

Appendix One: ICU Detailed Charity Budget 2020/21 Stage Three

	2020/21	2019/20	Change	Notes
Income				
Block Grant	£1,885,213	£1,885,213	£0	
Interest	£20,000	£41,685	(£21,685)	Recognises the reduction in Rathbones and College pooling interest
Advertising Sales	£65,000	£93,050	(£28,050)	
Sponsorship	£0	£10,000	(£10,000)	
Freshers' Fair	£0	£36,500	(£36,500)	
Refreshers' Fair	£6,000	£0	£6,000	
Associate Membership Fees	£16,045	£22,322	(£6,277)	
Life Membership Fees	£5,457	£5,868	(£411)	
Other Fees & Sales	£2,192	£4,504	(£2,312)	
Minibus Hire / Sales	£50,000	£166,680	(£116,680)	Based largely on selling minibuses rather than rental income
ADF Transfer (non recurring)	£64,620	£0	£64,620	Non recurring for 2020/21
Retail Contribution	£102,849	£221,907	(£119,058)	See 'Retail 2020/21' tab
Venues Contribution	(£34,153)	£520,290	(£554,443)	See 'Venues 2020/21' tab
Subtotal	£2,183,223	£3,008,019	(£824,796)	
Education & Welfare				
Permanent Staff	£58,320	£150,897	(£92,577)	
Temporary Staff	£750	£1,908	(£1,158)	
Subtotal Staff Costs	£59,070	£152,805	(£93,735)	
Teaching Awards	£5,000	£12,863	(£7,863)	
Student Rep Network	£1,500	£7,000	(£5,500)	
Liberation Groups	£5,000	£8,000	(£3,000)	
Election	£4,000	£0	£4,000	Moved from Leadership
Campaigns	£2,500	£8,126	(£5,626)	
Subscription	£3,240	£0	£3,240	Wonkhe
Travel	£550	£1,100	(£550)	
Subtotal Operational Costs	£21,790	£37,089	(£15,299)	
Total Costs	£80,860	£189,894	(£109,034)	
Advice & Support				
Permanent Staff	£47,187	£75,800	(£28,613)	
Subtotal Staff Costs	£47,187	£75,800	(£28,613)	
Affiliation Fees	£390	£390	£0	NASMA (money advice) and Advice UK
Insurance	£260	£260	£0	Advice UK PII
Printing Costs	£1,000	£1,260	(£260)	
Publicity Costs	£1,100	£2,000	(£900)	
Research	£1,000	£0	£1,000	Strategic review
Subscriptions	£800	£800	£0	AdviserNet
Subtotal Operational Costs	£4,550	£4,710	(£160)	
Total Costs	£51,737	£80,510	(£28,773)	
Student Opportunities & Development				
Permanent Staff	£231,669	£277,181	(£45,512)	
Temporary Staff	£7,500	£11,887	(£4,387)	
Subtotal Staff Costs	£239,169	£289,068	(£49,899)	
CSP Grants	£328,602	£401,004	(£72,402)	
Stationery	£0	£200	(£200)	Centralised in HR & Central
Printing Costs	£2,717	£2,717	£0	Replacement associate membership cards
Publicity	£200	£1,380	(£1,180)	
Insurance	£1,952	£8,946	(£6,994)	2019/20 included Boat Club insurance - no longer needed
Hospitality	£0	£1,325	(£1,325)	Centralised in Leadership
Health & Safety	£0	£350	(£350)	Centralised in Leadership
Grants Payable	£500	£500	£0	Exploration Board contribution (August)
Engarving and Tankards	£1,400	£1,400	£0	
Credit Card Commission	£12,000	£9,856	£2,144	Based on 2019/20 actuals
Cleaning	£0	£1,000	(£1,000)	Centralised in HR & Central
Travel	£200	£200	£0	
Student Training	£1,900	£7,900	(£6,000)	No training in term 1
Equipment Hire	£400	£2,500	(£2,100)	Varsity marquee hire not required in term 1
Equipment Purchase	£0	£400	(£400)	
Leadership Skills	£0	£9,039	(£9,039)	Not required in 2020/21
ICU Crew	£0	£1,400	(£1,400)	Not required in 2020/21
Imperial Plus	£0	(£6,178)	£6,178	Not required in 2020/21
Community Connections	£0	£9,389	(£9,389)	Not required in 2020/21
Halls	£0	£50	(£50)	
Recruitment	£0	£300	(£300)	
Subtotal Operational Costs	£349,871	£453,678	(£103,807)	
Total Costs	£589,040	£742,746	(£153,706)	
Minibus Hire / Sales				
Permanent Staff	£0	£36,187	(£36,187)	
Temporary Staff	£350	£600	(£250)	
Subtotal Staff Costs	£350	£36,787	(£36,437)	
Cleaning	£600	£600	£0	
Equipment Hire	£10,178	£17,450	(£7,272)	
Insurance	£20,376	£19,776	£600	Via College
Licenses	£2,628	£2,628	£0	Road tax
Maintenance	£10,500	£14,400	(£3,900)	
Maintenance Contracts	£1,692	£1,696	(£4)	
Parking	£1,516	£1,472	£44	
Consumables	£372	£372	£0	
Health & Safety	£0	£250	(£250)	Centralised in Leadership
Introductions	£1,417	£3,432	(£2,015)	Net cost
Sports Training	£5,838	£24,375	(£18,537)	Net cost
Subtotal Operational Costs	£55,117	£86,451	(£31,334)	
Total Costs	£55,467	£123,238	(£67,771)	
Marketing & Communication				
Permanent Staff	£120,081	£200,497	(£80,416)	
Temporary staff	£0	£3,600	(£3,600)	
Agency Staff Cost	£7,500	£4,187	£3,313	
Subtotal Staff Costs	£127,581	£208,284	(£80,703)	
Staff Travel	£500	£1,000	(£500)	
Staff Uniform	£320	£300	£20	
Equipment Purchase	£480	£300	£180	
Felix Printing	£21,000	£26,000	(£5,000)	Reduced print runs

Consumables	£2,500	£3,000	(£500)	Merch for Welcome Back in January
Hospitality	£0	£200	(£200)	Centralised in Leadership
Licenses	£5,300	£6,565	(£1,265)	Adobe
Printing Costs	£1,550	£6,650	(£5,100)	Reduced printing for Welcome and Annual/Impact reports
Publicity	£5,920	£5,350	£570	Includes the £920 for signwriting on honours board- Philip Scurey & Co
Subscriptions	£4,320	£2,500	£1,820	Mailchimp, Hootsuite and professional subscriptions
Subtotal Operational Costs	£41,890	£51,865	(£9,975)	
Total Costs	£169,471	£260,149	(£90,678)	
Leadership & Governance				
Permanent Staff	£495,644	£725,877	(£230,233)	
Payroll Contingency	£120,000	£0	£120,000	See note 2.
Agency Costs	£0	£32,886	(£32,886)	
Outsourced Head of Finance Costs	£30,500	£0	£30,500	Based on 3 days per week
Subtotal Staff Costs	£646,144	£758,763	(£112,619)	
Elections	£0	£9,600	(£9,600)	Moved to Ed & Welfare
Publicity	£0	£1,000	(£1,000)	
OT Induction & Training	£4,500	£9,329	(£4,829)	
Officer Travel	£0	£150	(£150)	
Staff Training	£7,300	£31,601	(£24,301)	Most training likely to be online this year. Includes Chartered Governance Institute course
Staff Travel	£0	£160	(£160)	
Trustee Training	£0	£2,500	(£2,500)	
Trustee Travel	£1,500	£3,060	(£1,560)	
Health & Safety (Maintenance)	£7,554	£0	£7,554	2020/21 budget centralised
Health & Safety (Contract)	£6,000	£2,500	£3,500	12 days @ £500pd
Equipment Purchase	£0	£1,200	(£1,200)	
Hospitality	£1,405	£4,220	(£2,815)	2020/21 budget centralised
Governance Development	£3,000	£0	£3,000	
Subtotal Operational Costs	£31,259	£65,320	(£34,061)	
Total Costs	£677,403	£824,083	(£146,680)	
Finance				
Permanent Staff	£147,442	£188,988	(£41,546)	
Temporary Staff	£0	£1,291	(£1,291)	
Subtotal Staff Costs	£147,442	£190,279	(£42,837)	
Maintenance Contracts	£2,920	£2,888	£32	SAP
Banking Charges	£7,243	£7,219	£24	Bankline & credit card charges
Licenses	£270	£0	£270	
Irrecoverable VAT	£12,715	£13,749	(£1,034)	2020/21 budget centralised
Subscriptions	£536	£642	(£106)	Professional memberships
Systems, Software & Development	£365	£0	£365	
Subtotal Operational Costs	£24,049	£24,498	(£449)	
Total Costs	£171,491	£214,777	(£43,286)	
Systems				
Permanent Staff	£230,251	£210,758	£19,493	
Temporary Staff	£0	£1,224	(£1,224)	
Subtotal Staff Costs	£230,251	£211,982	£18,269	
Maintenance Contracts	£7,334	£6,365	£969	Orbis, EPOS net of Imperial Award income
Systems, Software & Development	£4,500	£4,500	£0	Union website & support desk
Subtotal Operational Costs	£11,834	£10,865	£969	
Total Costs	£242,085	£222,847	£19,238	
HR & Central Services				
Permanent Staff	£37,503	£102,522	(£65,019)	
Temporary staff	£0	£4,848	(£4,848)	
Subtotal Staff Costs	£37,503	£107,370	(£69,867)	
Staff Wellbeing	£2,040	£870	£1,170	Includes late night taxis
Cleaning	£48,380	£99,179	(£50,799)	Assumes term 1 closure
Telephones	£6,137	£5,543	£594	2020/21 budget centralised
Office Equipment Hire	£17,932	£22,257	(£4,325)	Colour printer, water coolers, charge box and reception card reader
Equipment Purchase	£0	£210	(£210)	
Health & Safety	£0	£5,860	(£5,860)	
Maintenance	£0	£3,740	(£3,740)	Centralised in Leadership
Signwriting	£0	£1,895	(£1,895)	Centralised in Marketing
Postage	£140	£540	(£400)	
Stationery	£1,096	£3,310	(£2,214)	
Subtotal Operational Costs	£75,725	£143,404	(£67,679)	
Total Costs	£113,228	£250,774	(£137,546)	
Total Expenditure	£2,150,783	£2,909,018	(£758,235)	
Total Operating Surplus / Deficit	£32,440	£99,001	(£66,561)	
Capital Expenditure	0	0	£0	
Depreciation	£243,038	£262,692	(£19,654)	
Total Surplus / Deficit	(£210,598)	(£163,691)	(£46,907)	
Other Notes				
1. 2020/21 budget doesn't yet include the Graduate Union President role or the Medical School President role - both are covered by income with no affect on the bottom line.				
2. We have created a payroll contingency to cover the additional costs relating to the restructure and phased re-opening.				