

Institute of Acoustics

Supplementary Guidance for **IOA Branches on Budget Allocation**

Current status

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Issue record

Issue A	16 May 2025
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Introduction

IOA Branches are allocated a small budget annually to facilitate events. The budget is dependent on need, broadly determined by the size of Branch and the attendance at in-person events. Branches are not allocated a specific amount, instead a “pot” is allocated as a whole. This broadly equates to £500 per Branch per annum (Jan-Dec), with the larger Branches (London and Southern) often exceeding this and many other branches coming in under this. Branches should aim for good financial practice and use the above value as a guideline, i.e. not spend for the sake of it, but not restrict activity to remain within the £500. No branch should exceed £1000 per annum, unless agreed with the Chief Executive of the IOA in advance.

Uses

The budget is allocated for the following:

- Speaker expenses (if attending in person) including a meal for the speaker, if appropriate.
- Venue hire
- Light refreshments, e.g. tea, coffee and biscuits, but not sandwiches, a buffet or alcohol

Additional Sources of Assistance

Members’ attention should be drawn to the existence of the Carer’s Fund, which can assist with expenses for those with caring responsibilities, e.g. babysitters.

Annual Celebration

In addition, up to 50% of the budget limit (£1000) may be directed towards an annual celebration in-person event (other in-person events are also to be encouraged, just not badged as the annual celebration). The event must have some knowledge transfer purpose, i.e. a speaker, and a strong focus on local networking. On this occasion, funds may be put towards food (such as a meal, buffet or hot take-away food) and/or drink (including alcohol, but non-alcoholic beverages of a suitable quality (i.e. not just water, or non-alcoholic beer) must also be made available). This is capped at £10 per head and any residual cost must be self-subsidised by attendees or funded through sponsorship (see below).

The event must be advertised as an annual celebration event to ensure members understand the unique nature of the event and to encourage in-person attendance.

Sponsorship

Sponsorship can be sought and should be encouraged to help fund events, both routine and the annual celebration event. In this case, the contribution from members will decrease accordingly.

The order in which funding should be allocated to the total cost of the event is:

1. Sponsorship
2. IOA Budget
3. Member contribution

Sponsorship should not degrade from the benefit of the knowledge transfer opportunity, i.e. it should not be simply a marketing event, but have some benefit to attendees in terms of CPD.

Claiming Expenses

Expenses should either be booked directly and paid directly by the IOA, e.g. venue hire, or paid by a committee member personally, who then claims from the IOA using the expenses form. This can be found on the IOA website by searching for expenses. If claiming personal expenses after the annual celebration event, or of a higher value than usual, IOA HQ must be informed in advance.