



Finance and Risk

AGENDA ITEM NO.	8
TITLE	Event Budget Approvals April 2016 – January 2017
AUTHOR	Rachel Blythe – Deputy President (Finance & Services)
EXECUTIVE SUMMARY	<p>The 78 CSP event budgets approved in the period from April 2016 – January 2017 are listed for your review. Events with an expenditure of over £1,000 were approved by an Officer Trustee while those with expenditure exceeding £10,000 were also reviewed by the Head of Finance Resource.</p> <p>No event approvals were reviewed at the June or October F&R meetings.</p>
PURPOSE	<p>Members of F&R are to consider the financial and reputational risks posed by these events and gain assurance that the risks have been well managed. Focus should be given to events highlighted in Red.</p> <p>The DPFS will provide an overview of the events over £10,000 of expenditure.</p>
RISK IMPLICATIONS	
FINANCIAL IMPLICATIONS	All events will either break even or be funded by existing self-generating balances.
LEGAL REVIEW REQUIRED?	
DECISION/ACTION REQUIRED	This paper is for reporting purposes and no decisions are required

Event Budget Approval Report – August 2016 to January 2017

By Rachel Blythe – Deputy President (Finance & Services)

Summary

Huge peak in activity since the previous report as tabled by Christopher Kaye in the April recap. 21 Event Budgets approved for Apr16-Aug16 period followed by 57 for Sep16-Jan17. Also added are recommendations on how to streamline this process to remove heavy administration.

April - August 2016

<u>ID</u>	<u>Event Name</u>	<u>Venue</u>	<u>Event Date/Time</u>	<u>CSP Name</u>	<u>Attendees</u>	<u>Gross Income</u>	<u>Gross Expenditure</u>	<u>Gross Profit/(Loss)</u>	<u>Approved</u>
2412	The Bhangra Showdown 2017	Eventim Apollo	11/02/2017 00:00	SCC Punjabi	3319	79,200.00	-48,900.00	30,300.00	25/04/2016 16:43
2407	TEDxImperialCollege 2016	Skempton Building, South Kensington Campus, Imperial College London	15/05/2016 13:00	CAG TedX	100	2,680.00	-2,362.50	317.5	28/04/2016 15:25
2304	Games Night	South Kensington Campus	24/11/2015 18:30	OSC Arabic	12	-	-33.09	-33.09	12/05/2016 10:56
2202	Trip Launch party	Metric	24/10/2015 19:00	ACC Snowsports	200	600	-1,225.20	-625.2	12/05/2016 11:44
2413	Muay Thai Interclub	Southampton University	30/04/2016 16:00	ACC Muay Thai	4	-	-80	-80	16/05/2016 14:55

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2417	ICSO Summer Concert	Holy Trinity Church, Prince Consort Road	20/05/2016 19:30	A&E Orchestra	300	1,968.00	-929.13	1,038.87	20/05/2016 16:51
2420	ICBE Day Trip to Brighton	Brighton, UK	08/06/2016 09:00	CGCU Bio Engineering	50	150	-520	-370	25/05/2016 17:23
2214	Boat Party	Cadogan Pier	20/11/2015 19:45	OSC Malaysian	220	3,500.00	-2,218.00	1,282.00	27/05/2016 12:18
http://images.wondershare.com/images/pdf-tools/pdf-editor/insert-text.jpg 2326	Winter Tour 2015-16	MyTime Outdoor Centre, Worth Matravers, Dorset, BH19 3LL	12/02/2016 18:00	A&E String Ensemble	23	180	-1,557.00	-1,377.00	27/05/2016 12:22
2309	Innovation at Imperial 2015	SAF Building, Room 122	01/12/2015 18:30	SCC Innovation Society	60	-	-	-	12/06/2016 12:48
2421	Summer Concert 2016	St Alban's Church, Fulham	01/07/2016 19:00	ICSMSU Music	130	2,265.00	-2,222.00	43	13/06/2016 15:33
2423	ICSM Music Society	Prague, Czech Republic	11/07/2016 18:00	ICSMSU Music	50	1,000.00	-3,100.00	-2,100.00	14/06/2016 18:08

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	International Tour								
2398	ICUC Spring Tour	Portofino, Italy	10/06/2016 20:00	RCC Underwater	13	-	-550	-550	27/07/2016 16:15
2419	The Techtonics Edinburgh Fringe Show 2016	Edinburgh, Scotland	15/08/2016 00:00	A&E A Cappella	1560	14,850.00	-8,781.00	6,069.00	27/07/2016 17:09

<u>ID</u>	<u>Event Name</u>	<u>Venue</u>	<u>Event Date/Time</u>	<u>CSP Name</u>	<u>Attendees</u>	<u>Gross Income</u>	<u>Gross Expenditure</u>	<u>Gross Profit/(Loss)</u>	<u>Approved</u>
2342	Innovation Conference 2016	Sir Alexander Fleming Building	17/01/2016 08:30	ICSMSU Surgical Soc	60	600	-330.5	269.5	27/07/2016 17:10
2422	STFYD 2017	Brewery London	07/01/2017 19:00	ICSMSU Exec	300	34,360.00	-33,937.20	422.8	28/07/2016 11:56
2427	Halfway Dinner 2016	Royal Garden Hotel	15/10/2016 19:00	ICSMSU Exec	230	14,587.50	-14,877.00	-289.5	28/07/2016 11:56
2428	Freshers' Fortnight 2016	Reynolds	03/10/2016 19:00	ICSMSU Exec	230	18,000.00	-17,378.00	622	28/07/2016 13:12
2431	Oxford International Model United Nations Conference 2016	Oxford University	11/11/2016 00:00	SCC Model United Nations	10	423	-	423	12/08/2016 13:12
2437	ChemSoc Christmas Dinner 2016	The Copthorne Tara	13/12/2016 17:00	RCSU Chemistry	240	11,125.00	-11,860.34	-735.34	23/08/2016 10:06

2446	RSMU Christmas Dinner	Copthorne Tara Hotel	16/12/2016 19:30	RSM Exec	80	-	-30	-30	30/08/2016 10:24
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Notes for the period April-August 2016

The majority of these events (up to the beginning of August) were approved by Chris, none of which were passed to me as a matter for concern apart from the Bhangra Showdown 2016 - Ticketing income for the event actually came to only £45k. The income was held by the NEC until December, at which point I managed to secure 80% of the funds to return to us on the condition that the remaining 20% is passed to HMRC. This will be reclaimed when the FEU certification for foreign performers is processed at the end of January. For the Bhangra Showdown 2017, a new and revised budget has been provided by the committee members and will be taken into account for the period of September 2016-January 2017. It should be noted however that the Purchase Order for the Venue Hire was signed off by the previous DPFS and DPCS before our terms in office.

<u>ID</u>	<u>Event Name</u>	<u>Venue</u>	<u>Event Date/Time</u>	<u>CSP Name</u>	<u>Attendees</u>	<u>Gross Income</u>	<u>Gross Expenditure</u>	<u>Gross Profit/(Loss)</u>	<u>Approved</u>
2445	RSMU Freshers' Dinner	Millenium Gloucester Hotel	14/10/2016 19:30	RSM Exec	100	4,525.00	-4,650.00	-125	01/09/2016 13:53
2455	CGCU Welcome Ball	Porchester Hall, Bayswater	20/10/2016 19:15	CGCU Exec	220	13,800.00	-13,891.59	-91.59	02/09/2016 16:23
2448	Vision Senior Conference	Sir Alexander Fleming Building	25/09/2016 08:00	ICSMSU Vision	70	789	-979.07	-190.07	08/09/2016 19:21
2442	International Trauma Conference	Sir Alexander Fleming Building	19/11/2016 08:00	ICSMSU Surgical Soc	250	14,600.00	-13,160.00	1,440.00	09/09/2016 12:51
2456	Sapphire	Hilton London Metropole	04/03/2017 19:00	OSC Sri-Lankan	800	37,700.00	-30,830.00	6,870.00	13/09/2016 15:50

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2462	Committee Weekend Away	Long Common, Green Lane East, Surrey GU3 2JL	23/09/2016 18:00	ICSMSU Music	15	-	-436.3	-436.3	18/09/2016 18:46
2464	SHAAM	Christie Suite Hilton Kensington	25/11/2016 00:00	OSC Pakistan	270	7,700.00	-7,317.00	383	26/09/2016 17:32
2466	RCSU Autumn Ball	Chelsea Harbour Hotel	18/10/2016 20:30	RCSU Exec	400	9,004.00	-8,459.00	545	28/09/2016 12:12
2473	Welcome Dinner	EEE 403	09/10/2016 18:30	SCC Hindu Society	120	350	-105	245	30/09/2016 20:53

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2477	ChemSoc	Union Bar	11/10/2016 19:00	RCSU Chemistry	80	320	-300	20	03/10/2016 08:55
2445	RSMU Freshers' Dinner	Millenium Gloucester Hotel	14/10/2016 19:30	RSM Exec	100	4,525.00	-4,650.00	-125	01/09/2016 13:53
2455	CGCU Welcome Ball	Porchester Hall, Bayswater	20/10/2016 19:15	CGCU Exec	220	13,800.00	-13,891.59	-91.59	02/09/2016 16:23
2448	Vision Senior Conference	Sir Alexander Fleming Building	25/09/2016 08:00	ICSMSU Vision	70	789	-979.07	-190.07	08/09/2016 19:21
2442	International Trauma Conference	Sir Alexander Fleming Building	19/11/2016 08:00	ICSMSU Surgical Soc	250	14,600.00	-13,160.00	1,440.00	09/09/2016 12:51

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2456	Sapphire	Hilton London Metropole	04/03/2017 19:00	OSC Sri-Lankan	800	37,700.00	-30,830.00	6,870.00	13/09/2016 15:50
2462	Committee Weekend Away	Long Common, Green Lane East, Surrey GU3 2JL	23/09/2016 18:00	ICSMSU Music	15	-	-436.3	-436.3	18/09/2016 18:46
2464	SHAAM	Christie Suite Hilton Kensington	25/11/2016 00:00	OSC Pakistan	270	7,700.00	-7,317.00	383	26/09/2016 17:32
2466	RCSU Autumn Ball	Chelsea Harbour Hotel	18/10/2016 20:30	RCSU Exec	400	9,004.00	-8,459.00	545	28/09/2016 12:12
2473	Welcome Dinner	EEE 403	09/10/2016 18:30	SCC Hindu Society	120	350	-105	245	30/09/2016 20:53
2477	ChemSoc	Union Bar	11/10/2016 19:00	RCSU Chemistry	80	320	-300	20	03/10/2016 08:55
2467	Beginner's Tournament	Old Football Pitches - Hyde Park	15/10/2016 12:00	ACC Ultimate Frisbee	100	655	-492	163	04/10/2016 09:38
2474	IMHC Rio Bop	Reynolds Bar	30/09/2016 19:00	ICSMSU Hockey	150	440	-129.24	310.76	07/10/2016 11:37
2484	RSMU Freshers' Dinner	Millennium Gloucester Hotel	14/10/2016 19:00	RSM Exec	164	4,909.00	-4,918.80	-9.8	11/10/2016 13:59
2471	Western European Platform	Antwerp	17/11/2016 10:00	OSC Erasmus	1	164	-245	-81	13/10/2016 13:35
2475	Tea party	TBC	06/10/2016 16:00	OSC Erasmus	65	-	-72.54	-72.54	13/10/2016 13:36
2461	BAHFest	Great Hall	25/03/2017 19:00	RCSU Exec	740	11,200.00	-6,475.00	4,725.00	13/10/2016 14:45

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2453	1st Research Symposium Colombia- United Kingdom	Royal School of Mines, LT 2.28	23/09/2016 09:00	OSC Latin- American	100	3,650.00	-3,151.30	498.7	13/10/2016 16:21
2488	STARSurge Research and Audit Day	SAF	05/11/2016 08:00	ICSMSU Surgical Soc	200	300	-525	-225	17/10/2016 01:13
2497	IC X UCL Japanese Society	Golden Jubilee Capital Pleasure Boats	25/11/2016 19:00	OSC Japanese	250	3,500.00	-2,283.76	1,216.24	24/10/2016 11:08
2503	Bop of the Dead (Halloween Bop)	Reynolds Bar	28/10/2016 20:00	ICSMSU Boat	200	650	-446.33	203.67	24/10/2016 14:28
2515	Meet and Greet 2016	EEE - 403A	26/10/2016 18:00	SCC Friends of Médecins Sans Frontières	20	20	-16	4	25/10/2016 12:03
2489	ICBE Christmas Dinner	The Loop Bar	05/12/2016 19:00	CGCU Bio Engineering	170	2,771.89	-2,914.75	-142.86	25/10/2016 17:08
2516	Tri-Union Bar Night	Metric, 568 and the Union Bar	17/11/2016 20:00	RCSU Exec	800	5,120.00	-4,950.00	170	25/10/2016 19:35
2531	Movie night	RSM	24/11/2016 00:00	OSC Erasmus	60	-	-1	-1	01/11/2016 22:58

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2542	5th Annual Imperial College Nigerian Society (ICNS) Symposium & Networking	Great Hall, Imperial College London	04/11/2016 17:00	OSC Nigerian	100	3,350.00	-3,175.80	174.2	02/11/2016 12:57
2483	Birmingham Matches	Birmingham	11/11/2016 19:00	ICSMSU Water Polo	26	-	-1,415.75	-1,415.75	03/11/2016 10:29
2527	Formal Cocktail Party	Bar n Co	24/11/2016 20:00	CGCU Aeronautics	100	2,565.00	-2,500.00	65	03/11/2016 13:24
2544	Christmas Dinner	Sterling Bar	13/12/2016 19:00	ICSMSU Water Polo	30	-	-600	-600	07/11/2016 11:18
2532	Cheese and Wine	Room imperial	21/11/2016 20:00	OSC French	50	-	-	-	08/11/2016 11:23
2522	Winter Tour 2016/17	Cholderton Youth Hostel	17/12/2016 08:00	ACC Triathlon	9	113.67	-807	-693.33	08/11/2016 12:25
2539	Girls Tour	Portsmouth	19/11/2016 10:00	ICSMSU Netball	35	-	-696.5	-696.5	14/11/2016 01:58
2550	ChemSoc Curry Night	The Monsoon, 78 Brick Ln, London E1 6RL	24/11/2016 19:00	RCSU Chemistry	45	180	-	180	14/11/2016 13:25
2560	Winter Ball feat. RAG	Hoxton Square Bar and Grill	05/12/2016 17:00	RCSU Exec	500	3,720.00	-4,166.00	-446	17/11/2016 08:26
2478	Oxford Tour	Oxford	18/11/2016 17:00	ICSMSU Hockey	25	-	-2,082.50	-2,082.50	17/11/2016 12:19
2509	UH Sports Night	Infernos, Clapham	16/11/2016 21:30	RAG Right to Play	750	7,000.00	-1,950.00	5,050.00	17/11/2016 12:21

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2569	AMSA Christmas Dinner	Wildwood restaurant, 184, Shaftesbury Ave, London WC2 8JB	03/12/2016 19:00	ICSMSU Asian Medical Students' Association	35	-	-	-	18/11/2016 00:13
2552	Christmas Dinner	The Rembrandt Hotel	13/12/2016 19:00	RCSU Physics	150	3,900.00	-3,900.00	-	18/11/2016 10:48
2526	RAG Takeover - Embargo Republica	Embergo Republica	02/11/2016 22:00	ICU Rag Exec	298	2,133.88	-748.05	1,385.83	18/11/2016 12:13
2540	RAG Christmas Quiz	Metric	01/12/2016 20:00	ICU Rag Exec	96	500	-732	-232	21/11/2016 11:23
2572	Autumn Tour	Exmoor National park	02/12/2016 20:00	ACC Cycling	8	-	-350	-350	21/11/2016 12:56
2547	Christmas Concert	Great Hall	02/12/2016 19:30	A&E Orchestra	500	2,900.00	-916.6	1,983.40	21/11/2016 16:14
2570	ICUMS Clubbing Event	DSTRKT Lounge & Bar	23/01/2017 22:00	OSC Malaysian	300	11,972.16	-9,750.00	2,222.16	21/11/2016 17:25
2576	Christmas Concert	St Stephen's Church	07/12/2016 18:00	A&E Gospel Choir	70	250	-580	-330	24/11/2016 10:09
2585	Crash Course in Ophthalmology for Finals	SAF	11/12/2016 12:00	ICSMSU Ophthalmology	70	-	-100	-100	28/11/2016 16:05
2590	Christmas Dinner	The Bolton	01/12/2016 19:00	RSM Netball	19	494	-494	-	28/11/2016 17:17
2555	ICSE Christmas Concert	Holy Trinity Church	03/12/2016 19:00	A&E String Ensemble	40	-	-292.18	-292.18	01/12/2016 10:09

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2599	RSMU Christmas Dinner	Copthorne Tara Hotel	16/12/2016 19:00	RSM Exec	146	3,900.00	-3,615.00	285	08/12/2016 16:13
2595	OSCE revision day	Imperial College - South Kensington	04/02/2017 09:00	ICSMSU GradMed	120	500	-450	50	08/12/2016 23:12
2601	Autumn Concert	Great Hall	10/12/2016 19:30	A&E Sinfonietta	200	1,040.00	-791.75	248.25	09/12/2016 12:47
2583	Trip to Leuven	Leuven	13/01/2017 10:00	ICSMSU Boat	77	-	-6,893.77	-6,893.77	13/12/2016 15:05
2604	Science Challenge	Old Royal Naval College	21/03/2017 19:00	RCSU Exec	65	13,000.00	-8,550.00	4,450.00	13/12/2016 16:14
2602	Christmas Bop 16/12/2016	Reynolds	16/12/2016 19:00	ICSMSU Womens Hockey	300	1,325.00	-213.31	1,111.69	14/12/2016 00:06
2605	Dance Tour	Cologne, Germany	13/01/2017 00:00	ICSMSU Dance	12	-	-542.16	-542.16	19/12/2016 22:04
2609	ICAIC Annual Conference	SAF	14/01/2017 09:00	ICSMSU Anaesthetics and Intensive Care	70	100	-543.5	-443.5	10/01/2017 15:00
2614	RAG Club night	Beaver Lodge	30/01/2017 00:00	ICSMSU Rag	120	640	-500	140	10/01/2017 15:10
2610	Malaysian Night (MNight)	Great Hall, Sherfield Building	25/02/2017 19:00	OSC Malaysian	600	5,900.16	-4,660.00	1,240.16	11/01/2017 14:18
2611	Malaysian Night (MNight)	Great Hall, Sherfield Building	26/02/2017 19:00	OSC Malaysian	600	5,900.16	-4,660.00	1,240.16	11/01/2017 14:18

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Items highlighted in red are events with expenditure exceeding £10,000. These will be reviewed and critiqued at the F&R meeting in January.