

Budgeting Policy 16/17

In brief

- Your work as a committee member on your club's budget this year will dictate what your club is eligible to receive in terms of funding from the CSP grant.
- The budgeting methodology we follow attempts to split the grant as fairly as possible.
- The grant exists to support activity, not fully fund it. The rest of the costs are covered by income such as membership, sponsorship and other fundraising.
- The grant available to support clubs last year was £353,887, but the costs of the 370 clubs within Imperial College Union totals £2,964,517.
- This budget is not just for grant allocation, it is for the club to predict what costs will be incurred to them next year and plan accordingly to avoid going into debt.
- This policy explains the guidelines that the committee follows to help allocate funds fairly.
- When you submit your budget, do not copy and paste last year's as you may be running new activities in comparison (which will cost the club more if the budget is not updated), your costs may have also increased.
- Be specific, if you put "~£500 for instructors" instead of "10x40 minute sessions at £47/session totaling £470 (inc. VAT)", clearly the latter is more likely to be approved.
- Be honest, we want to support all students fairly, don't lie on your budget (see club conduct)

Introduction

This document was produced over the course of three fortnightly meetings held by the Club, Societies and Projects Board (CSPB). The discussions centred around key issues that have produced long discussion during the main budgeting process in the two years since CSP budgeting was centralised to CSPB.

Decisions enforced by this policy, and the policy itself, may be amended by 2/3 of the members present at a meeting of the Clubs, Societies and Projects Board.

Timeline

The budgeting process for the 17/18 session will take place between 16 December 2016 and 14 March 2017. Key dates are as follows:

16 December	Open Online Budgeting Form
20 January, 12:00	Close Budgeting for Clubs
	Open Budgeting for Management Groups
18:00	Budgeting Meeting 0: CSPB-E, Silwood, Motor Clubs
27 January, 12:00	Close Budgeting for Management Groups Distribute Management Group Budgets for Queries
1 February	<i>Deadline for Management Group Queries</i>
5 February	Distribute Sabbatical Recommendations

7 February, 18:00	Budgeting Meeting 1: Size of A, B, W, Appeals pots CSPB-A, W – lines and percentages Subsidy for Printing & Publicity
10 February	Distribute Standing Allocations to clubs & MGs Open CSPB-B Requests
16 February, 12:00	<i>Deadline for CSPB-B requests</i> Distribute CSPB-B requests
18 February	Distribute Sabbatical Recommendations
21 February, 18:00	Budgeting Meeting 2: CSPB-B – lines & percentages
25 February	Distribute Allocations to clubs & MGs Open Appeals
8 March, 12:00	<i>Deadline for Appeals</i> Distribute Appeals Open Registration for Appeals hearings
14 March, 18:00	Budgeting Meeting 3: Appeals
17 March	Distribute Final Budgets to clubs

Membership of the Committee

The committee who will be making budgeting decisions for the academic year 2017/18 is the Clubs, Societies & Projects Board. The membership of this committee, and the representatives for each society, are also contained in **Error! Reference source not found.** You should contact the relevant contact of your constituent union/ management group if you have any questions.

Constituent Union/Management Group	Name	Contact email
Arts & Entertainment (A&E)	Jack Steadman	ae.chair@ic.ac.uk
Athletics Clubs Committees (ACC)	Elinor Winstanley	acc.chair@ic.ac.uk
Community Action Group (CAG)	Ju Yoo	cag.chair@ic.ac.uk
Media	Rob Garside	media.chair@ic.ac.uk
Overseas Clubs (OSC)	Vicky Jiang	osc.chair@ic.ac.uk
Raising and Giving (RAG)	Cynfelyn Nancarrow-Lei	rag.chair@ic.ac.uk
Recreational Clubs Committees (RCC)	Dominic Price	rcc.chair@ic.ac.uk
Social Clubs Committees	Sina Lari	scc.chair@ic.ac.uk
City & Guilds College Union (CGCU)	Milia Hasbani	engineering.president@imperial.ac.uk
Graduate Students' Union (GSU)	Ahmed Shamsu	gsu.president@imperial.ac.uk

Imperial College School of Medicine Students' Union (ICSMSU)	Tom Bacarese-Hamilton	icsm.cs@imperial.ac.uk
Royal College of Science Union	Lloyd James	rctu.president@imperial.ac.uk
Royal School of Mines Union	Madeline Hann	rsm.vpcs@imperial.ac.uk

Budgeting Categories

There will be 5 budgeting categories, into which each budgeting line should fall.

CSPB-A	Core Operational expenditure
CSPB-B	Core Development expenditure
CSPB-C	Non-core/unsubsidized Expenditure
CSPB-E	Office/Stationery Expenditure
CSPB-W	Welfare Expenditure

Key Decisions & Priorities

Club Conduct

A 2/3 majority of the committee may, in the event that deliberate deceit is discovered during the budgeting process, reduce a club's allocation to £0. This can be appealed during the appeals funding round, in which the remaining funds from the two previous meetings will be allocated.

The budgeting policy, in particular those sections relating to sponsorship & SGI amounts, rewards clubs that run their entire turnover through the Union system. Budgets will be judged against previous year's expenditure.

Funding schema

Budgeting Lines and Appeals will be discussed according to the schema below – which are aimed to provide a common language and framework. The schema have been prioritized as follows – that is to say, need is considered more important than the reach of an activity.

All budget lines should be justified with direct reference to these headings, and should aim to fulfil the requirements of as many as possible.

Need	Funding allocated based on a club needing the funds to run.
Reach	Funding allocated based on the number of Imperial Students reached.
Merit	Funding allocated based on providing a unique aspect of the student experience.
Priority	Funding allocated based on the activity being particularly important as part of the society's activity.
Effort	Funding allocated based on the time put into an application.

High Cost Activity

Clubs whose total subsidy per member exceeds £100 should provide strong

justification for why the extra Grant significantly benefits their members.

SGI

Levels of SGI above 100% of the average turnover for the past 3 years will require very specific justification within a budget application. This should be for a specific item or type of expenditure that cannot be bought within a single academic year.

In addition, clubs with over £10,000 of SGI will need to provide a justification. These numbers will be based on the closing balance in the club's accounts at the end of academic session 14/15.

Money in a Designated Members Fund (DMF) will not be considered during the budgeting process, except where a budget line directly funds a DMF.

Sports and Minibus Subsidy

Subsidy will be available up to the values set by the venues operated by Sport Imperial. These numbers are included in Appendix C – Pricing Matrix for Sport Imperial venues & Minibuses. Exceptions to this may be made where e.g. using a closer venue reduces the travel costs, or no suitable facility is operated by Sport Imperial.

Printing & Publicity

Funding for Printing and Publicity has been removed from CSPB's remit. Core Club Printing should be coded under "Printing Costs", and all such lines will be considered in a separate funding round.

Sponsorship & College Funding

Clubs expecting to receive more than 25% of their annual income in total from sponsorship, donations, and college funding will have their budgets reviewed in detail, and should provide strong justification for their continued requirement for Union Grant. Further clubs may be asked to provide justification during the budgeting process.

Failure to declare expected sponsorship or College Funding will be considered as deceit by CSPB.

Funding for Individual Society Members

Subsidy will be available to individual members only in the case that the funds directly benefit the club as a whole. A maximum of half the cost will be eligible for subsidy.

Health & Safety Expenditure

Health and Safety Equipment & Training Costs shall be considered as normal Equipment & Instructor costs, and will not be eligible for additional funding.

Food & Drink

Food and Drink should be coded under "Hospitality" and will only be funded where consumption of food and drink falls into the core aims & objectives of the club.

Ring Fences

Drafts of budgets for review should be completed by 25 December. The ring fences and their scope will be discussed at the CSPB meeting on 19 January.

The following groups should submit a full budget application for this meeting:

RCC VVMC (614)
RCC RCS Motor (640)
RCC RSM Motor Club (648)
Silwood Exec (550)

For CSPB-E Subsidy:

Media Exec (380)
Media Felix (381)
ICSMSU Exec (655)
RCSU Exec (730)
RSM Exec (645)
CGCU Exec (600)
A&E Dramatic Society (406)

Appendix C – Pricing Matrix for Sport Imperial venues & Minibuses

Facilities		Minibuses		
			9-seat	15-seat
Sports Hall /Hr	£48.00	Up to 2 hours	21.30	28.30
Badminton Court /Hr	£11.60	2-4 hours	36.40	52.60
Squash Court /45 min	£3.25	4-6 hours	56.60	79.80
Swimming Pool /Hr	£33.00	6-12 hours	75.80	101.00
Swim Lane / Hr	£6.60	12-24 hours (weekdays)	99.00	130.30
Fitness Studio /Hr	£42.00	12-24 hours (weekends)	123.30	144.50
Heston (Indoor)	£12.00	Weekend	252.50	287.90
		Extra days	43.50	56.60
Fuel /mile	£0.28	Full Week	426.30	514.10