

Clubs, Societies and Projects Board

Annual Budgeting

A review into CSP annual budgeting has been taking place since October 2024.

The table below details 4 discussion topics (2 of which are papers) for consideration in CSPB on 23rd January 2025.

	Title	Description	Decision(s)
04a	Annual Budgeting Review <i>(Paper)</i>	This is a working document, which has been viewed by CSPB several times. The version provided is an abridged draft (without appendices or working sections) up to date as of 15th January 2025. This has been provided for context on the decisions up to this point. By February CSPB this paper will be completed, and contain all research, discussions, and final recommendations. The paper is not intended to be a policy or procedure approved by CSPB; the paper is intended to provide context regarding the changes to annual budgeting for someone who has not been in CSPB discussions.	Note
04b	Student Group Funding Policy <i>(Paper)</i>	This policy governs ICU's approach to handing out money to CSPs/MGs/CUs ("Student Groups") and ICU's rules regarding the use of Student Group funds. This policy is very high-level in the sense that it does not contain many specific rules (other than regarding alcohol, gambling, and charity donations). The purpose of the policy is to define who is responsible for what, and to guide decisions around Student Group funding. This policy is going to Finance, Audit & Risk Committee (a sub-committee of the Board of Trustees) in February for approval. CSPB are invited to discuss the policy and suggest minor amendments but are not required to approve it.	Discussion / minor amendments

04c	CSP Annual Budgeting Operational Procedure (Presentation)	The operational procedure (not principles) will be written down formally and owned by the Annual Budgeting Committee (with oversight from Finance, Audit and Risk Committee). CSPB will receive a presentation on the procedure, which has been developed from the outline in Section 4.5 (Proposal 5) of the Annual Budgeting Review. The presentation to CSPB will focus on providing further detail from the draft proposal in the paper and discussing the makeup of the Annual Budgeting Committee.	Discussion
04d	CSP Annual Budgeting Principles (Presentation)	These principles set out CSPB's democratic decisions relating to the allocation of grant funding during annual budgeting. The Student Group Funding Policy sets some overarching rules, but these principles act as the major tool when allocating funding. As such, the principles will be the main item we discuss at CSPB. The principles, by February CSPB, will be written down formally. CSPB will receive a presentation outlining the principles, and a guided discussion/development session will take place at CSPB. The written, formal version of the principles will be shared during the CSPB meeting. CSPB will be invited to provide comments or tracked-changes edits to the document between 23rd January and 10th February.	Discuss in detail

Next steps:

The CSP Annual Budgeting Principles document will be opened for tracked changes editing and comments, after the meeting on Thursday 23rd January 2025. The document will remain open until Monday 10th February @ 9am (*strict deadline*). After this point, the changes will be incorporated into a final document to be approved by CSPB on Thursday 21st February.

The Student Group Funding Policy will be taken to Finance, Audit and Risk Committee for approval. No further amendments to this policy will be possible after January CSPB.

The Annual Budgeting Review will be finalised for February CSPB.