Budget Preparation 2026/27

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Agenda

- Welcome and introductions

- BCS strategy

- BCS priorities

- State of the Nation

- Principles for 2026/27

- Timelines

- Submitting your annual budget

- Submitting a request for additional funding

Strategy House

PURPOSE

TO MAKE IT GOOD FOR SOCIETY

To set and maintain the professional standards of computing, uphold ethical practice and foster a thriving membership community that facilitates the exchange of ideas

VISION

A competent and ethical digital profession enabled by standards, skills and lifelong career support and inspiration

STRATEGIC PILLARS

GROWTH	TRUST	INFLUENCE
Expand our community by attracting, upskilling and developing talent	Build demand for trusted professionals and practices that uphold ethics and excellence	Advocate for and shape the future of the profession and its impact on society

SUPPORTING INITIATIVES

1. Transform membership into an unrivalled professional community for career growth and impact

2. Elevate customer experiences through data-driven engagement and frictionless touchpoints

3. Convene a connected community of specialist networks to shape the policy agenda

4. Create and curate thought leadership and practice-based content to inspire current and future digital careers

5. Build flexible learning pathways that unlock career growth and opportunity

ENABLERS

People & Culture	Resilience	Partnerships	Innovation & Transformation

The growth challenge

Getting to 100,000 members

- Current trajectory (3% growth p.a.) reaches target by 2036 – too slow
- To meet target by 2030, we need 6.5% average annual growth

- From recent analysis, our current member population numbers are not what they might seem and so the gap to 100,000 (paying) members is greater than first understood:
  - Over 5,500 of our memberships are FOC (free of charge)
  - Almost 2,000 of our memberships are at a reduced rate

- Dual focus needed:
  - Retention: reduce annual attrition (~14,500 members lost/year)
  - Acquisition: maintain and increase new joiners (~17,500/year average)

- Strategic initiatives will focus on segmented value propositions, professional pathways, and integrated products

BCS Priorities

1. Launch Professional Registrations (i.e. RITTech) to apprenticeship providers and apprentices

2. Launch new individual membership (IM) offering – Today!

3. Develop and launch new organisational membership (OM) offering

4. Transition from an End Point Assessment Organisation to an Assessment Organisation

5. Make BCS the home for AI professionals and AI assurance

6. Community review

State of the Nation 2025/26

Groups Budget

- 34% of budget spent (at 31/01/2026) as we head into the half year point, slightly lower than last financial year but following a similar trend

- Income is c.£83K against an annual budgeted income of c.£116K

Supplementary Funding

- 34 Supplementary Funding Requests (SFRs) received YTD (at 24/02/2026) totalling £73,763.33 - £32,131.95 approved.

Principles for 2026/27

- What we fund must demonstrate member value and / or align to activities that support our Royal Charter

- Ensure projected income is realised

- Catering should not exceed ~£100 per event

- Larger events should not run at a loss

- Encouragement of groups to collaborate on topics – Reduction of repetition and share associated costs

- Events to be requested in good time to ensure adequate management of expectation – Event request forms should be submitted 5-6 weeks prior to delivery date

- Less reliance on SFR process – Emphasis on annual budget planning

2026/27 Timeline

2 March – Budget planning kick off

31 March – Budget submission deadline (12:00 BST)

April, May, June – Budget bids reviewed. Trustees review and sign off BCS Group budgets

July/August – Confirmation of budgets

Budget Preparation

Submitting your annual budget

How to complete the Annual Budget bid for your group

- The Financial year ends on the 31st August.

- You are required to prepare a budget in February/March to say what you require for the next financial year.

- You will receive a budget pack to do this.

- There are 3 sections
  - The budget bid
  - The reasoning behind the bid
  - Costings for any Income generated event

- When reviewing the budget we will consider your track history of expenditure and impact of expenditure in supporting the royal charter.

10

The Budget Bid

Branch/Group/Section

Income and Expenditure for Committee expenses, chargeable events and non-chargeable events.

For annual and chargeable events; please complete an Annual & CHG Events Breakdown sheet for each event and include on the relevant cells below.

Income Account Name	Code	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Total		Projected Income
Other Income *(Please provide more detail below)*	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		0.00

Expenditure Account Name	Code	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Total		Projected Expenditure
Travel Costs *(Committee ONLY)*	3010													0.00		
Printing *(Please provide more detail below)*	4000													0.00		
Room Hire *(excluding BCS London Office)*	4110													0.00		
Speakers expenses	4130													0.00		
Catering	4150													0.00		
Publicity & Membership Promotion	4212													0.00		
Sponsorship Expense *(Please provide more detail below)*	4291													0.00		
Other Expenditure *(Please provide more detail below)*	4900													0.00		
Student Prizes & Membership *(Please provide more detail below)*	5102													0.00		
Equipment *(Please provide more detail below)*	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		0.00

Non-budgeted purchases at the end of the financial year which have not had prior approval of CBFC will NOT be authorised.

Net Running Costs 0.00 | 0.00 | 0.00

Additional Nominal Code Information.

Please provide further detail if you have put income or expenditure against the following nominal codes;

	Code	
Other Income	1600	
Printing	4000	
Publicity & Membership Promotion	4212	
Sponsorship Expense	4291	
Other Expenditure	4900	
Student Prizes, Membership & Engagement *(Existing ONLY, no new. Please detail the Universities in your catchment area and the prizes you offer for each one. A standard Student Prize consists of 1 x £150 cash prize and 1 x BCS Membership (either Student or AMBCS/MBCS) per university. The budget for these will be handled centrally.)*	5102	
Equipment	7100	

HQ Team Comments ONLY

HQ Team may wish to enter comments relating to the Branch/Group and their submission to assist with awarding funds.

HQ Team Comments:	

Background and Income costings

- **Background**
  - This section is designed to explain why you have asked for the funds in the budget, why there are changes to previous years and any other information to help with your bid.
  - Because Finance Committee have well over 100 bids to deal with it helps us greatly if this section is filled in.
- **Chargeable event breakdown**.
  - This allows you to specify in detail what income and costs you have for a chargeable event.
  - NOTE If you use BCS London for your meetings then room hire is free.
  - HOWEVER if you are costing for a chargeable event then it must be accounted for.

Roll Over Funds

- Rollover funding allows you to carry forward surpluses from **<u>chargeable</u>** events for up to 2 years.

- You still need an SFR to spend rollover, but Finance Committee is more flexible on its uses.

- Potential Rollover is shown on your monthly statement.

- **NOTE If you have funds left in your normal budget at the end of the year this is NOT rollover and therefore is returned to the Institute.**

Supplementary Funding Requests (SFR)

Submitting a request for additional funding

How To Fill in the Supplementary Funding Request (SFR) – Part 1

- SFR's are a way of requesting extra funding when you have additional non budgeted activity taking place or an activity outside of your member events programme

- They require the group to complete an SFR request form and submit to Finance Committee

- This section asks you document what the activity is and when the funds are required.

Application Details	
Please refer to the BCS Financial Guidelines regarding use of groups budget. Further guidance can be sought from your dedicated community coordinator	
Community Group Name	
Date of submission to community team	
Submitter contact details including email and phone	This should be the group's Treasurer
The earliest date that the funds will be required to be available. * * A minimum of 6 weeks' notice is required by the CBFC to allow discussion Unused funds will be automatically returned back to the central allocation budget after a 3 month period from either date of awarding or the date event whichever is applicable.	DD/MM/YY
Application Statement Full details and supporting information for the application must be included at time of submission. Failure to do so may result in a delay decision by the CBFC Acceptable supporting information • Links to websites • Evidence where BCS funds have been used previously for the same purpose (sponsorship or events) • Feedback reports • Project plans Please contact your dedicated Community Coordinator for any queries or advice	

How To Fill in the Supplementary Funding Request (SFR) – Part 2

- This section of the SFR submission concentrates on the how the request supports the BCS strategy and the benefits the event will bring to BCS in the long term

- It also documents the total funds being requested.

- A similar but separate form is available for sponsoring third party events (hackathons, career fairs etc).

BCS Strategy	
Please indicate how your application aligns with the four strategic pillars: Making IT good for society	
Progression We need to make sure we all have equal opportunities to progress in our careers and to work together to get the very best talent up the ladder.	
Membership We know our members will want to invite others to BCS who should be recognised in the profession and connect with the existing BCS membership.	
Inspiration We want you to help us to inspire others to get into the profession and to reignite the spark for those already in our industry.	
Influence We aim to influence decision-making for our industry at the highest level, both nationally and internationally, across all sectors.	
Financial Details	
Total Amount of funds requested **(including VAT)**	£
Individual £ breakdown of **all** elements of application (including VAT @20%)	£

SFR Feedback Form

- If successful, following the expenditure you are asked to submit feedback on what the expenditure achieved. This helps us to understand how BCS funds are creating an impact and we can also refer back to it if similar requests are submitted in future.
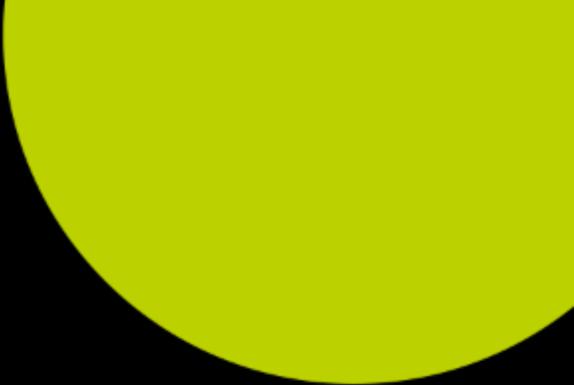
Thank You

Q&A

Additional Resources

1. CBFC
Budget Submission Template Guidance

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

Unless already showing, select your Branch/Group/Section from the drop-down box.

Enter any income you expect to receive 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.

Your figures should include VAT at the current rate of 20%

Please include details of any existing Student Prizes (the budget for Branch prizes this will be held centrally, so the Spreadsheet will not include these in your budget bid).

Some nominal code lines request additional information – please include this information here.

Tab 2 – Potential Additional Funding

This tab is for you to indicate any items you might require funding for on top of your budget included on the Budget Request tab. Funding is not guaranteed (and requires the submission of an SFR) but provides CBFC with an indication of how much to request for the SFR pot.

Requests for Potential Additional Funding

Your Branch/Group/Section will auto-populate from the main screen.

Branch/Group/Section:	Branch/Group/Section

Potential Additional Expenditure Background

- This section is for items that are in addition to your regular Branch/Group activities and will be subject to the submission of a Supplementary Funding Request (SFR). They are not guaranteed funding but provide CBFC with an indication of how much funding may be required for the SFR pot.

- Please ensure you provide the approximate date, a description and estimated costs for additional requests, including benefits to BCS. If you require further boxes please speak to your co-ordinator.

- Regular annual events should now be included under the 'Annual & CHG Events Breakdown' tabs.

Potential Additional Request 1		£0
Potential Additional Request 2		£0
Potential Additional Request 3		£0
Potential Additional Request 4		£0
Potential Additional Request 5		£0
		£0.00

Include information about potential funding including;
- Approximate month
- Description of event
- Estimated costs
- Benefits to BCS.

HQ Team Comments ONLY

HQ Team may wish to enter comments relating to the Branch/Group and their submission to assist with awarding funds.

HQ Team Comments:	

This box if for Community Groups Team use ONLY.

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 F need to be added into the Budget Request tab.

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

Enter a brief description of the event.

Enter the income you expect to receive for your event. Please remember that the event must be either chargeable for all **OR** free for all

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

2. Treasurer Training

SFR Feedback Form

[BCS Member Group Treasurer training](#) (hyperlink to slide deck)

- Provides insights into the role of Treasurer. The training slides cover everything from monthly reports, expense claims and purchase orders and invoices, to step-by-step guidance on Supplementary Funding Requests (SFRs) and annual budget bids.