

Annual Rollover of Equipment Grant for Clubs & Societies **A discussion paper by the DPCS**

Background

Clubs may be annually allocated Union Grant within their Management Group which should then be spent throughout the year in the allocated categories, and ideally none left over in 'underspend'. At the end of the academic year (July 31st) in all but one category, any remaining money gets reabsorbed into the Union reserves. The one category that this does not apply to is the 'Equipment Grant' (Code 685), where it is able to roll over for one year.

The idea behind this was to enable clubs to save over two years for a piece of large equipment that they may not be able to afford in just one year, but not big enough to merit a CEP. When spending the equipment grant in the following year, the rolled over money is used up first, followed by the year's allocated money.

What has been found is that some clubs strategically transfer their other grant allocations over to equipment at the end of the Summer term to get the money to roll over, and in the worst case scenarios then move it back to those categories after August 1st. This creates a large amount of administrative time, and undermines the reason that the provision was put in place.

Last year it was decided:

1. To put in place a deadline of the end of the Spring term to transfer money into equipment purchase which is eligible for roll over. After the end of spring term money may be transferred into equipment grant but will be absorbed akin to the rest of the categories.
2. Extend the deadline for transfers for this year on the assumption that this is made official to the 14th May to allow clubs to do this, on the condition of providing details of what it is they were saving for.
3. Put in place a deadline for all transfers of any other categories to occur by the last day of the summer term as the month of July is very busy for Finance in year end processing. Transfers take up much of the time after the end of term, so it would be ideal if they weren't submitted after the last day. In conjunction with this it will be advertised that this is the case.

I wasn't aware of this deadline so didn't impose it (yet). However, there is still enough time to decide what to do on this matter.

Matters for decision

- A) impose the same arrangement as last year except with a deadline of the end of May to transfer money into equipment purchase which is for rollover
- B) impose no deadlines
- C) remove the exemption of equipment from roll over
- D) another arrangement