

Council

Monday 13 January 2017

Report to Union Council

Rachel Blythe, Deputy President (Finance & Services) February 08, 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 – PASSED AT BOARD OF TRUSTEES
2. New front and back of house till systems – EPOS LAUNCH SUCCESS
3. Finance Timeline implementation – PLANNING WITH SYSTEMS
4. Environment and sustainability objectives for Imperial College – LETTER TO PROVOST BOARD IN DRAFT & ENVIRONMENTAL POLICY IN DRAFT
5. Door charge infographic – DUE FOR MONDAY 13/02/2017
6. Streamlining donations and implementing Gift Aid – REGISTERING WITH HMRC IMMEDIATELY
7. Annual budgeting has begun!

Finance

- ANNUAL BUDGETING HAS BEGUN! Processing A-lines in the past CSPB meeting of 07/02/2017.
- Authorising expenditure (POs, MFRs, Claims, etc.) and income (sponsorship [235 contracts reviewed, £234,559.39 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	1,270.84	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	234,559.39	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!
- 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, particularly SCC. Tamil on Mega Maalai 2017, SCC Punjabi on the Bhangra Showdown 2016 & 2017.
- EPOS launch thus far successful. Licensed trade and retail have increased the number of Electronic Points of Sale across various sites in South Kensington and Charing Cross. This will hugely impact our Wednesday and Friday nights as one of the biggest complaints we receive is regarding queue-time at the bar. This also allows us to begin setting up loyalty schemes and better rewards for all students that use Union outlets.

- Worked with licensed trade to completely remove the £5 minimum spend on contactless and Apple Pay.
- Worked with licensed trade to reduce the £5 minimum spend on chip and pin to £3.
- 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.
- Sat down with Administration team to discuss handover of administrative tasks, will provide a full list of changed tasks to next Council.

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 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.
- Have begun drafting a new Union Environmental Policy. To be discussed with the Ethics & Environment Liberation Officer on completion of draft, as well as have student consultation during Go Green Week with the Environmental Society.
- Entertainments budget is complete. Infographic is set to be released on the 13/02/2017.
- 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. – this has become a matter of urgency for Union Sysadmin requests and volunteer positions are soon to be recruited for.
- Speaking to Head of Campus Services and Head of Catering and Events about increasing coffee prices.
- 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.
- Worked with the Environmental Society to increase meat-free options and promotions in South Kensington licensed spaces during Go Green week. Have helped book Beit Quad for Dr. Bike and facilitated room bookings on their behalf.

Other

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