

Royal Society of Biology Branch Budget Proposal 2018-19

Budget Table 1: Branch Administration

| Date | Branch Name | Branch Administration Expenditure | | | | | | | Branch General Income | | | | |
|-------------|--------------|---|----------------------------|--------------------------|-----------------------------|---------------------|---------------------|---------------------|--------------------------------------|-------------------------------|-----------------------|----------------------|--------------------------------|
| | | Branch Administration (e.g. Postage) | Committee Meeting Catering | Committee Meeting Travel | Committee Meeting Room Hire | Other Cost Specify: | Other Cost Specify: | Other Cost Specify: | Total Administration Expenditure (£) | Expected Income (e.g. Grants) | Annual RSB Allocation | Total General Income | AGM & Events Available Balance |
| 1 July 2018 | Ankh Morpork | £25.00 | £25.00 | £200.00 | £0.00 | £0.00 | | | £250.00 | £0.00 | £1,000.00 | £1,000.00 | £750.00 |

Budget Table 2: Branch Events

| Event Date (month) [PROPOSED] | Event Title & Type (e.g. Talk) | Branch Event Expenditure | | | | | | | Branch Event Income | | | |
|-------------------------------|---|--------------------------|----------------|------------------------------|--------------------------------|-----------------|---------------------|---------------------|---------------------------------|---------------------------------|--------------------------------|--|
| | | Catering | Room Hire | Marketing and / or Publicity | Speaker Expenses and / or Fees | Event Resources | Other Cost Specify: | Other Cost Specify: | Total Expenditure per Event (£) | Estimated Income (e.g. Tickets) | Event Profit / Income required | Additional Funding Source (e.g. Funds, Sponsor) State: |
| Nov 2018 | Branch AGM | | £250.00 | | | | | | £250.00 | | -£250.00 | Branch allocation |
| Nov 2018 | Lecture after branch AGM | £300.00 | | | £200.00 | £0.00 | £0.00 | £0.00 | £500.00 | | -£500.00 | Branch allocation |
| Oct 2018 | Wildlife trust visit and talk | £0.00 | £0.00 | £0.00 | £100.00 | £0.00 | £0.00 | £0.00 | £100.00 | £150.00 | £50.00 | N/a |
| Dec 2018 | Christmas social | £500.00 | £100.00 | £0.00 | £0.00 | £0.00 | £100.00 | £0.00 | £700.00 | £100.00 | -£600.00 | depends on bar sales/branch allocation |
| March 2019 | Stand at festival | £30.00 | £0.00 | £0.00 | £0.00 | £50.00 | £0.00 | £0.00 | £80.00 | £600.00 | £520.00 | Branch allocation |
| May 2019 | Branch lecture joint with XXX, shared costs | £150.00 | £0.00 | £0.00 | £100.00 | £0.00 | £0.00 | £0.00 | £250.00 | £0.00 | -£250.00 | additional event funding |
| | | | | | | | | | £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 | |
| | | | | | | | | | £0.00 | | £0.00 | |
| | | | | | | | | | £0.00 | | £0.00 | |
| Totals: | | £980.00 | £350.00 | £0.00 | £400.00 | £50.00 | £100.00 | £0.00 | £1,880.00 | £850.00 | -£1,030.00 | |

Additional information, if required.

Christmas social: other costs for cash bar staff will be waived if sales are over £150
 Joint lecture with XXX: venue provided free, branch will cover half catering and speaker costs