



## Introduction

**There are a number of key changes within the 2010-11 CUSU budget in comparison to the 2009-10 budget, including the development of the new CUSU-GU Student Advice Service (see attached budget breakdown) alongside some restructuring and regrouping of the different sections to give a clearer and more accurate account of the income and expenditure from different activities. This budget also includes extremely realistic and reasonable projections of income from CUSU's trading activities; this should enable the union to work from the very beginning of the year with a clear understanding of CUSU's finances. Finally, this budget also enables CUSU to clearly account for the union's income from the OCCH publications, in a prudent and solid manner.**

### CUSU-GU Student Advice Service

Both the CUSU and Graduate Union budgets for 2010-11 include this newly formed area of activity. As there is a difference in funding cycle between the CUSU financial year (01 July – 30 June) and the University financial year (31 July – 01 August), the budgeted income to CUSU from the university's grant of £33,500 per year has been precisely accounted for, with 11/12 of the university's 2010-11 grant falling in CUSU's 2010-11 year, and the remaining 1/12 being accounted for during CUSU's 2011-12 year (alongside 11/12 of the university's 2011-12 grant).

Further details on this matter, along with a more detailed breakdown of the budget for the service and a chart showing the flow of budgeting for the service, can be found in the attached CUSU-GU Student Support Service budget document.

### Oxford and Cambridge Careers Handbook (OCCH)

The other key point to note within CUSU's 2010-11 budget is the 'resetting' of the accounting practice for CUSU's income from OCCH. Under the current 3 year contract with St James' House, the income for each edition has been accounted for during each financial year (01 July – 30 June) preceding the publication of each edition (Oct/Nov), during the period of development work rather than the period of distribution.

This current contract will be coming to an end with the final edition in October 2010, and we are currently in the process of developing and negotiating a new contract to continue from October 2011. As such, under any new contract, CUSU will be accounting for the income from each edition during the year that it is published and distributed, e.g. with the income from the October 2011 edition being accounted for during 01 July 2011 – 30 June 2012.

Therefore, the CUSU budget for 2010-11 includes a notional planned expenditure of the reserves of £19,000, which would take the accounted reserves level from £242,863 to £223,863 (retaining the level of reserves at more than half annual operating expenditure, in line with Charity Commission Guidance). It is important to emphasise, however, that this does not in practice affect the level of cash reserves that CUSU is capable of drawing upon at any given time – this is because, as explained above, CUSU's accounted reserves figure under the current (old) system includes OCCH income that does not arrive in full until the following financial year.

In line with CUSU's internal policy on reserve usage (see appendix 1), this planned expenditure has been approved by the CUSU Coordinator and CUSU Council, certified as constitutional by the CUSU

Democracy and Development Team, and approved by CUSU's auditors (Price Bailey LLP) as legitimate.

## Notes (see summary sheet for references):

### Income

#### 1. Grant from Cambridge Admissions Office:

Although the original 2009-10 budget showed £1000 grant from CAO, CUSU was in fact awarded £5000 during 2009-10 through the per-project bidding process. This has continued for 2010-11, with CUSU being awarded £4900 for specific Access project work (Shadowing Scheme, redesigning the [www.applytocambridge.com](http://www.applytocambridge.com) website, increased support for recruiting and training volunteers involved in CUSU's access work).

#### 2. College Affiliation Fees:

After significant success in fully collecting the 2008-09 affiliation fees, this income stream has now been budgeted to maintain 100% collection rate for 2010-11. The college affiliation fees have been approved by the College Representatives of CUSU Council as £6.70 per undergraduate, £3.00 per postgraduate and £1.50 per PGCE student.

#### 3. Sports and Societies:

This income stream is derived from the CUSU Societies Fair, with the combination of external corporate sponsors and society stalls. After an extremely successful fair in 2009, the external income has been projected carefully to maintain the space available for society stalls as well as ensuring maximum revenue generation.

#### 4. Welfare, Education and Resources:

CUSU's income from providing welfare services such as sexual health supplied and personal attack alarms is projected to increase during 2010-11, with additional services such as bike lights being provided. However, as these items are sold at-cost, increased income is directly tied to corresponding increased expenditure.

#### 5. Publications:

Due to the resetting of the accounting cycle for OCCH, the total income from CUSU Publications during 2010-11 is less than that accounted for during 2009-10, however the vast majority of CUSU publications are budgeted to give increased income compared to 2009-10. Also, CUSU will be changing the nature and number of publications provided to new students, better presenting relevant information.

#### 6. Entertainments (CUSU Ents):

CUSU Ents continues to face serious competition within this sector; however the current regular club nights continue to bring in income, and give valuable services to students (in particular the LBGT and grad-specific nights, which offer specific experiences not currently otherwise provided by the private sector in Cambridge).

#### 7. *The Cambridge Student (TCS)*:

TCS continues to be a very successful income stream for CUSU, alongside providing a valuable service to the student community. These figures provide a reasonable projection of income for 2010-11.

## **Expenditure**

### **8. Sabbatical Officers salaries:**

The cost of sabbatical officers for 2010-11 represents five officers' salaries rather than six as the CUSU-GU Student Support Officer's salary is now incorporated into the CUSU-GU Student Advice Service budget.

### **9. Core Activities:**

Although the 2009-10 figures have been attached for reference, as the groupings have been reformatted and made clearer for 2010-11, the figures do not directly correlate between the two columns [I would suggest looking at the detailed breakdown for 2010-11 if you wish to find further information on expenditure within these areas].

### **10. Trading Activities:**

In a number of areas, CUSU's expenditure on trading activities is budgeted to reduce for 2010-11, with more reasonable projections for factors such as TCS production costs and CUSU Ents.

# CUSU Budget 2010-11 - Summary format



<b>INCOME</b>	<b>2010-11 Budget</b>				<b>2009-2010 Budget (original)</b>				<b>Notes</b>
	College funding	University funding	Generated funds	TOTAL	College funding	University funding	Generated funds	TOTAL	
<b>University Allocation</b>									
Staff salaries		75,855		75,855		70,113		70,113	
Premises charges and rental value		58,716		58,716		58,483		58,483	
CUSU's Proportion of University's Allocation to the Student Advice Service		15,354		15,354					
Access grant from CAO		4,900		4,900		1,000		1,000	1
<b>Affiliation Fees</b>	100,200			100,200	92,513			92,513	2
<b>Core Activities</b>									
Sports and Societies			54,250	54,250			41,375	41,375	3
Welfare, Education and Resources			6,800	6,800			3,150	3,150	4
<b>Trading income</b>									
Direct services			35,050	35,050			37,900	37,900	
Publications			73,800	73,800			113,738	113,738	5
Entertainments			45,750	45,750			71,640	71,640	6
<i>The Cambridge Student</i>			56,400	56,400			74,500	74,500	7
<b>Bank interest</b>			1,200	1,200			700	700	
<b>TOTAL INCOME</b>	<b>100,200</b>	<b>154,825</b>	<b>273,250</b>	<b>528,275</b>	<b>92,513</b>	<b>129,596</b>	<b>343,003</b>	<b>565,112</b>	
<b>EXPENDITURE</b>									
<b>Finance and administration</b>									
Finance costs including audit				7,597				7,400	
General administration				15,073				16,100	
Cost of Premises				58,716				58,483	
Capital costs / depreciation				1,642				1,913	
<b>Staffing and sabbatical representatives</b>									
Sabbatical Officers				93,600				111,308	8
University seconded staff				75,855				70,113	
CUSU Appointed Staff				88,375				85,288	
Indirect staffing costs				2,029				2,305	
<b>Core Activities</b>									9
Council allocated budget				1,473				1,490	
CUSU-GU Student Advice Service				32,542				-	
Access and HE Funding				5,650				7,455	
Democracy and Development				5,750				4,025	
Education				1,150				1,150	
Ethical Affairs				600				750	
Resources and publicity				1,400				9,375	
Welfare and Graduate Support				5,350				4,650	
Sports and Societies				17,450				16,600	
Representative Affiliations				8,943				9,187	
Common Room Support and Membership Engagement				4,900				-	
Autonomous Campaigns				4,400				4,945	
<b>Direct Trading</b>									10
Direct Services				31,892				35,520	
Publications				21,100				21,850	
Entertainments				26,575				53,880	
<i>The Cambridge Student</i>				35,212				41,325	
<b>TOTAL EXPENDITURE</b>				<b>547,275</b>				<b>565,112</b>	
<b>Planned expenditure of reserves</b>				<b>19,000</b>					
<b>Surplus/(Deficit)</b>				<b>- 0</b>				<b>-</b>	
<b>New Building Depreciation</b>				<b>-</b>				<b>6816.19</b>	
<b>Total Funds brought forward (estimate for end of 2009-10 year)</b>				<b>242,863</b>					
<b>Total Funds to be carried forward (estimate)</b>				<b>223,863</b>					

Code	Name	Budget Holder	DR	CR	Bal	Total Balance	Comments
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## Overhead and Staff

### Finance and Administration

Officer responsible : Coordinator

**Total -18,193.14**

Financial structure		Budget holder	Debit	Credit	Balance	Total
7501	Bad Debts - incl. Legal costs	Finance	4,000.00	0.00	-4,000.00	
7502	Bank Charges	Finance	683.04	0.00	-683.04	
7503	Audit and Accountancy	Finance	2,914.29	0.00	-2,914.29	
7504	Interest from Bank Account	Finance	0.00	1,200.00	1,200.00	-6,397.32

### Office Expenditure

7392	Computing Consumables, repairs and Software	Coor	1,000.00	0.00	-1,000.00	
7393	Equip & Furniture-Depreciation (incl. computers)	Coor	1,642.25	0.00	-1,642.25	
7394	Equipment & Furniture - Non-Deprec	Coor	227.68	0.00	-227.68	
7395	Repairs & Maintenance	Coor	91.07	0.00	-91.07	
7397	Office Cleaning	Recep.	1,912.50	0.00	-1,912.50	
7398	Keys	Coor	45.54		-45.54	
7400	Internet, Telephone and Fax	Coor	4,098.21	0.00	-4,098.21	
7402	Postage (excludes Alt Prosp and TCS business)	Coor	1,821.43	500.00	-1,321.43	
7405	Office Stationery Supplies / Paper	Recep.	910.71	0.00	-910.71	
7412	Kitchen Supplies	Recep.	546.43		-546.43	-11,795.82

There are also Overhead Costs related to the Student Advice Service, at both CUSU and the GU.

Printing/Copying - SEE REPRO/DIRECT SERVICES

Note 7393: £803.25 in ongoing depreciation, £1000 in new expenditures.

Note: 7502, 7503, 7393, 7394, 7397, 7398, 7400, 7402, 7405, 7412: some contribution towards total costs from Student Advice Service Budget (see notes for proportion in this allocation)

### Insurance and Legal

Officer responsible : Coordinator

**Total -4,919.92**

		Budget holder	Debit	Credit	Balance	Total
7391	Insurance	Finance	3,553.85	0.00	-3,553.85	
7390	Legal Fees	Finance	1,366.07	0.00	-1,366.07	-4,919.92

Staff & Officer Liability, and Public Liability Insurance

Costs of any legal advice required through the year

### Staffing

Officer responsible : Coordinator

**Total -184,004.12**

		Budget holder	Debit	Credit	Balance	Total
6371	CUSU Sabbatical Officers - Salaries, NI & Tax (incl ha	Coor	93,600.00	0.00	-93,600.00	
7451	UDM - Salary, NI, Tax & Pension Contribution	Coor	39,600.00		-39,600.00	
6388	Ents Manager & Business - Salary, NI & Tax, commis	Coor	22,450.00	-	-22,450.00	
6382	Business Manager - Salary, NI & Tax, commission	Coor	26,325.00	0.00	-26,325.00	
6376	AMSU Affiliation (Assn. of Managers in SUs)	UDM	321.43		-321.43	
6373	Staff Expenses	Coor	200.00	0.00	-200.00	
6374	Staff Training	Coor	1,000.00	0.00	-1,000.00	
6383	Office Socials	Coor	507.69	0.00	-507.69	
7450	UDM Vacancies/Hiring	Coor	-		0.00	
7453	UDM Admin and Meetings	Coor	0.00		0.00	
6385	Safety Taxis	Coor	0.00	0.00	0.00	-184,004.12

5 CUSU Sabbaticals (CUSU-GU SSO salary in Advice Service Budget)

50% FTE Ents, 50% FTE Business, 20% Ents Commission, 5% Business C

Training Courses and Staff Development

Code	Name	Budget Holder	DR	CR	Bal	Total Balance	Comments
<b>University Resource Allocation</b>						<b>Total</b>	<b>0.00</b>
			Debit	Credit	Balance	Total	
	University Assistant Staff		75,855.00	75,855.00	0.00		
	Premises Allocation		58,716.00	58,716.00	0.00	0.00	These allocations from the University do not go through the CUSU account

## Student Services and Trade

<b>Direct Services</b>		<b>Officer responsible : Coordinator</b>			<b>Total</b>	<b>3,157.71</b>	
Reprographics		Budget holder	Debit	Credit	Balance	Total	
4291	Reprographics - Supplies (Paper)	Recep.	900.00	0.00	-900.00		
4292	Repro Repairs & Service Agreements	UDM	4,036.52	0.00	-4,036.52		Overall cost of reprographics machines
4294	Reprographics - Copy Charges	UDM	2,855.77	0.00	-2,855.77		
4290	Reprographics promotion	UDM	150.00		-150.00		
4297	Reprographics - Sales & Internal Trans	Recep.	0.00	4,500.00	4,500.00		Income from photocopying sales
4316	Laminating & Binding	Recep.	100.00	100.00	0.00	-3,442.29	
<b>CUSU Mail Service</b>							
4301	CUSU Mail Service - Contractor	Coor	18,875.00	0.00	-18,875.00		Providing student-to-student mail service and generating some additional revenue
4304	CUSU Mail Service - Income	Bus.M		20,000.00	20,000.00	1,125.00	
<b>Reception Services</b>							
4343	Financial Times Scheme	Recep.	1,325.00	4,000.00	2,675.00		The price of the FT will increase to £3 per week
4352	NUS Extra Promotions	Coor/UDM	150.00		-150.00		
4351	NUS Extra Purchasing/Costs	Coor/UDM	3,500.00		-3,500.00		
4350	NUS Extra Income	Coor		6,450.00	6,450.00	5,475.00	Net income to CUSU of c. £3,000

<b>Entertainments</b>		<b>Officer responsible : Coordinator</b>			<b>Total</b>	<b>19,175.00</b>	
		Budget holder	Debit	Credit	Balance	Total	
4151	Ents Admin	Ents.M	100.00		-100.00		
4152	Special Events	Ents.M	500.00	900.00	400.00		
4148	Lifted (Tues @ La Raza)	Ents.M	420.00	1,520.00	1,100.00		
4175	LGBT Night (Tues @ Revolution)	Ents.M	4,650.00	11,900.00	7,250.00		
4164	SUAD (Thurs @ Revolution)	Ents.M	20,905.00	31,430.00	10,525.00		
4178	Cam:Live	Ents.M	0.00	0.00	0.00		
4161	Remixology (Weds @ Soul Tree)	Ents.M	0.00	0.00	0.00		
4173a	Ents. Manager Development	Ents.M	0.00		0.00		
4179	College and Societies Events Support	Ents.M	0.00	0.00	0.00	19,175.00	

<b>Oxford &amp; Cambridge Careers Handbook (OCCH)</b>		<b>Officer responsible : Coordinator</b>			<b>Total</b>	<b>34,700.00</b>	
Careers Handbook		Budget holder	Debit	Credit	Balance	Total	
4183	Careers Handbook - Business Expenses	Coor	300.00	0.00	-300.00		
4185	Careers Handbook - Distribution	Coor	2,800.00	2,800.00	0.00		
4186	Careers Handbook - Income	Coor	0.00			-300.00	See separate explanatory paragraph in cover sheet
<b>OCCH Website</b>							
4191	Careers Website	Coor	0.00	0.00	0.00	0.00	
<b>Excellence in Education</b>							
4183	Excellence in Education - Business Expenses	Coor		0.00	0.00		
4186	Excellence in Education - Income	Coor	0.00	35,000.00	35,000.00	35,000.00	A new one-off publication to be distributed in October 2010

Code	Name	Budget Holder	DR	CR	Bal	Total Balance	Comments
<b>Summer Publications</b>		<b>Officer responsible : Coordinator</b>			<b>Total</b>	<b>13,000.00</b>	
		Budget holder	Debit	Credit	Balance	Total	
6381	Summer Publications Assistant	Coor	1,100.00	0.00	-1,100.00		Increased to use external assistant for more of the process
6380	Summer Publications Distribution	Coor	0.00	0.00	0.00	-1,100.00	
<b>Freshers Guide</b>							
4223	Freshers' Guide - Production	Bus.M	3,400.00	0.00	-3,400.00		
4228	Freshers' Guide - Advertising Revenue	Bus.M	0.00	12,000.00	12,000.00	8,600.00	8000 - distributed to students prior to arrival
<b>International Freshers Guide</b>							
6620	International Freshers' Guide - Production	Bus.M	1,000.00		-1,000.00		
6621	International Freshers' Guide - Advertising Rev.	Bus.M		2,000.00	2,000.00	1,000.00	3500 - distributed to students prior to arrival
<b>Cambridge Guide</b>							
4213	Cambridge Guide - Production	Bus.M	9,600.00	0.00	-9,600.00		
4215	Cambridge Guide - Advertising Revenue	Bus.M	0.00	11,000.00	11,000.00	1,400.00	7500 Full Colour, 288 pages - information on Cambridge, Welfare Provision and CUSU Campaigns, Services & Teams
<b>Survival Pack</b>							
4216	Survival Pack Envelope - Production/Insertion	Bus.M	1,700.00	0.00	-1,700.00		
4217	Survival Pack Envelope Inserts - Revenue	Bus.M		3,000.00	3,000.00	1,300.00	7500 - containing Cambridge Guide, Condoms etc
<b>Wall Planner</b>							
4218	Wall Planner - Production	Bus.M	1,200.00	0.00	-1,200.00		
4219	Wall Planner - Advertising Revenue	Bus.M		3,000.00	3,000.00	1,800.00	20,000 Wall Planners, distributed to all students
<b>Diary</b>							
4233	Diary - Production		0.00	0.00	0.00		
4236	Diary - Advertising Revenue		0.00	0.00	0.00	0.00	Replaced by Wall Planner - distributed to ALL STUDENTS
<b>Freedom Book</b>							
4281	LGBT Freedom Book - Production		0.00	0.00	0.00		
4282	LBB Freedom Book - Advertising Revenue		0.00	0.00	0.00	0.00	All incorporated into the Cambridge Guide
<b>Little Black Book</b>							
6612	Little Black Book - Production		0.00		0.00		
6614	Little Black Book - Advertising Revenue			0.00	0.00	0.00	All incorporated into the Cambridge Guide
<b>Womens Handbook</b>							
4242	Women's Handbook - Production		0.00	0.00	0.00		
4247	Women's Handbook - Advertising Revenue		0.00	0.00	0.00	0.00	All incorporated into the Cambridge Guide
<b>The Cambridge Student (TCS)</b>		<b>Officer responsible : Coordinator</b>			<b>Total</b>	<b>16,188.00</b>	
		Budget holder	Debit	Credit	Balance	Total	
4201	TCS - Editorial	TCS Editor	600.00	0.00	-600.00		
4204	TCS - Business Postage	Bus.M/UDM	1,000.00		-1,000.00		
4203	TCS - Distribution	Bus.M/Coor	4,000.00	0.00	-4,000.00		
4202	TCS - Production	Coor	24,700.00	0.00	-24,700.00		16 x 32 page editions, 3 x 40 page editions
4207	TCS - Advertising Revenue	Bus.M	0.00	48,000.00	48,000.00		
4205	ZINE - Production	Coor	3,237.00	0.00	-3,237.00		
4206	ZINE - Advertising Revenue	Bus.M	0.00	900.00	900.00		Only to be published if projected to break even from Mich 2010; income will also be generated from new Local Business Advertising
6405	TCS Website - Advertising Revenue	Bus.M	0.00	1,500.00	1,500.00		
7401	Press Standards Subscription	Coor	175.00	0.00	-175.00		
4195	TCS Supplements	Coor	1,000.00	1,000.00	0.00		
6401	TCS Website Development	Coor	500.00	0.00	-500.00	16,188.00	
<b>Local Business advertising revenue</b>		<b>Officer responsible : Coordinator</b>			<b>Total</b>	<b>10,000.00</b>	
		Budget holder	Debit	Credit	Balance	Total	
n/a	Local business advertising revenue	Ents.M		10,000.00	10,000.00	10,000.00	New income from local businesses - to be spread across Annual Publications, TCS, ZINE and CUSU-MS

Code	Name	Budget Holder	DR	CR	Bal	Total Balance	Comments
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## Teams & Campaigns

### Council Free Budget

						Total	-1,473.04
		Budget Holder	Debit	Credit	Balance	Total	
6577	Fund for new campaigns	CUSU Council	1,473.04	0.00	-1,473.04	-1,473.04	

### Access and Funding

						Total	-750.00
		Budget holder	Debit	Credit	Balance	Total	
6509	Team Discretionary (incl. Open Days)	A&F Team	250.00	0.00	-250.00		
6578	Higher Education Funding	HE Fund	350.00	0.00	-350.00		Team priority
6572	Teacher Liaison Officer	OP2	50.00	0.00	-50.00		
6511	Black & Minority Ethnic Officer	BME	50.00		-50.00		
6512	Bursaries, Funding & Finance Officer	BFF	50.00		-50.00		
6508	Target Visits by Volunteers ("Comprehensive Campaign")	A&F Sabb/Target	175.00	175.00	0.00		
6514	Target Visits by Access Sabbatical	A&F Sabb	375.00	375.00	0.00		
6513	External Visits by Access Sabbatical	A&F Sabb	200.00	200.00	0.00		Income from Cambridge Admissions Office (CAO) through a per project bidding process
6519	Shadowing Scheme	A&F Sabb	1,800.00	1,800.00	0.00		
6518	Volunteer Recruitment & Training (incl. AcceSSOs)	A&F Sabb	200.00	200.00	0.00		
6517	Open Days	A&F Sabb	0.00	0.00	0.00		
6582	AcceSSOs' Training	A&F Sabb			0.00		
6502	Mailouts (packs sent to schools)	A&F Sabb	0.00	0.00	0.00	-750.00	

### Alternative Prospectus (AP)

4255	AP website development ("AP Production")	Coor/AF Sabb	2,150.00	2,150.00	0.00		Income from CAO through a per project bidding process
4256	AP Distribution/Mailing	Coor/AF Sabb	0.00	0.00	0.00		
4257	AP Advertising Revenue	Bus.M	0.00	0.00	0.00	0.00	

The CUSU AP is moving to an online focussed model with some hard copies of flyers produced to direct people to the [www.applytocambridge.com](http://www.applytocambridge.com) website

### Common Room and Membership Engagement (CoMET)

						Total	-4,900.00	New TEAM - first inclusion in the budget
		Budget holder	Debit	Credit	Balance	Total		
6549	Team Discretionary ("Union Publicity")	CoMET Team	2,000.00	0.00	-2,000.00		Formerly "Union Publicity"	
6579	College Rents and Charges	Rents	50.00	0.00	-50.00		moved from Access Team,	
6581	Facilities and Catering	Facilities	50.00		-50.00		moved from Access Team,	
6556	JCR/MCR Training (excluding Welfare/Academic)	CR Support/Pres.	300.00	0.00	-300.00		moved from D&D Team	
6402	Website Development - General	Pres./Coor	2,500.00	0.00	-2,500.00	-4,900.00	moved from Resources group	

### Democracy and Development ("D&D")

						Total	90,207.00
		Budget holder	Debit	Credit	Balance	Total	
6538	Team Discretionary (incl "University Interaction")	D&D Team	50.00	0.00	-50.00		
6539	University Interaction	Pres.	0.00		0.00	-50.00	rolled into Team Discretionary (6538)
External							
6543	NUS - Conferences	Pres.	900.00	0.00	-900.00		
4142	NUS - Affiliation Fees	Pres.	8,593.00	0.00	-8,593.00		as passed at Referenda Lent 2010
6472	UK CISA Affiliation (Int Students)	Pres.	350.00	0.00	-350.00		as passed by CUSU Council Lent 2010
6505	Aldwych Group Expenses	Pres.	700.00		-700.00	-10,543.00	
Internal							
4346	CUSU Membership Card ("Student ID")	Bus.M/Pres	2,100.00	3,000.00	900.00		
4141	Common Room Affiliation Fees	Coor	0.00	100,200.00	100,200.00		100% collection, 27p increase (£6.70 UG, £3.00 PG, £1.50 PGCE)
6542	Council Meetings & Open Meetings	Pres.	300.00	0.00	-300.00	100,800.00	

Code	Name	Budget Holder	DR	CR	Bal	Total Balance	Comments	
<b>Education</b>		<b>Officer responsible : Education Officer</b>				<b>Total</b>	<b>-1,150.00</b>	
		Budget holder	Debit	Credit	Balance	Total		
6524	Team Discretionary ("Campaigns, Surveys & Publicity)	Ed Team	500.00	0.00	-500.00			
6481	Mature Students	MatureStudents	50.00	0.00	-50.00			
6573	Funding & Resources Officer	OP1	50.00		-50.00			
6526	Faculty Rep Elections	UG/PGFac & Ed Sa	200.00	0.00	-200.00			
6521	Exam and Study Skills	Ed Sabb	150.00	0.00	-150.00			
6529	Training for Academic Officers / Faculty Reps	Ed Sabb	200.00	0.00	-200.00	-1,150.00		
<b>Elections</b>		<b>Officer responsible : Returning Officer</b>				<b>Total</b>	<b>-1,700.00</b>	
		Budget holder	Debit	Credit	Balance	Total		
6541	Elections & Referenda	Elections C'ttee	1,700.00	0.00	-1,700.00	-1,700.00		
<b>Ethical Affairs</b>		<b>Officer responsible : Ethical Affairs Chair</b>				<b>Total</b>	<b>-600.00</b>	
		Budget holder	Debit	Credit	Balance	Total		
6491	Team Discretionary ("General Ethical Campaigns")	EA Team	1,700.00	1,300.00	-400.00		Income from Cambridge City Council grant for Green Week	
6690	Community and Volunteering	C & V	50.00		-50.00			
6691	Ethical Consumerism	EConsum	50.00		-50.00			
6692	Ethical Investment	EInvest	50.00		-50.00			
6693	Environmental	Enviro	50.00		-50.00			
6492	One World Week Participation	EA Team	0.00	0.00	0.00	-600.00		
6492: Any involvement with OWW will be funded from Team Discretionary budget								
<b>Resources Group &amp; Coordination</b>		<b>Officer responsible : Coordinator</b>				<b>Total</b>	<b>35,400.00</b>	
		Budget holder	Debit	Credit	Balance	Total		
Coordination								
6411	Ethical Policy Research	Coor/EA Team	400.00	0.00	-400.00			
6536	Sabb and Exec Training, Meetings & Socials	Coor	1,000.00		-1,000.00			
6537	Executive Meetings/Socials	Coor/Pres	0.00	0.00	0.00		rolled into Exec Training & Meetings (6537)	
6413	Administration, Liason and Meetings	Coor	0.00	0.00	0.00		rolled into Exec Training & Meetings (6537)	
6531	CUSU Clothing/Stash	Coor	300.00	300.00	0.00	-1,400.00		
Societies and Sports								
6496	Societies Training	Coor	800.00	800.00	0.00			
6498	Sports and Socs Development	Socs/Coor	200.00		-200.00			
6486	Societies Equipment Scheme	Coor	200.00	200.00	0.00			
6497	Societies Storage	Socs/Coor	500.00	500.00	0.00			
4347	Societies Fair	Coor/Bus.M	15,000.00	52,000.00	37,000.00		£45k from corporate, £7k from Societies (no increase in stall prices)	
6488	Societies Publication	Coor	750.00	750.00	0.00	36,800.00		

Code	Name	Budget Holder	DR	CR	Bal	Total Balance	Comments
<b>Welfare</b>		<b>Officer responsible : Student Support Officer</b>				<b>Total</b>	<b>-1,550.00</b>
		Budget holder	Debit	Credit	Balance	Total	
Campaigns							
6468	Team Discretionary ("General Welfare Campaigns")	Wel Team	750.00		-750.00		
6469	Sexual Health Outreach Teams	HIV-SH	100.00	0.00	-100.00		
6471	Student Safety	Safety	50.00	0.00	-50.00		
6487	Anti-Racism	ARO	50.00	0.00	-50.00		
6473	Eating Disorders Project	EDO	50.00	0.00	-50.00		
6576	Mental Wellbeing	MWellbeing	50.00		-50.00		
6475	Students with Children	SSO	50.00	0.00	-50.00	-1,100.00	
Services							
6464	Personal Attack Alarms	SSO	1,000.00	1,000.00	0.00		
6470	Bike lights	SSO	1,200.00	1,200.00	0.00		sold at cost to JCRs, MCRs and individual students
6474	Condoms	SSO	1,600.00	1,600.00	0.00		
6478	Pregnancy Test Kits	SSO	450.00	0.00	-450.00	-450.00	

A lot of welfare related lines have been moved to within the Student Advice Service budget (see end)

<b>Student Advice Service</b>		<b>Officer responsible : Student Support Officer</b>				<b>Total</b>	<b>-17,187.50</b>
		Budget holder	Debit	Credit	Balance	Total	
	University Grant - CUSU portion	SSO		15,354.17	15,354.17		Grant from University
	Expenditure - CUSU portion	SSO	32,541.67		-32,541.67	-17,187.50	Total expenditure (University Grant and CUSU Expenditure)

See Student Advice Service budget (at end of budget) for further breakdown

## Autonomous Campaigns

<b>Black Students Campaign (BSC)</b>						<b>Total</b>	<b>-500.00</b>
		Officer	Debit	Credit	Balance	Total	
6611	BSC - Campaigns	BSC	900.00	0.00	-900.00		
6613	BSC - Social Events ("Other Activities")	BSC	200.00		-200.00		
6610	BSC - Careers Fair	BSC	600.00	1,200.00	600.00	-500.00	Income generated through corporate stalls at Careers Fair

<b>Disabled Students Liberation Campaign (DSLCL)</b>						<b>Total</b>	<b>-500.00</b>	<b>New CAMPAIGN - first inclusion in the budget</b>
		Officer	Debit	Credit	Balance	Total		
6484	DSLCL - Campaigns ("Students with Disabilities")	DSLCL	250.00	0.00	-250.00			formerly the "Students with Disabilities" budget
6482	DSLCL - Welfare	DSLCL	50.00	0.00	-50.00			
6483	DSLCL - Freshers' Week	DSLCL	100.00	0.00	-100.00			
6485	DSLCL - Social Events	DSLCL	100.00	0.00	-100.00	-500.00		

<b>iCUSU (International Students)</b>						<b>Total</b>	<b>-500.00</b>
		Officer	Debit	Credit	Balance	Total	
6622	iCUSU - Campaigns	iCUSU	350.00	0.00	-350.00		
6625	iCUSU - Welfare	iCUSU	50.00	0.00	-50.00		
6623	iCUSU - Freshers' Week	iCUSU	250.00	0.00	-250.00		
6624	iCUSU - Social Events	iCUSU	250.00	400.00	150.00	-500.00	Income generated through International Formals

Code	Name	Budget Holder	DR	CR	Bal	Total Balance	Comments
						<b>Total</b>	<b>-1,400.00</b>
		Officer	Debit	Credit	Balance	Total	
6601	LBGT - Campaigns (incl. Admin & Resources)	LBGT	500.00	800.00	300.00		Income generated through KPMG sponsorship
6602	LBGT - Welfare	LBGT	100.00	0.00	-100.00		
6605	LBGT - Awareness Week	LBGT	500.00	0.00	-500.00		
6604	LBGT - Social Events	LBGT	750.00	0.00	-750.00		High level due to continued involvement with CUSU Ents Rendezvous
6603	LBGT - [no definition] (publication)	LBGT	350.00	0.00	-350.00		
6606	LBGT - Administration and Resources	LBGT	0.00	0.00	0.00	-1,400.00	rolled into Campaigns budget (6601)

### Women's Campaign

						<b>Total</b>	<b>-1,500.00</b>
		Officer	Debit	Credit	Balance	Total	
6432	Women's - Campaigns ("and Events" and "General Expenditure")	WU	700.00	0.00	-700.00		
6423	Women's - Training & Development ("College Officers")	WU	150.00	0.00	-150.00		
6433	Women's - Affiliations ("External Affiliations")	WU	250.00	0.00	-250.00		
6435	Women's - External - NUS	WU	300.00	0.00	-300.00		
6436	Women's - Publications (Gender Agenda)	WU	100.00	0.00	-100.00		
6431	Women's - Forum, Admin and Development	WU	0.00	0.00	0.00		rolled into Campaigns budget (6432)
6422	Women's - General Expenditure	WU	0.00	0.00	0.00	-1,500.00	rolled into Campaigns budget (6432)

## NEW BUILDING COSTS

			Debit	Credit	Balance	
7393X	Depreciation on new building expenses		£0.00		£0.00	no longer applicable as have reached the end of the 3 year depreciation after the Office Move

## **Affiliation Fees 2010-11 (Estimates)**

These figures are the estimated Affiliation Fees, calculated using the most recent set of student numbers available in the Reporter (2008-09 numbers).

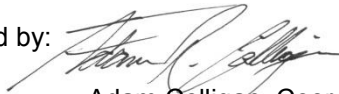
When JCRs and MCRs are invoiced in Lent 2011, it will be using the 2009-10 student numbers (as published in Michaelmas 2010)

<b>College</b>	<b>UG No.</b>	<b>Est. 2010 UG @ £6.70</b>	<b>Est. 2010 Total Grad @ £3.00</b>	<b>of which PGCE (@ minus £1.50 each)</b>	<b>Total Grad Fee</b>
Christ's College	412	£2,760.40	100	1	£298.50
Churchill College	480	£3,216.00	238	0	£714.00
Clare College	493	£3,303.10	258	0	£774.00
Clare Hall	1	£6.70	214	0	£642.00
Corpus Christi College	261	£1,748.70	178	3	£529.50
Darwin College	4	£26.80	586	5	£1,750.50
Downing College	442	£2,961.40	241	1	£721.50
Emmanuel College	530	£3,551.00	154	6	£453.00
Fitzwilliam College	494	£3,309.80	216	3	£643.50
Girton College	541	£3,624.70	179	1	£535.50
Gonville and Caius College	545	£3,651.50	233	0	£699.00
Homerton College	604	£4,046.80	448	330	£849.00
Hughes Hall	119	£797.30	391	43	£1,108.50
Jesus College	525	£3,517.50	277	5	£823.50
King's College	424	£2,840.80	232	2	£693.00
Lucy Cavendish College	116	£777.20	109	2	£324.00
Magdalene College	372	£2,492.40	165	1	£493.50
Murray Edwards College	380	£2,546.00	78	1	£232.50
Newnham College	393	£2,633.10	162	0	£486.00
Pembroke College	446	£2,988.20	197	3	£586.50
Peterhouse	264	£1,768.80	132	0	£396.00
Queens' College	530	£3,551.00	339	23	£982.50
Robinson College	419	£2,807.30	99	2	£294.00
St Catharine's College	466	£3,122.20	166	1	£496.50
St Edmund's College	147	£984.90	275	1	£823.50
St John's College	606	£4,060.20	325	1	£973.50
Selwyn College	386	£2,586.20	156	1	£466.50
Sidney Sussex College	385	£2,579.50	158	2	£471.00
Trinity College	721	£4,830.70	331	2	£990.00
Trinity Hall	390	£2,613.00	221	2	£660.00
Wolfson College	110	£737.00	486	1	£1,456.50
<b>TOTAL</b>	<b>12006</b>	<b>£80,440.20</b>	<b>7344</b>	<b>443</b>	<b>£19,756.50</b>

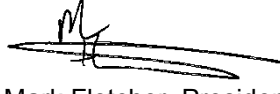
Grand Total

£100,196.70

Version approved by:



Adam Colligan, Coor.



Mark Fletcher, President



## Reserves Policy

Version Approved 29<sup>th</sup> July 2009

It shall be the policy of the Cambridge University Students' Union to maintain a level of liquid or semi-liquid reserves at a level that could sustain approximately six months of operating expenditure in the event of a catastrophic disruption to the union's income.

It is noted that the CUSU Constitution (K.4) states, in part:

It shall be a duty of the Coordinator to ensure that the Budgets presented to Council do not propose that expenditure shall exceed income in any Financial Year.

...and that this may be problematic to necessary attempts either to reduce the reserves following years of unexpected profit or to expend the reserves in emergency situations for which their use is intended, especially if such situations overlap with a period in which a CUSU budget is due to be prepared.

Therefore, planned expenditures of the Reserves must only be made in the following circumstances:

Either:

- a) The Board of Trustees has ruled that a certain expenditure is necessary in order to maintain the objects of the Union, protect the integrity of the union, or deal with an imminent liability, and failure to expend from the Reserves would be seriously irresponsible

Or

- b) The Coordinator and the CUSU Council have both approved an expenditure of Reserves, the Democracy and Development Team has certified that the expenditure is Constitutional, and the union's appointed auditors have approved the legitimacy of the expenditure.

Unplanned expenditure of Reserves, as in emergency situations (e.g., a court judgement against the union's assets, the sudden bankruptcy of a major creditor, or the destruction of significant CUSU property) may be made pursuant to the normal rules of purchasing for the union, provided that the Coordinator keeps both the Board of Trustees and the CUSU Council informed as to the situation on an ongoing basis and sets out a long-term plan for restoring the Reserves.