

Date: 2026-03-12

By: *Workgroup on Chapter Budget*

Proposal for budgeting process in the PhD Chapter



Submitted for consideration to the PhD Chapter Meeting

The PhD chapter at KTH / Doktorandsektionen vid Tekniska Högskolans Studentkår

Doktorandsektionen vid Tekniska Högskolans Studentkår

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1. Executive summary

Over the past years, the PhD Chapter has not had an annual budget. As a result, there was limited transparency of the income and expenses of the PhD Chapter for its members. In this document, the Workgroup on Chapter Budget proposes a one year pilot process to implement an annual budget for the PhD Chapter.

Key part of the proposed pilot process is to establish a Budget Committee. This standing committee consists of (at least) the Treasurer of the PhD Chapter, the Chairperson of the PhD Chapter and the Treasurers of the five School Councils. Besides these fixed members, every member of the PhD Chapter is allowed to join (meetings of) the committee to give their advice on the establishment of a budget.

The budget process is two-fold:

- A framework budget is proposed by the Budget Committee and approved by the Chapter Meeting at the last meeting before the start of a new fiscal year.
- Detailed budgets for the various budget items that make up the framework budget are proposed by sub-treasurers (i.e., the person responsible for the budget item) and approved by the Budget Committee.

Funding requests will remain an important part of the budget, as it is a widely appreciated way for funding small-scale activities for PhD students.

At the end of a financial year, an annual financial report is established, where it will be reflected upon the realisation of the budget. The realisation allows increasing transparency of Chapter spendings and improves financial prognosis for the future fiscal year.

Three main implications of the suggested process are identified and analysed:

- Conflict of the proposed process with §4.2. of the Statutes
 - Three possibilities are presented with respect to managing this conflict
- Appointment of sub-treasurers
 - Currently, the PhD Chapter does not have sub-treasurers, except for a number of School Councils
- Term of the Treasurer of the PhD Chapter with respect to the fiscal year
 - It would be beneficial to align the term of the Treasurer with the fiscal year for bookkeeping reasons

The Workgroup suggests discussing this proposal and voting for implementing it as a one-year pilot for the next fiscal year during the Chapter Meeting.

2. Definitions

- Budget: a structured overview of income and expenses.
- Funds: money made available for a specific goal.
- Budget Committee: a new committee that is tasked with the development of the budget.
- Framework budget: budget describing high-level allocation of funds.
- Sub-treasurer: PhD Chapter member responsible for a budget item in the framework budget.
- Detailed budget: budget to be set up by a sub-treasurer describing detailed allocation of funds.

3. Background

Over the past years, the PhD Chapter has not had an annual budget. This caused several unclarities regarding the financial status of the Chapter:

- There is limited transparency of the income and expenses of the PhD Chapter for its members;
- There is no prognosis on the proposed spending of the PhD Chapter, leading to limited insights into the impact of when the income streams of the Chapter change;
- Financing of events happens ad hoc, even for recurring events, and
- Financial trends are not captured and logged.

This results in limited insight into the current financial status of the PhD Chapter. While the PhD Chapter currently does have the financial means to pay its bills, it is of great importance to improve these insights to assure the continuity of the PhD Chapter as an association for PhD Students at KTH.

Besides the unclarities mentioned above, the different sub-organisations of the PhD Chapter (School Councils, committees) have different financial structures. Some School Councils receive funding directly from their Schools, others do not. Some School Councils have treasurers, others do not. Some committees organise annually recurring events, other “committees”/fund requestors are only involved in a funding request for a single non-recurring event. It would be relevant to ensure that (financial) support from the PhD Chapter side is consistent and fair regarding all its sub-organisations.

The Workgroup had a task to propose a structure for implementing an annual budget in the financial structure of the PhD Chapter.

4. Proposal

The core proposal of the Workgroup is to try out a one-year pilot, by implementing a structure where a Budget Committee, chaired by the Treasurer of the PhD Chapter, sets up a “framework budget” before the start of the fiscal year of the PhD Chapter. This framework budget is specified in various “detailed budgets” that are each managed by “sub-treasurers”. This is further elaborated upon in the subsections below.

The proposed structure has some relevant implications, which are discussed in section 5. Subsequently, the steps relevant for following up on the proposal for when it is accepted by the Chapter Meeting are identified in section 6.

4.1. Budget Committee

Discussing finances can be complex and can take a lot of time during a Chapter Meeting. To anticipate this and limit the need to discuss all details of a proposed budget at the Chapter Meeting, the Workgroup sees a benefit in setting up a standing “Budget Committee”, that discusses the creation of a framework budget before it is sent to the Chapter Meeting.

4.1.1. Members of the Budget Committee

This Budget Committee is chaired by the Treasurer of the PhD Chapter and consists of all members of the Chapter who have a financial responsibility. All other members of the PhD Chapter have the right to join (meetings of) the committee as advisory (i.e., non-voting) members. Concretely, this means:

The following members will be part of the standing committee with voting rights (as they are elected in their position):

- Treasurer of the PhD Chapter (chair of the committee, as elected main financially responsible for the PhD Chapter);
- Chairperson of the PhD Chapter (as elected signatory of the PhD Chapter), and
- Treasurers of all five School Councils (as elected financially responsible individuals for the School Council level).

The following members will be part of the standing committee without voting rights:

- Treasurers of the other (non-School Council) sub-organisations of the PhD Chapter. They will have no voting rights, as they have not been elected into their role as treasurer.

Besides financially responsible members of the PhD Chapter, the auditors are part of the standing committee without voting rights.

Any member of the PhD Chapter can join the (meetings of the) Budget Committee in an advisory role without voting rights to share their views on the budgeting of the PhD Chapter.

4.1.2. Tasks

The Budget Committee has two core tasks:

- Propose a framework budget (see subsection 4.2. for an explanation of the framework budget) for the next fiscal year.
- Approve detailed budgets (see subsection 4.3. for an explanation of detailed budgets, and section 5.1. for a relevant implication concerning budget approvals).

4.1.3. Voting

The Budget Committee has to vote for the approval of detailed budgets (see section 5.1. for a relevant implication concerning budget approvals). Approval of a detailed budget happens with a simple majority of the votes cast by the Budget Committee members with voting rights.

4.2. Framework budget

The Workgroup proposes a process where the Budget Committee of the PhD Chapter sets up an annual framework budget including a substantiation of the budget. A framework budget describes what funds the PhD Chapter expects to receive and what funds the PhD Chapter expects to allocate money to on a high level for the next fiscal year of the PhD Chapter. This framework budget is shared at least 6 working days before the last Chapter Meeting of a fiscal year (similar to the auditory report mentioned in §5.10.3. of the Statutes), where it is put up for a vote.

Based on the work done by the Budget Committee, it is proposed to keep discussions during the Chapter Meeting limited. Of course, members are allowed to raise questions regarding the budget if they see aspects overlooked by the Budget Committee or disagree with aspects of the proposed budget. However, the goal of setting up a Budget Committee is to reduce discussion

on details of the framework budget during the Chapter Meeting by having these discussions among the Budget Committee before the Chapter Meeting.

If the budget is accepted, it is the task of the Treasurer of the PhD Chapter to make sure the framework budget is adhered to as good as possible. If rejected, it is the task of the Budget Committee to set up a new framework budget based on the feedback of the Chapter Meeting. Until a next meeting where a new budget can be approved, the budget of the previous fiscal year is carried over.

A framework budget presents an overview of incomes and expenses on a high level: how much does the PhD Chapter expect to receive and spend regarding general budget items. It does not specify detailed income and spending. Such detailed spending is defined in a detailed budget. An example of how a framework budget could look like is shown in Appendix A.

4.3. Detailed budget

Formally, a detailed budget is set up by a sub-treasurer after approval of the framework budget. Practically, a detailed budget can already be set up by a sub-treasurer throughout the process of setting up the framework budget. Every budget item included in the framework budget, except for budget items related to funding requests, is linked to a sub-treasurer. This sub-treasurer is responsible for setting up a detailed budget for the respective budget item (see the example in Appendix A). The sub-treasurer can be the Treasurer of the PhD Chapter in case of overarching PhD Chapter expenses (such as for *Administration*), but can also be a PhD School Council treasurer (in case of the PhD School Councils), a committee treasurer (in the case of committees such as the P-hireD committee), or another PhD Chapter member with a designated role linked to the budget item (such as the Event Manager of the PhD Chapter in the case of the ski trip). An example of how a detailed budget could look like is shown in Appendix B.

When the sub-treasurer has set up the detailed budget of the budget item, it is shared with the Budget Committee, who vote on it. If rejected, it is the task of the sub-treasurer to set up a new detailed budget based on the feedback of the Budget Committee. Until an approval of a detailed budget, there are no funds available for the respective budget item. The Budget Committee can approve a detailed budget partially, to account for expenses in the short term until a new detailed budget is approved.

A suggested detailed budget can be included in the presentation of the framework budget as a substantiation on the choices for the allocation of funds in the framework budget. However, only the framework budget is voted upon by the Chapter Meeting.

The Treasurer of the PhD Chapter has the responsibility that the framework budget is adhered to. Moreover, the treasurer has the overarching financial responsibility of the Chapter. It can be expected of the treasurer of the PhD Chapter to help the sub-treasurers in setting up the detailed budgets through, e.g., providing advice or a template budget.

A concrete example on how this interplay would work (note the fictional sums of money): the framework budget mentions that budget item *Administration* will see an income of 0 SEK and an expense of 50.000 SEK. This is approved by the Chapter

Meeting. The sub-treasurer (in this case the Treasurer of the PhD Chapter), sets up a detailed budget that describes that expenses of the 50.000 SEK will be split over 12.000 SEK for general charges, 30.000 SEK for software licences, and 8.000 for promotional material (see the example in Appendix B). This detailed budget is shared with the Budget Committee, for approval.

Another concrete example on how this interplay would work (note the fictional sums of money): the framework budget mentions that budget item *Ski Trip* will see an income of 10.000 SEK and an expense of 110.000 SEK. This is approved by the Chapter Meeting. The sub-treasurer (in this case the Event Manager of the PhD Chapter), sets up a detailed budget that describes that the 10.000 SEK income is based on the participation fee of +1s and that the expenses of 110.000 SEK will be split over 50.000 SEK for ski passes, 40.000 SEK for gear rental and 20.000 SEK for bus rental. This detailed budget is shared with the Budget Committee, who (based on last year's expenses) suggest an amendment to 60.000 SEK for the ski passes and 30.000 SEK for gear rental, after which it is approved.

After approval of the detailed budget, the sub-treasurer has the freedom to spend the allocated funds in accordance with the detailed budget. This erases the need to have separate funding requests for every new event or additional expense. The sub-treasurer also has the responsibility to make sure the allocated funds are spent in accordance with the detailed budget. In practice, there will be differences in actual expenses when compared to the budget. Therefore, sub-treasurers should track and report their realisation of the detailed budget, as this should be included in the annual financial report of the PhD Chapter. If deviations smaller than 10% of the approved detailed budget occur, sub-treasurers are allowed to move funds between different posts of the detailed budget. When deviations bigger than 10% of the original budget amount occur, this should be reported to the Budget Committee as soon as possible.

A sub-treasurer has no direct access to the finances of the PhD Chapter itself. Reimbursements and invoices will still be paid by the Treasurer of the PhD Chapter. This makes sure that the Treasurer of the PhD Chapter is still in direct charge of the finances of the PhD Chapter, guaranteeing the legal liability as a signatory Board member.

4.4. Funding requests

An important budget item that should be included in the framework budget is *funding requests*. The PhD Chapter currently allows its members to file funding requests for various smaller scale and ad hoc activities, ranging from fikas to team-building activities. As this is highly appreciated and very valuable for the PhD community at KTH, the possibility to file funding requests should be kept in place. However, since funding requests are inherently ad hoc, it is irrelevant to set up a detailed budget here. Instead, the funding request process for smaller scale activities can remain in place, with an approval process as is determined by the Board of the PhD Chapter. In a way, a funds-requestor acts as a sub-treasurer for the activity for which a request is filed.

In a case that the allocated funds for a specific budget item are insufficient, it is possible for the sub-treasurer to submit a funding request for more funding for the specific budget item. The Board of the PhD Chapter together with the Budget Committee then decide on making extra funding available. As an example where this could be relevant: the MCs have insufficient funds available because more pubs are organised than anticipated when setting up the framework budget.

4.5. Deviations to the budget

As a budget is a prognosis, there will inherently be deviations when it comes to realisation of the budget. Relevant to note is that when expenses exceed the budgeted funds (either on a detailed budget level or a framework budget level), this is not an inherent bad aspect that requires a revision of the budget. The Treasurer of the PhD Chapter and the sub-treasurers have the responsibility to adhere to the budget, while also making sure the members are satisfied with their membership and participation in events of the PhD Chapter. As mentioned above, it is therefore important for the Treasurer of the PhD Chapter and the sub-treasurers to track and report on the realisation of the budget. In case of deviations smaller than 10% of an approved detailed budget, sub-treasurers are allowed to move funds between different posts of the detailed budget. When deviations bigger than 10% of the original detailed budget occur, this should be reported to the Budget Committee. Besides moving funds between posts of a detailed budget, it is possible that overall expenses of the budget item are higher than anticipated. (Expected) exceedance of the overall expenses by more than 5% of the original approved funds for the budget item should be reported to the Budget Committee as soon as possible. The Budget Committee can then decide whether further spending is approved or not.

As changes on the detailed budget level will inherently reflect on the framework budget level, the Budget Committee can analyse the broader impact of budget deviation on the finances of the organisation.

As an ideal organisation, our purpose is to achieve the purpose as mentioned in §1.2 of the Statutes. Our purpose is not to make a profit. The Treasurer of the PhD Chapter has the responsibility to make sure the organisation is financially healthy, while working towards the purpose of the organisation. This could even mean that the budget includes a negative result for a specific year. This is okay as long as this is agreed by the Chapter Meeting to be justifiable regarding the purpose of the PhD Chapter, it is reported on why this is done, and it is not a recurring aspect that drains the equity of the organisation into debts over the years. A budget deficit could be a deliberate choice to make more financial means available in one or more specific years compared to the expected incomes of that year.

4.6. Financial report & reflection to the budget

At the end of the fiscal year, the Treasurer of the PhD Chapter presents an annual financial report, where it is reflected upon the realisation of the budget in the past fiscal year. This report should deliberate on the deviations between budget and realisation, and can therefore be considered when granting the freedom of responsibility to the resigning Board members. Besides an overview of and elaboration on the financial realisation, two financial balance sheets (i.e., overviews of assets and liabilities) should be included: one at the start of the financial year and one at the end of the financial year. Moreover, it is strongly advised that the Treasurer reports on the realisation status of the realisation of the budget during the Chapter meetings throughout the year. This improves financial transparency as it allows members insight into the financial health of the organisation.

As such documentation of budgets, realisations and balance sheets are gathered over time, financial trends are captured and better prognoses for budgets can be made.

Other Chapters at KTH even provide real-time insights into the realisation status of the budget through online tools. This could be an interesting way forward to increase financial transparency for the PhD Chapter too. However, this cannot replace an annual financial report where an entire fiscal year of the PhD Chapter is analysed coherently.

5. Possible implications of the proposal

If such a budget structure is implemented, the Workgroup identified three main implications: a conflict with the Statutes regarding approval of budgets, the appointment of sub-treasurers and the term of the Treasurer of the PhD Chapter with respect to the fiscal year of the PhD Chapter.

5.1. Conflict of proposal concerning §4.2. of the Statutes

§4.2. of the Statutes mentions that “The financial resources and/or bank account can, after approval of the PhD Chapter Board, be at the disposal of the hereto decreed account signatories”. As an approved (detailed) budget can be seen as an approval of financial resources, §4.2. of the Statutes implies that the Board should be granting approval for such detailed budgets. As the proposal of the Workgroup includes giving these approval rights to the Budget Committee, this could be interpreted as a violation of §4.2. of the Statutes.

The reason for the Workgroup to propose giving these rights to the Budget Committee, is to create a more bottom-up approach for budget approval within the Chapter. This is specifically relevant in order to limit elaborate discussions on budgeting during the Chapter Meeting. As the vote-eligible members of the Budget Committee are not only Board members, but also School Council treasurers, it incentivises discussion on financial matters outside of the Chapter Meeting, likely reducing the discussion time on budgeting during Chapter Meetings. If the approval of detailed budgets only lies with the Board, this could result in a more top-down approach, possibly leading to bypassing of the views and opinions of the other Budget Committee members, which in turn could result in long discussions during the Chapter Meeting.

§4.2. of the Statutes has a very reasonable background, as the Board has the formal support of all PhD Chapter members based on their election. School Council treasurers, on the other hand, only have formal support of members from their respective school.

For now, the Workgroup proposes to implement the proposal as a one-year pilot, and therefore potentially bypass §4.2. of the Statutes during this year with respect to the detailed budget approval. When the pilot year is evaluated, it can be reflected on how the violation of §4.2. of the Statutes impacted financial decision making. As a change to the Statutes and Bylaws might be relevant to formally implement the process in the organisation after the pilot year, a review of §4.2. of the Statutes should be included in a suggested change to the Statutes.

In order to stay close to the principle that the Board has support of the entire organisation, but also encourage bottom-up financial discussions, the Workgroup sees three possible options with respect to the vote-eligible composition of the Budget Committee:

- Keep the proposed composition mentioned in section 4.1.1. with two Board members (Treasurer and Chairperson) and the five School Council Treasurers

- Could be seen as the most clear violation of §4.2. of the Statutes, but incentivises bottom-up budget approval and incentivises financial discussions at the Budget Committee meetings rather than at the Chapter Meetings
- Include all (i.e. 10) Board members as vote-eligible members in the Budget Committee, together with the five School Council Treasurers
 - This sticks to §4.2. of the Statutes as close as possible while still allowing for the operations of the Budget Committee as suggested. It could, however, lead to apparent top-down budget approval and therefore more elaborate discussions at the Chapter Meeting
- Have a 50%/50% composition with respect to vote-eligible members: five Board members and the five School Council treasurers.
 - Some way of (partial) Board approval is necessary (as is somewhat in line with Statutes §4.2.), but the Board cannot force top-down budget approvals.
 - Suggested Board members that would take up the position in the Budget Committee can be:
 - Treasurer (chair of the committee, main financially responsible);
 - Chairperson (main overall responsible and signatory of the PhD Chapter);
 - Event manager (responsible for a large number of events and therefore multiple budget items)
 - Business liaison (responsible for P-hireD and potential other income streams)
 - Workgroup manager (responsible for the Chapter Retreat, which is one of the most financially impactful events)

What composition is desired, can be discussed and decided upon by the Chapter Meeting when discussing this proposal.

5.2. Appointment of sub-treasurers

As the PhD Chapter does not have a tradition of (sub-)treasurers at lower organisational levels besides the School Councils, this might change some existing tasks or create new tasks within the PhD Chapter. For example, P-hireD does have an organising committee, but this committee does not have a dedicated treasurer as of yet. It would be wise for all sub-organisations of the PhD Chapter (such as the P-hireD committee) to have a single member of the respective sub-organisation appointed as (sub-)treasurer. This way, a clear sense of financial responsibility of the respective budget item is given to the sub-organisation. This, in turn, also leads to greater transparency of the financial status of (sub-organisations of) the PhD Chapter throughout the organisation.

As School Councils positions are elected positions, this might have some implications. Some School Councils currently have elected treasurers, meaning that there already is a relevant sub-treasurer appointed. Other School Councils do not have an elected treasurer. According to the Bylaws of the PhD Chapter, §2.6., all School Councils are implicitly encouraged to have a treasurer. For pragmatic reasons, this has not been a relevant topic for the School Councils that currently do not have a treasurer. With respect to the implementation of an annual budget structure in the PhD Chapter, it is advised that all School Councils have a treasurer position up for election during their first election after the pilot year. Until then, a pragmatic approach can be used for the School Councils without a treasurer by appointing an acting treasurer among the elected members.

5.3. Fiscal year of the PhD Chapter

With respect to the fiscal year of the PhD Chapter, there is a discrepancy in the Statutes. §1.7. of the Statutes mentions: “The PhD Chapter operational and fiscal years correspond with THS, i.e. the operational year from July 1st to June 30th is used.”

This statement is in line with the statutes of THS §1.7.: “The THS year of operation shall be from 1 July to 30 June.”

§3.1. of the Statutes of the PhD Chapter mentions the following, however: “[...] The mandates of the positions are as follows:

Academic year (July to June)

- Chairperson
- [...]

Fiscal year (January to December)

- [...]
- Treasurer
- [...]”

It is assumed that the Treasurer of the PhD Chapter has a mandate for the fiscal year. This makes sense, as it is beneficial for the bookkeeping within a fiscal year to be managed by a single person. This has the benefit that subtle personal administration preferences and characteristics are traceable for the treasurer, increasing knowledge of the financial status of the Chapter (especially with respect to realisation status of a budget) throughout the fiscal year and therefore increasing the reliability of the bookkeeping and overall financial reporting.

§3.1. of the Statutes, however, mentions that the fiscal year runs from January to December, which is incorrect. It is advised to look into changing the Statutes, so that the mandate of the Treasurer of the PhD Chapter indeed matches the fiscal year. For the continuity of signatory responsibility, it might therefore also be relevant to look at changing the term of the Chairperson, so the asymmetric terms of Chairperson and Treasurer stay in place.

6. Follow-up

The Workgroup suggests discussing this proposal regarding the processes for implementing an annual budget in the financial structure of the PhD Chapter at the Chapter Meeting, and subsequently vote on the implementation of it as a pilot for the next fiscal year starting July 2026. During the discussion, the proposal is open for amendments. An important aspect to discuss and explicitly include in the vote is how to deal with the potential violation §4.2. of the Statutes as mentioned in section 5.1.

If the proposal is accepted, the next step would be to establish the Budget Committee that will set up a budget for the next fiscal year based on the proposed structure. A detailed suggested timeline for the budgeting process is shown below.

If, after trying out the proposed budgeting process for a full fiscal year, it is considered beneficial for the PhD Chapter to maintain this process, it would be relevant to implement the process in the Statutes or Bylaws.

Date	Event
19 March 2026	Chapter meeting and possible approval of the proposed budgeting process
March, April, May 2026	<ul style="list-style-type: none"> • Biweekly meeting of the Budget Committee to set up the budget for fiscal year July 2026-June 2027 • School Councils without treasurers to appoint a treasurer • Sub-organisations to appoint a treasurer
26 May 2026	Deadline to publish the budget for fiscal year July 2026-June 2027 as an official document for the Chapter Meeting on 2 June 2026.
2 June 2026	Chapter meeting with presentation of the budget for fiscal year July 2026-June 2027
June, (July, August), September 2026	<ul style="list-style-type: none"> • Sub-treasurers work on detailed budgets. <ul style="list-style-type: none"> ○ Note: committee-based budgets such as P-hireD only can be approved after establishment of the P-hireD committee, and event-based budgets only become relevant if the event organisation starts. Therefore, these budgets do not necessarily need to be approved at the start of the fiscal year. • Budget Committee meets to discuss and approve detailed budgets
September 2026 - June 2027	<p>Regular financial operations:</p> <ul style="list-style-type: none"> • Treasurer handles day-to-day finances of the Chapter. Tracks and reports on realisation of the framework budget. • Sub-treasurers track and report on the realisation of their detailed budget. • Budget Committee meets irregularly to discuss and approve budgets and deviations. Also reflect on the effectiveness of the budgeting process. When relevant, they report on the findings of the process during the Chapter Meetings. • Treasurer gives an update on the financial status during the Chapter Meetings.
December 2027	Election for the treasurer position.
March 2027	Chapter meeting with initial reflection on the pilot implementation of the budget process and potential approval of continuation of the process for the next fiscal year.
March, April, May 2027	<ul style="list-style-type: none"> • Biweekly meeting of the Budget Committee to set up the budget for fiscal year July 2027-June 2028 and reflect on the effectiveness of the budgeting process. • Treasurer works on a preliminary annual financial report for fiscal year July 2026-June 2027
June 2027	<p>Chapter meeting with:</p> <ul style="list-style-type: none"> • annual financial report on fiscal year July 2026-June 2027 • budget for fiscal year July 2027-June 2028 • (if updates after the March 2027 Chapter meeting:) reflection on the pilot implementation of the budget process

	<ul style="list-style-type: none"> (ideally: election for the treasurer position, so the treasurer-term matches the fiscal year)
Post June 2027	Establish a modification of Statutes and/or Bylaws to implement the budgeting process formally within the Chapter.
October 2027 (first Chapter Meeting after completion of fiscal year)	Chapter meeting with final annual financial report on fiscal year July 2026-June 2027. Relevant, as the financial year will not have been completed by the Chapter Meeting in June 2027, so mutations during the fiscal year are still possible.

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on behalf of *Workgroup on Chapter Budget*
Philipp Grünter (EECS School Council)
Elina Merdymshaeva (ABE School Council)
Katerina Kraus (CBH School Council)
Abhilash Kulkarni (Board Member of the PhD Chapter)
Faik Ozan Özhan (SCI School Council)
Carlo Rotundo (ITM School Council)
Hemanth Venkatesan (Treasurer of the PhD Chapter 2024-2025)

Stockholm, 2026-03-12

Appendices:

- A: Example framework budget
- B: Example detailed budget
- C: Overview of responsibilities in proposed budgeting process

Appendix A - Example framework budget

BUDGET NEW YEAR					BUDGET PREVIOUS YEAR					REALISATION PREVIOUS YEAR				
A	General	Sub-treasurer	Income	Expenses	Result	A	General	Income	Expenses	Result	Income	Expenses	Result	Difference with budget
1	Membership fees	Chapter treasurer	60 000 kr	- kr	60 000 kr	1	Membership fees	60 000 kr	- kr	60 000 kr	59 345 kr	- kr	59 345 kr	-655 kr
2	Allowance	Chapter treasurer	1 100 000 kr	- kr	1 100 000 kr	2	Allowance	1 000 000 kr	- kr	1 000 000 kr	1 104 982 kr	- kr	1 104 982 kr	104 982 kr
3	Administration	Chapter treasurer	- kr	50 000 kr	-50 000 kr	3	Administration	- kr	43 000 kr	-43 000 kr	- kr	48 975 kr	-48 975 kr	-5 975 kr
	Subtotal (A)		1 160 000 kr	50 000 kr	1 110 000 kr		Subtotal (A)	1 060 000 kr	43 000 kr	1 017 000 kr	1 164 327 kr	48 975 kr	1 115 352 kr	98 352 kr
B	PhD School Councils	Sub-treasurer	Income	Expenses	Result	B	PhD School Councils	Income	Expenses	Result	Income	Expenses	Result	Difference with budget
4	ABE	ABE treasurer			- kr	4	ABE			- kr			- kr	- kr
5	CBH	CBH treasurer			- kr	5	CBH			- kr			- kr	- kr
6	EECS	EECS treasurer			- kr	6	EECS			- kr			- kr	- kr
7	ITM	ITM treasurer			- kr	7	ITM			- kr			- kr	- kr
8	SCI	SCI treasurer			- kr	8	SCI			- kr			- kr	- kr
	Subtotal (B)		- kr	- kr	- kr		Subtotal (B)	- kr	- kr	- kr	- kr	- kr	- kr	- kr
C	Committees/sub-organisations	Sub-treasurer	Income	Expenses	Result	C	Committees/sub-organisations	Income	Expenses	Result	Income	Expenses	Result	Difference with budget
9	P-hireD	Committee treasurer			- kr	9	P-hireD			- kr			- kr	- kr
	Subtotal (C)		- kr	- kr	- kr		Subtotal (C)	- kr	- kr	- kr	- kr	- kr	- kr	- kr
D	Events	Sub-treasurer	Income	Expenses	Result	B	Events	Income	Expenses	Result	Income	Expenses	Result	Difference with budget
10	Ski-trip	Chapter event manager	10 000 kr	110 000 kr	-100 000 kr	10	Ski-trip	10 000 kr	110 000 kr	-100 000 kr	9 865 kr	108 654 kr	-98 789 kr	1 211 kr
11	Chapter Retreat	Chapter workgroup manager			- kr	11	Chapter Retreat			- kr			- kr	- kr
	Subtotal (D)		10 000 kr	110 000 kr	-100 000 kr		Subtotal (D)	10 000 kr	110 000 kr	-100 000 kr	9 865 kr	108 654 kr	-98 789 kr	1 211 kr
E	Reservations and provisions		Income	Expenses	Result	D	Provisions	Income	Expenses	Result	Income	Expenses	Result	Difference with budget
12	Reservation for next jubilee	Chapter treasurer			- kr	12	Reservation for next jubilee			- kr			- kr	- kr
	Subtotal (E)		- kr	- kr	- kr		Subtotal (E)	- kr	- kr	- kr	- kr	- kr	- kr	0 kr

An example framework budget is shown above. Note that not all income and expenses are filled out for keeping clarity and simplicity in this overview, and the amounts that are filled in are fictional. Every numbered row is a separate budget item with a dedicated sub-treasurer. The framework budget shows how much income and expenses are budgeted for every budget item. In one view, this can be compared to the budget of last year and to the realisation of last year, so the reader can consider the matter.

Appendix B - Example detailed budget

Detailed budget Administration

Income						Expenses					
Description	Comment	Nr of items/ participants	Budgeted price per item	Nr of items/ realisation	Realised price per item	Description	Comment	Nr of items budgeted	Budgeted price per item	Nr of items realisation	Realised price per item
General/overhead						General/overhead					
	Bank costs					Monthly fee of 1000SEK		12	1 000.00 kr		- kr
	...								- kr		- kr
									12 000.00 kr		- kr
									- kr		- kr
									12 000.00 kr		- kr
									- kr		- kr
											- 12 000.00 kr
Software licences						Software licences					
	Slack					Annual fee of 20 000SEK		1	20 000.00 kr		- kr
	Canva					Bi-annual fee of 5 000SEK		2	5 000.00 kr		- kr
									20 000.00 kr		- kr
									10 000.00 kr		- kr
									30 000.00 kr		- kr
									- kr		- 30 000.00 kr
Promotinal material						Promotinal material					
	Posters					100 posters for 80SEK		100	80.00 kr		- kr
									8 000.00 kr		- kr
									- kr		- 8 000.00 kr
Totals						Totals					
									50 000.00 kr		- kr
									- kr		- 50 000.00 kr

An example detailed budget is shown above, specifically for budget item 3. *Administration*. Note that this is a gross simplification, and the amounts that are filled in are fictional. The budget has a structure where various specific budget lines can be grouped into a single category. Also, it is possible to keep track of the realisation for the specific budget, so sub-treasurers can easily report on the realised income and expenses

Appendix C - Overview of responsibilities in proposed budgeting process

Responsibility	Position/Group
Daily financial operations (paying invoices, handling reimbursements, managing the bookkeeping, etc.)	Treasurer of the PhD Chapter
Setting up the framework budget	Budget Committee
Approving the framework budget	Chapter Meeting
Setting up a detailed budget	Sub-treasurer
Approving a detailed budget	Budget Committee
Managing funding requests	Board of the PhD Chapter
Tracking and reporting on framework budget	Treasurer of the PhD Chapter
Tracking and reporting on detailed budget	Sub-treasurer
Writing the annual financial report	Treasurer of the PhD Chapter (with input from all sub-treasurers)