

Happy Friday

It's the fifth activities update of the term and wanted to talk to you about the following information.

1. [Welcome Back Fair](#)
2. [Annual budgeting training](#)
3. [Finance deadlines and information](#)
4. [CSP Events Supervisors](#)

1. Welcome Back Fair

We are running a Welcome Back Fair on January 22nd 202 to encourage more engagement with your clubs and societies. We would like to invite clubs and societies to have a stand on the day, those who may have missed Welcome Fair (Freshers' Fair), those who are new CSP's or those who want to increase their membership numbers would be great to have you there. The day will run from 11am – 4pm and the Clubs and Societies will be based in the Union building and the Great Hall. There will be external stall holders as well, so there will be a bit of a buzz around campus. It is the perfect opportunity for you to welcome your students back from the holiday period.

If your club or society is at all interested please let us know via this survey [here](#). We do have limited space so this will be on a first come first serve basis for allocations.

2. Annual budgeting training

We emailed last time about annual budgeting training sessions for societies. The spaces are filling up fast, and so please ensure you get your space before they are all gone. We are putting annual budgeting training on during December and January which we [expect](#) at least one committee member (usually Treasurer) to attend this training session so you are aware of the process. The process will be slightly different this year, so really important for your CSP to attend. You can find out about how to join up on the [What's On](#) page on the website.

3. Finance Deadlines and information

Our Finance team wanted to inform you about the deadlines during December and January period. If you have any BACS payments, so these are things like PO's or claims into your bank account [have to be completed](#) by the time you see in the below table if you want to get paid this year or pay the companies. If you miss these deadlines we will not be able to pay for your activity. Please take a note of the dates, it is also important to note that any invoices that need to be paid before 9th of January should be included in the 12th of December deadline.

Payment Run	Final Run in 2019	First Run in 2020
PO Based Invoices	Thursday 12 December	Thursday 9 January
Claims Run	Wednesday 18 December	Wednesday 8 January

The Finance team also wanted us to tell you additional information.

- Please remember to upload to eActivities the information when you deposit cash into the Union bank account on [the day you deposited it](#). This includes which society deposited the amount, how much it was, when it was. This means your deposit shows up sooner on your account. Please indicate if a sales invoice has been raised for the deposit to enable us to match what comes in with the sales invoice number/reference on our accounts
- Please ensure that all cheques are banked within 3 working days of receipt.
- If your cash deposit is from an external organisation, please ask them to put your society as a reference on the transaction.

If you do have any queries relating to finance, please do email ICU.finance@imperial.ac.uk

4. CSP Event Supervisors

As we have previously mentioned, we have employed a number of student staff as [CSP Events Supervisors](#). These Events Supervisors will be able to help support you and your event. They will be based in the Union and if there are any issues on the night of your activity, they will be there to help. If there is a room booking clash, or if you need to move the partitions, or any other support on the night of your event, email ICU-csp-eventsupervisor@ic.ac.uk and our Events Supervisors will be there to help you out. They are **not** responsible for booking rooms and only responsible for out of hours support on the night of your event. They will also liaise with the Union and the College regarding the events that are happening.

[Please use them as they are a great tool for the smooth running of your events.](#)

And as always, if you do have any questions, we will be more than happy to help.

Enjoy the rest of your week!