

CGCU (City & Guilds College)	Rank	Category	Request
CGCU Exec (600)			175.05
CGCU Imperial College Server Back-Up Service Terminated for good since it was costing the CGCU Exec in excess of £300 annually while it was possible to simply store the CGCU Exec's digital documents and files on a replacement hard drive. 1 external hard drive at £99.95 per unit. Total cost of £99.95 incurred.	3	Equipment & Repair	0.00
CGCU Management Group Business Laptop one-off purchase. It had been agreed by the CGCU Exec, CSoP chairs, Departmental Society Chairs and Departmental Representatives at the first CGCU Management Group meeting that a business laptop for the purpose of facilitating club/societal administrative and presentation tasks would be beneficial. It was highlighted this was needed due to past negative experiences of unable to open PowerPoint files etc on foreign computers before a presentation to members or worse during a sponsorship pitch at companies. A Lenovo laptop was chosen for its ruggedness. The laptop was shared and booked for use across the Facult Union. 1 Lenovo laptop at £804.55 per unit; 1 optical mouse at £10.60 per unit; 1 laptop sleeve at £7.20 per unit. Total cost of £822.35 incurred.	2	Equipment & Repair	0.00
CGCU Office Imperial College Telephone Line Rental. £15.75 per month for 12 months in the financial year. Total Cost of £186.84.	1	Telephones	0.00
Contingency allowance for unforeseeable expenditures such as purchase of equipment, payment for services like to our webmaster who designed our new website in 2011-2012 etc..	1	Contingency	150.00
Imperial College Waste Collection & Disposal Service charge for disposing of malfunctioning and broken furniture in CGCU office before the start of the academic year. Broken water dispenser, sofa, shelves, pool table and miscellaneous items were collected and disposed of at a cost of £63.60.	1	Equipment & Repair	20.00
One-off purchase of Microsoft Office productivity software suite for CGCU Management Group Business Laptop at cost of £76.79.	1	Copyright Materials	0.00
Purchasing of general day to day consumables such as bin bags and stationary. Total cost of £10.09 incurred.	1	Consumables	5.05
Grand Total			175.05

GSA (Graduate Students Association)	Rank	Category	Request
Graduate Students Association Exec (940)			650.00
Contingency fund at 10% of the budget.	1	Contingency	250.00
Full page advertisements in Felix for big GSA events that need to attract more postgraduates. Currently we advertise events via the GSA newsletter, Union website, mouth-to-mouth, flyers and we wish add another marketing channel and also try by other means to reach the postgraduates in campuses other than South Kensington. (3 big events x £100 = £300)	2	Publicity	200.00
General stationary (i.e. markers, cellotape, quality paper, cardboxes, box files) to be used in GSA Exec meetings, AWOs meetings and the various events that get organised.	3	Consumables	0.00
GSA Polo Shirts for GSA Exec & Dep Reps that will make GSA people easily identifiable in the various events and help raise awareness for the GSA's existence (40 x £10 = £400).	1	Publicity	200.00
Grand Total			650.00

ICSMSU (School of Medicine)	Rank	Category	Request
ICSMSU Exec (655)			4500.00
Across the 3 campuses, Charing Cross, South Kensington and St Mary's, there are 5 landline phones. This are used by the union and other club and society officers. The annual cost is approximately £800.	2	Telephones	700.00
Every year contingency is used to help clubs who have found themselves in difficulties through no fault of their own. Applications for this fund in 2010/2011 added to over £1000 and in 2009/10 totalled approximately £1200. We have already been approached for the 2011/12 by a number of clubs we may well have to use our SGI for some of these claims as grant may be unlikely to cover all costs.	2	Contingency	800.00

Publicity material is required to publicise the ICSMSU brand to new and potential students. Every year we produce giant fresher fortnight posters, fresher leaflets and stickers. This year the cost of these items came to £300.00. Each term a highly professional term planner is produced that is available to all students. This sets out the social and academic calendar. Events advertised include the regular sports night, bops, RAG events, sports fixtures, performances, inspirational lectures, exams. There is also advertising space used to promote The Reynolds Bar, merchandise and very big events such as Varsity, Fashion show, Light Opera and the summer Ball. Cost per planner is approximately £210 a term. In 2011 we have made huge advancements in our website and so costs have increased to about £200 which represents excellent value for money as the publicity we gain through this is vital. We also have introduced campaigns in 2012, in particular the "Alcohol Awareness Week" which cost around £200 to publicise as well as another awareness campaign for awareness of depression. We feel these campaigns are highly informative to our students and have a focus towards the implications of these problems for those practising medicine. We hope to provide more of this type of welfare in the future

2 Publicity 500.00

The ICSMSU has the responsibility of looking after and maintaining a vast number of sites over the Imperial College Campus. These sites are not only used by the Exec and Clubs and Socs but by 1000's of students each week. These sites include the Reynolds bar and common room which opened this year after redevelopment in 2011, 2 Reynolds offices, 2 SAF offices, the union shop, the student common rooms in SAF, St Mary's, Hammersmith and Chelsea West, as well as adequate facilities in distant hospital sites. Previous equipment purchases include fridges, kettles, furniture and office equipment, shelves, notice boards, printers, replacement of old and run down computers, cables, tv, aerials, plug sockets and data points, diy kit, entry counters, mixer, cd player, books and picture frames and window replacement. In addition to equipment purchase all sites require repair from everyday ware and damage

2 Equipment & Repair 500.00

We hold a number of events during our Freshers Fortnight that welcome our Freshers to the medical school and are essential to the camaraderie and spirit that is so endemic in the medical school. We have a total of 14 events which include a "Mum's and Dad's night" which allows freshers to meet older years, who can offer help and advice through out their time at the medical school. Other events, include a freshers' ball, boat party, sports day and a casino night.

1 Freshers 500.00

With many sites/offices, a 15 member Exec, and a sabbatical president working full time, the consumable costs are very high. ICSMSU Exec holds an account with Printware Ltd who maintain a colour printer in the SAF clubs and socs office. This vital colour printer allows the Exec, clubs and societies to publicise events through out the year. The printer costs approximately £1500/yr. Our stationary costs per year are approximately £900/yr which includes envelopes and paper for our many events. We have a second printer in our Charing Cross office that requires approximately £300 worth of toner/yr. The SU also provide 'bop' wristbands for the many events in the Reynolds. Due to licensing laws, entrants to these events wishing to get drinks from the club or soc stall must buy an entry wristband on the door which has a number of free drinks included. This then enables them to claim the drinks at the club and soc stalls.

We usually purchase these in batches of 1000 from the printer - the cost being around £240 per term. 1 Consumables 1500.00

ICSMSU GradMed (708) 200.00

Freshers week activities X2 2 Freshers 200.00

Grand Total 4700.00

RCSU (Royal College of Science) Rank Category Request

RCSU Exec (730) 3059.00

For stationery calculated as such: 15 Boxes A4 (£150), 5 reams of coloured paper (£50), 1 Box A3 (£50), White board pens (£10), Envelopes (£30), Pens/Pencils, Permanent Markers, Stamps, Blue-Tac etc. (£45). 1 Equipment & Repair 250.00

For the printing of three issues of Broadsheet. Each costs £650 to print. 1 Newspapers & Magazines 800.00

Requested subsidy for year of phone line rental and £15 of calls. 1 Publicity 109.00

The RCSU Handbook acts as an important welfare and social welcoming tool for the incoming freshers. Helps to encourage participation in the Union and ensures that the incoming freshers know who the RCSU Welfare Office and Dep Reps are ensuring they are adequately informed and represented. We are requesting subsidy for total cost of printing to ensure this well-used resource can be printed next year, otherwise its likely this won't be produced in future years. 1 Consumables 650.00

To replenish stocks of cups, plates and napkins after charity cake sales; for the replacement of broken glasses at RCSU events (Science Challenge, Career events, etc); for the purchase of new chairs in the office to replace broken chairs, for key cutting and other small equipment purchases. Replacement of camera lense. Purchase of larger memory cards. To purchase a new bookcase for the RCSU Bookshop, to replace the broken old one.

1 Telephones 500.00

To support activities as follows: Printing Costs: Flyer production (£600), Event Tickets (2 x £89), Wristbands (£240), Posters (Typically £25 per event = £200) and Advertisement: Felix Ads (£320).

1 Handbook 750.00

Grand Total

3059.00

Silwood (Silwood Park)

Rank Category Request

Silwood Exec (550)

40.00

General - printing for publicity, minutes, freshers guides etc. : cost £30 ; subs £30. Ents - printing of posters, tickets etc. : cost £20 ; subs £10

1 Publicity 40.00

Grand Total

40.00