

Financial Report Interim Report for 2013

Brian R Harrington
Treasurer: IEEE Region 8

IEEE Region 8 Committee Meeting
Sarajevo – Bosnia and Herzegovina – October 5th 2013



Expense Reimbursement

Expenses

IEEE The Institute of Electrical and Electronics Engineers, Inc. Version 7: October 2009
Page 2: Scroll →

Expense Report: Region 8

Name: _____ Period Ending: _____

Event: _____ RS 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):							
Total Expense for Region 8							

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	-	

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	-
Analysed Total	-

Signature: _____ Date: _____

Approved: _____ Date: _____

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

02/05/2010

Page 1

Expenses

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

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: _____

IF FIRST
EXPENSE CLAIM

OR

DETAILS HAVE
CHANGED

Use Currency of your Bank Account

Financial Presentation

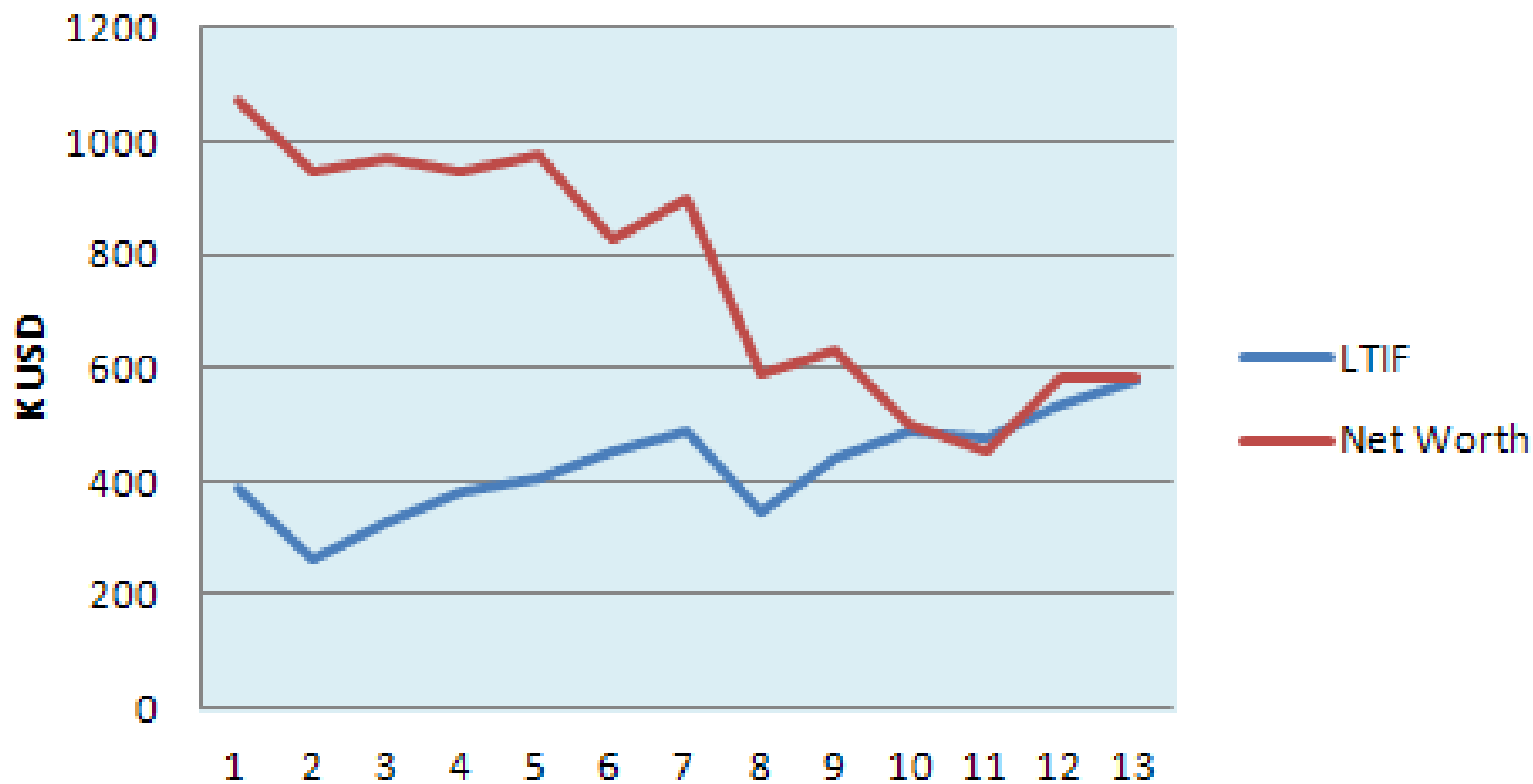
- **Present Financial Position**
- **REPORTING: Section Responsibility**
- **A Proposed Budget for Next Year**

The Region 8 Financial Position

Financial Position at September, 2013

- Cash (Liquid Assets) is \$261,926
September, 2012 was \$178,015
- Investment (Fixed Assets) \$579,732
September, 2012 was \$517,102
- These figures are before expenditures for the
Region 8 Committee Meeting in Sarajevo

Provisional Thirteen Year Trend



Statutory Reporting

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

**Try to Address these
Reporting Requirements as
soon as possible after Year-
End**

Year-End: 31st December, 2013

Budget Proposal for 2014

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

Expense Caption	Income	Expense	
		Project	Other
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		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 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:			
<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-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:			
<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:			
<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"/> Secretarial (Committee Registration and Agenda Books)		8.00	
Region 8 Treasurer:			
<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

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

Budget 2014: \$640:50K

Budget Proposal for Year 2014

INCOME:

1. Rebate Income is Under Pressure
2. VCF (Donations) Income is a Concern
3. Technical Co-sponsorship Income is Steady

Budget Proposal for Year 2014

EXPENSES:

1. Amsterdam Budget to be Increased
2. Director-Elect Budget Increased by \$ 6,000
3. Region 8 Student Congress in Kraków to be Supported by Region 8

Summary

- 1. Improve Timeliness on Annual Reporting**
- 2. The Region is Planning a Full Programme of Events for 2014**
- 3. Performance of the Region 8 Finances is Steady under Uncertain conditions**

Questions?



Thank you!