

**OPEN UNIVERSITY STUDENTS ASSOCIATION
BUDGET PLAN 2021 - 2022**

Approved by the Board of Trustees 27 July 2021

| INCOME | Budget 2021 - 22 £ | Notes |
|--|--------------------------|--|
| OU Subvention | 1,865,000 | OU inflation factor of 2.95% applied to 2020-21 core allocation |
| Other OU Funding - Individual Representation Pilot | 52,000 | |
| Charitable Activities - OUSET Management Fee | 49,000 | based on % of staff time agreed by BoT December 2019 |
| Charitable Activities - TOTUM Card Commission | 34,000 | no change to commission rate for 2021-22, so based on 2020-21 forecast outturn |
| Fund Generation - Fund Raising | 50,000 | Association 50th fundraising for donation to OUSET |
| Trading Income | 80,000 | £60k webstore (based on 2020-21), plus £20k assuming some F2F graduations from Spring 2022 |
| Investment Income | 100 | |
| TOTAL INCOME | 2,130,100 | |

| EXPENDITURE | Budget 2021 - 22 £ | Notes |
|--|--------------------------|---|
| <u>Staff Costs</u> | | |
| Staff Payroll Costs | 1,623,709 | assumes 2% pay award, expected increases to pensions contributions and additional roles to support strategic objectives and address capacity issues |
| | 1,623,709 | |
| <u>Other Staff Related Costs</u> | | |
| Other Staff Related Expenditure | 24,500 | Recruitment, training and development, staff expenses |
| Team Building | 2,500 | inflationary increase to 2020-21 budget |
| Health, Safety and Welfare | 1,000 | as 2020-21 budget (no call on this in 2020-21) |
| | 28,000 | |
| <u>Administration and Management</u> | | |
| Office Costs | 3,700 | 20% reduction to reflect remote working savings but anticipates some additional equipment needs |
| Other Central Costs | 17,140 | insurance, NCVO and CFG affiliations, accounting software, depreciation |
| | 20,840 | |
| <u>Communications</u> | | |
| Communication Contracts and Regular Payments | 15,500 | website, Hoot, software licences |

| EXPENDITURE | Budget 2021 - 22 £ | Notes |
|-----------------------------------|--------------------------|--|
| Website Development | 2,500 | inflationary increase to 2020-21 budget |
| Communication Events and Content | 1,000 | |
| Small Digital/IT Equipment | 1,000 | |
| Other Communication Costs | 2,000 | |
| | 22,000 | |
| Community | | |
| Freshers | 6,500 | savings from not posting out "goodie" packs to carry forward with a focus on prizes and incentives instead |
| Meet Ups and Local Activities | 1,000 | |
| University Challenge | 1,000 | allocations assume partial return to F2F activity e.g. 1 out of 3 Society Committee meetings F2F. |
| Postgraduate Student Community | 1,000 | Society Grants increased by £1k assuming this will be an area of growth. |
| Societies | 3,700 | |
| Community Awareness and Promotion | 2,000 | between 2020-21 forecast outturn and 2020-21 budget allocation |
| | 15,200 | may need to increase from contingency if F2F activity increases |
| Governance | | |
| Bought in Professional Services | 77,000 | legal, HR, DPO, accountancy, audit - inflationary increase to 2020-21 budget |
| Trustee Recruitment | 2,000 | re external Trustee vacancy |
| Trustee Meetings | 6,300 | based on 2 F2F meetings, plus £3k for away day(s)/development day(s) |
| | 85,300 | |
| Operations | | |
| Degree Ceremonies | 2,200 | assumes some F2F from Spring 2022 |
| Forums and CAP | 500 | |
| Other Operations Costs | 4,400 | increase in webstore costs until this can be moved over to MSL |
| | 7,100 | |
| Representation | | |
| Elections | 50,000 | cost £37k in 2020 but anticipating higher costs linked to expected Article changes/resolutions to vote on |
| President's Office | 9,000 | assumes 2/3 resumption of campus presence |
| Deputy President's Expenses | 4,500 | assumes 2/3 resumption of campus presence |
| Facilitation and Support | 2,000 | pre Covid budget level |
| CEC Meetings | 31,000 | assumes 2 F2F meetings and annual dinner |
| Policy and Public Affairs | 10,180 | DeHavilland HE/Govt policy monitoring, plus some provision for travel to events |
| Student Voice Activities | 2,800 | assumes 2/3 resumption of campus presence |
| Representation - General | 2,000 | as 2020-21 budget (no call on this in 2020-21) |
| | 111,480 | |

| EXPENDITURE | Budget 2021 - 22 £ | Notes |
|--|--------------------------|--|
| Research | | |
| Annual Membership Survey | 3,000 | as 2020-21 |
| Research Projects | 1,000 | as 2020-21 |
| Research Events | 1,000 | as 2020-21 |
| | 5,000 | |
| Support | | |
| Student Support Subscriptions and Affiliations | 15,000 | Nightline affiliation currently on hold but budget to allow for resumption or similar service |
| Official Group - BAME | 1,000 | 2/3 2020-21 budget |
| Official Group - DSG | 1,000 | 2/3 2020-21 budget |
| Official Group - OU PRIDE | 1,000 | 2/3 2020-21 budget |
| Student Support General | 2,000 | 2/3 2020-21 budget |
| Equality, Diversity and Inclusion | 2,500 | as 2020-21 |
| Individual Representation | 5,000 | new budget to support pilot e.g. insurance and legal advice costs |
| | 27,500 | |
| Volunteering | | |
| Volunteer Training | 15,000 | assumes mostly online |
| Volunteer Recruitment, Induction & Handover | 16,000 | |
| | 31,000 | |
| Projects/Other | | |
| Provision for Projects | 30,000 | for allocation at BoT discretion |
| Conference | 30,000 | online and based on £26k cost of 2020 Conference |
| Donation to OUSET | 50,000 | 100% of funds raised from Association 50th events to be donated to OUSET |
| Culture Project & Governance Review | 30,000 | implementation of Governance Review incl some further consultancy |
| Association 50th Anniversary | 10,000 | |
| | 150,000 | |
| Trading | | |
| Goods for Resale | 40,000 | |
| Other Direct Costs | 21,600 | warehousing and distribution; webstore |
| Administration Costs | 7,500 | |
| | 69,100 | |
| TOTAL EXPENDITURE | 2,196,229 | |
| CONTINGENCY | 33,871 | contingency to allow senior management to respond to unforeseen costs not provided for elsewhere in the budget |
| TOTAL INCOME LESS EXPENDITURE | -100,000 | |

| EXPENDITURE | Budget 2021 - 22 £ | Notes |
|---------------------------------------|--------------------------|-------|
| Reserve Brought Forward (Provisional) | 1,077,000 | |
| Reserve Carried Forward (Provisional) | 977,000 | |