

## **ICSEI GLASGOW 2016: BUDGET STATEMENT AND REPORT**

### **1. Introduction**

This budget statement sets out the income and expenditure patterns for the ICSEI 2016 conference held in Glasgow from 6-9 January 2016.

The statement takes account of all costs met and all income received by 20 June 2016. Two items are still outstanding. The first is an invoice for part of the cost of the Civic Reception which, due to an administrative error by the Council, has not yet been received. However, the actual costs incurred are known and have been included in this budget statement.

The second outstanding invoice is for wine and drinks consumed at the Gala Dinner. In submitting its invoice, the Science Centre did not include this cost. However, the cost is known and the charge has been included in the attached budget.

In presenting this budget, we can confirm that it has been checked by an accountant, signed off by the conference co-chairs and discussed with the ICSEI Treasurer. In addition, a detailed folder of costs and charges is retained by the writer of this report and is available for crosschecking.

### **2. Budget elements**

The budget statement contains information held in linking spreadsheets:

- I. **Balance Statement:** This page brings together costs and income entered elsewhere. It also shows the balance which resulted from ICSEI 2016.
- II. **Number Summary:** This page provides information on the number of delegates, delegation status, attendance at events and overall payments received by the University. It also shows information about repayments made to delegates who withdrew from ICSEI 2016.
- III. **Expenditure:** This page brings together all expenditure patterns.
- IV. **Receptions and events:** This page sets out the costs of social events at ICSEI. Information is also provided to show both the amount charged per delegate attending events and the actual cost expended per person, which is considerably higher.
- V. **Income Streams:** This page summarises income received from delegates and sponsors.
- VI. **Entourage:** This page covers costs charged by a logistics agency which helped with the organisation of the conference.
- VII. **ICSEI:** This page records costs due to ICSEI for functions delivered for ICSEI 2016.

An Appendix sets out the amount of money due for payment to ICSEI. The total in the Appendix includes costs as outlined on **Page VII**, plus

loan charges returned, delegate fees due to ICSEI and a share of the overall Conference profit. (**Appendix 1**)

### **3. Analysis:**

1. **Income:** The overall budget balance sheet shows a total income of **£224960.80.** This includes delegate fees and income received from formal sponsorship packages.

In addition, although not included in income totals, additional sponsorship for particular elements provided by GTCS and the University of Glasgow is shown separately on the income sheet.

2. **Expenditure:** The balance sheet shows a final expenditure of **£186274.70.**

In previous reports, the Glasgow local organising committee has advised the Board of emerging expenditure patterns and, in particular, of the impact of the conference's success in attracting large numbers of delegates. For example, the costs of additional rooms, AV and internet charges were quite significant.

More positively, the income received also allowed the conference organisers to offer a better service to delegates, particularly in respect of transport costs and enhanced social activities.

Finally, one of the successful elements of the work of Glasgow 2016 has been to build in additional contingency budget headings to ensure that any unexpected costs (for example, for additional rooms and charges) could be absorbed. All costs and charges have however now been allocated to specific budget headings; and remaining funds set against contingency budgets have been included in the conference balance (surplus). We recommend this cautious approach to planning to future conference hosts.

### **3. Balance:**

- a. **Total:** Overall, the conference balance is shown as **£35971.30.**
- b. **Disposal:** In line with ICSEI policy, 50% of any profit is allocated to ICSEI, with the remaining sum retained by the local organising committee to support on-going work.
- c. **Glasgow share:** The Glasgow organising committee plans to use its share of this balance to support on-going research and related priorities. It also hopes to be able to develop and maintain its links to ICSEI and to encourage future participation at ICSEI conferences by Scottish academics and school-based researchers.

It is hoped that this will involve the establishment of an **ICSEI Legacy Fund**. Initially, the Fund would be used to send TWO delegates to ICSEI 2017 in Ottawa. It is intended that these delegates would be individuals who:

- would not normally be able to attend the conference in Ottawa;
- have been engaged by the work of this year's conference and have continued to develop their research interests thereafter.

The total sum envisaged for sponsorship in 2017 is £4000. Where possible, this support will continue in future years.

**d. Legacy Fund recommendation:** Given the effective partnership between Glasgow and the ICSEI Board, the Glasgow 2016 committee recommends that the sum required to establish the 2017 Legacy Fund be taken from the overall 2016 balance. In practice, this would mean that each partner would contribute £2000 to the Legacy Fund for use in 2017.

4. **Conclusion:** The management of finances for the 2016 Conference has been undertaken with due diligence and caution. We are pleased to present this paper as a positive financial outcome to what was, we believe, a very successful conference.
5. **Recommendation:** We recommend that the ICSEI Board now approve:
  - a. **this budget statement AND**
  - b. **the sharing of costs for the 2017 Glasgow Legacy Fund**
6. **Thanks:** Finally, we offer thanks to our colleagues on the ICSEI Board and Secretariat for their help, advice and support in planning the 2016 conference. We would also be happy to offer advice or support to colleagues in Ottawa or in subsequent conference locations, should this be deemed to be valuable.

**Anthony Finn**  
**For Glasgow Local Organising Committee**  
**ICSEI 2016**

**20 June 2016**

## APPENDIX 1 ICSEI 2016 GLASGOW

### PAYMENTS DUE TO ICSEI

1. **Introduction:** Funding due to ICSEI includes sums allocated under the following headings:
  - a. Costs covered by Section VII of the balance sheet
  - b. Delegate charges
  - c. Accrual of profit share from ICSEI conference in Glasgow.

Each of these headings is covered below. Section 4 then attempts to bring these headings together and to compute a cost to be agreed with ICSEI.

#### 2 **Costs covered by Section 7 of the balance sheet**

These costs are set out as follows in Section 7

- Repayment of ICSEI loan
- Costs incurred by Robin Edwards for ICSEI

The total sum for this purpose is: £4683.96.

#### 3 **Delegate charges**

A charge of 25 Euros is made for each delegate attending the ICSEI conference. In the case of Glasgow, this calculation is complicated by:

- a. delegates attending the Saturday session only. The Saturday fee was small (£60) but the costs of delegate registration and catering were not insignificant, Nonetheless, it is proposed that the ICSEI delegate fee be charged in these cases.
- b. delegates who had paid to attend but were subsequently unable to participate. Where such delegates notified ICSEI Glasgow of their circumstances, a 50% refund was made. In addition, the University imposed a cancellation charge which has been met by ICSEI 2016.
- c. Delegates who enrolled at the conference itself, paying directly on 6-9 January.

Overall, the number of delegates who withdrew and were subsequently refunded is broadly equivalent to the number who arrived without prior payment. In practice, therefore it is proposed that the overall number of delegates listed in the university lists (532+ 23 for Saturday) be used as the figure for payment of ICSEI fees. This would produce a figure of 13875 Euros.

The equivalent GBP sterling total (listed in 2iiii Expenditure) is: **£11110.**

(\* loan paid in pounds and returned in pounds)

4. **ICSEI share of balance from Glasgow 2016.**

The total share payable to ICSEI would be 50% of the balance figure as listed in Section 3 of this report. That total (**£35971.30**) would however be reduced to **£31971.30** if the recommendation for Glasgow Legacy 2017 is accepted by the ICSEI Board.

5. **Amount due to ICSEI from Glasgow 2016:**

The question of an ICSEI Board contribution to the Glasgow 2017 Legacy Fund is a matter for the Board. Consequently, TWO calculations have been provided below:

**Calculation A** shows the amount due to ICSEI **without a Board contribution to a Glasgow Legacy Fund.**

- a. The amount due for ICSEI costs would be £4683.96
- b. The amount due for delegate fees would be £11100.00
- c. The profit share in this case would be **£17985.64**

The total payment would therefore be **£33769.60**

**Calculation B** shows the amount due to ICSEI if a Board **contribution to the Glasgow Legacy Fund is approved.**

- a. The amount due for ICSEI costs would be £4683.96
- b. The amount due for delegate fees would be £11100.00
- c. The profit share in this case would be **£15985.64**

The total payment would therefore be **£31769.60**

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