

**Imperial College Union  
Annual Budgeting Policy 2020/21  
CSPB / 12<sup>th</sup> January 2021**

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Purpose: To amend the annual budgeting policy in line with the following suggestions to account for the uncertainties caused by COVID-19 and ensure fairness for all CSPs under the new governance structure.

Decision: To approve the policy and timeline

### **1. Summary**

Funds allocated to Clubs, Societies, and Projects (CSPs) in the form of Union grant are essential to the student experience at Imperial. CSPs are the heartbeat of student communities at Imperial, where many of them find a voice, develop personal and professional skills, and where thousands of students have fun away from their studies. CSPs are enablers of strong democracy within the Union, where strong student leaders should be empowered to change the world around them.

As required by the 1994 Education Act, Part II Section 22.2.i, this sets out the “procedure for allocating resources to groups or clubs” in writing and is accessible to all students.

The budgeting methodology attempts to split the grant as fairly as possible. The grant exists to support activity, not fully fund it. The rest of the costs are covered by income such as membership, sponsorship, and other fundraising.

The budgets produced through this process are not just for grant allocation, it is for the CSP to predict their costs for the following year and then use as a working document throughout the year to prevent going into debt.

This policy explains the guidelines that the committees follow to help allocate funds fairly.

CSPs are expected to be honest and not lie (see CSP code of conduct, part of CSP policy) as we want to support all students fairly. Any club that lies on their budget may forfeit their grant based on a decision by the Clubs, Societies and Projects Board (CSPB).

The Activities Development Fund (ADF) exists as an essential pot of money for next year’s CSP committees to support new and growing activities (see ADF Policy).

### **2. Introduction**

This document was produced by the Club, Societies and Projects Board (CSPB). The discussions surrounding the content of the document have centred on key issues that have been raised during the main budgeting process in the years since CSP budgeting was centralised to CSPB.

Decisions enforced by this policy, and the policy itself, may be amended by 2/3 of the members present at a meeting of CSPB.

It is noted that the CSP budgeting timeline starts 6 months before the Union budgeting timeline, and as such, all decisions made by CSPB through this process are subject to amendment.

The introduction of Imperial Athletes enables greater efficiency among sports clubs and caters for specific costs to be centrally administered. Because of this split, sports clubs will follow a slightly different process to non-sports clubs. These are outlined in greater detail below. The most significant change from prior years is dissolved responsibility to the Societies and Projects Board (SPB) and the Sports Clubs Board (SCB).

### 3. Timeline

CSPs and MGs will need to be involved in the budgeting process during the 20/21 AY between 12 January 2021 and 16 March 2021. Key dates are shown in Table 1.

Table 1: Timeline of budgeting process for CSPs and MGs

Date	Action
14-Jan	Budgeting opens for CSPs online
01-Feb	Finance & Risk Committee meeting (14:00)
11-Feb	Budgeting meeting 1 (18:00)
19-Feb	Budgeting closes for CSPs (13:00) Budgeting opens for Management Groups 1 (13:00)
28-Feb	Budgeting closes for Management Groups 1 (13:00)
02-Mar	Budgeting meeting 2 (18:00)
06-Mar	Budgeting opens for Management Groups 2 (13:00)
14-Mar	Budgeting closes for Management Groups 2 (13:00)
16-Mar	Budgeting meeting 3 (18:00)
17-Mar	Finance & Risk Committee meeting (14:00)
23-Jun	Board of Trustees meeting and Union budget sign-off

Allocations at the end of budgeting meeting 3 are indicative in nature, and CSP committees will be informed of this indicative value by the Student opportunities and Development Team before the end of Term 2.

#### 3.1 Changes to CSP total grant allocation

Due to the poor financial position of the Union within the context of the global pandemic, a provisional level of CSP grant will be determined by the Finance & Risk Committee ([https://www.imperialcollegeunion.org/your-union/how-were-run/committees/20-21/Finance\\_and\\_Risk\\_Committee](https://www.imperialcollegeunion.org/your-union/how-were-run/committees/20-21/Finance_and_Risk_Committee)) in their 2<sup>nd</sup> February 2021 meeting. This provisional figure should be no lower than the grant allocated to CSPs for the 20/21 academic year.

After 16<sup>th</sup> March 2021, the Finance & Risk committee will readdress the CSP grant allocation, and the Board of Trustees ([https://www.imperialcollegeunion.org/your-union/how-were-run/committees/20-21/Board\\_of\\_Trustees](https://www.imperialcollegeunion.org/your-union/how-were-run/committees/20-21/Board_of_Trustees)) will sign off the total CSP grant allocation at the 23<sup>rd</sup> June meeting as part of the overall Union budget for the next academic year.

Should this final figure be significantly lower than the total amount allocated by MGs at the final MG budgeting meeting on 16<sup>th</sup> March, the DPCS will propose a plan outlining how the lower figure will be met. Should this scenario occur, all clubs will be treated fairly, and a scaling of some descriptor may be applied to CSP grant allocations.

Any adjustment greater than  $\pm 5\%$  to grant allocations after the 16<sup>th</sup> March 2021 must be presented at the next CSPB meeting, where the committee must also vote on the principles and process used by the DPCS to make any adjustments.

### 3.2 CSPB joint meetings

SCB and SPB will meet jointly as CSPB on 12<sup>th</sup> January, 11<sup>th</sup> February (Budgeting Meeting 1), 2<sup>nd</sup> March (Budgeting Meeting 2), and on 16<sup>th</sup> March (Budgeting Meeting 3). A joint meeting may also be called by the following parties:

- The DPCS
- The DPFS
- At least 3 CU presidents
- At least 4 SPB MG presidents (CUs not included)
- A simple majority of the SCB committee.

A joint meeting must be held within 10 college days of the DPCS receiving a reasonable request from any of the above parties. SCB and SPB will meet as needed throughout the process.

### 3.3 Appeals

An appeals process will be decided by CSPB before the end of budgeting meeting 3 to enable CSPs an opportunity to request more funding if they feel they have been treated unfairly during this process. Grounds for appeal, and the process will be published before the end of Term 2.

## 4. **Membership of the Committee**

The committee who will be making budgeting decisions during this academic year is the joint board of the Sports Clubs Board and the Societies & Projects Board, known as the Clubs, Societies, & Projects Board (CSPB). The membership of this committee are the presidents and treasurers of all Management Groups and the representatives for each Management Group (MG) are contained in Table 2. CSP committee members should contact the relevant contact of your constituent union/ management group with any questions.

*Table 2: MG and CU contact details*

Constituent Union/Management Group	Name <sup>1</sup>	Contact email
Arts & Entertainment Sector		<a href="mailto:ae.chair@ic.ac.uk">ae.chair@ic.ac.uk</a>
Sports Sector		<a href="mailto:sport.treasurer@ic.ac.uk">sport.treasurer@ic.ac.uk</a>
Community Sector		<a href="mailto:cag.chair@ic.ac.uk">cag.chair@ic.ac.uk</a>
Culture Sector		<a href="mailto:osc.chair@ic.ac.uk">osc.chair@ic.ac.uk</a>

<sup>1</sup> Names and roles to be confirmed at the first CSPB meeting in Term 2.

Recreation Sector		<a href="mailto:rcc.chair@ic.ac.uk">rcc.chair@ic.ac.uk</a>
Knowledge Sector		<a href="mailto:scc.treasurer@ic.ac.uk">scc.treasurer@ic.ac.uk</a>
City & Guilds College Union (CGCU)		<a href="mailto:guilds.vpcs@imperial.ac.uk">guilds.vpcs@imperial.ac.uk</a>
Graduate Students' Union (GSU)		<a href="mailto:gsu.president@imperial.ac.uk">gsu.president@imperial.ac.uk</a>
Imperial College School of Medicine Students' Union (ICSMSU)		<a href="mailto:icsm.treasurer@imperial.ac.uk">icsm.treasurer@imperial.ac.uk</a>
Royal College of Science Union (RCSU)		<a href="mailto:rctu.treasurer@imperial.ac.uk">rctu.treasurer@imperial.ac.uk</a>
Royal School of Mines Union (RSMU)		<a href="mailto:rsm.vpcs@imperial.ac.uk">rsm.vpcs@imperial.ac.uk</a>

## 5. Activities Development Fund

The ADF is an essential funding pot for CSPs. It is administered by CSPB and applications are made in the next academic year by next year's CSP committees.

CSPB should decide on 2 figures during budgeting Meeting 2. Firstly, they must decide how much of the total CSP grant figure should be set aside for next year's ADF pot. They should secondly, make a recommendation to the Finance and Risk Committee, as well as the Board of Trustees, of the minimum amount of unspent grant - in the current academic year that is recouped during end of year processes – that also goes into the ADF pot. Neither figure is guaranteed and will be dependent on the financial situation of the Union at year end.

## 6. Key Decisions & Priorities

Grant will only be considered when requested against lines that are core to the running of your CSP.

### 6.1 CSP Aims & Objectives

Grant is allocated to fund core activities. These core activities must be inline with the "Aims & Objectives" (A&Os) of the CSPB. These are stated in every CSPs constitution. If a CSP does not have a constitution, they must first submit a constitution. This must be approved by the relevant Management Group inline with CSP Policy and union bye-laws. If a club does not have a constitution or current A&Os, then they are not able to receive grant through this process.

### 6.2 Club Conduct

A 2/3 majority of the committee may, if deliberate deceit is discovered during the budgeting process, reduce a CSP's allocation to £0. This can be appealed during the appeals funding round, in which the remaining funds from the two previous meetings will be allocated.

The budgeting policy, in particular those sections relating to sponsorship & SGI amounts, rewards clubs that run their entire turnover through the Union system. Budgets will be judged against previous year's expenditure. It is noted that it is against CSP Policy to run funds through external bank accounts (see CSP policy), and clubs will be penalised inline with Union disciplinary procedures.

### 6.3 Funding Priorities

Budgets and appeals will be discussed according to the principles below – which are aimed to provide a common language and framework. The priorities are ranked in the following order:

- Need: funding allocated based on a club needing the funds to run core activity
- Reach: funding allocated based on the number of Imperial students reached
- Merit: funding allocated based on it providing a unique aspect of the student experience
- Priority: funding allocated based on the activity being particularly important as part of the society's activity
- Effort: funding allocated based on the time put into an application and activity by organisers

### 6.4 Sports Clubs

Sports Clubs have many similar costs, and the Imperial Athletes frameworks looks to enhance the student experience and deliver greater value for money and time to our students. Due to this similar nature, Move Imperial have worked with clubs to create club development plans.

These development plans will make the basis of their funding applications, and a club must have their development plan agreed on with the Senior Sports Development Officer (SSDO). If a sports club does not complete a development plan before budgeting closes for CSPs then they will be ineligible to receive any funding through this budgeting process.

It is suggested that sports clubs follow a slightly different process to societies & projects. This requires CSPB to agree on a split of process between clubs under SCB and those under SPB. The same principles must still apply to all CSPs but SCB will be responsible for allocating funds to sports clubs and SPB will be responsible for allocating funds to societies and projects. To maintain scrutiny within SCB, the mini-management groups will act as management groups for purpose of conflict discussion and resolution.

It is noted that grant allocated for some categories will be placed in a central pot to be administered by the appropriate staff member or another responsible individual (to be set out in the Imperial Athletes Procedures).

### 6.5 Ring Fencing

Due to the nature of the budgeting process. All CU and MG budgets will be discussed and agreed upon at CSPB Budgeting Meeting 2. Those receiving ring fenced budgets in previous years include:

ICSMSU Exec (655)  
RCSU Exec (730)  
RSM Exec (645)  
CGCU Exec (600)  
GSU Exec (940)  
Silwood Exec (550)  
A&E Exec (406)

Any CU or MG is able to apply for grant funding to meet its core A&Os.

#### 6.6 Mascots (incl. vintage vehicles)

Mascotry is an age-old tradition at Imperial. The 4 vintage vehicles owned by three CUs need considerable funding to bring them back to fully operational. Although they are maintained and operated by three different societies, they require significant funding compared to the income they generate from members. The nature of these societies mean that they do not charge a membership fee either.

The three societies maintain vintage vehicles are:

RCC VVMC (614)  
RCC RCS Motor (640)  
RCC RSM Motor Club (648)

It has been difficult for these societies to maintain the vehicles during the global pandemic. CSPB will determine how they would like to receive applications from these clubs at their first budgeting meeting.

#### 6.7 Other principles affecting allocation

- i. High-cost CSPs – A CSP whose total subsidy per member exceeds £100 should provide strong justification for why the extra grant significantly benefits their members. Without this explanation, the maximum subsidy.
- ii. Self-Generated Income (SGI): Levels of SGI held by a CSP in their reserves above 100% of the average expenditure over the last 3 years will require very specific justification. Money in a Designated Members Fund (DMF) will not be considered during the budgeting process, except where a budget line directly funds a DMF. Reasonable explanations include where SGI funds are for a specific item or type of expenditure that cannot be bought within a single academic year and in the extraordinarily rare circumstance that a DMF is not appropriate. In addition, clubs with over £7,500 of SGI will need to provide specific justification. These numbers will be based on the closing balance in the club's accounts at the end of 19/20 academic year.
- iii. Minibus & Travel Subsidy: Subsidy will be available up to the values set by the Student Opportunities & Development Team. See Appendix A.
- iv. Printing & Publicity: Funding for this will be considered as part of a normal budget. Core CSP Printing should be coded under "Printing Costs", and all such lines will be considered in conjunction with the budgeting criteria. Core printing for

the A&E Sector is explicitly limited to printing used during rehearsals or performances only and does not extend to publicity materials.

- v. Sponsorship & College Funding: CSPs expecting to receive more than 25% of their annual income in total from sponsorship, donations, and college (including departmental) funding will have their budgets reviewed in detail, and should provide strong justification for their continued requirement for Union Grant. Further, clubs may be asked to provide justification during the budgeting process. Failure to declare expected sponsorship or College Funding will be considered as deceit by CSPB. It can be construed that grant will rarely be allocated to clubs in excess of 25% of their annual income.
- vi. Funding for Individual Society Members: Grant requests aimed at subsidising activities of an individual members (i.e. First aid training of a committee member, or a coaching qualification for a team captain) will only be funded in the case that the funds directly benefit the club as a whole. A maximum of half the cost will be eligible for subsidy. CSPB will normally not fund equipment for individual members.
- vii. Health & Safety expenditure: Health and Safety Equipment & Training Costs shall be considered and coded under the 'Equipment & Instructor' category and will be allocated subsidy in-line with the category.
- viii. Food & Drink: Food and Drink should be coded under "Hospitality" and will only be funded where consumption of food and drink explicitly falls into the core "aims & objectives" of the club. Eg. Cheese society buying cheese for a cheese night would be a core expense and may be part funded by grant.
- ix. Minimum level of grant to a CSP: Historically some CSPs have had a final allocation of grant of <£1 per member. This is a questionable use of resources, and CSPB will stipulate a lower bound of grant receivable by a CSP.

Appendix A  
 Minibus pricing Matrix<sup>2</sup>

Minibuses	9-seat	15-seat
Up to 2 hours	21.00	31.00
2-4 hours	40.00	58.00
4-6 hours	62.00	87.00
6-12 hours	83.00	110.00
12-24 hours (weekdays)	108.00	142.00
12-24 hours (weekends)	135.00	158.00
Weekend (3pm Friday to Midnight Sunday)	277.00	315.00
Full Week	466.00	562.00
Extra days	66.00	81.00
Emergency days (unplanned)	48.00	58.00

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<sup>2</sup> to be updated with 2021/22 prices