

# Financial Report IEEE Region 8 for Year 2012

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

**IEEE Region 8 Committee Meeting**  
**Madrid, Spain– 20<sup>th</sup> April, 2013**



# Claiming Expenses

Expense

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

Version 7: October 2008  
Page 1: Detail

Name: \_\_\_\_\_ Period Ending: \_\_\_\_\_

Event: \_\_\_\_\_ RS Committee Role: \_\_\_\_\_

The Currency used to complete this Report is: \_\_\_\_\_ Absending At: \_\_\_\_\_

IEEE Membership Number: \_\_\_\_\_

Purpose of Trip - Note each day's activity

The Default Currency for this Report is the EURO  
If Expense Report is in a Different Currency enter  
Conversion Ratio for your Country in Box below

1.00000

Please detail and fill support on items (1) through (7)

Details:	Date:	Location:	Amount	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: 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					
Other Expenses (5)					
Other Expenses (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

(5) \_\_\_\_\_

(6) \_\_\_\_\_

(7) \_\_\_\_\_

Total of Expenses Incurred  
Less: Charged Directly to IEEE (7)  
Less: Advance from IEEE Region 8  
Balance of Expense Report

Convert Balance to Other Currency? 1.00000 Currency?

Reimbursement Amount & Comments

Analysis:

(14.10) Region 8 Committee Meetings and Social Events

(14.20) Region 8 Committee Travel

Other Expenses or Reimbursements

Analysed Total

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

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

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

3/06/08

SEND TO:  
b.harrington@ieee.org

Copy on the Region 8  
Web Site

Reasonable Quality  
Scanned Copies of  
Receipts are Fine

**COPIES OF RECEIPTS ARE REQUIRED**

b.harrington@harrington.org

## 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 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.

[b.hamington@ieee.org](mailto:b.hamington@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

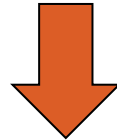
**Use Currency of your Bank Account**

# Progress During the Year 2012

■ Income



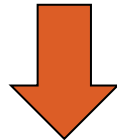
■ Expenses



■ Cash



■ Foreign Exchange



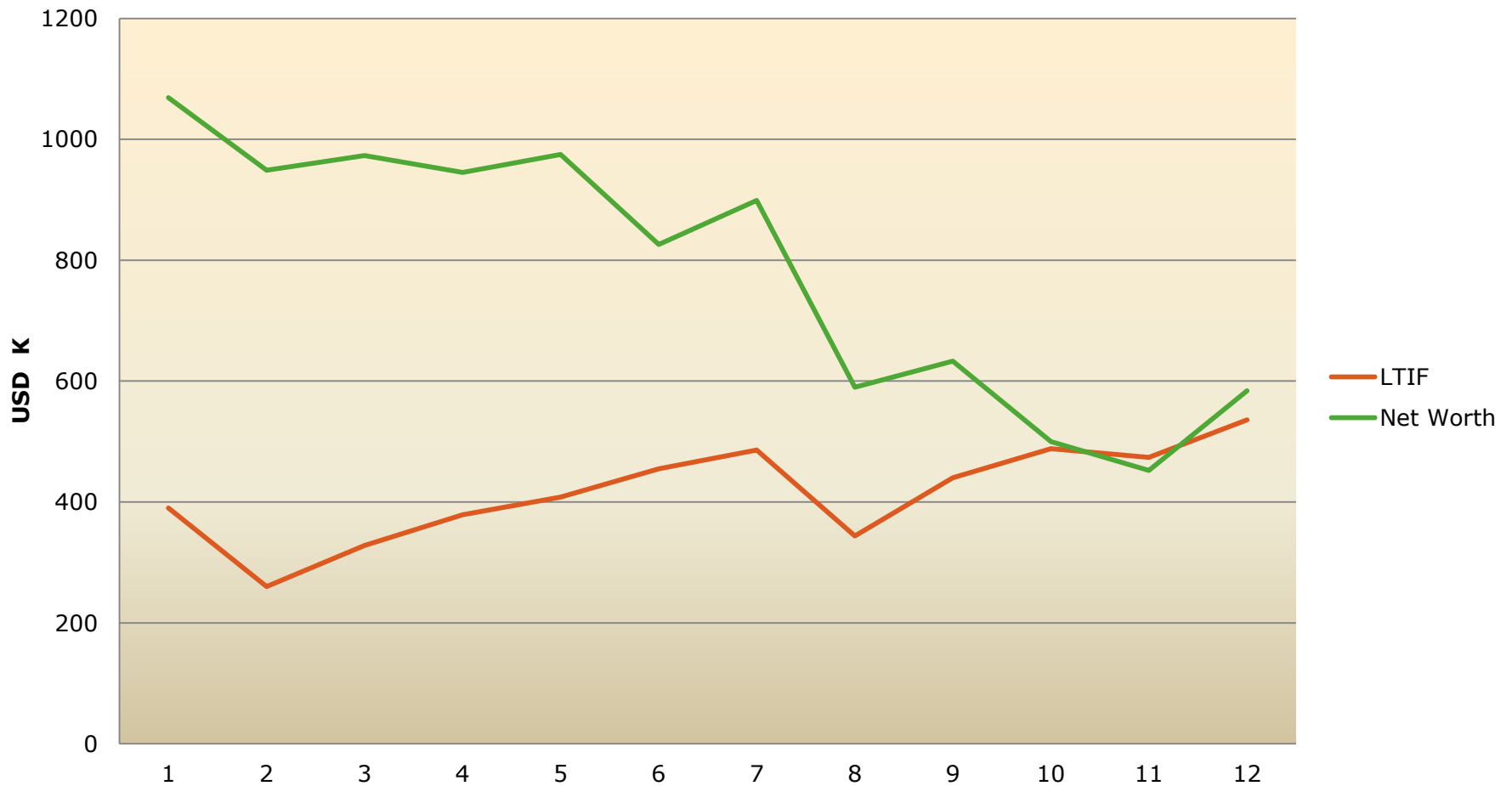
■ Net Worth  
(surplus)



# Progress During the Year 2012

■ Income	↑	\$63,000
■ Expenses	↓	\$116,947
■ Cash	↑	\$63,000
■ Foreign Exchange	↓	\$(5,728)
■ Net Worth (surplus)	↑	\$132,525

## Twelve Year Trend





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

Expense Caption	Income	Expense
		Project
Income:		
Regional Assessment: Membership Dues Element	450.25	
Direct Support: MGA Allocation for Management of the Region	155.00	
Voluntary Contributions: Member Donations	10.00	
Interest Received: Bank Accounts	1.00	
Administration Fees for Conference Technical Co-Sponsorship	3.30	
Balancing Charge	10.85	
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		12.00
<input type="checkbox"/> Ad hoc committees and appointments		10.00
<input type="checkbox"/> Discretionary fund for activities and Section support		4.00
Region 8 Director-Elect:		
<input type="checkbox"/> Representing RB at Section, Chapter, and Conference activity		10.00
<input type="checkbox"/> Representing RB in IEEE Meetings (Board of Directors)		5.00
Region 8 Past-Director:		
<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:		
<input type="checkbox"/> Technical Activity Sub-Committee Coordination		7.50
<input type="checkbox"/> RB Conference Promotion - Africa, Mexico, Europe,...		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:		
<input type="checkbox"/> Membership Activity Sub-Committee 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:		
<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:		
<input type="checkbox"/> Administrative Support to Region 8		5.00
<input type="checkbox"/> Secretariat (Committee Registration and Agenda Books)		8.00
Region 8 Treasurer:		
<input type="checkbox"/> Audit and Support Charges		8.00
<input type="checkbox"/> General (Site Inspection for 2012/2013 Committee Meetings)		7.00
<input type="checkbox"/> VCF Coordination and Awards		10.00
<b>Total of Budget:</b>	<b>-609.50</b>	<b>609.50</b>

**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**

**Budget 2013: \$640:50K**

## Graph

## Table

Average BID rate for the week of **Monday, Aug 20, 2012** to **Sunday, Aug 26, 2012** @ +/- 0%

✓ USD / EUR  
26.93 %



Management;  
54973,65

MGA Board;  
55414,16

Surplus;  
132524,88

Planning &  
Networking;  
259091,48

Committee  
Travel;  
140949,67

Region  
Sections  
Chapters;  
64293,39

Grants &  
Awards;  
5787,29

Programme  
& Students;  
82430,58

Publications;  
32207,39

Conferences;  
22002,09

# Statutory Reporting

Net Suite  
Net Suite

NET SUITE

Net Suite

Net Suite

*Net Suite*

Net Suite

Net Suite

# Summary

- 1. Improve Process of Annual Reporting in Region 8**
- 2. The Region is Planning a Full Programme of Events for This Year**
- 3. Performance of the Region 8 Finances is Steady under still Uncertain Market conditions**

# Questions?



# Thank you!