

Interim Report for 2011

Brian R Harrington
Treasurer: IEEE Region 8

Overview:

The activity in Region 8 in the first part of 2011 has shown some reasonable restraint. This has enabled us to fund the large start-of-year meeting held in London, Heathrow; and to still show some improvement in our financial position over that of this time last year.

The cash position of Region 8 as at the 31st July, 2011 was USD 327,000 (31st July, 2010 was USD 164,000). Long Term Investments of the Region in June were USD 507,500 (in June 2010 were USD 421,600).

Allowing for the support of USD 106,000 from MGA to assist Region 8 members to travel to Sections' Congress some USD 57,000 of progress has still been made.

These figures should be viewed against the final cost of the San Francisco meeting and against the cash flow concern that was reported to the Region 8 Committee at the Prague meeting. A loan of USD 70,000 from MGA to overcome the cash flow position of late 2010 was repaid in January 2011. It is not clear at this time if Region 8 will need to approach MGA in the latter part of this year for further support.

The Treasurer advises the Region 8 Committee that the Region is presently undergoing a far reaching review by independent Auditors. This is unlikely to be completed until after the San Francisco meeting. A more detailed report on the financial position of the Region will be possible after this review has been completed.

This report will concentrate on a budget proposal for 2012 and will address some of the important reporting requirements that affect every Section of the Region.

Statutory Reporting Requirements:

- a. The Annual Financial Report – the L50:

All Sections are required to submit a financial report to MGA at year end. This can be the full L50 report or the simpler EZL50 if the affairs of the Section are of a more straightforward nature.

Also required is the L31 Meetings report that can be maintained on-line and also the roster of the Officers reporting. A Section's Chapters will be expected to submit separate financial reports if they have financial independence from the Section.

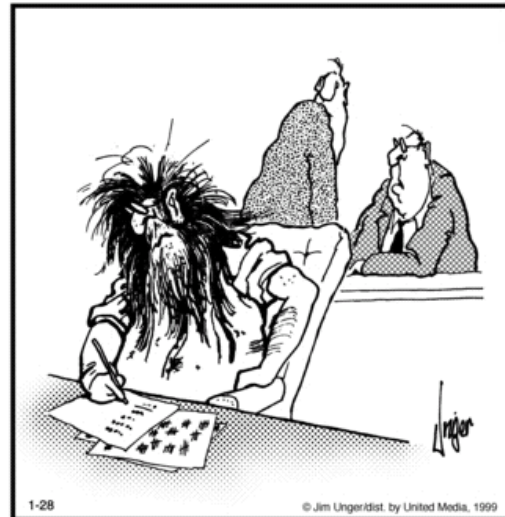
There is a bonus if this reporting is complete and submitted by the deadline.

b. Compliance:

The POBC / COI – Principles of Business Conduct and Conflict of Interest – declarations are required from the Section Treasurer and from the Section Chair.

It is the Section Chair’s task to manage this reporting through his Section Executive Committee. It is the Section Chair’s task to ensure that reports are completed in a timely manner and that they are delivered to MGA.

I can report that it is expected that the financial reporting for all Region 8 Sections has now been completed; albeit not until August. **I am asking for the support of the Region 8 Committee members that for this year all reporting will be completed to time.**



**“They said he wasn’t to leave the office
'til the L50 balanced.”**

Regional Expense Analysis:

An ad-hoc committee was set up by MGA to examine how an improved approach to Regions’ expenses analysis might be achieved. A new account mapping is being proposed that would aim to capture travel and conference expenditures in greater detail. This may lead to a better understanding of how a Region’s Assessment income might be calculated, which may benefit Region 8 since travel is a significant part of our budget. However, to support this it may be necessary to review the Chart of Accounts (L 50) structure and how expenditures are presented.

It is expected that an on-line accounting system based on cloud technology will be demonstrated by MGA Finance during Sections’ Congress. This may be offered to Sections as from 2012 and will complement the now standard L50 and EZL50 on-line data entry applications.

HSBC Network SWIFT Reporting:

IEEE HQ require to receive bank information from local accounts around the world more frequently than the once each year when the L50 financial report is submitted. IEEE Treasury is working with the HSBC Bank to implement a process where a Section’s local bank would submit daily or monthly account activity and balances to HSBC. IEEE HQ would then download this information on-line by HSBC.net.

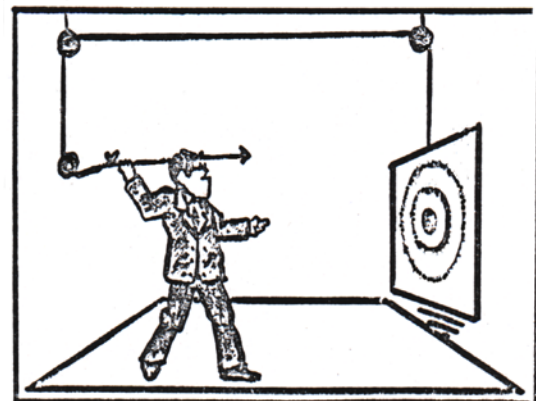
It is stated that IEEE at HQ is not looking to supervise or have authority over a Section's bank transactions; but to obtain more frequent bank balances so that periodic financial reporting can be more easily completed by the Business Administration Department. It may no longer be necessary for a Section to include bank statement copies to support its L50 financial report. Three Sections in Region 8 – Sweden, Finland, and Norway – have been invited by MGA Finance to take part in a pilot project to assess the technical and security considerations of this proposal.

Region 8 Budget Proposal for 2012

A main task of the Treasurer at this time is to propose a budget for the Region for next year (2012). The proposal is as shown on the next page and is in our usual format. Here are a few comments that will give the background to the figures:

1. Income is always a matter of judgement. There is a need to be cautious since the evidence is that the recruitment of new full members in Region 8 is slowing. There is no recent guidance from MGA on the Region 8 direct support element for 2012; and so the last figure seen from MGA is used. VCF is giving increased concern with only \$2,000 donated this year (2011), but we are supporting it in 2012 to the figure as shown. Technical co-sponsorship is new and is now making a contribution.
2. The expense budget incorporates provision for a full meeting in March / April 2012 in Berlin which is expected to encompass the public part of the Region 8 Jubilee celebrations. Also, there is Region 8 support for a Regional Student Branch Congress, which may also acknowledge to some extent the theme of a jubilee year. There is provision for a second meeting of the Region 8 Committee later in the year. The extent to which this can be executed may depend on the final costs of San Francisco. There is a budget for the GOLD congress.
3. In general the individual expense caption figures are derived from the actual figures of expenditure booked for the year 2010. It is now expected that there will be some sensible correlation between what is budgeted for and what is spent. This has not always been so in the past.
4. The figure for SBC 2012 (and GOLD) does of course assume that there will be some reasonable sponsorship support from the hosting Section and from other organisations.
5. There is no change to OpCom, the Student Paper Contest, or to Secretary / Treasurer budget. Support for Chapter operations and coordination is being provided for. The budget for Region 8 News is slightly reduced in line with actual costs.

B. R. HARRINGTON
Treasurer: Region 8
August, 2011.



The Target is for a Balanced Budget

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:			26.00
<input type="checkbox"/> Representing Region 8		12.00	
<input type="checkbox"/> Ad-hoc committes and appointments		10.00	
<input type="checkbox"/> Discretionary fund for activities and Section support		4.00	
Region 8 Director-Elect:			15.00
<input type="checkbox"/> Representing R8 at Section, Chapter, and Conference activity		10.00	
<input type="checkbox"/> Representing R8 in IEEE Meetings (Board of Directors)		5.00	
Region 8 Past-Director:			19.00
<input type="checkbox"/> N&A Committee Meetings		10.00	
<input type="checkbox"/> Awards and Recognition		5.00	
<input type="checkbox"/> Strategic Planning Process		4.00	
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	
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