

# Financial Report IEEE Region 8 for Year 2011

**Brian R Harrington**  
**Treasurer: IEEE Region 8**

**IEEE Region 8 Committee Meeting**  
**Berlin, Germany – 31<sup>st</sup> March, 2012**



# Claiming Expenses

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

Version 7: October 2009  
Page 2: Scroll →

**IEEE**

Name: \_\_\_\_\_ Period Ending: \_\_\_\_\_  
 Event: \_\_\_\_\_ R8 Committee Role: \_\_\_\_\_  
 Attending As: \_\_\_\_\_  
 The Currency used to complete this Report is \_\_\_\_\_ IEEE Membership Number: \_\_\_\_\_  
 Purpose of Trip - Note each day's activity

The Default Currency for Car Mileage is the EURO  
 If Expense Report is in a Different Currency enter  
 Conversion Ratio for your Currency in Box below:  
 1.00000

Provide details and full support on items (1) through (7)

Details:	Date:	Location:	MILES	KM	Enter Distance Driven each day in Row 25 and Select MILES or KM box with an 'X'.	Currency?	Expense
Personal Car Usage: (Enter 'X')							
Transport - Tolls and Parking							
Mileage Allowance @ 0.377 per Mile							
Mileage Allowance @ 0.234 per Km							
Taxi / Bus: Itemised Expenses C / F from Page 2 #1							
Plane, Train, Car Rental (Provide Receipts)							
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							
Visa							
Other Expenditure (5):							
Other Expenditure (6):							
Charged Directly to IEEE and CB Charge Card (7):							
<b>Total Expense for Region 8</b>							

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

(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? 1.00000 Currency?  
 Reimbursement Amount & Currency

**Analysis:**

	AMOUNT
04:10 Region 8 Committee Meetings and Social Events	-
05:20 Region 8 Committee Travel	-
Other Expenditures or Recoveries	-
<b>Analysed Total</b>	-

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Date: \_\_\_\_\_

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

Page 1 02/05/2010

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MORE** ↓

Amount: \_\_\_\_\_

Expenditure on Region 8 business must always conform to Region 8 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.

[b.harrington@ieee.org](mailto:b.harrington@ieee.org)

**If Payment Is Required through an Intermediate Bank Complete Further Information**

Payee Bank:

Bank IBAN or Account Number: \_\_\_\_\_

SWIFT BIC Code: \_\_\_\_\_

Address of Bank: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intermediate Bank:

Bank IBAN or Account Number: \_\_\_\_\_

SWIFT BIC Code: \_\_\_\_\_

Address of Bank: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Payment Instructions: \_\_\_\_\_  
\_\_\_\_\_

IF FIRST  
EXPENSE CLAIM

OR

DETAILS HAVE  
CHANGED

**Use Currency of your Bank Account**

# IEEE Region 8 Position at December 2011

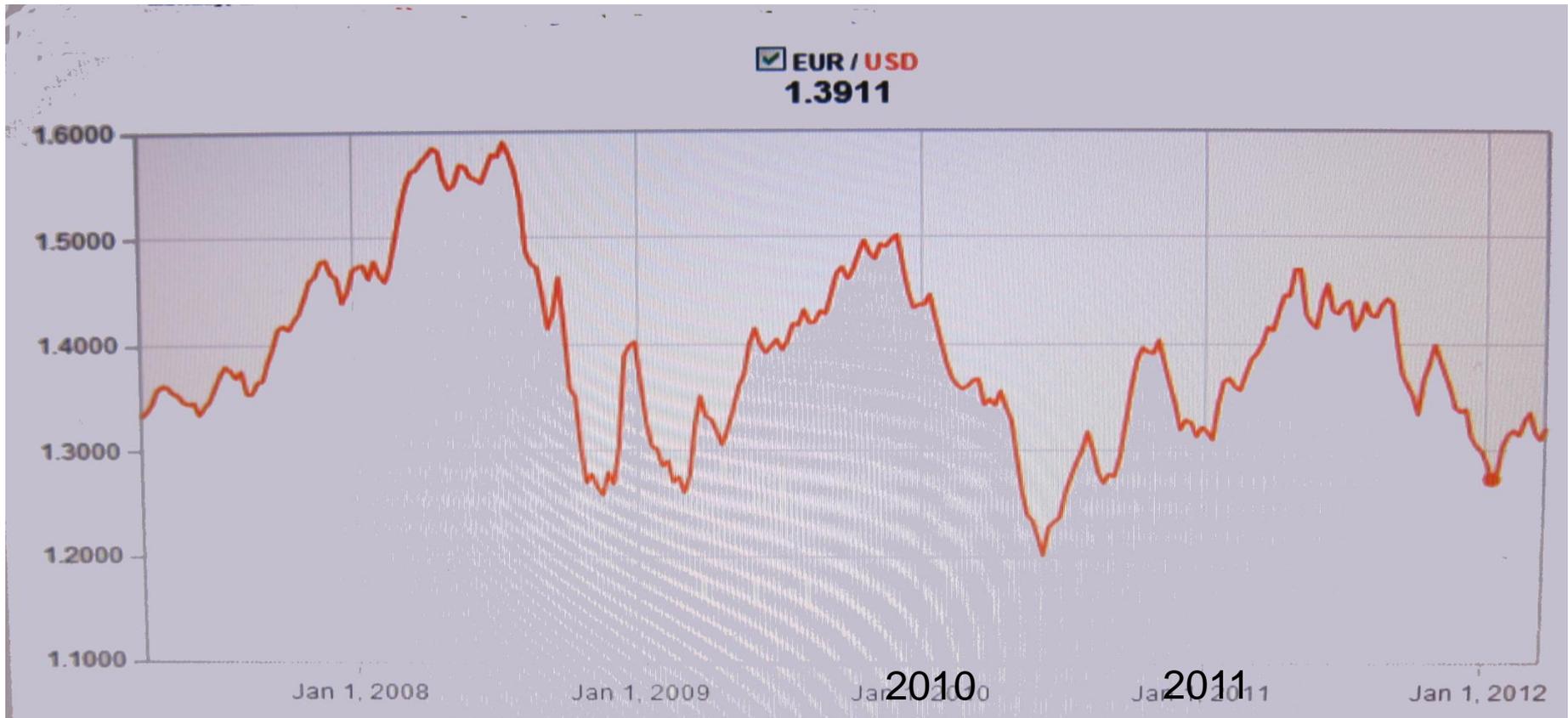
- Cash (Liquid Assets) is \$ 2,397.88  
December 2010 was \$113,941.37
- Investment (Fixed Assets) \$474,215.14  
December 2010 was \$487,582.78

# IEEE Region 8 Position at December 2011

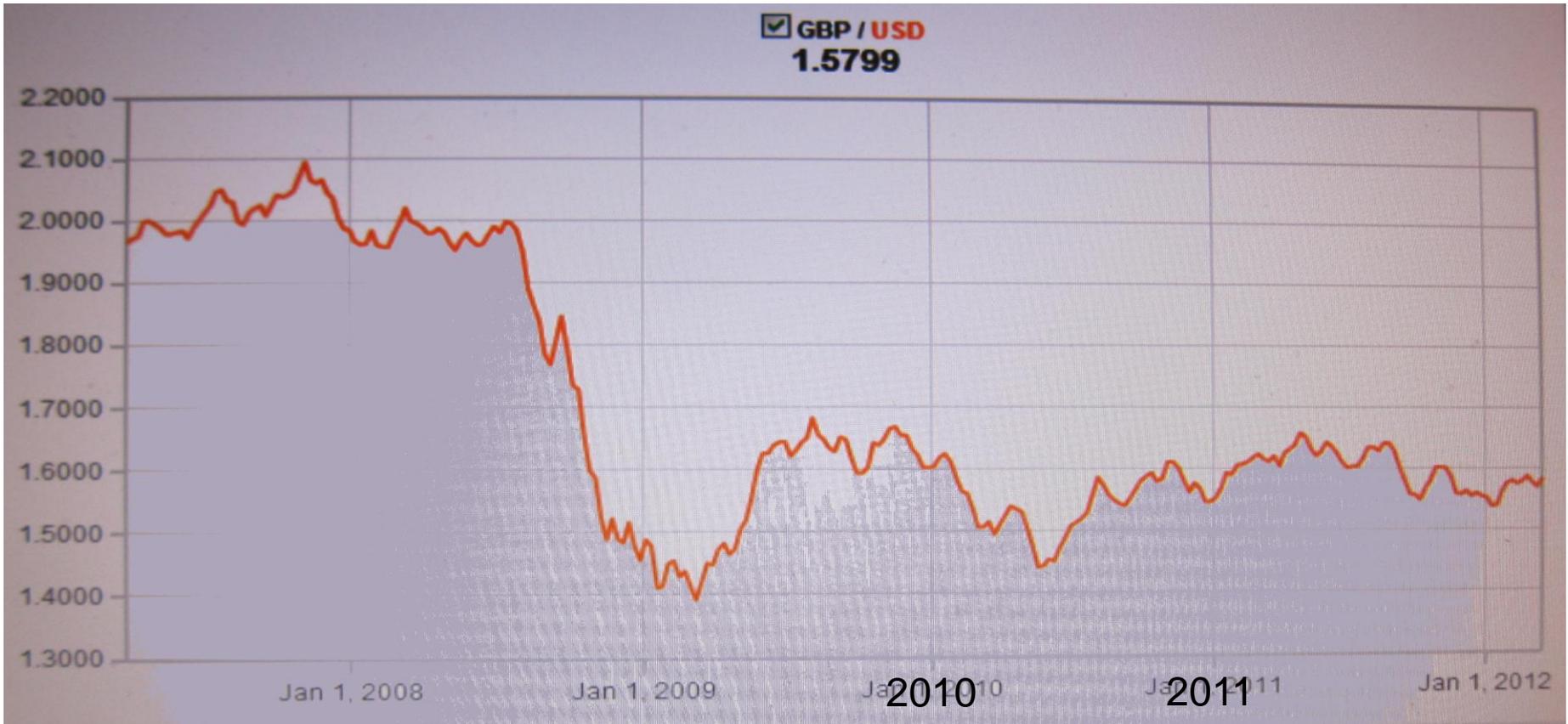
■ Total of Current Assets	\$498,690.02
■ Total of Current Liabilities	\$ 46,954.15
■ (Assets – Liabilities)	\$451,735.87

# IEEE Region 8 Profit and Loss for 2011

- Assets at the end of 2010      \$499,171.40
- Assets at the end of 2011      \$451,735.87
- Expenditure over Income      \$(47,435.53)
- Of Which:
  - \$23,291.83 Due to Loss on Investments
  - \$24,620.29 Due to Losses against the USD

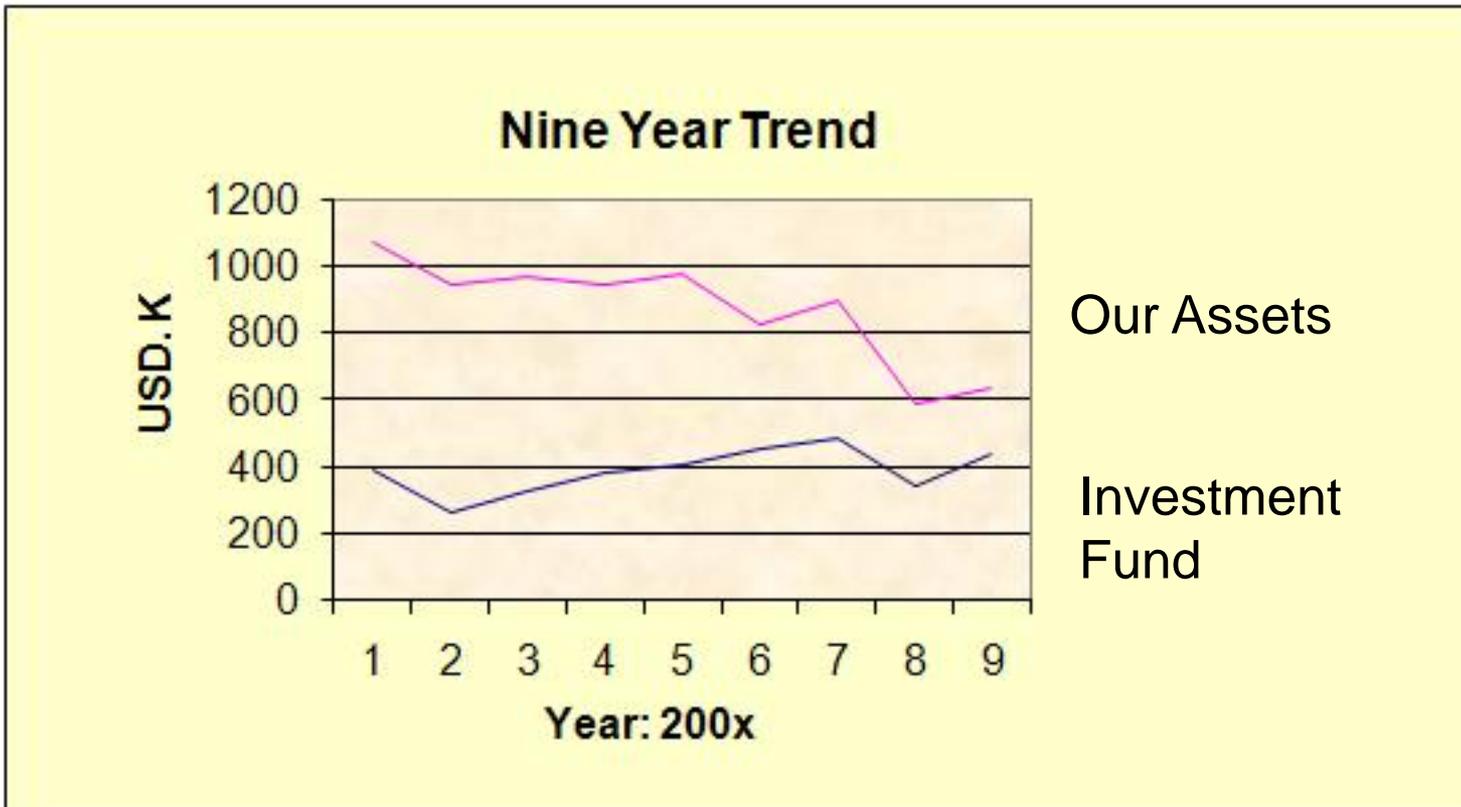


- Of Which:
  - \$23,291.83 Due to Loss on Investments
  - \$24,620.29 Due to Losses against the USD



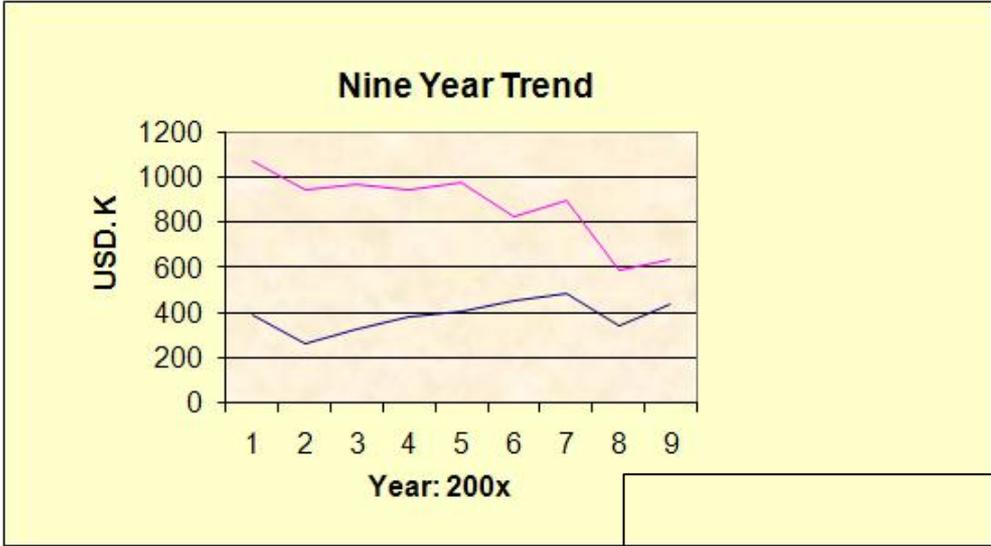
- Of Which:
  - \$23,291.83 Due to Loss on Investments
  - \$24,620.29 Due to Losses against the USD

# Trends

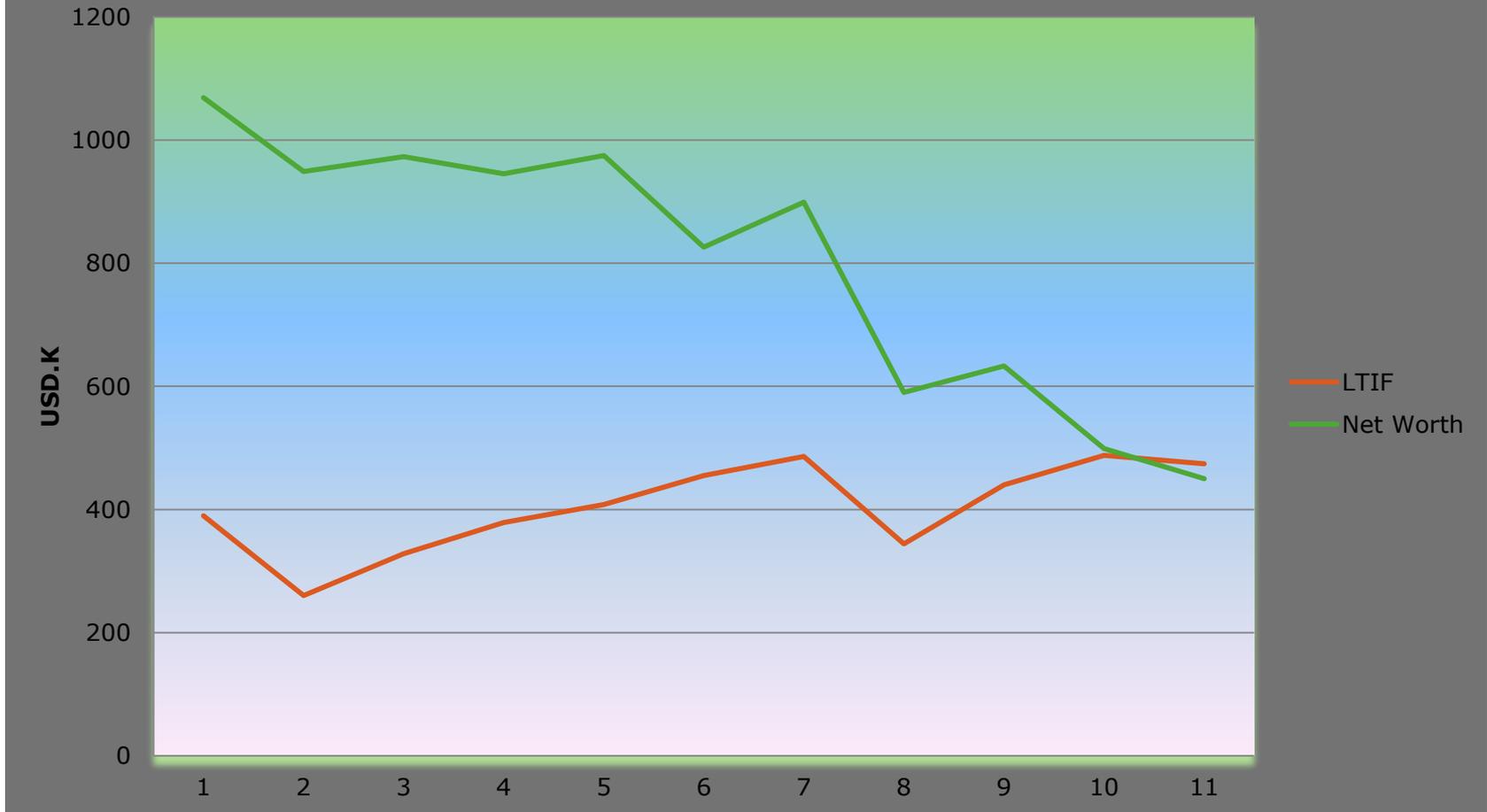


Our Assets

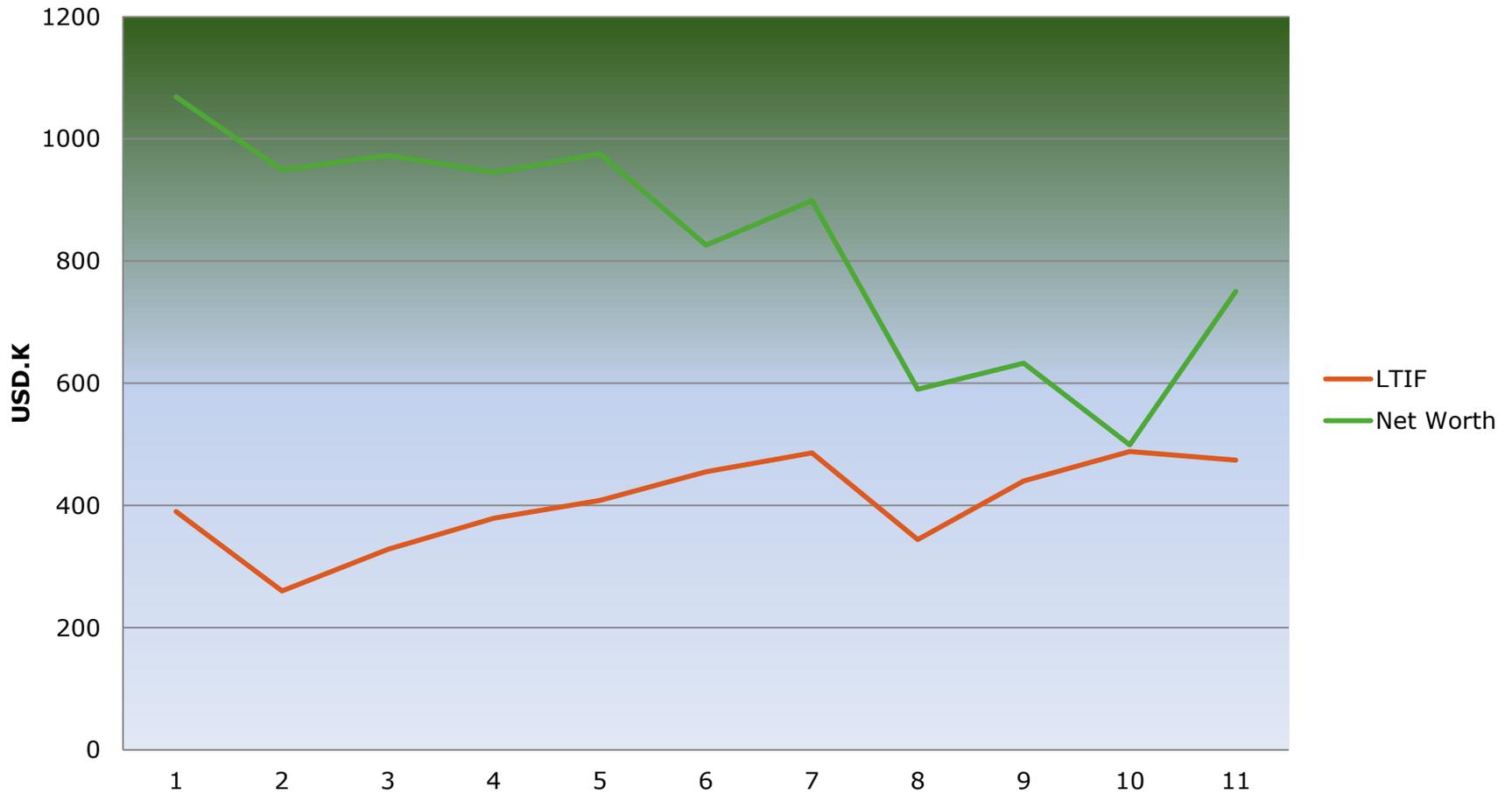
Investment Fund



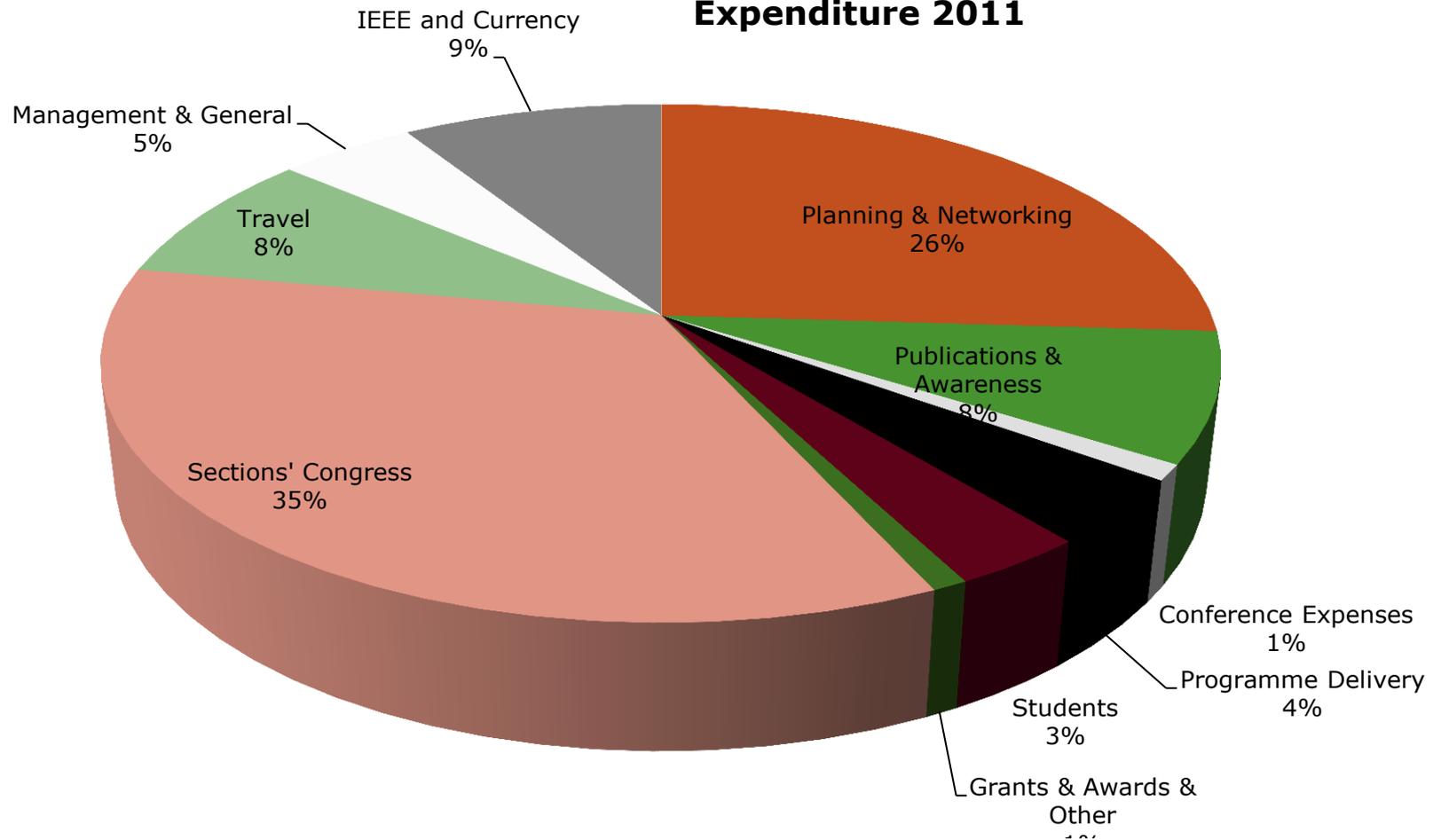
## Eleven Year Trend



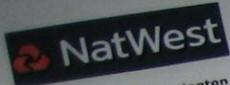
## Eleven Year Trend



## Allocation of Expenditure 2011



# 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 **60-00-01**  
Number **140/00/420**  
Currency **USD**  
Alias  
Short name  
IBAN

To see

Date  
31/12  
31/12  
31/12  
31/12  
31/12  
31/12  
31/12

UNIT NAME : FINA  
CHAPTER NAME : R8 - REGION 8 OF

UNIT NAME :  
CHAPTER NAME :

UNIT NAME : R8 - RE  
CHAPTER NAME :

# L50 and EZL50 Reporting

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

TELEPHONE No  
+44 (0) 1277 810754

4 REGION

LINE 5.5

4.90 Grants &  
4.90 Other P

5.00 - MANA

STEP # 3

IEEE FINANCIAL REPORT FOR THE YEAR ENDING 31 DECEMBER

SEVEN (7) EASY STEPS  
COMPLETING YOUR L-50 FINANCIAL REPORT  
SCHEDULE I - RECEIPTS & EXPENSES (3 PAGES)

On Schedule I, note if any of the receipts or expenses would require you to complete Schedules II, III, IV, V or VI. If yes, complete those schedules and attach them to Schedule VIII (Conference Revenue/Expense).

SCHEDULE VII - RECONCILIATION OF CHECKBOOK TO BALANCE SHEET

The total of Column A in Schedule VII must agree with the total in Line A, Column A.

WORTH  
Receipts and liabilities would require you to complete Schedules I through VI as instructed.

WITH THE L50 REPORT)  
Receipts and materials have been reported to the Geographic Activities Department.

and/or investment statements for the year ending 31 December to submitting the L-50 to the IEEE.

Receipt cards and bank & credit statements and the signed copy of the L-50.

Receipt cards and bank & credit statements and the signed copy of the L-50.

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LINE #	ORIGIN
1	IEEE
2	NatW
3	TAYI
4	REC

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

(\*) AC

The annual rebate is contingent upon submission and compliance package

For more information go to : [www.ieee.org/units](http://www.ieee.org/units)

IEEE - Member and Geographic Activities Department - E-mail: [financial-report@ieee.org](mailto:financial-report@ieee.org)  
Telephone +1 732 662 5516 - Fax +1 732 483 3657

# 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!



**GEOGRAPHIC UNIT PRINCIPLES OF BUSINESS CONDUCT**

All Geographic Unit Chairs and Treasurers should complete the POBC/COI Statement. If you are a member of a business that is competitive with IEEE, you should also complete and submit this statement to your Chair or Treasurer.

For any **YES** answer below, please provide an explanation in the space provided below the question.

1. Are you or any member of your immediate family affiliated with a business that is competitive with IEEE?

YES  NO

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For any **YES** answer below, please provide an explanation in the space provided below the question.

1. Are you or any member of your immediate family affiliated with a business that is competitive with IEEE?

YES  NO

3. If you answered **YES** to Question 1, are you or any member of your immediate family affiliated with a business named in the responses to questions 1 and 2?

YES  NO

4. In the past 12 months, have you received any compensation from a business named in the responses to questions 1 and 2?

YES  NO

5. Do you have any other business or personal relationship that appears to be a conflict of interest?

YES  NO

**IEEE PR**

I have read and understand the IEEE Principles of Business Conduct. If a statement of exceptions is needed, please provide it below. I understand that a violation will subject me to disciplinary action.

The following are any potential violations:

Unit name : \_\_\_\_\_  
 Officer Name : \_\_\_\_\_  
 Officer's Title : \_\_\_\_\_  
 Date : \_\_\_\_\_

**GEO UNIT**

GEO UNIT	MISSING POBC-COI-CHAIR	MISSING POBC-COI-TREASURER
ORANGE COUNTY - ED15/MTT		
ORANGE COUNTY - SP01/COM19		
OREGON - MTT17/ED15/PH036		
OREGON - PSE43		
PALOALTO		
SAN DIEGO - RL07	X	
SANTA CLARA VALLEY		
KITCHENER-WATERLOO		
MONTEBELLO		
HUNGARY		
JORDAN	X	
KUWAIT		
LATVIA		
MALTA	X	
MOROCCO		
NIGERIA		X
QATAR		
RUSSIA SIBERIA		
RUSSIA SIBERIA - PH036	X	
RUSSIA SIBERIA - MTT17/ED15/CPMT/COM19/SSC37		
RUSSIA SIBERIA - IA34/IE13/PEL35		
RUSSIA SIBERIA - AP03/ED15/MTT17/COM19/EMC27		
RUSSIA SIBERIA - GOLD		
SAUDI ARABIA		
TANZANIA		
U.K. REP OF IRELAND		
WESTERN SAUDI ARABIA		
ZAMBIA		
AGUASCALIENTES		
ANDEAN COUNCIL		
BOLIVIA		
BRAZIL COUNCIL		
COLOMBIA		
GUANAJUATO		
MEXICO		
PUERTO RICO & CARIBBEAN	X	X

# Principles of Business Conduct and Conflict of Interest

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

All Geographic Unit Chairs and Treasurers should complete the POBCCOI Statement Form. Any other Unit officers that feel their personal involvements might represent a conflict of interest should also complete and submit this form. For more information: [www.ieee.org/go/compliance](http://www.ieee.org/go/compliance)

(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 business that is competitive with IEEE?

YES  NO

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(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 business that is competitive with IEEE?

YES  NO

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

3. If you answered YES to Question 1 and/or 2 above, in the past 12 months, have you named any business named in the responses to questions 1 and/or 2 above?

YES  NO

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

YES  NO

5. 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 them. If a statement of exceptions is needed please enter here: <http://www.ieee.org/about/for>

I understand that a violation will subject me to appropriate disciplinary action.

Unit name : \_\_\_\_\_  
Officer Name : \_\_\_\_\_  
Officer's Title : \_\_\_\_\_  
Date : \_\_\_\_\_

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

YES  NO

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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 : \_\_\_\_\_

# Budget Proposal for 2012

Expense Caption	Income	Expense	
		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)			
R 8 Committee Meeting: Accommodation and Social (T.B.D)			
Regional Committee Travel: Berlin			
Regional Committee Travel: T.B.D.			
OPCOM			
Region 8 Director:			
<input type="checkbox"/> Representing Region 8			
<input type="checkbox"/> Ad-hoc committees and appointments			
<input type="checkbox"/> Discretionary fund for activities and Section support			
Region 8 Director-Elect:			
<input type="checkbox"/> Representing R8 at Section, Chapter, and Conference activity			
<input type="checkbox"/> Representing R8 in IEEE Meetings (Board of Directors)			
Region 8 Past-Director:			
<input type="checkbox"/> N&A Committee Meetings			
<input type="checkbox"/> Awards and Recognition			
<input type="checkbox"/> Strategic Planning Process			
Vice Chair for Technical Activities:			
<input type="checkbox"/> Technical Activity Sub-Committees Coordination			
<input type="checkbox"/> R8 Conference Promotion - Africon, Melecon, Eurocon....			
<input type="checkbox"/> Chapters (Chair, Coordination meetings with Society support)			
<input type="checkbox"/> Standards			
<input type="checkbox"/> Educational Activity			
<input type="checkbox"/> Industrial Relations Initiatives			
<input type="checkbox"/> Projects and Initiatives			
Vice Chair for Membership Activities:			
<input type="checkbox"/> Membership Activity Sub-Committees Coordination			
<input type="checkbox"/> Region 8 News: Editorial and Production			
<input type="checkbox"/> Electronic Communications Co-ordination			
<input type="checkbox"/> Membership Development			
<input type="checkbox"/> Professional Activities			
<input type="checkbox"/> Affinity groups - Including History and Life Members			
<input type="checkbox"/> GOLD			
<input type="checkbox"/> Projects and Initiatives			
Vice Chair for Student Activities:			
<input type="checkbox"/> Student Activity Sub-Committee Coordination			
<input type="checkbox"/> Student Paper Contest (MELECON 2012)			
<input type="checkbox"/> Student Branch Congress (SBC 2012)			
<input type="checkbox"/> Student Branch Congress - Travel Support			
<input type="checkbox"/> Student Branch Support and Coordination (SAC)			
<input type="checkbox"/> Regional Student Representative (RSR)			
<input type="checkbox"/> Projects and Initiatives			
Region 8 Secretary:			
<input type="checkbox"/> Administrative Support to Region 8			
<input type="checkbox"/> Secretarial (Committee Registration and Agenda Books)			
Region 8 Treasurer:			
<input type="checkbox"/> Audit and Support Charges			
<input type="checkbox"/> General (Site Inspection for 2012/2013 Committee Meetings)			
<input type="checkbox"/> VCF Coordination and Awards			
<b>Total of Budget:</b>	609.50		

**Budget 1999: \$430:40K**

**Budget 2002: \$607:90K**

**Budget 2005: \$688:85K**

**Budget 2007: \$632:00K**

**Budget 2008: \$770:51K**

**Budget 2009: \$563:00K**

**Budget 2010: \$537:50K**

**Budget 2011: \$680:00K**

**Budget 2012: \$609:50K**