



CBFC

Budget Submission Template Guidance

2019

Tab 1 – Budget Request Summary Page

The budget template is made up of 3 main tabs – not all of these may be applicable to your Branch/Group/Section. If you require further assistance, please contact the Community Groups Team

Branch/Group/Section

Budget 2019/2020 (£)

1. Income and Expenditure for Committee expenses, chargeable events and non-chargeable events.
For chargeable events; please complete a Chargeable Events Breakdown sheet for each event and include on the relevant lines below.

Income Account Name	Code	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Total
Other Income <i>(Specify in bid background)</i>	1600													0.00
Publications	170													0.00
Sponsorship	1704													0.00
Events Registration Fees	1708													0.00
Donations	1711													0.00
Total Income		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Account Name	Code	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Total
Travel Costs <i>(Committee ONLY)</i>	3010													0.00
Printing <i>(Specify in bid background)</i>	4000													0.00
Room Hire	4110													0.00
Speakers expenses	4130													0.00
Catering	4150													0.00
Publicity	4212													0.00
Sponsorship Expense <i>(Specify in bid background)</i>	4291													0.00
Other Expenditure <i>(Specify in bid background)</i>	4900													0.00
Student Prizes & Membership <i>(Existing ONLY, no new)</i>	5102													0.00
Equipment <i>(Specify in bid background)</i>	7100													0.00
Total Expenditure		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Running Costs														0.00

2. Requests for potential additional expenditure (not recorded in budget above).
These requests are subject to the submission of a Supplementary Funding Request (SFR) form. Please complete further information box in Bid Background Info tab

Potential Additional Request 1														0.00
Potential Additional Request 2														0.00
Potential Additional Request 3														0.00
Total Potential Additional Expenditure		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Net Spend/(Income)

		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Select your Branch/Group/Section from the drop-down box.

1. Enter any income you expect to received and any expenditure you expect to incur in the relevant months, If this relates to a chargeable event, please ensure you have filled out a Chargeable Events Breakdown tab for each event, and also include the figure on this front sheet.

Some nominal code lines request additional information – please include this information in the Bid Background Info tab.

2. Enter requests for any additional funding into the relevant months. Please note this funding is subject to the submission of a Supplementary Funding Request (SFR) form and is not guaranteed.

Entries into this section also require further information in the Bid Background Info tab.

Tab 3 – Chargeable Events Breakdown

This tab only need to be completed if your Branch/Group holds chargeable events. You need to complete separate tabs for each event. Once completed, line totals in column E need to be added into the Budget Request tab.

Budget 2019/2020: Chargeable Events

Please complete a separate tab for each chargeable event. Once complete, enter figures from column F into the relevant lines on the main Budget Request tab, in the month your event is expected to occur.

If you require further tabs please contact your co-ordinator.

Branch/Group/Section	Branch/Group/Section	Event No.
Date of event		
Venue		
Provisional Title		
Joint event with? (if applicable)		

Income			Total
Account Name			
1600 - Other Income (Please specify below)			0.00
1704 - Sponsorship (Please list potential sponsors below)			0.00
1708 - Events Registration Fees	No.	Price (excl VAT)	
BCS Members			0.00
Non- Members			0.00
Students			0.00
Other (Please specify below)			0.00
1711 - Donations			0.00
Total Income			0.00

Expenditure			Total
Account Name			
3010 - Travel Costs (Committee ONLY)			0.00
4000 - Printing (Please specify below)			0.00
4110 - Room Hire			0.00
4130 - Speakers expenses			0.00
4150 - Catering			0.00
4212 - Publicity			0.00
4900 - Other Expenditure (Please specify below)			0.00
Total Expenditure			0.00

Surplus/(Deficit) ** 0.00

**** Please provide a full explanation of the reasons for budgeting at a deficit;**

Additional Nominal Code Information Required

Please provide further information to the nominal codes below:

1600 - Other Income	
1704 - Sponsorship	
1708 - Events Reg Fees (Other)	
4000 - Printing	
4900 - Other Expenditure	

Event Funding

Please provide a brief description of the event including case for funding

Enter details regarding the date, venue and provisional title for your event.

Enter the income you expect to receive for your event

Enter the expenditure you expect to incur for your event

If your event is budgeted to make a deficit, please provide a full explanation of the reasons for doing so.

Please provide further information if you have used any of these nominal codes

Please provide a brief description of your event