

Clubs, Societies and Projects Board

3. Annual budgeting review

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Purpose: To provide context for a discussion on annual budgeting at CSPB.

Decision(s): To **discuss**.

1. Overview

We are looking at conducting a full-scale review into annual budgeting, including the policy, its implementation and the involvement at all stages by staff and students. The review currently being conducted is measuring our policy/procedure against past and external policies/procedures. It will compare them based on:

- Alignment with our values/goals as an organisation (grant allocations)
 - Values: Innovation, integrity & inclusion
 - Goals: Happy & healthy students, fun and inclusive communities, effective advocacy and influencing
- Compliance — financial/legal/charity compliance
- Equity (grant allocations)— are allocations fair and reasonable between similar CSPs/activities
- Transparency — does everyone have access to the procedure and how easy is it to use
- Efficiency — how efficient is the process in terms of time and resource, both staff and student
- Financial accuracy — how accurate are the budgets produced compared to actual spending

All the metrics above will be used to compare our process and others, with a report and recommendations presented to November CSPB. In this meeting, the aim is to discuss, generally, the points above, and the questions in section 3. To aid this discussion, key documents have been provided, outlined in section 2.

2. Key Documents/Policies

- CSP Annual Budgeting Policy (Appendix 1)
- Student Group Funding Policy (Appendix 2)
- Board of Trustees Final Allocations (Appendix 3)
- [Annual budgeting app](#)

3. Key Questions for CSPB — for discussion

- What are your thoughts on the current process?
- What are the key metrics by which to measure a “good” budgeting process?
- Share any ideas/knowledge from other processes and “good practice”.