

## GT4.1 CifA Group budget guideline

The central CifA budget will allocate funds to each individual group to a maximum of £800 to cover the running of the Group committee. These funds can be used to cover items such as room hire and travel expenses associated with holding Group committee meetings, attendance at the Groups Forum and your Group AGM. Each group should complete the annual group budget request from (GT5.2) by the end of January each year. Budgets will be confirmed by the beginning of the financial year (1 April).

In order to secure this funding Group committees should include a proposed timetable and venue details for their forthcoming committee meetings and Annual General Meetings. The timetable should include how many meetings are held each year, and how many committee members you have. The budget request should provide a rough indication of travel costs per meeting, although we appreciate it may difficult to do this accurately.

If you have other predictable costs for the group, these can also be included. Such costs may include travel costs to represent your CifA group at other Forums (an example might be the Archaeological Archives Forum).

There is also a section on the form which relates to group income. For the annual budget, this should incorporate your groups anticipated income from non member subs and does not need to estimate income from group activities. Any income from running events will be included in your annual group budget summary, provided by CifA staff at the end of the financial year.

Group Treasurers will be asked to approve all travel claims before they are submitted to the CifA office. Treasurers should ensure that their committee members are aware of the following conditions for claiming expenses.

### Travel expenses

Committee members must ensure that the most cost effective means of travel is used, consistent with CifA's health and safety and environmental protection policies. You can claim expenses by completing the expenses claim form (GT4.3).

- By rail – expenses will only cover standard class rail travel. Where ever possible tickets should be booked in advance to ensure that the cheapest available fares are secured. Specific trains should normally be booked (as opposed to 'anytime' open tickets). Two singles are often cheaper than a return.
- By car – mileage rates of up to 45 pence per mile will be paid for travel by car. Committee members are always encouraged to use public transport rather than travelling in their own vehicles.
- By taxi – travel by taxi will only be paid if it is the most cost effective method of transport or for reasons of personal safety.
- By air – travel by air should only take place if it is the most cost effective method of transport.

Committee members may claim back overnight expenses if they are attending meetings away from their place of work and are not able to return home before 10pm, or it would be more cost

effective or safer for them to stay in accommodation before returning home. The maximum allowance for overnight accommodation is £80 per night (excluding meals), unless exceptional costs have been approved in advance by CIfA's Honorary Treasurer.

## Group events and activities

In addition to the annual running cost budget, each Group is able to obtain funding from CIfA to carry out events such as conference sessions, day schools, and training workshops. Such events are supported from a central promotion and publicity budget. Requests for funding of this type are made on a case by case basis, and should be discussed in advance with CIfA staff. A formal request for funding is then submitted to the Honorary Treasurer. Events are expected to run on a cost neutral basis and to include any CIfA staff time plus a 10% overhead. It is therefore expected that group members and non-members will be expected to pay a fee to attend any conferences, day schools and training workshops run by a Group.

In order for the Honorary Treasurer to make a decision regarding funding, each Group should submit a project outline (see Groups toolkit 5.1). This outline provides details of the event including what it will cover, how it will benefit CIfA and group members and any possible publications or articles that will result from it. If event outlines are agreed in principle, you will be asked to provide a budget (GT5.2) and an event checklist (GT5.3).

Applications should be submitted well in advance of the event and can be submitted at any time. It should be noted that applications will be considered on a first-come-first-served basis, assessed on their relevance to CIfA's Strategic plan and subject to the availability of funds. It may be appropriate in the case of large scale events for Groups to submit applications in advance of the March Board meeting so that these can be incorporated into the annual budget.

CIfA is happy to discuss the possibility of providing administrative support for Groups to help with any events. The events checklist will provide an outline of what needs to be done in the run up to the event, and who will be undertaking individual tasks (GT5.3).

## Group promotion

The promotion of the group is a key part of recruiting and retaining group members, and letting people know what the group does. A main source of income for any group is that from non-CIfA member subs; currently non CIfA members can join groups for an annual fee of £10. As part of your annual budget request (GT4.2), we ask you to provide an anticipated income from non-member fees. Recruitment should be considered in the design and outcomes for group activities and communications.

To help promote group activities, CIfA will fund and produce information leaflets, a banner or postcard. These will be produced in conjunction with the group committee, but the costs will come directly from the CIfA promotions budget and do not need to be included in annual budget requests. The CIfA office can also provide CPD certificates, folders and other CIfA promotional material on request, and holds an account with Survey monkey for undertaking detailed surveys.

*Please contact your **CIfA group coordinator** Lianne Birney, [lianne.birney@archaeologists.net](mailto:lianne.birney@archaeologists.net)) or Anna Welch, [anna.wlech@archaeologists.net](mailto:anna.wlech@archaeologists.net) for further information.*