

Council

Tuesday 24 January 2017

Report to Union Council

Rachel Blythe, Deputy President (Finance & Services) January 19, 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. Paper: Role Review - **COMPLETED**
2. Finance Timeline implementation – **PLANNING WITH SYSTEMS**
3. Prayer room refurbishment - **COMPLETED**
4. Credit/debit card machine rental (PDQ machines for CSPs) – **ALIGNED WITH NEW EPOS SYSTEM**
5. Environment and sustainability objectives for Imperial College – **LETTER TO PROVOST BOARD IN DRAFT**
6. Door charge infographic – **FINAL REVISIONS**
7. VAT training and instructions on how to reclaim – **DRAFT INFOGRAPHIC COMPLETE**
8. Streamlining donations and implementing Gift Aid – **REGISTERING WITH HMRC IMMEDIATELY**
9. Advising on transaction lines - **£37,000 ticketing sales income reimbursed for SCC Punjabi as a result of liaising with the NEC in Birmingham, HMRC accountants, the Bhangra Showdown 2016 Foreign Performers Manager and researching FEU certification on behalf of the committee**

Role Review

Have spent the past few months reviewing the role of Deputy President (Finance & Services). The product of this work is laid out in the Paper “Officer Trustee Role Review” to be discussed in this Council Meeting.

Finance

- Authorising expenditure (POs, MFRs, Claims, etc.) and income (sponsorship [194 contracts reviewed, £183,257.01 approved to date – see Table 1]).

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

<u>Month</u>	<u>16/17</u>	<u>15/16</u>	<u>14/15</u>
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	5,849.99	9,266.57	8,422.49
February	-	11,095.84	1,256.41
March	-	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	183,257.01	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.
- 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.
- Advised students on their transaction lines, annual budgeting and cases for reimbursement, locating income, or emergency payments e.g. ArtSoc, OSC Indian, SCC Punjabi. *Facilitated and organised the return of 80% of £45,000 in ticketing sales income for SCC Punjabi after speaking to the NEC organisers and box office, the SCC Punjabi Foreign Performers leader and researching HMRC tax forms. Still working on the imminent return of the remaining 20% from HMRC, but returning the initial £37,000 has been a huge achievement this year.*
- Have continued testing electronic sponsorship on development eActivities site to reduce some of the DPFS unnecessary admin.
- Worked with DPW, the President and students to open discussion on Student Finance and amendments to Imperial bursaries, update from DPW in their report.
- Evaluated the working document for students to rent out credit card machines. The Union is due to purchase a new PDQ machine for the Reception on Level 2 of the Union Building. This is in conjunction with the new EPOS tender which is set to be rolled out for

Licensed Trade and Retail in January-February 2017. Now waiting on the EPOS launch and testing before rental goes ahead.

- Collated VAT FAQs to begin putting up a more thorough VAT information pack/picture. Have circulated a 'how to reclaim VAT' list of instructions to Finance and Systems to review before sending out in a simplified summary to students.
- 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. Infographic is currently in draft form, being reviewed and edited – likely to be sent out in mid-February.

Services

- Working with 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) to draft and edit a letter to the Provost Board titled “Making Imperial College London a Leader in Sustainability and Action on Climate Change”. Have been discussing both the Union and College strategies regarding environmental aims and objectives. I have now been a part of the new College environmental and sustainability steering group for the College for more than a month.
- Finalising the Entertainments budget (door charge) infographic. This is due to come out in early January alongside the Beit Bars January Sales. Currently considering options for students to make the door charges cheaper (i.e. buying for the month/year in advance at a subsidised price).
- Worked with James (DPCS) to get the Prayer Room refurbished. Refurbishment is now complete.
- Still looking to get a Systems focus group up for our Systems team to answer student frustrations on imperialcollegeunion.org, CSP websites on union.ic.ac.uk domain, eActivities, etc.
- Advised Silwood Management Group on funding and entertainments. Following a petition to get a shuttle mini bus survey from College, students have sent round a survey asking when would be the best times of day and during the week to be able to get to and from South Kensington via a shuttle bus service similar to that running from South Kensington-Hammersmith-White City campuses. Once these results are in I will be helping them to liaise with College to get a satisfactory service in place.
- Liaising with College catering, the Head of Campus Services and the International Liberation Officer to manage the hot food policy alongside the international food fair set for January 30th. Have so far located various College kitchen spaces for students to use in the evenings.
- Working with Women @ Imperial to help them plan their annual event in March, continuing to provide information on CSPs built to promote and support women at Imperial.

Other

- Spent 4 days this week shortlisting more than 30 people and interviewing 14 people for two positions (Training & Development Manager, Student Activities Manager).