

# IP Inclusive Management 2025-26 budget

---



This budget covers the first year of our 2025-27 business plan<sup>1</sup>, from August 2025 to July 2026. Although we have a two-year business planning cycle, we budget annually to allow for operational and other changes and to ensure sensible financial forecasting.

During July 2026 we will publish a budget for the second year of the 2025-27 business plan.

We welcome feedback and suggestions on this budget from all our stakeholders. Please contact us via our Lead Executive Officer Andrea Brewster ([andrea.brewster@ipinclusive.org.uk](mailto:andrea.brewster@ipinclusive.org.uk)), or write to [contact@ipinclusive.org.uk](mailto:contact@ipinclusive.org.uk).

IP Inclusive Management  
24 July 2025

---

<sup>1</sup> See <https://ipinclusive.org.uk/newsandfeatures/community-is-key-our-2025-27-business-plan>

# The budget

<i>Item</i>	<i>In £</i>	<i>Out £</i>	<i>Notes</i>
<b>Fundraising campaign target</b>	<b>96,000</b>		
Surplus remaining from 2024-25 budget	3,000		1
<b>HR costs:</b>			
Lead Executive Officer fees		37,300	2
Executive support		41,000	3
Executive team expenses		3,500	4
<b>IT &amp; comms:</b>			
Website hosting & maintenance		1,000	5
Domain name registrations (incl email accounts)		400	
Mailchimp, Eventbrite, SurveyMonkey & Zoom accounts		1,400	6
Xero subscription for online accounting		400	
MentorLoop subscription (Careers in Ideas Mentoring Hub & potential Women in IP mentoring scheme)		10,000	
<b>Other operating costs:</b>			
Accountants' fees		1,000	
Third party liability insurance		350	
Other (data protection fee)		50	
Contingency fund annual top-up		2,000	7
IP Inclusive ally pin badges & their distribution		600	
<b>Totals</b>	<b>99,000</b>	<b>99,000</b>	
<b>If funds allow:</b>			
IP Inclusive website upgrade		8,000	8

## Contingency fund

Of our cash assets, £17,000 is currently ring-fenced as a contingency fund. This will be increased to £19,000 during the 2025-26 budgeting year. See note 7 below.

## Notes

1. Our underspend on the 2024-25 budget (expenditure vs actual funds raised) was approximately £3,000. This can be carried forward for potential use during the 2025-26 budgeting year.
2. From July 2024, the Lead Executive Officer (LEO) has been paid up to £3,025 pcm, as a contractor, for 2.5 days' work a week. This rate is not being increased for the 2025-26 budgeting year. However, the 2025-26 budget includes £1,000 for extra work on major projects such as the 2026 *Summer of IP* campaign, a new EDI data gathering toolkit and a review of the Charter scheme. Additional LEO work on other specific projects will be accommodated, where necessary, within the relevant project budgets.
3. A total of 28 hours a week provided by two employees, including payroll costs, employer's NI where applicable, pension scheme contributions and Christmas bonuses.
4. Whilst the executive team members work largely from their own offices, they travel occasionally to attend key meetings and events. We have allowed for about one such trip by the LEO a month, as well as attendance by the other team members at the 2026 annual meeting and three or four other events during the year. A small amount has also been included for team members' home office expenses and employee eye tests.
5. Embraces the current website hosting plans, plus an additional £600 + VAT contingency for unforeseen technical issues with the IP Inclusive and Careers in Ideas websites.
6. IP Inclusive currently has use of a Zoom account belonging to its LEO Andrea Brewster. Whilst this arrangement will continue, we have also budgeted for setting up an IP Inclusive Zoom account, of the same type, to allow the executive team more flexibility for scheduling and hosting meetings and events.
7. The ring-fenced contingency fund already contains £17,000, as provided in the 2024-25 budget. The intended 2025-26 top-up takes account of increases in HR and operational costs in line with IP Inclusive's development and external inflation. A total fund of £19,000 will represent between about 2.5 and 3 months' worth of essential operating costs in this budgeting year, including HR costs. The LEO's contract requires 3 months' notice and our employees' contracts one month. We will continue to increase the fund annually to take account of corresponding cost increases.
8. This would move the site to a more up to date CMS editing system, so as to improve its functionality and editability and the overall user experience. We intend to raise funds separately for this (for example by crowdfunding and/or dedicated "sponsorship" opportunities) and will not embark on the project until sufficient money is available. The figure quoted includes provision for some additional LEO time to manage the project and some intern-level support to help with migrating and checking content.

