

Council

Tuesday 14 March 2017

Report to Union Council

Rachel Blythe, Deputy President (Finance & Services) March 21, 2017

General Matters

Since the last Council meeting, I have continued administrating CSP finances and found various ways to improve Union services. My bigger goals for the term have remained on the following:

1. Role Review – **ADMINISTRATION HANDOVER HAS BEGUN**
2. EPOS implementation – **SUCCESSFUL, STILL MONITORING**
3. Environment and sustainability objectives for Imperial College – **PAPER PASSED**
AT PROVOST BOARD
4. Door charge infographic – **RELEASED**
5. Women@Imperial event - **SUCCESSFUL**
6. Summer Ball – **PLANNING UNDER WAY**
7. Streamlining donations and implementing Gift Aid – **REGISTERING WITH HMRC**

Finance

- Annual budgeting passed the appeals stage at CSPB yesterday.
- Authorising expenditure (POs, MFRs, Claims, etc.) and income (sponsorship [271 contracts reviewed, £260,291.93 approved to date – see Table 1]).

Table 1 – Sponsorship income to Union for current year, previous year and year of 2014/15.

Month	16/17	15/16	14/15
August	24,700.00	14,288.33	15,604.67
September	58,114.17	41,414.02	37,393.65
October	33,660.77	56,561.65	26,592.95
November	49,382.07	35,242.29	(4,110.11)
December	11,550.01	28,816.00	20,135.21
January	55,881.53	9,266.57	8,422.49
February	23,920.05	11,095.84	1,256.41
March	3,083.33	14,379.17	32,594.17
April	-	7,635.00	3,905.56
May	-	3,816.67	3,998.66
June	-	11,783.94	7,538.00
July	-	6,893.00	9,327.08
Total	260,291.93	241,192.48	162,658.74

- Committing all Union refunds.
- Working with Systems and Finance departments to streamline donations coming into the Union. The current system for receiving donations is time consuming and confusing for new volunteers. We are in the process of amending the Union income form to include internet bank transfers, and have taken steps to begin registering Imperial College Union with HMRC to add Gift Aid to donations from UK Taxpayers – this is an ongoing process!
- Finance Timeline work is back on track – this has been heavily slowed down with Elections work and the EPOS implementation. The Finance Timeline has been evaluated and will be added to my automatic reply via email. I am also looking to add it to the automatic emails sent to students after they have submitted their claim, with updates on the forecast during the different stages in the approval chain. The eActivities timeline is planned to be in place for June/July to ensure that students will be able to see how much time it will take to be recompensed once their claims have been approved -
- Created several role accounts and updated passwords for all Union email addresses – worked with the Union Administration team and College ICT to begin handing over this work to staff. This will free up time to work on directly helping students, rather than completing administrative tasks. As per the previous report the current tasks being passed across are:
 - Creating new role accounts for CSPs
 - Updating passwords for email addresses for CSPs
 - Extending expiries of CSP accounts
- Advised students on their transaction lines, annual budgeting and cases for reimbursement, locating income, or emergency payments, particularly CAG Exec and Volunteer Dinner, RSM Exec, Chemical Engineering (event), Activities Development Fund applications and allocations.

- The EPOS implementation has continued to be a success. Licensed trade and retail have increased the number of Electronic Points of Sale across various sites in South Kensington and Charing Cross. Will now begin looking into setting up loyalty schemes and better rewards for all students that use Union outlets.
- Have begun editing the VAT Factsheet and the Money In training manuals to include the collated VAT FAQs. Will update the management group authorisation minimum once the VAT 'how to reclaim' instructions are sent out to all students. Without this in place, we are risking students missing out on the reclaim opportunities and spending more than necessary.
- Meeting with Imperial Enterprise Lab and College staff to discuss Enterprise Week 2017 and ACT Now! The flagship development programme for student social entrepreneurs.
- Shortlisted the 25 applicants for ACT Now! Showcase. Finalised 10 posters in an exhibition before 4 student social entrepreneurs pitch their individual projects. Due to present for the event on Monday 20th March. More information can be found at:

<https://www.imperialcollegeunion.org/shop/union-eventstickets/16549/act-now-social-enterprise-showcase-ticket>

- Reviewed a 'Student Social Enterprise access to funding' paper written by the Student Development Manager. Looking to make it easier for student social enterprises funded by the Union to gain and retain their funding within the year and work around exam schedules.

Services

- The letter on "Making Imperial College London a Leader in Sustainability and Action on Climate Change" written as part of a steering group with the Director of Innovation (Grantham Institute), Director of Policy and Translation (Grantham Institute), Director of the Grantham Institute, Professor of Energy Engineering, Head of Energy & Environment (Estates & Facilities) was firstly finalised as a paper, and was consequently taken to the Provost Board and approved! An action plan and follow up meeting is due in April.
- Working with the Ethics & Environment Officer and the Union President to rewrite the Union Environmental Policy.
- Working to rewrite the Late Taxis Policy and create a Refunds Policy in line with the administrative changes due to take place as part of the role review.
- Entertainments budget is complete. Infographic was released on 14/02/2017 (how romantic) – can be found at:

<https://www.imperialcollegeunion.org/blogs/deputy-president-finance-services/why-do-we-have-a-door-charge>

- Summer Ball planning has begun, any student feedback/ideas is appreciated at dpfs@ic.ac.uk
- Union Sysadmin backlog requests have been covered by our Systems team.
- In email conversation with Campus Services regarding coffee prices across London campuses.
- Writing a proposal on behalf of Silwood Management Group and students for a shuttle bus service between Silwood Campus and Sunningdale train station.
- Women@Imperial week was a success. Delivered a speech at the reception and book launch after the panel discussion on Gender Equality: Ongoing Challenges. Further information and article can be found at:

http://www3.imperial.ac.uk/newsandeventspggrp/imperialcollege/newssummary/news_9-3-2017-16-29-32

- Looking to add a Health and Safety page to the Union website, to highlight correct procedures for various activities for students and to add a link for reporting incidents and near misses using the College SALUS system.