

Financial Report Interim Report for 2011

Brian R Harrington
Treasurer: IEEE Region 8

IEEE Region 8 Committee Meeting
San Francisco U.S.A. 18th August, 2011



Expense Reimbursement

Expenses

The Institute of Electrical and Electronics Engineers, Inc.
Expense Report: Region 8

Version 7: October 2008
Page 7: Final

IEEE

Name: _____ Period Ending: _____

Event: _____ IS Committee Role: _____
Absencing At: _____

The Currency used to complete this Report is: _____ IEEE Membership Number: _____

Purpose of Trip - Note each day's activity

The Default Currency for all Mileage is the EUR0
If Expense Report is in a Default Currency enter
Conversion Rate for that Currency in Box below

1.0000

Please detail will for support
on items (1) through (7)

Details:	Date:	Location:	MILES	KM	Currency?	Expense?
Personal Car Usage (Enter 'X')						
Tripstart - Tolls and Parking						
Mileage Allowance @ 0.377 per Mile						
Mileage Allowance @ 0.234 per Km						
Taxi / Bus: Business Expenses C (F from Page 2 #1)						
Plane, Train, Car Rental (Provide Receipt)						
Lodging - Self						
Meals / Self Expenses C (F from Page 2 #2)						
Official Guests: Expenses C / F from Page 2 #3						
Internet (Telephone and Fax)						
Tips and Gratuities: Expenses from Page 2 #4						
Misc						
Other Expenditure (5)						
Other Expenditure (6)						
Charged Directly to IEEE and CB Charge Card (7)						
Total Expense for Region 8						

Provide details below and attach full support on items 5, 6 & 7

Total of Expenditures Incurred: _____
 Less: Charged Directly to IEEE (7): _____
 Less: Advance from IEEE Region 8: _____
 Balance of Expense Report: _____ Currency?

Convert Balance to Other Currency? 1.0000 Currency?
 Reimbursement Amount & Currency: _____

Analysis:

DA 11	DA 20	Other Expenditures or Recoveries	Analysed Total
		Region 8 Committee Meetings and Social Events	
		Region 8 Committee Travel	

Signature: _____ Date: _____
 Approved: _____ Date: _____

NOTE: Complete the form in one currency and convert the final total if required.

3/26/08

SEND TO:
b.harrington@ieee.org

Copy on the Region 8
Web Site

Reasonable Quality
Scanned Copies of
Receipts are Fine



Bank Transfer Details

Bank Account is Held in the Name of: _____

Your Address: _____

Bank IBAN or Account Number / Sort Code: _____

SWIFT BIC Code: _____

Address of Bank: _____

b.hamilton@ieee.org

MORE ↓

Amount: _____

If Payment is Required through an Intermediate Bank Complete Further Information

<u>Payee Bank:</u>	<u>Intermediate Bank:</u>
Bank IBAN or Account Number: _____	Bank IBAN or Account Number: _____
SWIFT BIC Code: _____	SWIFT BIC Code: _____
Address of Bank: _____ _____	Address of Bank: _____ _____

Other Payment Instructions: _____

Expenditure on Region B business must always conform to Region B Travel Policy. Air Travel must be at the most economic (discounted) rate. We cannot pay Air travel for accompanying wives or partners, although they may take part in the social events organised. Any difference between a single and double bedroom rate is the responsibility of the member as are any incidental expenses incurred. The Treasurer will, at discretion, pay on the receipt of readable scanned copies of supporting documents.

IF FIRST
EXPENSE CLAIM

OR

DETAILS HAVE
CHANGED

Use Currency of your Bank Account

Bank Details

Financial Presentation

- **Present Financial Position**
- **REPORTING: Section Responsibility**
- **A Proposed Budget for Next Year**

The Region 8 Financial Position

IEEE Region 8 Financial Position at July 2011

- Cash (Liquid Assets) is \$327,000
July 2010 was \$164,000
- Investment (Fixed Assets) \$507,000
June 2010 was \$421,600
- After Allowing for SC Travel Support of
\$106,000 there is a margin of some \$57,000

Statutory Reporting



Logged in as: Brian Harrington of IEEE

Statement for account
You can see different transaction boxes.

Date range from: (DD/MM/YY)

Account information

Sort code 60-00-91

Number 140/00/432

Currency USD

Alias
Short name
IBAN

To see

Date

31/12

31/12

31/12

31/12

31/12

L50 and EZL50 Reporting

It is the Section Chair's Task to Manage this Through his Section Executive Committee

LINE	#	OFF
1	IEEE	
2	NATW	
3	TAYI	
4	RET	

* # this Geo Unit is ---
local government ---
U.S. Units Only - Has the Unit reported to IEEE ---
grants, honoraria and prizes for the period from 1 January 2010 ---

(*)

The annual rebate is contingent upon submission and compliance package

For more information go to: www.ieee.org/units

Contact Information
IEEE - Member and Geographic Activities Department - E-mail: financial-report@ieee.org
Telephone +1 732 562 5515 - Fax +1 732 483 3657

GEOGRAPHIC UNIT PRINCIPLES OF BUSINESS CONDUCT/CONFLICT OF INTEREST (POBCOBI) FORM

All Geographic Unit Chairs and Treasurers should complete the POBCOBI Statement Form. Any other Unit officers that feel their personal involvement might represent a conflict of interest should also complete and submit this form. For more information, please visit www.ieee.org/ethics.

(For any YES answer below, please provide an explanation in the space provided.)

1. Are you or any member of your immediate family affiliated with a business that supplies property, goods or services to IEEE, or any that is competitive with IEEE?

YES NO

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1. Are you or any member of your immediate family affiliated with a business that supplies property, goods or services to IEEE, or any business that is competitive with IEEE?

YES NO

**Required from the Section Chair
And from the Section Treasurer**

2. If you answered YES to Question 1 and/or 2 above, in the past 12 months, have you received any compensation, honor, gift, benefit or unusual hospitality for business related to the responses to questions 1 and/or 2 above?

YES NO

3. In the past 12 months, have you received any compensation, honor, gift, benefit or unusual hospitality from any supplier to IEEE?

YES NO

4. Do you have any other business or personal relationships, not covered in your answers to Questions 1 through 4, above, that could appear to be a conflict of interest?

YES NO

IEEE PRINCIPLES OF BUSINESS CONDUCT COME

I have read and understand the IEEE Principles of Business Conduct and will adhere to it. If a comment or exception is needed please email ethics@ieee.org or visit www.ieee.org/ethics. I understand that a violation will subject me to appropriate disciplinary action.

The following are any potential violation in the statement of exception:

Unit name _____
Officer Name _____
Officer's Title _____
Date _____

2. If you answered YES to Question 1 and/or 2 above, in the past 12 months, have you received any compensation, honor, gift, benefit or unusual hospitality for business related to the responses to questions 1 and/or 2 above?

YES NO

3. In the past 12 months, have you received any compensation, honor, gift, benefit or unusual hospitality from any supplier to IEEE?

YES NO

4. Do you have any other business or personal relationships, not covered in your answers to Questions 1 through 4, above, that could appear to be a conflict of interest?

YES NO

IEEE PRINCIPLES OF BUSINESS CONDUCT COMPLIANCE CERTIFICATE

I have read and understand the IEEE Principles of Business Conduct and will adhere to the standards as described. I understand that a violation will subject me to appropriate disciplinary action.

The following are any potential violation in the statement of exception:

Unit name _____
Officer Name _____
Officer's Title _____
Date _____

REGION	GEO UNIT	MISSING POBC-COI-CHAIR	MISSING POBC-COI-TREASURER	MISSING BOTH
R8	BELARUS			X
R8	BENELUX - IA34/PEL35			X
R8	DENMARK			X
R8	ESTONIA	X		
R8	GERMANY - NPS05			X
R8	GREECE			X
R8	HUNGARY		X	
R8	JORDAN	X		
R8	KUWAIT			X
R8	LATVIA			X
R8	MALTA			X
R8	MOROCCO			X
R8	NIGERIA	X		
R8	QATAR			X
R8	RUSSIA SIBERIA			X
R8	RUSSIA SIBERIA - PHO36			X
R8	RUSSIA SIBERIA - MTT17/ED15/CPMT/COM19/SSC37			X
R8	RUSSIA SIBERIA - IA34/IE13/PEL35			X
R8	RUSSIA SIBERIA - AP03/ED15/MTT17/COM19/EMC27			X
R8	RUSSIA SIBERIA - GOLD			X
R8	SAUDI ARABIA			X
R8	TANZANIA			X
R8	U.K. REP OF IRELAND			X
R8	WESTERN SAUDI ARABIA			X
R8	ZAMBIA			X

Unit Name _____
 Officer Name _____
 Officer's Title _____
 Date _____

Budget Proposal for 2012

2012 Budget Proposal (\$K U.S.)

<i>Expense Caption</i>	<i>Income</i>	<i>Expense</i>	
		Project	Total
Income:			
Regional Assessment: Membership Dues Element	450.25		
Direct Support: MGA Allocation for Management of the Region	155.90		
Voluntary Contributions: Member Donations	10.00		
Interest Received: Bank Accounts	1.00		
Administration Fees for Conference Technical Co-Sponsorship	3.30		
Balancing Charge	10.95		
Expenses:			
R 8 Committee Meeting: Accommodation and Social (Berlin)			80.00
R 8 Committee Meeting: Accommodation and Social (T.B.D)			70.00
Regional Committee Travel: Berlin			45.00
Regional Committee Travel: T.B.D.			42.00
OPCOM			25.00

Region 8 Director:

- Representing Region 8
- Ad-hoc committees and appointments
- Discretionary fund for activities and Section support

12.00

10.00

4.00

26.00

Region 8 Director-Elect:

- Representing R8 at Section, Chapter, and Conference activity
- Representing R8 in IEEE Meetings (Board of Directors)

10.00

5.00

15.00

Region 8 Past-Director:

- N&A Committee Meetings
- Awards and Recognition
- Strategic Planning Process

10.00

5.00

4.00

19.00

Vice Chair for Technical Activities:		53.00
<input type="checkbox"/> Technical Activity Sub-Committees Coordination	7.50	
<input type="checkbox"/> R8 Conference Promotion - Africon, Melecon, Eurocon....	18.00	
<input type="checkbox"/> Chapters (Chair, Coordination meetings with Society support)	18.00	
<input type="checkbox"/> Standards	3.00	
<input type="checkbox"/> Educational Activity	2.50	
<input type="checkbox"/> Industrial Relations Initiatives	1.00	
<input type="checkbox"/> Projects and Initiatives	3.00	
Vice Chair for Membership Activities:		112.00
<input type="checkbox"/> Membership Activity Sub-Committees Coordination	7.50	
<input type="checkbox"/> Region 8 News: Editorial and Production	70.00	
<input type="checkbox"/> Electronic Communications Co-ordination	2.50	
<input type="checkbox"/> Membership Development	5.00	
<input type="checkbox"/> Professional Activities	12.50	
<input type="checkbox"/> Affinity groups - Including History and Life Members	3.50	
<input type="checkbox"/> GOLD	8.00	
<input type="checkbox"/> Projects and Initiatives	3.00	
Vice Chair for Student Activities:		86.50
<input type="checkbox"/> Student Activity Sub-Committee Coordination	5.00	
<input type="checkbox"/> Student Paper Contest (MELECON 2012)	12.50	
<input type="checkbox"/> Student Branch Congress (SBC 2012)	50.00	
<input type="checkbox"/> Student Branch Congress - Travel Support	8.00	
<input type="checkbox"/> Student Branch Support and Coordination (SAC)	5.00	
<input type="checkbox"/> Regional Student Representative (RSR)	3.00	
<input type="checkbox"/> Projects and Initiatives	3.00	

<input type="checkbox"/> Projects and Initiatives			
Region 8 Secretary:			13.00
<input type="checkbox"/> Administrative Support to Region 8		5.00	
<input type="checkbox"/> Secretarial (Committee Registration and Agenda Books)		8.00	
Region 8 Treasurer:			23.00
<input type="checkbox"/> Audit and Support Charges		6.00	
<input type="checkbox"/> General (Site Inspection for 2012/2013 Committee Meetings)		7.00	
<input type="checkbox"/> VCF Coordination and Awards		10.00	
Total of Budget:	609.50	609.50	609.50

Summary

1. **Improve Timeliness on Annual Reporting**
2. **The Region is Planning a Full Programme of Events for 2012**
3. **Performance of the Region 8 Finances is Steady under Uncertain Market conditions**

Questions?



Thank you!