

Minutes of the Imperial College Union
Finance & Risk Committee
11 June 2015
Room 6, 13.00

PRESENT:

Lay Trustee	Colin Kerr – Chair (CK)
Student Trustee	Thomas Lim (TL)
Student Trustee	John Winters (JW)
<u>Permanent Observers</u>	
Head of Finance & Resources	Malcolm Martin (MM)
Managing Director	Joe Cooper (JC)
Governance & Administration Manager – Clerk	Rebecca Coxhead (RC)

Observer: Chris Kaye – Deputy President (Welfare) and Deputy President (Finance & Services) elect

Apologies: President – Tom Wheeler, Deputy President (Finance & Services) Alex Savell

1. **CHAIR’S BUSINESS – none**

2. **DECLARATION OF CONFLICT – none**

3. **BUDGET 2015-16**

RECEIVED: The budget was presented by MM and JC

NOTED:

- a) The approach taken by budget holders was zero based, in that all lines of income and expenditure were scrutinised by the panel and justified by the budget holders.
- b) The contingency amount remains the same per the reserves policy
- c) The budget departments have changed in line with the new management restructure which will impact on like for like comparisons.
- d) The effort and hard work put in to the budget process by both the budget holders and panel members was commended.
- e) Commercial areas have aspirational income targets which will be a stretch.
- f) It was recognised the key items in the strategy had been adequately resourced including elections, Imperial Plus and the Student Academic Teaching Awards.
- g) The presented budget will help feed in to the development of the next strategy.
- h) In regards to the Leadership budget, the following was discussed:
 - i. The block grant includes the 2.5% increase, insurance and the Halls Development Fund Administration Fee
- i) In regards to the Administration budget, the following was discussed:
 - i. Greater resources are being put in to the Union reception in line with increasing the function and tasks that it will be undertaking.
 - ii. Recruitment costs are an estimate as it is unknown entity.
 - iii. There is a reduction in staff development funding however this does not diminish the Union’s commitment to developing its staff.
 - iv. The charging for cleaning has been an ongoing project in regards to getting accurate figures.
 - v. Depreciation contains a PAT machine to allow the Union to conduct its own tests which will include Clubs, Societies and Projects.
 - vi. There is a commitment to investment in equipment and resources to allow staff to work more flexibly.
 - vii. The printer is being replaced with a printer that is on the College network. Clubs, Societies and Projects will be given credit and a code

so that printing across the various Clubs, Societies and Projects can be tracked. 2015-16 the cost for printing will continue to be covered by Union.

- j) In regards to the Finance budget, the following was discussed:
 - i. The Financial Accountant is returning from maternity leave in January hence the increase in salary.
- k) In regards to the Systems budget, the following was discussed:
 - i. The planned Systems Manager role will not be resourced as the management restructure had suggested. There is still a commitment to the recruitment of the role. When this will occur will be dependent on availability of funding. Funding will be reassessed as part of the forecasting exercise in the New Year.
- l) In regards to the Charing Cross budget, the following was discussed:
 - i. There has been a lot of consideration when compiling the budget and there is detailed strategy behind the numbers.
 - ii. This year has started bedding in new initiatives and these will continue in the New Year.
 - iii. August GP includes discounts on products that come as part as the new draft draught tender which is why it is so high.
 - iv. There is a conversation in regards to late taxis across all licensed venues.
 - v. It is budgeted to make a loss but this is a reduced loss on previous years. The investment in the venue needs to start showing a return.
- m) In regards to the H Bar budget, the following was discussed:
 - i. The budget is optimistic with new initiatives being started this year which will continue.
 - ii. The budget is a step down from this year's budget which makes it more realistic.
 - iii. There is scope to engage with staff and Postgraduate students on providing offers that they want.
- n) In regards to the SK Bar budget, the following was discussed:
 - i. There will be a minor price rise in the new year.
 - ii. There is planned investment in resources; epos system, trophy cabinet for Union Bar, etc.
 - iii. There is a conversation around the sound system in Metric and the consideration of the write off of the sound equipment.
- o) In regards to the Catering budget, the following was discussed:
 - i. Catering has been extremely successful this year.
 - ii. Beit Venues package is predicated by a good catering offer.
 - iii. There will be minor investment in equipment and premises.
- p) In regards to the Beit Conference budget, the following was discussed:
 - i. The budget is very aspirational but manageable.
- q) In regards to the Ents budget, the following was discussed:
 - i. The income potential has been recognised as the same as this year.
 - ii. The Easter Carnival has been put in to the wrong month.
- r) In regards to the Summer Ball budget, the following was discussed:
 - i. There is an assumption that the ball will being in a slightly larger surplus than this years predicted surplus.
 - ii. The strategy is not to make profit from the members but to deliver a profitable event.
- s) In regards to the Minibus budget, the following was discussed:
 - i. Looking to purchase 3 new vehicles and to establish a formal contract with the maintenance provider.
- t) In regards to the Retail budget, the following was discussed:
 - i. The GP margin has been increased.
 - ii. Shop Extra has been successful this year and there will be more focus on promotions in the New Year.
 - iii. Looking to capture pre fresher customer in the online shop. The online shop is part of the website improvement.
 - iv. Yoyo is currently not is use in the shop.
- u) In regards to the Student Activity budget, the following was discussed:

- i. Looking to keep the associate membership income and there is thought about how the package is offered to the members.
 - ii. General sales include first aid kits and training.
- v) In regards to the Marketing budget, the following was discussed:
 - i. Over the past few years, the Careers Fair has not hit income expectations. This is due to a variety of reasons, and next year the offer is being changed to attract more exhibitors.
 - ii. The printing costs include Felix. It was queried as to what the cost of printing Felix is compared to the advertising income it brings in. MM stated he will get this figure.

ACTION:

1. **MM to calculate the cost of printing Felix is compared to the advertising income it brings in.**
- w) It was queried how the budget reflects the commitment to Health & Safety training which was part of the action plan presented to Board with the Health & Safety policy.
 - i. Health & Safety is included in budget lines but it may not be explicit.
 - ii. The training for Clubs, Societies and Projects now included Risk Assessment training and the Risk Assessment process is looking to be improved.
 - x) It was agreed unanimously by the Committee to recommend to Board to pass the presented budget.

RESOLVED:

- 1) **To recommend to Board to pass the presented budget.**

4. CAPITAL BUDGET

RECEIVED: The budget was tabled by MM

NOTED:

- a) Focus on the first year with the remaining 9 year show a projection of anticipated spend on an ongoing replacement basis.
- b) The committee passed the budget on the proviso that comments be received by MM in the next few days.

RESOLVED:

- 1) **To recommend to Board to pass the Capital Budget.**

5. MINUTES OF LAST MEETING – 30 APRIL 2015

NOTED:

- a) The minutes were passed as a true record of the meeting

RESOLVED:

- 1) **To pass the minutes of the last meeting as a true record.**

6. MATTERS ARISING

NOTED:

- a) In regards to the Financial Procedures and the appointment of external auditors, the conversation at the last meeting of Board highlighted that it would be best practice if the partner conducting the audit was different to that of previous years should the same auditors be used.

7. HEALTH & SAFETY COMMITTEE MINUTES – 9 JUNE 2015

NOTED:

- a) JC stated that he will discuss the oversight on risk assessments with AS and the Student Activities Services Manager.

ACTION:

- 1. JC stated that he will discuss the oversight on risk assessments with AS and the Student Activities Services Manager.**
- b) There was a conversation in regards to getting a SALUS 'lite' version for CSP's to make the process more streamlined for them. It was recognised the value of having joined up reporting between College and the Union.
- c) JC & MM to discuss the Health & Safety implementation plan.

ACTION:

- 2. JC & MM to discuss the Health & Safety implementation plan.**

RESOLVED:

- 1) To note the minutes.**

8. MONTH NINE - TEN MANAGEMENT ACCOUNTS

RECEIVED: The month nine accounts were presented and a verbal update on month ten was given by MM

NOTED:

- a) It was queried if the Halls Activities Fund surplus would be rolled over. JC stated he will investigate what the agreement states in regards to what happens with surplus.

ACTION:

- 1. JC to investigate what happens with the Halls Activities Fund surplus.**

RESOLVED:

- 1) To recommend that the Trustee Board pass the Management Accounts.**
- b) In regards to month nine, the following was discussed:
 - i. Marketing income continues to track under budget.
 - ii. CX GP has dropped due to wastage being disproportional to trade.
 - iii. H Bar has a higher than budgeted temp staff cost due to casual student staff not being available for shifts.
 - iv. Catering continues to track above budgeted income.
- c) In regards to month ten, the following was discussed:
 - i. Retail experienced an extremely positive Postgraduate Commemoration day.

RESOLVED:

- 1) To recommend to Board to pass the Management Accounts.**

9. INTERNAL AUDIT REPORT

RECEIVED: The report was presented by MM

NOTED:

- a) The assurance is at the same level as what was previously given by Deloitte.
- b) The 6 recommendations are that of areas of development and areas of suggested best practice.
- c) MM is moving forward with enacting the recommendations.
- d) The Committee noted the report.

RESOLVED:

- 1) To note the presented report.**

10. SUMMER BALL UPDATE

RECEIVED: The update was presented by MM

NOTED:

- a) Ticket sales are going very well.
- b) H Bar will be open in the evening which will increase capacity.
- c) It was queried as to what the food offer will be on the night.

RESOLVED:

- 1) **To note the presented report.**

11. **EVENT BUDGET APPROVAL REPORT**

RECEIVED: The report was presented by MM

NOTED:

- a) It was queried as to what there were events approved after the event date. MM stated he will look in to this but it may be a reporting error.

ACTION:

1. **MM to investigate the events that are reported to have taken place before they were approved.**

12. **ANY OTHER BUSINESS**

12.1 - Bank Signatories

NOTED:

- a) It was agreed that the Committee will recommend to Board that the following roles are to be Bank Signatories
Head of Student Experience and Services
President
Deputy President (Finance & Services)
Deputy President Clubs & Societies

RESOLVED:

- 1) **To recommend to Board that the following roles are to be Bank Signatories
Head of Student Experience and Services
President
Deputy President (Finance & Services)
Deputy President Clubs & Societies**

12.2 – Risk Register

NOTED:

- a) It was requested that the Risk Register come to the December meeting of Finance and Risk Committee

ACTION

1. **To put the Risk Register on the December meeting of Finance and Risk Committee agenda.**

12.3 – Student Consultation on commercial areas

NOTED:

- a) **It was suggested that the Head of Student Experience attend the next meeting of Finance and Risk Committee to give an update on H Bar.**

12.4 – Areas of Focus for next year

NOTED:

- a) It was suggested that as the financial situation of the Union becomes more stable, there are additional areas of focus that the committee could start considering.

Meeting closed 16.30

