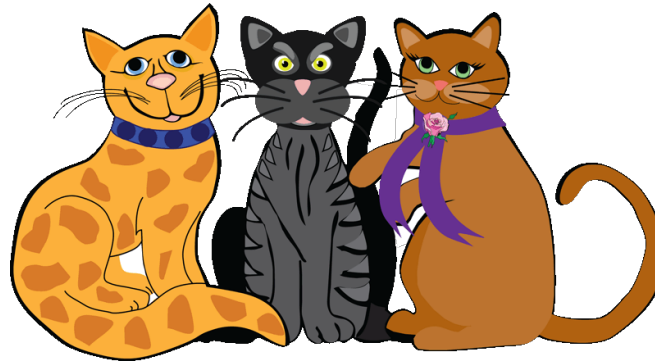
- ▲ Any you have confirmed/are confident about
- ▲ Declare goods and services in kind
- ▲ Gives us an overall picture of your other income
- ▲ More on this later.....

What happens next?

- ▲ Your Management Group looks over your budget and makes any adjustments.
- ▲ CSPB is given a chance to query budget lines that look inaccurate or need some amendments.
- ▲ CSPB meets twice to discuss:
 - ▲ Queries
 - ▲ Funding Percentages for different budgeting boards and types of expenditure
- ▲ Appeals (more on this later)



The Budget



The Budget

Aims & Objectives | Membership Details | Sponsorship Details | Budget Submission

Budget Submission | Previous Budget Submissions

Submit Budget Submission

- ▲ Description - Describe the activity
- ▲ Category - What does the activity come under
- ▲ Rank within Category - This enables allocation based on your highest priorities
 - ▲ You cannot use the same Rank in the same Category more than once.
- ▲ Predicted Cost - What is the total cost of the activity?
- ▲ Subsidy - How much money are you requesting?

↗	Description *	Category *	Rank within Category *	Predicted Cost (£) *	Predicted Income (£)	Subsidy (£) *	Budgeting Board Applying To *
▶	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CSPB - B



Submit Budget Submission

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	Description *	Category *	Rank within Category *	Predicted Cost (£) *	Predicted Income (£)	Subsidy (£) *	Budgeting Board Applying To *
▶	Minibus hire (4 hours (£49 cost) twice a week, sessions run for 36 weeks of the year, $49 \times 36 \times 2 = 3528$) We get income by charging students £2 per session so approximately ($2 \times 14 \times 36 \times 2 = 2156$)	Travel Expenditure	1 - Most Important	3,258.00	2,156.00	1,372.00	CSPB - A
*							CSPB - B
				3,258.00	2,156.00	1,372.00	

Description

- ▲ Make this detailed, but try to be concise
- ▲ Make all of your budget lines with direct reference to the funding schema (more on this later)
- ▲ Show that it fits into the budget as a whole
- ▲ Your budget should be understandable to people who don't know your club (the whole of CSPB!)

Good Example (two separate lines):

▲ For, e.g. minibus hire

- ▲ Need: Minibus hire (matches)

Reach: 2 x team of 15

$12 \text{ /yr} * 4\text{hrs} * \text{£}49/\text{hr} = \text{£}588$

- ▲ Need: Minibus hire (training)

Reach: Full Society

Merit: This offers opportunities to those who've never tried the sport before

$2 \text{ /wk} * 36 \text{ wks} * 4 \text{ hrs} * \text{£}49 \text{ /hr} = \text{£}3528$

▲ For, e.g. climbing rope/safety equipment

- ▲ Need: Rope Replacements – We provide training ropes for new society members. A lesser priced rope would not be safe for club

Reach: New club members (c. 30 /yr)

$2 * \text{£}90/\text{rope} = \text{£}180$

Category

- ▲ Affiliation Fees
- ▲ Competitions
- ▲ Conferences (attending conferences)
- ▲ Consumables (anything single/few use)
- ▲ Copyright Materials (music, scripts, books, performance rights)
- ▲ Cultural Activities
- ▲ Equipment & Repair
- ▲ Facility Hire
- ▲ Hospitality (Food!)
- ▲ Instructors
- ▲ Insurance (the Union is covered for Public Liability)
- ▲ Publicity
- ▲ Printing
- ▲ Referees (including umpires etc.)
- ▲ Speakers (people)
- ▲ Telephones (offices)
- ▲ Travel Expenditure

Priority

- ▲ This enables you to break up your budget further within each board to give as much detail as possible
- ▲ It is worth separating – if part of a line is non-fundable, the entire line may be queried and might not receive funding
- ▲ Breaking it up will not count against you
- ▲ You can only have one line at each Rank – this is related to how the system works with your budget

Predicted Cost

- ▲ Make it as accurate as possible
 - ▲ If the figure isn't definite, you should flag this in the line description.
 - ▲ An estimate based on previous years/research is fine – so long as it's justified.
- ▲ There are some guideline costs for Union facilities (more later)
- ▲ Transaction lines from this/past years can be used to estimate your actual costs – and will be referred to in the meeting.

Predicted Income

- ▲ Many events expect an income of some form, e.g. Match fees, Ticket Sales etc.
- ▲ In general the predicted income, cost and requested subsidy should add up
- ▲ Subsidy on something with a high expected income will need justifying in the budget line's description
 - ▲ E.g. One big event that funds the rest of the year could still receive Ground Hire subsidy
- ▲ Gives us a much better idea of why we're funding you for specific activities

Requested Subsidy

- ▲ How much money are you actually asking for?
- ▲ Is it reasonable?
- ▲ Consider how much money there actually is – the average subsidy is 14-20% across all clubs.
- ▲ CSPB will put a cap on maximum percentage subsidy within each category of funding
 - ▲ This can be altered, your MG or CU can apply for this to be increased if there are valid reasons
- ▲ Make sure you also start thinking about how you'd make up the funds if you don't end up getting your full requested subsidy

CSPB Structure

What are the different Budget Boards?

- ▲ CSPB-A Core Operational expenditure – needed to keep your club running
- ▲ CSPB-B Core Development expenditure – things you do to develop your members past your main activity
- ▲ CSPB-C Non-core/unsubsidized Expenditure – things you do you're not requesting funding for
- ▲ CSPB-E Office/Stationery Expenditure – for office space around campus
- ▲ CSPB-W Welfare Expenditure – for activities that relate directly to welfare and Imperial community activities.
- ▲ *NB – not attached to the longer descriptions (BH)*

Principles

Principles

- ▲ Membership Targets
- ▲ Tidy Finances
- ▲ Schema
- ▲ High cost
- ▲ Funding & Support Sources
- ▲ Set Costs
- ▲ Big Changes
- ▲ Unfundables...



Membership Targets

- ▲ Why do you need to set a target?
 - ▲ Ineligible for grant if you do not charge membership
- ▲ How should you decide on setting the target?
 - ▲ Realistic?
 - ▲ Does it give enough to the club?
 - ▲ Will members pay that amount?
 - ▲ Does it cover costs throughout the year?
 - ▲ Achievable?
 - ▲ Comparable to last year?
 - ▲ Last year's membership can be found on eActivities
 - ▲ Explained
 - ▲ Appropriate membership cost?

Transaction Corrections – tidy finances

- ▲ If the SGI spend is Grant appropriate spending, do a Transaction Correction to move the money from Grant to SGI

- ▲ Unspent Grant is not good!
- ▲ It makes Chris sad.

- ▲ Tidy up your Transaction lines – it makes it easier and looks like you're more responsible with your club finances.

- ▲ Untidy transaction lines make Chris sad.

Funding (Code)	Total Amount (£)
Grant (0)	1,266.46
SGI (1)	-680.20
College (4)	0.80
587.06	

Budgeting Schema

- ▲ **Need** – a club needing the funds to run.
- ▲ **Reach** – the number of Imperial Students reached.
- ▲ **Merit** – providing a unique aspect of the student experience.
- ▲ **Priority** – the activity being particularly important as part of the society's activity.
- ▲ **Effort** – the time put into an application.



High Cost

- ▲ Clubs requesting more than £100 subsidy per member will need to show that the Grant still provides significant benefit to its members.
- ▲ All Grant requests should specify the proportion of the membership that the budget line benefits – especially when the subsidy is high.

Funding Source

- ▲ Income (e.g. sponsorship, college funding)
- ▲ More than 25% of annual income will be reviewed – justify!
- ▲ Goods & Services in Kind (freebies), e.g.
 - ▲ Use of Union Rooms for free
 - ▲ Free coaching, instruction or staff support (non-Union staff)
 - ▲ Free access to a printer
 - ▲ Access to “owned” Space (e.g. the West Basement, the Boathouse).
 - ▲ Access to restricted space (e.g. Weights & Fitness Room in Ethos)
 - ▲ Storage space on Union premises



**picture for illustration only. Please avoid cash handling wherever possible*

Set Costs

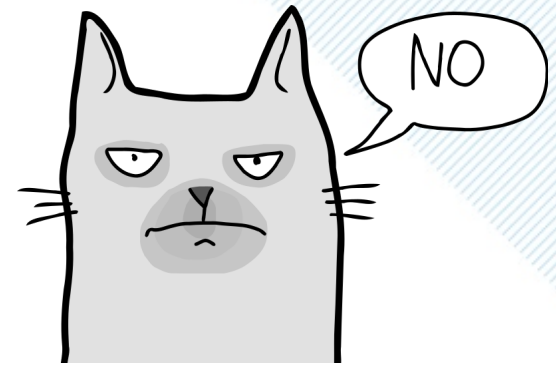
- ▲ These are costs that have been set already
- ▲ Inflation is set at 1%
- ▲ Sports and Minibus subsidy
 - ▲ Up to the values set by Sport Imperial
 - ▲ Exceptions may be made when no suitable Sport Imperial facility
 - ▲ See Appendix C of the Budgeting Policy



Big Changes

- ▲ Since the last budgeting period, certain areas have changed significantly;
- ▲ Grant per member
 - ▲ Once we have initially reviewed the budget applications, we will be reviewing the total spend per club – we will be looking at the grant allocated per target member
- ▲ Printing
 - ▲ Funding for Printing and Publicity has been removed from CSPB's remit. Core Club Printing should be coded under "Printing Costs", and all such lines will be considered in a separate funding round.
- ▲ Health & Safety Equipment
 - ▲ Health and Safety Equipment & Training Costs shall be considered as normal Equipment & Instructor costs, and will not be eligible for additional funding.

What don't we fund?



▲ Tours

- ▲ Tours as defined by the Tours Policy.

▲ Donations

- ▲ Donations to external charities or individual events and activities which aim to raise money for charity.

▲ Socials

- ▲ Events and activities where the primary purpose is for social reasons

▲ Food & Drink

- ▲ Costs of food & drink where the event or activity falls outside of the core aims of the Club, Society or Project.

▲ Large equipment

- ▲ Purchases which would be eligible to apply to the Harlington Trust.

▲ Affiliation fees for individuals

- ▲ Where there is no benefit to the wider membership of the Club, Society or Project.

▲ Activities which do not comply with the aims and objectives of the Club, Society or Project.

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

Submit Budget Submission

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▶	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CSPB - B

▲ Exercise (groups of 3):

- ▲ Pick one budget line from each of the three budgets in front of you and identify what's good and what could be improved.
- ▲ Brainstorm the problems and their solutions on the flipchart paper.

Appeals

▲ Route

- ▲ A direct appeal to CSPB
 - ▲ Sent to the DPCS no later than 12:00 on 8 March
 - ▲ You will be invited to book a time at the Appeals meeting to defend the appeal to CSPB.
- ▲ Consultation – Your management group will be able to meet with you to discuss an appeal, and should be copied into the final appeal.
 - ▲ Schema – all appeals should be made with **direct reference** to the budgeting schema mentioned – and are unlikely to succeed without a few being relevant.

25 February	Open Appeals
8 March, 12:00	Appeals Close Booking for Appeals hearing times opens
15 March, 18:00	Budgeting Meeting 3: Appeals

Useful Contacts?

- ▲ For questions on the process:
 - ▲ Ben Howitt, DPCS (dpcs@ic.ac.uk).
- ▲ For questions on the web interface:
 - ▲ Chris Kaye, DPFS (dpfs@ic.ac.uk).
- ▲ For advice on specific budgets:
 - ▲ The Activities team (activities@ic.ac.uk).
- ▲ For advice on predicted costs or how to write a particular budget line:
 - ▲ Management group Chair (<mg>.chair@ic.ac.uk)

Session Outcomes

- ▲ We've seen the budgeting timeline
- ▲ We understand how to submit a budget via eActivities
- ▲ We've gained an understanding of the process and principles for budgeting
- ▲ We've practised identifying what makes a strong budget
- ▲ We understand the appeals process

Any questions?