

Budgeting Guide 2011/12

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Introduction

Welcome to the Budgeting Guide which contains all the information you should need to produce your budget request for 2011/12.

Each year the College gives the Union a large sum of money, a subvention, to be spent on our members. Whilst some of this is spent on staff wages, equipment etc. a large proportion is spent on our members. This money is split into three pots which are allocated by three respective Boards:

Representation & Welfare Board
Clubs & Societies Board
Executive Committee

By completing a budget request with your projected expenditure for 2012/13, we are able to allocate money to your activities and your group or activity will get the most out of the process if the budget you submit is as detailed and comprehensive as possible.

Hopefully this guide is useful and good luck with your budget application. Remember that there are numerous officers and staff who are able to help if you get stuck, so never be afraid to ask.

Thanks,

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Getting Started

The Budgeting Process

The budgeting process was changed in 2011 with the intention of making the process easier, more transparent and fairer. As of this year, all Management Groups will be able to apply, on behalf of their Clubs, Societies or Projects, to any board (i.e. RWB, CSB or Exec), given that the request fits into the remit of the board. For more information on which board to apply for which kind of funding, see [Section](#).

When completing your budget, please note that all proposed expenditure of your group must be included somewhere in the submission, **even expenditure that you do not wish to apply for a subsidy towards**.

Also remember that you should enter the total cost for all proposed activities for the next year. Whilst we recognise that someone else will be running these activities give your best estimate, often based on projections from last year.

Once the total cost is entered you should choose the amount of subsidy you would like for each line. The subsidy will usually not be 100%, remember only core activities will be funded at all. Please consult your Management Group regarding what they will and will not subsidise and to what extent.

Level of Detail

The completed budget should contain a reasonable amount of breakdown for the amounts requested in each category. Requests for random amounts of money without justification will not be looked upon favourably.

Acceptable examples of requests:

- ✓ 5 climbing trips, as last year; average cost of minibus £200, fuel £150 for each trip. Total £1750.
- ✓ Welfare Week items: Banner quote: £45.50; flyer printing quote £24.50. Total £70.
- ✓ Office phone bills. Total £30.

Poor example of a request:

- ✗ £500 for club travel as that's what we got last year and we want to do the same again.
- ✗ £ 200 for something representation related.
- ✗ £600 for a new office server, even though we could get this money from another source.

Remember that the effort you put in here determines the level of funding for your group next year so it's critical that you justify every line properly.

Completing the Budget

Aims and Objectives

These fields will auto-fill and depend on your Constitution. Do not change them until constitution updates have been passed at your Management Group meeting. This category is less relevant to Reps, Welfare Officers or Faculty Unions.

Membership Details

Unless you are a Club, Society or Project this is irrelevant. Projects should fill in expected number of members though this does not impact their grant release. Clubs should try to be as accurate as possible here. If you overestimate your membership your full budget will not be released, if you underestimate your membership your budget allocation may be adversely affected. Previous year's membership can provide a good indication of what the numbers should be.

After considering how much subsidy you are receiving, enter a realistic membership fee. It is likely that this will need revising after you have completed the budget submission.

Membership Fees – CLUBS & SOCIETIES ONLY

The minimum membership fee for any membership club receiving grant is £2.00. Additionally, you must charge a minimum membership fee based on the amount of grant you receive.

The minimum membership fee is 10% of your allocated grant (excluding the insurance category) divided by the number of full members (plus VAT). For example, if you were requesting a total of £650 across various categories (except insurance) and you expected 20 members, your minimum membership fee would be £3.25 + VAT (10% of £650 = £65; £65 / 20 members = £3.25 + VAT).

However, as the Union is a VAT-registered organisation, members must pay VAT on the membership fee (see the Finance Manual for more information). This means your minimum membership fee will have VAT added at the rate of 20%, or in the case of sports clubs, 5%. Continuing the previous example, the **actual** minimum membership fee would be £3.90 (£3.25 + 0.2 * £3.25) or, if a sports club, £3.41 (£3.25 + 0.05 * £3.25).

Sponsorship Details

This information is for Management Group records and as extra information for budget allocation. You should outline any current sponsorship deals. Having a sponsorship deal will not normally lead to a reduction in your allocation from the Union.

Budget Submission

When you are ready to fill out your budget, do so on your eActivities page. The submission is divided into following sections:

Description – describe the activity the money will be used for. Right click on the field to expand it.

Rank – ranking your club expenditure enables allocation based on your highest priorities (i.e. your core activities). Core activities should be ranked ‘1’ while less important activities should be ranked either ‘2’, ‘3’ or ‘4’.

Cost (£) – what is the total cost of the activity?

Subsidy (£) – how much money are you requesting?

Board – either CSB, RWB or Exec; select the correct Board for each budget line. Please see [Section](#) if you are unsure of which board to apply to.

Which Board to apply to?

Whilst in many cases the correct board to apply to is clear this is not the case for all activities. Please contact your Management Group if you are unsure.

Note that the examples in the next section serve as a rough guideline ONLY and you should not feel restricted to these.

All Clubs, Societies and Projects apply to the relevant Management Group, who should be communicating with you about budgeting from an early stage. The Management Group will then collate all the budgets sent to them and apply to one or more of the Boards listed below depending on the nature of the club’s activities.

For example, IC Hockey is part of the ACC, so will send their budget to the ACC. The ACC will then collate all the clubs which applied to it and submit the ‘ACC Budget’ to the Clubs & Societies Board. In the same way, a project in RAG will first budget to RAG, who will then budget to the Representation and Welfare Board on their behalf.

Should a club which usually applies to CSB like to run a welfare or representation-specific event, then this request will be reviewed by the Deputy President (Welfare) or Deputy President (Education), respectively. These requests will also be presented by the above named representative at RWB. Although not formally invited, Club Chairs and/or Management Group Chairs are free to attend any budgeting round (and are encouraged to do so if it is relevant to them). The same arrangement goes for representatives who apply to RWB for their core activities; any CSB application will go through the Deputy President (Clubs & Societies).

Representation & Welfare Board (RWB)

Faculty Unions and DepSocs both usually apply here for money to support the representation or welfare activities of our students. Other groups may also do so where this is their aim e.g. IQ running an LGBTrights event. The following will be considered:

- Freshers’ event subsidy
- Buddies schemes
- Planned welfare campaigns
- Faculty-specific representation and welfare leaflets, fliers etc.
- All handbooks

Money will only be allocated by this Board if it is clear how it will support the representation system or promote better welfare or awareness amongst our students. Money will not be allocated for bonding events and similar except where this is considered a welfare function for a vulnerable group (e.g. Freshers' events).

Clubs & Societies Board (CSB)

This Board is usually allocated the most money since it has the most applicants. Every Club, Society and Project (including RAG and CAG) should apply here as this is the board which funds all student activities (apart from representation and welfare related ones). These activities may be a hobby, interest in a subject or anything else non-academic. Suitable requests include:

- Travel subsidy for trips
- Outreach events by Projects
- Affiliation money for sports teams
- Equipment subsidy for core activities
- Consumable materials (e.g. arts supplies)
- Copyright materials for rental or purchase of scores, scripts or music
- Articles critical for the practice of a faith e.g. prayer mats

Note that the GSA should not apply to CSB. Instead, clubs should consider budgeting for any postgraduate-specific events they would like to run in the year. The GSA is also encouraged to contact clubs prior to budgeting to discuss any such events.

Executive Board (Exec)

Only Faculty Unions and the GSA may apply to this Board. This is for central functions of their groups. The following may be considered:

- Direct office costs: telephones, photocopiers, printers, stationery etc.
- Faculty newsletters
- Faculty-wide publicity materials

What to apply for?

Whilst we would love to be able to pay for every student activity, with limited resources there must also be limitations on what the Union can fund. Regardless of how deserving your activity is it is highly unlikely it can be funded if it is not directly in line with the aims and objectives of your group.

Event Funding

There are two types of events, core and non-core. Core events are eligible for funding across the available categories, funding for non-core events will not be given. To differentiate between the two:

Core events:

- In line with the aims and objectives of the Club, Society or Project.
- Aim to cover costs.
- Participation should be restricted to members (though there may be an element of viewing by external people).

Examples include: weekend climbing trips, lecture/ talk by a speaker or sports competition.

Non-core events:

- Goal is social interaction; the aim of the event sits outside the core remit of the club. Seek to make a surplus to fund more social events.
- May include some external participation.

Executive Committee
12th May 2011

Examples include: dinners, trips to a performance, or bar nights.

Important!

The Union subvention from College, monies raised by trading outlets and any other funds generated by Union-wide initiatives may not be used for:

- Donations to charitable causes, except where the Union authorizes fundraising events and donates the proceeds to charitable causes, provided that the object of the fundraising is made clear to the donors.
- Food and Drink, normally. The exception to this is when the food and drink will directly benefit a representation or welfare function; in this case the Club, Society or Project may apply to RWB for funding e.g. tea & coffee for Faculty Representation Committee meetings.

Deadlines

The deadlines below will be strictly adhered to and well advertised. Please note that no submissions will be accepted after the deadline. If you foresee a problem reaching the deadline, contact the Deputy President (Finance & Services) **before the deadline**.

No Budget = No Money

Timeline:

10/01/2011 – Budget system opens for submissions
07/02/2011 – **DEADLINE**: Budget system closes for submissions
21/03/2011 – Officers informed of allocations
18/03/2011 – Appeals to Management Groups
??/??/2011 – Appeals to Representation and Welfare Board
09/05/2011 – Appeals to Clubs & Societies Board
26/05/2011 – Appeals to Union Executive Committee

Appeals

Appeals by any Club, Society, Project or Management Group against any budgeting decisions will be considered at a meeting of the relevant board. Clubs, Societies or Projects should first appeal to their Management Group, and only if that is not successful may they appeal to a higher board, usually with the help of their Management Board. Clubs, Societies and Projects may not appeal higher than their Management Board if they have not appealed to their Management Board first. There will be only one meeting for each board (see **Section**) where appeals are heard, so clubs should ensure they submit any appeal in writing in time for this meeting. Verbal appeals given at the meeting will not be considered.

Contacts

If you have any questions or worries, your first port of call should be your **Management Group Treasurer**. If you encounter any problems with the online system please email webhelp@imperial.ac.uk