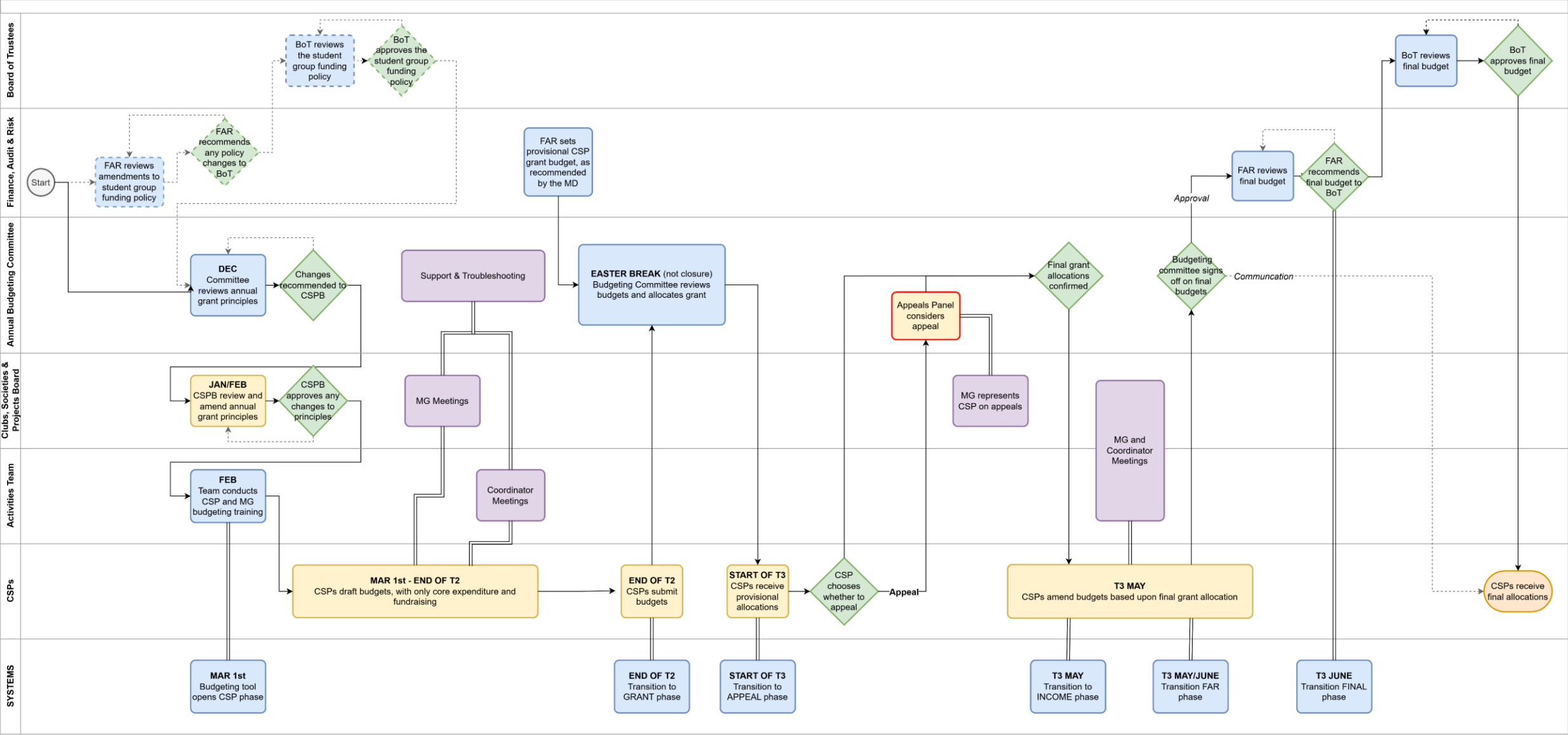


Annual Budgeting Process



Annual Budgeting Process

Stages

Stages and Timetable

Stage	Stage Name
PREP	Preparation
CSP	CSP Budgeting
ABCEX	Annual Budgeting Committee: Grant Allocation
GRANT	Grant Allocation Complete
SCALING	Scaling and Adjustment
APPEAL	Appeals
CSPIN	CSP Income Budgeting
ABCIN	Annual Budgeting Committee: Income Review
F&R	Finance & Risk Approval
FINAL	Finalised

Annual Budgeting Process

Stage 1 — CSP Budgeting

eActivities remains largely unchanged for CSPs stage.

Process Change:

- CSPs will only be asked to submit:
 - Core expenditure
 - Fundraising targets (e.g. total sponsorship, total non-core surplus)
- Training will clearly demonstrate to CSPs how to group expenses, in line with CSPB policy to enable efficient grant allocation.
 - How to utilise Activity Grouping, Account, Activity fields.

Annual Budgeting Process

Stage 1 — CSP Budgeting

Role of Activities (Events) Team:

- Meet with CSPs during March to discuss Core Activity and estimates for large events for next year.

Role of Activities (Ops/Finance) Team and DPCS/FS:

- Meet with CSPs during March to discuss in-depth financial analysis, process questions, and support for CSPs in debt.

Role of MGs & CUs:

- Meet with CSPs during March to assist in budget development, translating of policy, and support with understanding and completing the process.
- To ensure that CSPs know of the ICU support (above) and to signpost where relevant.

Annual Budgeting Process

Stage 1 — CSP Budgeting

TIMEFRAME

1st March — Soft launch

3rd March — CSP Budgeting opens

Meetings on offer to all CSPs (via dedicated booking portal, and drop-ins).

21st March — CSP Budgeting closes

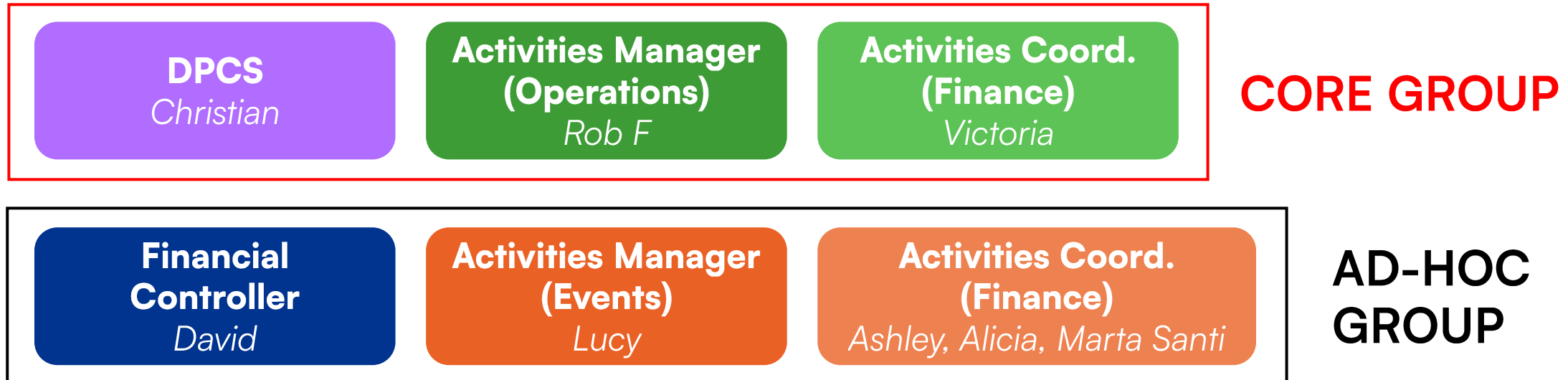
21st March 5pm — All budgets force transition to ABCEX (*Annual Budgeting Committee Grant Allocation*)

Annual Budgeting Process

Stage 2 — ABC: Grant Allocation

Grant will be allocated according to the Annual Budgeting Principles.
These are set and approved by CSPB.

Grant allocation will be carried out by the Annual Budgeting Committee (ABC).



There will always be at least 1 of the ad-hoc group in every meeting.

Annual Budgeting Process

Stage 2 — ABC: Grant Allocation

MGs can comment on budgets during the Grant Allocation Phase.
ABC will see all comments.

Actions

Last Action

Alice Student (MG1 Officer) *commented*

[View action log](#)

Available Actions

Review and edit

Last Action Message

The group has missed out equipment expenditure on ferret hutches which has been budgeted for in previous years, I suggest querying this with the group.

Action Message ?

Maximum of 500 characters.

Annual Budgeting Process

Stage 2 — ABC: Grant Allocation

MGs can comment on budgets during the Grant Allocation Phase.
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Actions

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Action Message ?

Maximum of 500 characters.

Annual Budgeting Process

Stage 2 — ABC: Grant Allocation

TIMEFRAME

21st March 5pm — All budgets force transition to ABCEX (*Annual Budgeting Committee Grant Allocation*)

Grant allocation will be conducted in multiple phases over the Easter break.

25th April 5pm — All grant allocations complete.

Stage 3 — Grant Allocation Complete

This is just a holding phase indicating all budgets are complete.

Annual Budgeting Process

Stage 5 — Scaling and Adjustment

Budgets scaled where necessary.

Target scale factor of less than 2%.

Mon 28th April — Grant Allocations communicated to all CSPs.

Stage 6 — Appeals

Mon 28th April — Appeals opens.

Fri 9th May — Appeals closes.

Fri 16th May — Outcomes received.

Annual Budgeting Process

Stage 6 — Appeals

Appeals on the basis of:

- Unjust process
- Administrative error

Appeals panel chaired by the Director of Membership Services.

Comprised of:

- DoMS
- DPCS
- Activities Manager (Operations)

MG representative in attendance as advocate for CSP, not as a panel member.

Annual Budgeting Process

Stage 7 — CSP Income Budgeting

Fri 16th May — CSP Income Budgeting

May/June — Income complete & budget handover to next year committee.

Fri 13th June — Force submit

Stage 8 — ABC: Income Review

As soon as submitted by CSP.

This is a just a sense-check/"rubber-stamp"

Stages 9&10 — Approval

Finance, Audit & Risk: 25th June 2025

Board of Trustees: 23rd July 2025

Annual Budgeting Process

Stages

Stages and Timetable

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F&R	Finance & Risk Approval
FINAL	Finalised

3rd Mar — 21st Mar (5pm)

21st Mar (5pm) — 25th April (5pm)

28th April Grant allocations communicated

28th April — 9th May Outcomes by 16th May

16th May — 13th June

Annual Budgeting Process

Stages

Stages and Timetable

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3rd Mar — 21st Mar (5pm)

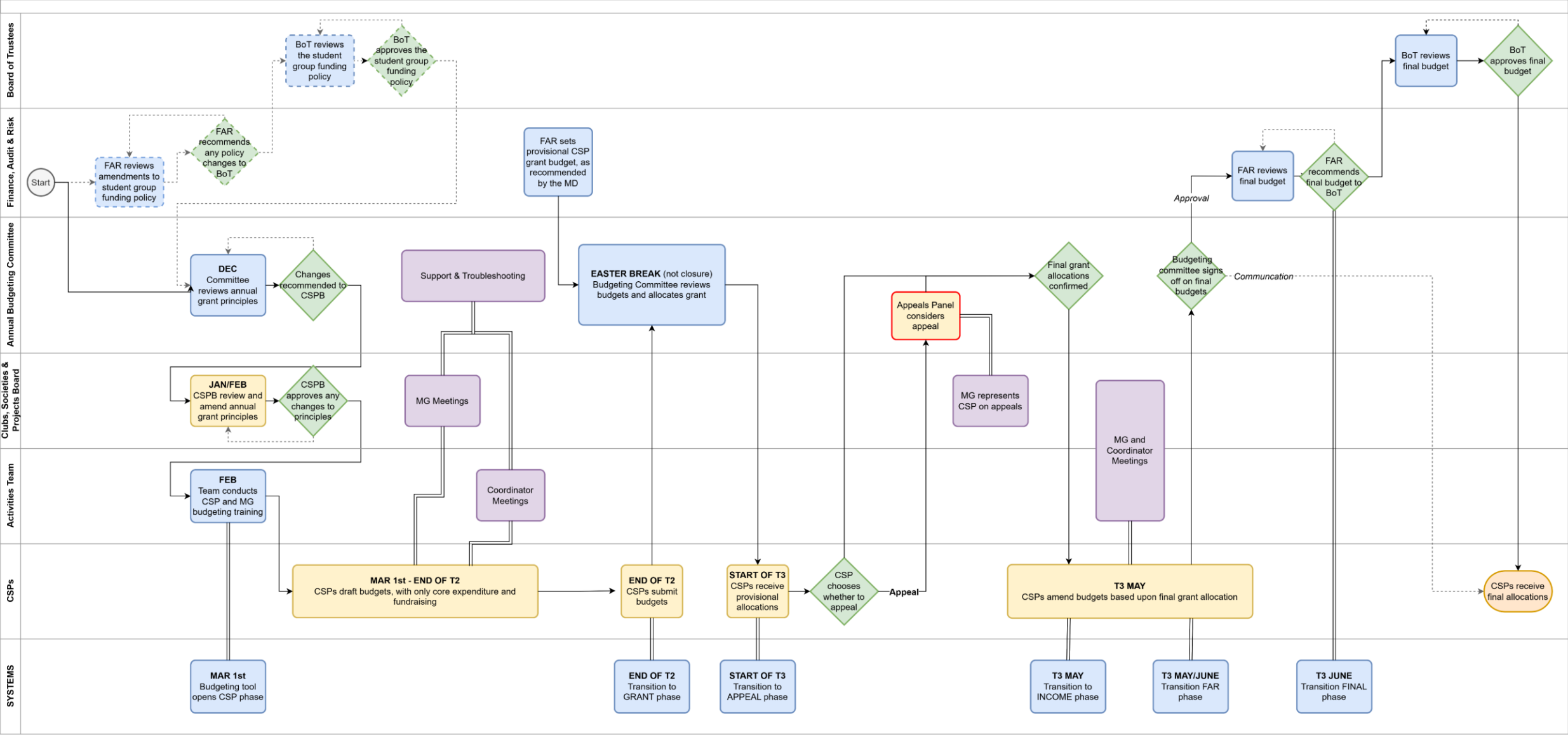
21st Mar (5pm) — 25th April (5pm)

28th April Grant allocations communicated

28th April — 9th May Outcomes by 16th May

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Annual Budgeting Process



Grant Funding Principles

