

Imperial College Union  
**Deputy President (Finance & Services) Report**  
*A Note by Daniel Hill*

**Handover**

Throughout July I received a very useful handover going over daily operations of my position with my predecessor, Christian Carter, my thanks to him for this.

Along with the other incoming Sabbaticals I attended various handover meetings with college staff, training and handover events. Due to a family holiday I was unable to attend the two day training session held at Royal Holloway.

**Commercial Services**

You will all be pleased to hear the bar prices have not changed. The prices are still amongst the cheapest of the London Student Union's. More drink offers will be available this year and are advertised on the term planner. I hope to introduce further deals over the next term.

New additions to the term planner include the comedy night, 'RCSU Big Tickle'. The first comedy night during Freshers Week featuring Simon Bird (E4's The Inbetweeners) was a huge success with the marquee packed out. Other new faces include 'Take me to the Disco' on Friday nights and 'Stop that Urban Noise' on Thursday nights. 'Sports Night' on Wednesdays will be free entry all night this year since we have removed the £1 entry charge. The 'Super Quiz' on Tuesday nights will run differently to previous years and feature music and picture rounds.

Catering has undergone some minor changes. The lunchtime menu has changed in order to compete with the new college catering facilities in Eastside Bar and the Tower Rooms, so all main meals are £3.50 and include 2 sides and a drink.

**Facebook**

A Freshers' facebook group was set-up in August to engage with all the new students. The number of members dramatically increased after the A level results, and now stands at over 1500. The whole sabbatical team regularly post on the group pages and answer all questions that the freshers throw at us. The group has been a very useful tool in promoting ICU and our events. The freshers week line-up was released on the group as well as links to all halls of residences groups, subject groups and some clubs and societies. The group was very effective at promoting the union website.

We learnt we were very late to provide a fresher facebook group. In fact at the start-up time other groups existed, one group produced by club promoters had already reached 500 members. Due to this Ashley has already set-up a group for next year's freshers... so, lots more questions to answer over the months ahead. Thanks Ash!

**Recruitment Day**

The event was a huge success in attracting students however we were not prepared for the high number of attendees. Approximately 250 students attended the day, in previous years the number has been around the 100 mark. As such catering had issues serving food to 250 people at once.

The day has indicated the growing demand for part time work available to students. I will be looking into ways to increase the number of student staff positions available at ICU and in college as a whole.

### **Freshers Week**

I have worked closely with the Entertainments Manager throughout August and September in the build-up to fresher's week discussing acts, entertainments and budgets. During freshers' week I have been working with the bars and steward teams. So far (Thursday 8<sup>th</sup> Oct) the week has been a huge success and the decision to hold two Mingles was justified by the attendance figures, 1400 on Saturday and 1100 on Sunday. A full report on trading activities and student satisfaction from fresher's week will be presented to the next Executive Committee later this month.

### **Clubs and Societies**

The administration systems for clubs and societies project is underway. The project is aiming to develop new systems whereby no or very minimal paper will be used to administer the 300+ clubs and societies at ICU by January 2010. The administrative systems will be electronic, utilising online information submission and password protected electronic authorisation where necessary.

The Finance Manual and the Clubs and Societies Officers' Handbook have been put on hold until January 2010 to coincide with the launch of the new administration systems for clubs and societies.

A new Online Sales policy is currently in progress and this will formalise rules on using the ICU online shop. Club and society membership now has to be purchased online unless permission is given by the DPCS or DPFS to collect membership fees by hand.

There has been a large volume of event budgets and sponsorship contracts to approve and these have taken up a lot of my time.

### **Officer Training**

I have been training club officers, primarily with the Finance Training, and also a session of sponsorship training (kindly put together by the DPCS).

I have put together a training session for the Honorary Senior Treasurers, I will be presenting this in late October. I am currently working with Head of Finance to provide a training session for all Executive committee members to enable them to read and scrutinise the management accounts that are produced each month by the finance department.

The CSC/FU Chairs & Treasurers training day was held on 28<sup>th</sup> September. Phil Power, Jenny Wilson, Alex Mckee, Aziz Bilgrami and I were involved in putting together a programme for the day. Aziz and I presented a Finance Pro! training session.

### **Audit**

Throughout September I have been reviewing drafts of our Year End Accounts and working with the Head of Finance to improve them. The auditors presented the accounts to the ICU President, Operations Manager and I. The accounts were presented to the Executive Committee by the ICU President. Last week I presented the Year End Accounts to the Union's Audit Sub Committee who will present a report and a recommendation to accept the accounts at the next meeting of the Trustee Board before being presented to the College Audit Committee for their scrutinization.

### **Vans**

The Union has recently purchased 3 new fifteen seater minibuses. These new buses are to be based at the Charing Cross and Silwood campuses. We therefore currently service 9 functional minibuses at South Kensington, 2 at Charing Cross and 1 minibus at Silwood.