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| **Agenda Item No.** |  |
| **Title** | CSP Annual Budgeting Process |
| **Author** | Thomas Fernandez Debets (Deputy President – Clubs & Societies) |
| **Executive summary** | This report provides an overview of the Annual Budgeting process for Clubs, Societies & Projects and this year’s timeline for all stakeholders involved |
| **Purpose** |  |
| **Decision/action required** | For information |



**Imperial College Union – Finance & Risk Committee**

Meeting date: 11.12.2019

CSP Annual Budgeting is a process undertaken by Clubs, Societies & Projects (CSPs) and overseen by the Clubs, Societies & Projects Board (CSPB).

All CSPs must submit a budget annually. This is an opportunity for them to reflect on the current academic year’s progress in comparison to previous years and the budget submitted by the previous committee. In this respect, the budget acts as a working document the CSP should refer to throughout the academic year.

CSP Annual Budgeting is also the main opportunity for CSPs to apply for financial support from the Union in the form of Grant. This pot varies in size but forms part of the block grant received from the College. In 2018/19, £420,198.49 was allocated to CSPs in Union Grant. The process, as followed by CSPs and CSPB is detailed below:

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|  | **Clubs, Societies & Projects (CSPs)** | **Clubs, Societies & Projects Board (CSPB)** |
| **Nov** |  | Budgeting policy is ratified |
| **09-Dec** | CSP Annual Budgeting opens |  |
| **20-Jan** | CSP Annual Budgeting closes | MG1 round opens |
| **31-Jan** |  | MG1 round closes |
| **01-Feb** |  | MG2 round opens |
| **24-Feb** |  | MG2 round closes |
| **05-Mar** |  | Resolution meeting |
| **09-Mar** | Allocations communicated to CSPs |  |
| **19-Mar** |  | Appeals meeting |
| **20-Mar** | Appeals outcomes communicated |  |

**MG1 round**: during this period, the CSP’s relevant Management Group (MG) or Constituent Union (CU) will review the CSP’s budget. This review includes reviewing individual lines, especially those against which Grant is requested, as well as the overall budget.

**MG2 round**: during this period, another MG or CU will review the CSP’s budget, paying particular attention to those lines where grant was requested.

**Resolution meeting**: where the two MGs/CUs involved in the review process disagree on the amount of grant to be allocated against a specific line, the Deputy President - Clubs & Societies (DPCS) and the Deputy President – Finance & Services (DPFS) will suggest a resolution outcome. This is done offline and the proposed resolution is submitted to both MG1 and MG2. If both don’t agree to the suggested resolution, it is brought to the “Resolution meeting” for discussion amongst CSPB. The outcome decided at CSPB is final.

**Appeals**: CSPs who feel they have not been allocated insufficient funding can appeal CSPB’s decision for one of three reasons:

1. Did not upload a budget in time
2. Additional activities to be considered
3. Insufficient funding allocated given the budget, as it was submitted

In parallel, there are 4 CSPB budgeting meetings that take place during the Spring term (2nd academic term). The dates for the 2019/20 academic year are detailed below and the planned progress status and desired outcomes are outlined below.

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| **CSPB meeting date** | **Content/outcome** |
| **13-Jan** | Update on current progress of CSPs budgets (inc. number of budgets, understanding of the system and quality of budgets/grant requests underway) as well as discussion around emerging themes and considerations moving forward |
| **06-Feb** | Review CSP Annual Budgeting and MG1 close; determine ring-fenced amounts for those groups mentioned in the “Ring Fences” section of the policy; update on progress regarding MG2 round |
| **05-Mar** | Review all proposed resolutions that have not been accepted offline prior to the meeting |
| **19-Mar** | Review appeals submissions |

Throughout this process, other Union’s teams involvement is minimal. The Student Development team support the Deputy President (Clubs & Societies) with the delivery of training sessions for all CSP presidents and treasurers to attend. These were hosted on 10/12-Dec and 14/16-Jan this academic year.

**Formal request for 2020/21**

CSPs are an essential part of the student experience at Imperial College and one of Imperial College Union’s key deliverables. If an increase at an inflationary rate (2%) were to be assumed, £428,602 would need to be allocated to CSPs in the 2020/21 academic year.

However, this increase does not take into account the new CSPs that have joined the Union’s network since the last block grant negotiations, the sale of Heston which will have a significant impact on venue costs for our sports clubs or the increase in the number of students at Imperial or those who take part in CSPs. The following suggestions are hereby put forward:

1. In line with the increase in student numbers at Imperial College London (from 19,720 to 20,714 between 2018/19 and 2019/20), a further 5.04% increase is deemed adequate for CSPs to continue providing an essential aspect of the student experience at Imperial College, as recognised by both the Union and the College’s strategy. This would amount to a further £21,602, taking the total to £450,204.
2. The Union has the ability to shut down any society that don’t satisfy legal or constitutional requirements as well as those who are not financially sustainable. However, there are no provisions to pay off a CSP’s debt once shut down. Though the Union exists to provide support to those CSPs who pose a financial risk and/or are currently in debt, a separate pot would prove beneficial in the case where a CSP’s position is financially unviable. A further 1% to go to this separate pot is suggested and would bring the total requested to £454,706.

The Deputy President (Clubs & Societies) therefore recommends that £454,706 of the block grant be put towards the CSP Grant for the academic year 2020/21. This increase will allow the Union to better support the current activities undertaken by CSPs to enhance the student experience whilst also allowing them to start planning new activities, relevant to the current membership of Imperial College Union.