

**Imperial College Union  
CSP Annual Budgeting Policy 2021/22  
Clubs, Societies and Projects Board / 15<sup>th</sup> December 2021**

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Purpose: To review and update the annual budgeting policy for the academic year 21/22, including the proposed process and timeline.

Decision: To approve the policy and timeline

### **1. Summary**

Funds allocated to Clubs, Societies, and Projects (CSPs) in the form of Union grant are essential to the student experience at Imperial. CSPs are the heartbeat of student communities at Imperial, where many of them find a voice, develop personal and professional skills, and where thousands of students have fun away from their studies. CSPs are enablers of strong democracy within the Union, where strong student leaders should be empowered to change the world around them.

As required by the 1994 Education Act, Part II Section 22.2.i, this sets out the “procedure for allocating resources to groups or clubs” in writing and is accessible to all students.

The budgeting methodology attempts to split the grant as fairly as possible. The grant exists to support activity, not fully fund it. The rest of the costs are covered by income such as membership, sponsorship, and other fundraising.

The budgets produced through this process are not just for grant allocation, it is for the CSP to predict their costs for the following year and then use as a working document throughout the year to prevent going into debt.

This policy explains the guidelines that the committees follow to help allocate funds fairly.

CSPs are expected to be honest and not lie (see CSP policy) as we want to support all students fairly. Any club that lies on their budget may forfeit their grant based on a decision by the Clubs, Societies and Projects Board (CSPB).

The Activities Development Fund (ADF) exists as an essential pot of money for next year’s CSP committees to support new and growing activities (see ADF Policy).

### **2. Introduction**

This document was produced by the Club, Societies and Projects Board (CSPB). The discussions surrounding the content of the document have centred on key issues that have been raised during the main budgeting process in the years since CSP budgeting was centralised to CSPB.

Decisions enforced by this policy, and the policy itself, may be amended by 2/3 of the members present at a meeting of CSPB.

It is noted that the CSP budgeting timeline starts 6 months before the Union budgeting timeline, and as such, all decisions made by CSPB through this process are subject to amendment.

The introduction of Imperial Athletes enables greater efficiency among sports clubs and caters for specific costs to be centrally administered. Because of this split, sports clubs will

follow a slightly different process to non-sports clubs. These are outlined in greater detail below.

### 3. Timeline

CSPs and MGs will be significantly involved in the budgeting process. Key dates are shown in Table 1.

*Table 1: Timeline of budgeting process for CSPs and MGs*

Date	Action
6-Jan	Budgeting Training Session for MGs and CUs
8-Jan	Budgeting opens for CSPs online
20-Jan	Budgeting meeting 1 (18:00)
4-Feb	Budgeting closes for CSPs (13:00)
8-Feb	Budgeting opens for Management Groups 1 (13:00)
17-Feb	Budgeting Meeting 2 (18:00)
25-Feb	Budgeting closes for Management Groups 1 (13:00)
1-Mar	Budgeting opens for Management Groups 2 (13:00)
18-Mar	Budgeting closes for Management Groups 2 (13:00)
17-Mar	Budgeting meeting 3 (18:00)
31-Mar	Resolution meeting (18:00)
May	Approval from Finance and Risk subcommittee of Board of Trustees.
27-May	Outcomes communicated.

#### 3.1 Changes to CSP total grant allocation

The Finance & Risk committee has provisionally approved using the value allocated in 20/21, £425,000, as the total CSP grant allocation to work towards when budgeting for the 21/22 academic year.

Once the process is complete, the Finance & Risk committee will review the CSP grant allocation, and the Board of Trustees ([https://www.imperialcollegeunion.org/your-union/how-were-run/committees/20-21/Board\\_of\\_Trustees](https://www.imperialcollegeunion.org/your-union/how-were-run/committees/20-21/Board_of_Trustees)) will sign off the total CSP grant allocation at the June meeting as part of the overall Union budget for the next academic year.

Should this final figure be significantly lower than the total amount allocated by MGs at the resolutions meeting on 31<sup>st</sup> March, the DPCS will propose a plan outlining how the lower figure will be met. Should this scenario occur, all clubs will be treated fairly, and a scaling of some descriptor may be applied to CSP grant allocations.

Any adjustment greater than  $\pm 5\%$  to grant allocations after the process is initially completed. must be presented at the next CSPB meeting, where the committee must also vote on the principles and process used by the DPCS to make any adjustments.

#### 3.2 CSPB meetings

CSPB will meet on 6<sup>th</sup> January, 20<sup>th</sup> January (Budgeting Meeting 1), 17<sup>th</sup> February (Budgeting Meeting 2), 17<sup>nd</sup> March (Budgeting Meeting 3), and on 31<sup>h</sup> March (Resolution Meeting). A meeting may also be called by the following parties:

- The DPCS
- The DPFS
- At least 3 CU presidents
- At least 4 MG presidents (CUs not included)
- A simple majority of the committee.

A meeting must be held within 10 college days of the DPCS receiving a reasonable request from any of the above parties.

### Appeals

An appeals process will be decided by CSPB before the end of budgeting meeting 3 to enable CSPs an opportunity to request more funding if they feel they have been treated unfairly during this process. Grounds for appeal, and the process will be published before the end of Term 2.

#### **4. Membership of the Committee**

The committee who will be making budgeting decisions during this academic year is the Clubs, Societies, & Projects Board (CSPB). The membership of this committee are the presidents and treasurers of all Management Groups and the representatives for each Management Group (MG) are contained in

<b>Constituent Union/Management Group</b>	<b>Name</b>	<b>Contact email</b>
Arts & Entertainment Sector	Ben Stobbs	aetr@ic.ac.uk
Sports Sector	Christian Cooper	sport.treasurer@ic.ac.uk
Community Sector	Vacant (Contact DPCS)	dpcs@ic.ac.uk
Culture Sector	Vacant (Contact DPCS)	dpcs@ic.ac.uk
Recreation Sector	Vacant (Contact DPCS)	dpcs@ic.ac.uk
Knowledge Sector	Feyzi Eser	scc.treasurer@ic.ac.uk
City & Guilds College Union (CGCU)	Allan Lee	guilds.treasurer@imperial.ac.uk
Imperial College School of Medicine Students' Union (ICSMSU)	Zhin Tan	icsm.treasurer@imperial.ac.uk
Royal College of Science Union (RCSU)	Susan Rutter	rctu.treasurer@imperial.ac.uk
Royal School of Mines Union (RSMU)	Jameel Rogers	<a href="mailto:rsm.vpcs@imperial.ac.uk">rsm.vpcs@imperial.ac.uk</a>

. CSP committee members should contact the relevant contact of your constituent union/ management group with any questions.

<b>Constituent Union/Management Group</b>	<b>Name</b>	<b>Contact email</b>
Arts & Entertainment Sector	Ben Stobbs	<a href="mailto:aetr@ic.ac.uk">aetr@ic.ac.uk</a>
Sports Sector	Christian Cooper	<a href="mailto:sport.treasurer@ic.ac.uk">sport.treasurer@ic.ac.uk</a>
Community Sector	Vacant (Contact DPCS)	<a href="mailto:dpcs@ic.ac.uk">dpcs@ic.ac.uk</a>
Culture Sector	Vacant (Contact DPCS)	<a href="mailto:dpcs@ic.ac.uk">dpcs@ic.ac.uk</a>
Recreation Sector	Vacant (Contact DPCS)	<a href="mailto:dpcs@ic.ac.uk">dpcs@ic.ac.uk</a>
Knowledge Sector	Feyzi Eser	scc.treasurer@ic.ac.uk
City & Guilds College Union (CGCU)	Allan Lee	<a href="mailto:guilds.treasurer@imperial.ac.uk">guilds.treasurer@imperial.ac.uk</a>
Imperial College School of Medicine Students' Union (ICSMSU)	Zhin Tan	<a href="mailto:icsm.treasurer@imperial.ac.uk">icsm.treasurer@imperial.ac.uk</a>
Royal College of Science Union (RCSU)	Susan Rutter	<a href="mailto:rctu.treasurer@imperial.ac.uk">rctu.treasurer@imperial.ac.uk</a>
Royal School of Mines Union (RSMU)	Jameel Rogers	<a href="mailto:rsm.vpcs@imperial.ac.uk">rsm.vpcs@imperial.ac.uk</a>

## 5. Activities Development Fund

The ADF is an essential funding pot for CSPs. It is administered by CSPB and applications are made in the next academic year by next year's CSP committees.

CSPB should decide on 2 figures during budgeting Meeting 2. Firstly, they must decide how much of the total CSP grant figure should be set aside for next year's ADF pot. They should secondly, make a recommendation to the Finance and Risk Committee, as well as the Board of Trustees, of the minimum amount of unspent grant - in the current academic year that is recouped during end of year processes – that also goes into the ADF pot. Neither figure is guaranteed and will be dependent on the financial situation of the Union at year end.

## 6. Key Decisions & Priorities

Grant will only be considered when requested against lines that are core to the running of your CSP.

### 6.1 CSP Aims & Objectives

Grant is allocated to fund core activities. These core activities must be in line with the “Aims & Objectives” (A&Os) of the CSPB. These are stated in every CSPs constitution. If a CSP does not have a constitution, they must first submit a constitution. This must be approved by the relevant Management Group in line with CSP Policy and union byelaws. If a club does not have a constitution or current A&Os, then they are not able to receive grant through this process.

## 6.2 Club Conduct

A 2/3 majority of the committee may, if deliberate deceit is discovered during the budgeting process, reduce a CSP’s allocation to £0. This can be appealed during the appeals funding round, in which the remaining funds from the two previous meetings will be allocated.

The budgeting policy, in particular those sections relating to sponsorship & SGI amounts, rewards clubs that run their entire turnover through the Union system. Budgets will be judged against previous year’s expenditure. It is noted that it is against CSP Policy to run funds through external bank accounts (see CSP policy), and clubs will be penalised in accordance with Union disciplinary procedures.

Once allocated, Grant must only be spent on the categories it is allocated to. Contravening this will be considered deceit by CSPB and the club is unlikely to receive the same levels of grant support in subsequent years.

## 6.3 Funding Principles

Budgets and appeals will be discussed according to the principles below – which are aimed to provide a common language and framework. The priorities are ranked in the following order:

- Need: funding allocated based on a club needing the funds to run core activity
- Reach: funding allocated based on the number of Imperial students reached
- Merit: funding allocated based on it providing a unique aspect of the student experience
- Priority: funding allocated based on the activity being particularly important as part of the society’s activity
- Effort: funding allocated based on the time put into an application and activity by organisers

## 6.4 Specific principles affecting allocation

- i. *High-cost CSPs* – A CSP whose total subsidy per member exceeds £100 should provide strong justification for why the extra grant significantly benefits their members. Without this explanation, the maximum subsidy will be agreed by CSPB.
- ii. *Self-Generated Income (SGI)*: Levels of SGI held by a CSP in their reserves above 100% of the average expenditure over the last 3 years will require very specific justification. Money in a Designated Members Fund (DMF) will not be considered during the budgeting process, except where a budget line directly

funds a DMF. Reasonable explanations include where SGI funds are for a specific item or type of expenditure that cannot be bought within a single academic year and in the extraordinarily rare circumstance that a DMF is not appropriate. In addition, clubs with over £10,000 of SGI will need to provide specific justification. These numbers will be based on the closing balance in the club's accounts at the end of 20/21 academic year and looking at the 5 year trend graph. In exceptional cases, CSPB may consider exceptions and an alternative metric of SGI reserves on a case-by-case basis as requested by their Management Group Chair.

- iii. *Minibus & Travel Subsidy*: Subsidy will be available up to the values set by the Student Opportunities & Development Team. See Appendix A.
- iv. *Printing & Publicity*: Funding for this will be considered as part of a normal budget. Core CSP Printing should be coded under "Printing Costs", and all such lines will be considered in conjunction with the budgeting criteria. Grant is **not** to be allocated for publicity costs. Core printing may include rehearsal or performance materials, maps and charts, or exam materials.
- v. *Sponsorship & College Funding*: CSPs expecting to receive more than 25% of their annual income in total from sponsorship, donations, and college (including departmental) funding will have their budgets reviewed in detail and should provide strong justification for their continued requirement for Union Grant. Furthermore, clubs may be asked to provide justification during the budgeting process. Failure to declare expected sponsorship or College Funding will be considered as deceit by CSPB. It can be construed that grant will rarely be allocated to clubs in excess of 25% of their annual income.
- vi. *Funding for Individual Society Members*: Grant requests aimed at subsidising activities of an individual members (i.e. First aid training of a committee member, or a coaching qualification for a team captain) will only be funded in the case that the funds directly benefit the club as a whole. A maximum of half the cost will be eligible for subsidy. CSPB will normally not fund equipment for individual members.
- vii. *Health & Safety expenditure*: Health and Safety Equipment & Training Costs shall be considered and coded under the 'Equipment & Instructor' category and will be allocated subsidy in-line with the category.
- viii. *Food & Drink*: Food and Drink should be coded under "Hospitality" and will only be funded where consumption of food and drink explicitly falls into the core "aims & objectives" of the club. eg. Cheese society buying cheese for a cheese night would be a core expense and may be part funded by grant.
- ix. *Minimum level of grant to a CSP*: Historically some CSPs have had a final allocation of grant of <£1 per member. This is a questionable use of resources, and CSPB will stipulate a lower bound of grant receivable by a CSP.
- x. *Membership cost*: A CSP must have a non-zero membership cost to be eligible to receive grant. An exception to this rule may be applied by a vote at CSPB.

## 6.5 Sports Clubs

Sports Clubs have many similar costs, and the Imperial Athletes frameworks looks to enhance the student experience and deliver greater value for money and time to our students. Budgeting for sports clubs/ Imperial Athletes last year was confusing for both staff members and students. Therefore, a clearer process needs to be defined, with clear principles.

Between the Student Opportunities and Development team and Move Imperial, we have worked with clubs to create club development plans. These development plans will help them structure a budget, and a club must have their development plan agreed on with both the Move team and Union staff. If a sports club does not complete a development plan before budgeting closes for CSPs then they will be ineligible to receive any funding through this budgeting process. Based on this development plan, Sports Clubs will need to also submit a budget through the normal process, to ensure they are included in the scrutiny of the management group 1 and management group 2 round and that therefore the allocation process is fair.

Grant allocation for sports clubs will need to follow the same principles as other clubs, as defined above. It is also worth noting that generally grant allocation does not cover the full cost of an expense. Last year, as it was all put into one pot, it was unclear what portion of expenditure was covered by grant, and what was covered through Imperial Athletes memberships, treated as SGI. To clarify this, sports clubs will need to request specific amounts of grant funding (recommended to be 60% of the overall cost), and then, based on the principles of activity that Imperial Athletes supports, the membership income will be used to top this up to be completely covered.

### Principles specific to Sport Groups

- i. *External Facility Hire*: External facility hire should only be considered where space cannot be provided by Move or ICU. Clear, strong justification must be provided for this to be grant funded.
- ii. *Competitions*: British Universities and Colleges Sport (BUCS) Competitions will be prioritised over other competitions, if the budget is unable to accommodate both.
- iii. *Affiliation costs*: Affiliation costs are only grant fundable if they are required for the activity and/or give a significant level of support to the group.
- iv. *Referees and Officials*: Costs for referees and officials will be prioritised for main competitions over other fixtures.
- v. *Fines*: Fines are not eligible to be paid through grant and must be paid from a Club's SGI.
- vi. *Transport*: Competition transport will only be grant funded for BUCS competitions travelled to by train or coach where public transport is unavailable. Minibuses may be funded where this represents a significant efficiency.

## 6.6 Ring Fencing

Due to the nature of the budgeting process. All CU and MG budgets will be discussed and agreed upon at CSPB Budgeting Meeting 2. Those receiving ring fenced budgets in previous years include:

ICSMSU Exec (655)  
RCSU Exec (730)  
RSM Exec (645)  
CGCU Exec (600)  
GSU Exec (940)  
Silwood Exec (550)  
A&E Exec (406)

Any CU or MG is able to apply for grant funding to meet its core A&Os.

#### 6.7 Mascots (incl. vintage vehicles)

Mascotry is an age-old tradition at Imperial. The 4 vintage vehicles owned by three CUs need considerable funding to bring them back to fully operational. Although they are maintained and operated by three different societies, they require significant funding compared to the income they generate from members. The nature of these societies mean that they do not charge a membership fee either.

The three societies maintain vintage vehicles are:

REV VVMC (614)  
REV RCS Motor (640)  
REV RSM Motor Club (648)

CSPB will define the best pricing strategy for these clubs at the first budgeting meeting. They are likely to be exempted from certain principles.

#### Appendix A

##### Minibus pricing Matrix<sup>1</sup>

Minibuses	9-seat	15-seat
Up to 2 hours	21.00	31.00
2-4 hours	40.00	58.00
4-6 hours	62.00	87.00
6-12 hours	83.00	110.00
12-24 hours (weekdays)	108.00	142.00
12-24 hours (weekends)	135.00	158.00
Weekend (3pm Friday to Midnight Sunday)	277.00	315.00
Full Week	466.00	562.00
Extra days	66.00	81.00
Emergency days (unplanned)	48.00	58.00

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<sup>1</sup> to be updated with 2021/22 prices