



The University of Northampton Students' Union

2020/21 Budget

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Consolidated Budget 2020/21

	Q1	Q2	Q3	Q4	Total 2020.21
Charity Income					
University Block Grant	-391,644	-391,644	-391,644	0	-1,174,932
Sports & Socs Funding	-27,667	-27,667	-27,667	0	-83,000
Trading Income					
Bars & Catering	-59,980	-154,732	-136,075	-92,188	-442,975
Retail	-35,180	-31,150	-37,775	-14,780	-118,885
Events	-44,064	-35,240	-35,000	-24,380	-138,684
Lettings & Marketing	-16,775	-32,465	-23,375	-20,475	-93,090
Total Income	-575,310	-672,898	-651,536	-151,823	-2,051,566
Expenditure					
Charitable Activities					
Sports & Societies	29,500	36,500	54,800	0	120,800
Advice & Welfare	26,700	4,500	2,700	1,600	35,500
Democracy & Advocacy	4,750	34,719	10,200	4,900	54,569
Operating Costs	116,004	114,479	99,729	133,504	463,714
Trading Activities					
Bars & Catering	19,945	52,514	45,447	28,074	145,979
Retail	13,933	20,803	24,971	9,993	69,700
Events	69,249	76,864	56,454	37,928	240,495
Lettings & Marketing	0	480	0	0	480
Trading Overheads	66,730	24,220	22,120	18,920	131,990
Staffing Costs					
Charity	136,914	147,910	147,910	150,616	583,349
Trading	54,922	50,326	50,326	49,416	204,990
Total Expenditure	538,647	563,313	514,656	434,951	2,051,566
Group Surplus/(Deficit)	-36,663	-109,585	-136,880	283,128	0

Charity Budget 2020/21

	Q1	Q2	Q3	Q4	Total 2020.21
Charity Income					
University Block Grant	-391,644	-391,644	-391,644	0	-1,174,932
Sports & Socs Funding	-27,667	-27,667	-27,667	0	-83,000
Total Income	-419,311	-419,311	-419,311	0	-1,257,932
Expenditure					
Sports	14,500	32,500	50,300	0	97,300
Societies	15,000	4,000	4,500	0	23,500
Advice	500	1,500	500	0	2,500
Exec Committee	3,100	5,400	4,900	4,900	18,300
Democracy	450	28,919	1,400	0	30,769
Insights	4,000	0	0	0	4,000
Advocates	1,200	400	3,900	0	5,500
Marketing	15,100	10,100	6,700	7,300	39,200
Website	6,000	12,000	6,000	31,000	55,000
Minibus	1,450	3,575	3,975	0	9,000
Welfare	26,200	3,000	2,200	1,600	33,000
Trustees	4,700	500	250	1,000	6,450
HR	13,200	18,250	14,500	11,900	57,850
Finance	70,804	68,804	66,804	81,804	288,214
Reception	750	1,250	1,500	500	4,000
Staffing Costs	136,914	147,910	147,910	150,616	583,349
Total Expenditure	313,867	338,107	315,338	290,619	1,257,932
Charity (Surplus)/Deficit	-105,443	-81,203	-103,972	290,619	0

Trading Budget 2020/21

	Q1	Q2	Q3	Q4	Total 2020.21
Trading Income					
Bars	-54,980	-130,600	-116,800	-79,400	-381,780
Catering	-5,000	-24,132	-19,275	-12,788	-61,195
Retail	-35,180	-31,150	-37,775	-14,780	-118,885
Events	-44,064	-35,240	-35,000	-24,380	-138,684
Lettings	-14,275	-30,465	-22,375	-20,475	-87,590
Marketing	-2,500	-2,000	-1,000	0	-5,500
Total Income	-155,999	-253,587	-232,225	-151,823	-793,634
Expenditure					
Bars	17,145	40,146	36,664	22,638	116,593
Catering	2,800	12,368	8,783	5,436	29,386
Retail	13,933	20,803	24,971	9,993	69,700
Events	69,249	76,864	56,454	37,928	240,495
Lettings	0	480	0	0	480
Overheads	66,730	24,220	22,120	18,920	131,990
Staffing Costs	54,922	50,326	50,326	49,416	204,990
Total Expenditure	224,779	225,206	199,317	144,332	793,634
Trading (Surplus)/Deficit	68,780	-28,381	-32,908	-7,491	0

Individual Department Budgets

Charity

Charity Income					
Block Grant	-391,644	-391,644	-391,644	0	-1,174,932
Free Sports & Socs Funding	-27,667	-27,667	-27,667	0	-83,000
	-419,311	-419,311	-419,311	0	-1,257,932
Sports	Q1	Q2	Q3	Q4	Total 2020.21
Training Costs	0	15,000	20,000	0	35,000
Match Costs	0	4,400	10,000	0	14,400
BUCS Affiliation	3,000	0	0	0	3,000
Transport	0	5,000	13,300	0	18,300
Cup Fixtures	0	1,600	2,000	0	3,600
Affiliations	2,000	1,500	0	0	3,500
Insurance	4,500	0	0	0	4,500
Sport H&S	4,000	3,000	1,000	0	8,000
Varsity	0	0	4,000	0	4,000
Kit	0	2,000	0	0	2,000
New Clubs	1,000	0	0	0	1,000
	14,500	32,500	50,300	0	97,300
Societies	Q1	Q2	Q3	Q4	Total 2020.21
Activity Funding	10,000	0	0	0	10,000
Top Up Grants	2,500	2,500	2,500	0	7,500
Insurance	1,000	0	0	0	1,000
New Societies	1,000	1,000	0	0	2,000
Awards	0	0	2,000	0	2,000
Radio	500	500	0	0	1,000
	15,000	4,000	4,500	0	23,500
Advice	Q1	Q2	Q3	Q4	Total 2020.21
Advice Campaigns	500	1,500	500	0	2,500
	500	1,500	500	0	2,500
Exec Committee	Q1	Q2	Q3	Q4	Total 2020.21
Exec Training (Internal)	0	0	1,000	0	1,000
Exec Campaigning Budget	2,000	3,000	2,500	0	7,500
Exec Conferences	500	1,500	500	0	2,500
Sabb Summer Training	0	0	0	4,000	4,000
Agency Staff	600	900	900	900	3,300
	2,500	4,500	4,000	4,000	15,000

Democracy	Q1	Q2	Q3	Q4	Total 2020.21
Democracy Academy	250	750	0	0	1,000
Liberation Forums	200	400	400	0	1,000
Elections Costs	0	0	1,000	0	1,000
NUS Affiliation	0	27,769	0	0	27,769
	450	28,919	1,400	0	30,769
Insights	Q1	Q2	Q3	Q4	Total 2020.21
Qualtrics	4,000	0	0	0	4,000
	4,000	0	0	0	4,000
Advocates	Q1	Q2	Q3	Q4	Total 2020.21
Faculty Forums	200	400	400	0	1,000
Education Committee Training	1,000	0	0	0	1,000
STaR Awards	0	0	3,500	0	3,500
	1,200	400	3,900	0	5,500
Marketing	Q1	Q2	Q3	Q4	Total 2020.21
Social Media Tools	1,200	0	0	0	1,200
Social Media Ads	200	300	400	100	1,000
Graphic Design	4,000	2,500	1,500	0	8,000
Video Production	1,600	1,400	0	0	3,000
Marketing Collateral	1,000	1,000	1,000	0	3,000
External Marketing Services	0	0	0	5,000	5,000
Student Life Pulse	1,700	1,700	1,700	1,700	6,800
Freshers	5,000	0	0	0	5,000
Branding	0	2,000	0	0	2,000
Sundry	100	300	300	500	1,200
Agency Staff	300	900	1,800	0	3,000
	15,100	10,100	6,700	7,300	39,200
Website	Q1	Q2	Q3	Q4	Total 2020.21
SUMS	0	0	0	25,000	25,000
External Development	6,000	12,000	6,000	6,000	30,000
	6,000	12,000	6,000	31,000	55,000
Minibus	Q1	Q2	Q3	Q4	Total 2020.21
Minibus Costs	1,200	3,200	3,600	0	8,000
Student Staff	250	375	375	0	1,000
	1,450	3,575	3,975	0	9,000
Welfare	Q1	Q2	Q3	Q4	Total 2020.21
Freshers (Platform)	25,000	0	0	0	25,000
Campaign for Change	1,000	2,000	1,000	1,000	5,000
Emergency Hardship Fund	200	1,000	1,200	600	3,000
	26,200	3,000	2,200	1,600	33,000

Trustees	Q1	Q2	Q3	Q4	Total 2020.21
Trustee Expenses	250	500	250	1,000	2,000
Audit Fee	4,450	0	0	0	4,450
	4,700	500	250	1,000	6,450
HR	Q1	Q2	Q3	Q4	Total 2020.21
Staff Training	8,000	14,000	10,000	7,750	39,750
Staff Entertainment	0	500	250	250	1,000
Employee Awards	100	250	250	400	1,000
Away Days	500	500	1,000	500	2,500
Pay Review	1,000	3,000	3,000	3,000	10,000
Croner	3,600	0	0	0	3,600
	13,200	18,250	14,500	11,900	57,850
Finance	Q1	Q2	Q3	Q4	Total 2020.21
Legal Fees	2,500	2,500	2,500	2,500	10,000
Platform- Rent	30,000	30,000	30,000	30,000	120,000
Insurance	7,000	7,000	7,000	7,000	28,000
Software Expenses	3,820	3,820	3,820	3,820	15,281
Sundry Overheads	750	750	750	750	3,000
Health and Safety	1,000	1,000	1,000	1,000	4,000
Maintenance and Repairs	1,500	1,500	1,500	1,500	6,000
I to P Dep. Costs	22,554	22,554	22,554	22,554	90,216
Engine Shed FFE	7,908	7,908	7,908	7,908	31,632
TCV Depreciation I to P	52,812	52,812	52,812	52,812	211,248
TCV Depreciation FFE	19,086	19,086	19,086	19,086	76,344
Minibus Depreciation	549	549	549	549	2,196
Capital Grant- Engine Shed	-30,108	-30,108	-30,108	-30,108	-120,432
Capital Grant- TCV	-69,588	-69,588	-69,588	-69,588	-278,352
Reserves Contribution	7,500	7,500	7,500	7,500	30,000
Contingency	1,870	1,870	1,870	1,870	7,481
Uniexpress Retail Subsidy	0	0	0	15,000	15,000
Operational Projects	2,000	2,000	2,000	2,000	8,000
COVID Expenditure	4,000	2,000	0	0	6,000
Regular Banking Fees	900	900	900	900	3,600
Unrecoverable VAT	2,000	2,000	2,000	2,000	8,000
Stationery	250	250	250	250	1,000
Agency Staff	2,500	2,500	2,500	2,500	10,000
	70,804	68,804	66,804	81,804	288,214
Reception	Q1	Q2	Q3	Q4	Total 2020.21
Reception Student Staff	750	1,250	1,500	500	4,000
	750	1,250	1,500	500	4,000

Trading

Engine Shed Catering	Q1	Q2	Q3	Q4	Total 2020.21
Catering till Takings	0	-750	-2,625	-1,538	-4,913
Catering Purchases	0	225	788	461	1,474
Agency Staff	0	0	550	600	1,150
	0	-525	-1,288	-476	-2,289
Engine Shed	Q1	Q2	Q3	Q4	Total 2020.21
Catering till Takings	-5,000	-10,750	-16,650	-11,250	-43,650
Catering Purchases	1,500	3,225	4,995	3,375	13,095
Non-Consumables	700	400	450	0	1,550
Agency Staff	600	1,600	2,000	1,000	5,200
	-2,200	-5,525	-9,205	-6,875	-23,805
Platform Catering	Q1	Q2	Q3	Q4	Total 2020.21
Catering Credit Sales	0	-12,632	0	0	-12,632
Catering Purchases	0	3,790	0	0	3,790
Agency Staff	0	3,128	0	0	3,128
	0	-5,714	0	0	-5,714
Conferencing	Q1	Q2	Q3	Q4	Total 2020.21
Conferencing Room Hire	-3,000	-4,690	-5,100	-4,700	-17,490
Conferencing Room Hire Down	-8,000	-11,500	-12,000	-10,500	-42,000
Cleaning Costs	0	480	0	0	480
	-11,000	-15,710	-17,100	-15,200	-59,010
UniExpress	Q1	Q2	Q3	Q4	Total 2020.21
Shop till Takings	-7,500	-12,750	-15,375	-7,500	-43,125
Subsidy	-15,000	0	0	0	-15,000
Retail Purchases	5,625	9,563	11,531	5,625	32,344
	-16,875	-3,188	-3,844	-1,875	-25,781
Art Shop	Q1	Q2	Q3	Q4	Total 2020.21
Shop till Takings	-11,000	-16,000	-20,000	-6,000	-53,000
Retail Purchases	6,600	9,600	12,000	3,600	31,800
Vending Sales	-1,680	-2,400	-2,400	-1,280	-7,760
Vending Purchases	1,008	1,440	1,440	768	4,656
Marketing	700	200	0	0	900
	-4,372	-7,160	-8,960	-2,912	-23,404

	Q1	Q2	Q3	Q4	Total 2020.21
Monday Nights					
Net Bar Sales	-12,880	-20,400	-14,800	-5,000	-53,080
Door Takings	-3,864	-6,120	-4,440	-1,500	-15,924
Bar Purchases	4,508	7,140	5,180	1,750	18,578
Marketing	1,000	1,000	500	0	2,500
Event Costs	3,000	3,300	3,300	1,380	10,980
Security	2,104	2,030	1,680	700	6,514
Agency Staff	10,875	4,968	4,104	1,800	21,747
Wednesday Nights					
Net Bar Sales	-19,200	-49,600	-54,400	-20,800	-144,000
Door Takings	-7,200	-14,880	-16,320	-6,240	-44,640
Bar Purchases	6,912	17,856	19,584	7,488	51,840
Marketing	4,000	4,000	2,000	0	10,000
Event Costs	4,800	5,000	5,500	2,000	17,300
Security	2,660	4,834	5,148	1,872	14,514
Casual staff	8,744	7,614	8,250	3,000	27,608
Saturday Nights					
Net Bar Sales (Blast chamber)	-3,500	-4,500	-6,000	-6,000	-20,000
Net Bar Sales (Climax)	-18,400	-35,600	-35,600	-41,600	-131,200
Door Takings	-8,000	-14,240	-14,240	-16,640	-53,120
Bar Purchases	5,475	10,025	10,400	11,900	37,800
Marketing	10,000	20,000	10,000	10,000	50,000
Event Costs	9,300	5,450	4,200	4,550	23,500
Security	2,870	4,550	4,200	4,550	16,170
Casual staff	8,960	6,552	6,048	6,552	28,112
	12,164	-41,021	-55,706	-40,238	-124,801
Private Parties	Q1	Q2	Q3	Q4	Total 2020.21
Hire Fees	-1,000	-12,000	-3,000	-3,000	-19,000
Net Bar Sales	-1,000	-20,500	-6,000	-6,000	-33,500
Bar Purchases	250	5,125	1,500	1,500	8,375
Event Costs	0	2,500	0	0	2,500
Security	280	1,610	420	420	2,730
Casual staff	576	2,736	864	864	5,040
Cleaning Cost	80	720	240	240	1,280
	-814	-19,809	-5,976	-5,976	-32,575
Day Hire	Q1	Q2	Q3	Q4	Total 2020.21
Unitemps	-2,275	-2,275	-2,275	-2,275	-9,100
	-2,275	-2,275	-2,275	-2,275	-9,100
Marketing Income	Q1	Q2	Q3	Q4	Total 2020.21
Marketing Income	-2,500	-2,000	-1,000	0	-5,500
	-2,500	-2,000	-1,000	0	-5,500

Freshers	Q1	Q2	Q3	Q4	Total 2020.21
Freshers Subsidy	-25,000	0	0	0	-25,000
	-25,000	0	0	0	-25,000
Overheads	Q1	Q2	Q3	Q4	Total 2020.21
PRS/PPL	6,000	0	0	0	6,000
Electricity	7,000	9,000	9,000	8,000	33,000
Water	1,350	1,350	1,350	1,350	5,400
Refuse Collection	600	600	600	600	2,400
Repairs and Maintenance	6,000	0	0	0	6,000
Small Equipment	9,500	500	500	0	10,500
Security Equipment	300	0	0	0	300
Health and Safety Equipment	500	1,000	500	0	2,000
Club scan machine	300	300	300	300	1,200
Coffee Machine Hire (Plat & ES)	930	930	930	930	3,720
Cleaning Contracts	3,250	5,500	3,750	2,750	15,250
Cash Pickups	360	360	360	360	1,440
Credit card merchant charges	1,500	1,500	1,500	1,500	6,000
Insurance	23,500	0	0	0	23,500
EPOS	990	990	990	990	3,960
Phones	90	90	90	90	360
Staff Uniform	1,200	0	0	0	1,200
Staff Training	1,050	1,050	1,050	1,100	4,250
Non-Consumables	1,300	600	600	500	3,000
TV Licence	160	0	0	0	160
Pubwatch membership	50	0	0	0	50
Pubwatch Radio	150	0	150	0	300
Chamber of Commerce	200	0	0	0	200
BOC	450	450	450	450	1,800
	66,730	24,220	22,120	18,920	131,990