

# Financial Report IEEE Region 8 for Year 2016

**Ralph Kennel**  
**Treasurer: IEEE Region 8**

**IEEE Region 8 OpCom Meeting**  
**Sydney 10<sup>th</sup> August, 2017.**



# 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: \_\_\_\_\_  
Attending At: \_\_\_\_\_

The Currency used to complete this Report is: \_\_\_\_\_ 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 Rate for that Currency in Box below

1.00000

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

Details:	Date:	Location:	MILES	KM	Expense	Currency?
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						
Other Expense (5)						
Other Expense (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.

Page 1

SEND TO:

[kennel@ieee.org](mailto:kennel@ieee.org)

CC TO:

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

Copy on the Region 8  
Web Site

Reasonable Quality  
Scanned Copies of  
Receipts are Fine

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ARE REQUIRED**

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the Region 8  
Web Site

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Expense Report: Region 8

IEEE The Institute of Electrical and Electronics Engineers, Inc.

Version 7: October 2008 Page 2: Detail

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

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

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

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

Purpose of Trip - Note each day's activity

The Default Currency for Call Mergers is the EURO  
If Expense Report is in a Different Currency enter  
Conversion Ratio for that Currency in Box below

1.00000

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

Details: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Personal Car Usage (Enter %): \_\_\_\_\_

Transport - Tolls and Parking: \_\_\_\_\_

Missage Allowance @ 0.377: \_\_\_\_\_

Missage Allowance @ 0.377: \_\_\_\_\_

Tax: \_\_\_\_\_

Charges Card (C): \_\_\_\_\_

Region 8

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

5: \_\_\_\_\_

6: \_\_\_\_\_

7: \_\_\_\_\_

Total of Expenses Incurred: \_\_\_\_\_

Less Charges Directly to IEEE (C): \_\_\_\_\_

Less Advance from IEEE Region 8: \_\_\_\_\_

Balance of Expense Report: \_\_\_\_\_

Convert Balance to Other Currency? 1.00000 Currency?

Reimbursement Amount & Currency: \_\_\_\_\_

Analysis:

(1) 10 Region 8 Committee Meetings and Social Events

(2) 20 Region 8 Committee Travel

Other Expenses or Recoveries: \_\_\_\_\_

Analysed Total: \_\_\_\_\_

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

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

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

Page 1

# 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: \_\_\_\_\_

**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: \_\_\_\_\_

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.

Treasurer: IEEE Region 8 **Ralph Kennel**  
[kennel@ieee.org](mailto:kennel@ieee.org)

IF FIRST  
EXPENSE CLAIM

OR

DETAILS HAVE  
CHANGED

*State Currency Used*

**Use Currency of your Bank Account**

# Financial Progress

## Some Key Indicators

# IEEE Region 8: Statement of Net Worth

## Region 8 Assets: Changes from 2015 to 2016

	Beg. Balance 2015	Increases	Decreases	End Balance 2016
Cash Accounts	326,579.67	25,484.90		352,064.57
Investments	656,723.29	49,288.67		706,011.96
Loans and Advances (Receivables)	12,153.04	57,096.66	95,847.86	(26,598.18)
<b>Total Assets:</b>	<b>995,456.00</b>	<b>131,870.23</b>	<b>95,847.88</b>	<b>1,031,478.35</b>
<b>Liabilities and Net Worth:</b>				
Loans and Advances (Payables)	53,795.34		53,795.34	
<b>Net Worth at 31<sup>st</sup> December, 2014</b>	<b>941,660.66</b>	<b>131,870.23</b>	<b>42,052.54</b>	<b>1,031,478.35</b>

# Indication of \$ Costs

## Year 2017: First Part

	January 2017	July 2017
CB Account	242,997.80	427,627.35
Assessment A/C	421,444.40	50,186.09
Region Allocation 2017		174,337.00
VCF (Donations)	39,045.08	40,136.98
LTIF (Market Value)	706,011.95	757,066:06

Expenditures (Jan. to July 2017): Estimated at  
 $242,997.80 + 421,444.40 + 174,337.00 - 427,627.35$   
**= \$ 411,151.85**, which is est. 49% of year 2017  
 income.



# Indication of \$ Cost Year 2017: Fir

CB Account	
Assessm	
D	
	0.98
	757,066:06

... we have prefinaanced some of you,  
who will get refunded by MGA or others –

Please send us back the amount  
when refunded by others

We rely on you !!!

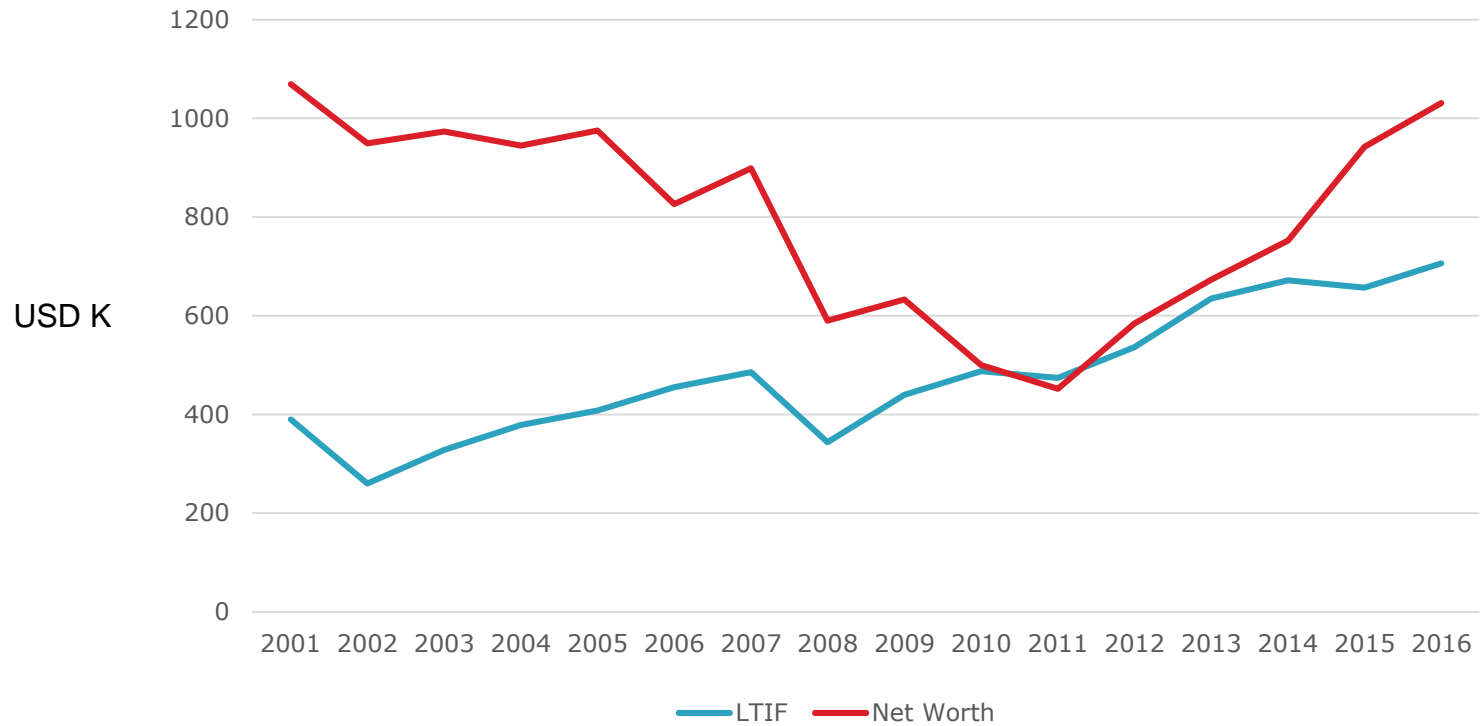
July 2017): Estimated at  
 $21,444.40 + 174,337.00 - 427,627.35$   
 $= -21.85$ , which is est. 49% of year 2017  
 income.

# The Longer Term Trends

## The Resilience of Region 8

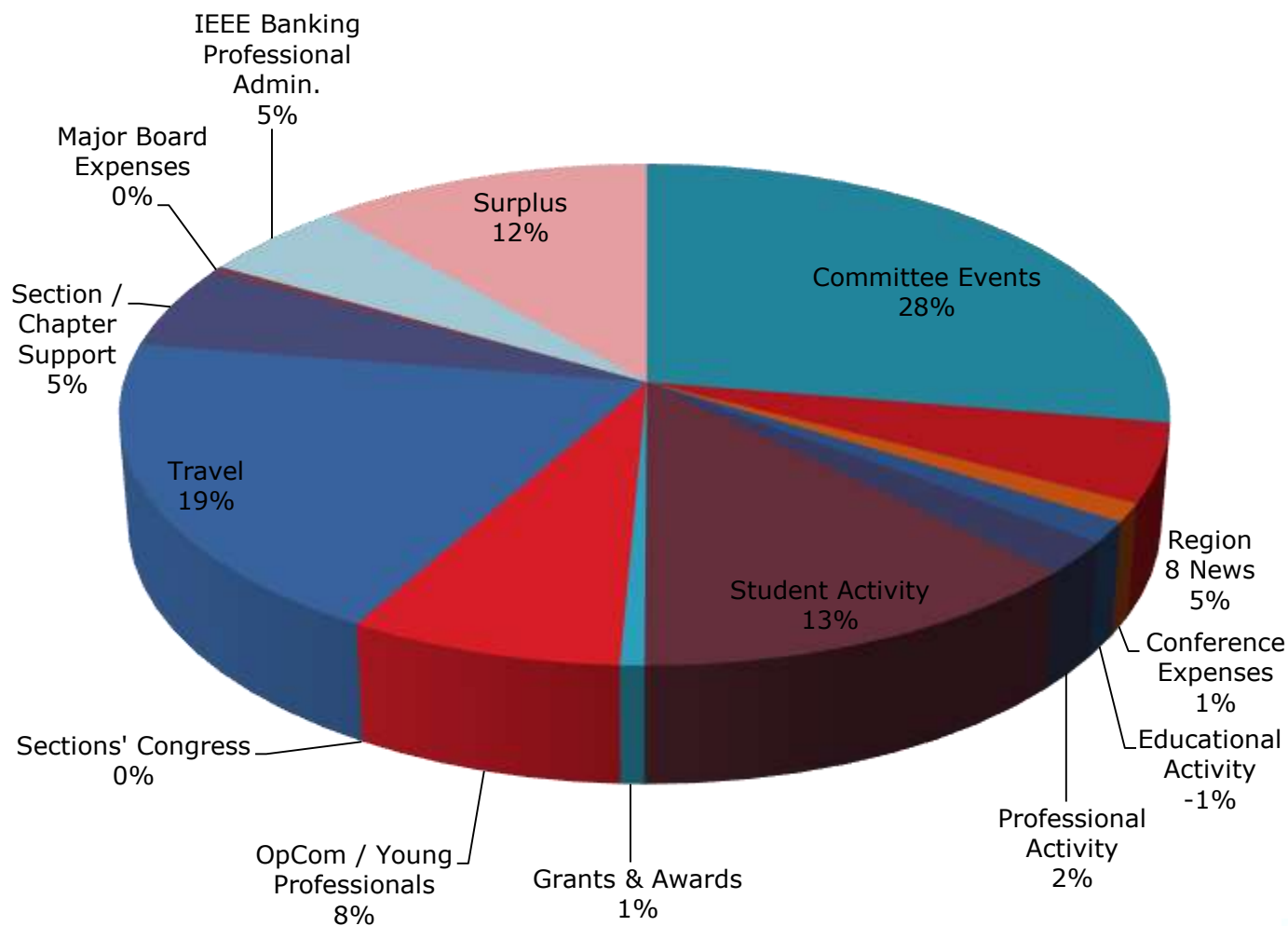
1. The Critical Mass
2. The Diversity
3. Communications Structure

## Sixteen Year Trend



# The Distribution of Expenditures

# Allocation of Expenditure 2016



# Handover to Munich

# Handover to Munich

## Banking:

Positive Response from Region 8 Bank.  
Proof of Addresses Needs Completion.

Treasurer and Past Treasurer  
meet bank on August 25, 2017

## SAGE:

Audit of Year 2016 Financials Completed.  
Start of Year 2017 Data File Loaded.

“SAGE Drive” for Munich Implementation  
is not yet clarified.

# A Proposed Budget for Year 2018



## 2017 Budget Proposal ( \$K U.S.)

Expense Caption	Income	Expense	
		Project	Total
<b>Income:</b>			
Regional Assessment: Membership Dues Element	545.00		
Direct Support: MGA Allocation for Management of the Region	175.00		
Support for Members outside of Sections	6.00		
Voluntary Contributions: Member Donations	11.00		
Interest Received: Bank Accounts	3.00		
Administration Fees for Conference Technical Co-Sponsorship	5.00		
To Reserve Account	1.50		
<b>Expenses:</b>			
R8 Committee Meeting: Accommodation and Social (Stockholm)		90.00	
R 8 Committee Meeting: Accommodation and Social (Sydney)		280.00	370.00
Regional Committee Travel: Stockholm		55.00	
Regional Committee Travel: Included in Sections' Congress (Sydney)			55.00
<input type="checkbox"/> Region 8 News: Mailing and Production		35.00	35.00
<input type="checkbox"/> Region 8 Development Fund		20.00	20.00
<input type="checkbox"/> Student and Young Professional Congress: Region 8 Support			-
OPCOM		25.00	25.00
<b>Region 8 Director:</b>			
<input type="checkbox"/> Representing Region 8		12.00	
<input type="checkbox"/> Region 8 Vitality Project		3.00	
<input type="checkbox"/> Ad-hoc committees, appointments and incentives		6.00	
<input type="checkbox"/> Discretionary fund for activities and Section support		2.00	23.00
<b>Region 8 Director-Elect:</b>			
<input type="checkbox"/> Representing R8 at Section, Chapter, and Conference activity		10.00	
<input type="checkbox"/> Representing R8 in IEEE Meetings (Board of Directors)		7.00	
<input type="checkbox"/> Strategic Planning Process		5.00	22.00
<b>Region 8 Past-Director:</b>			
<input type="checkbox"/> N&A Committee Meetings		10.00	
<input type="checkbox"/> Award and Recognition Committee		5.00	
<input type="checkbox"/> Section Development		4.00	19.00

<b>Vice Chair for Technical Activities:</b>			
<input type="checkbox"/> Technical Activity Sub-Committees Coordination		7.50	
<input type="checkbox"/> R8 Conference Promotion - Africon, Melecon, Eurocon...		15.00	
<input type="checkbox"/> Chapters (Chair, Coordination meetings with Society support)		15.00	
<input type="checkbox"/> Standards		3.00	
<input type="checkbox"/> Educational Activity		7.50	
<input type="checkbox"/> Industrial Relations Initiatives		13.00	
<input type="checkbox"/> Projects and Initiatives		3.00	64.00
<b>Vice Chair for Member Activities:</b>			
<input type="checkbox"/> Member Activity Sub-Committees Coordination		7.50	
<input type="checkbox"/> Membership Development		7.00	
<input type="checkbox"/> Professional Activities		7.50	
<input type="checkbox"/> Women in Engineering		2.00	
<input type="checkbox"/> Life Members		2.00	
<input type="checkbox"/> History		2.00	
<input type="checkbox"/> Young Professionals		8.00	
<input type="checkbox"/> Projects and Initiatives		6.00	42.00
<b>Vice Chair for Student Activities:</b>			
<input type="checkbox"/> Student Activity Sub-Committee Coordination		7.50	
<input type="checkbox"/> Student Paper Contest		12.50	
<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		6.00	34.00
<b>Region 8 Secretary:</b>			
<input type="checkbox"/> Administrative Support to Region 8		3.00	
<input type="checkbox"/> Secretarial (Committee Registration and Agenda Books)		6.00	
<input type="checkbox"/> Electronic Communications Coordination / Information Management		2.50	11.50
<b>Region 8 Treasurer:</b>			
<input type="checkbox"/> Audit and Support Charges		6.00	
<input type="checkbox"/> General (Site Inspection for 2013/2014 Committee Meetings)		7.00	
<input type="checkbox"/> VCF Coordination and Awards		10.00	23.00
<b>Total of Budget:</b>	<b>743.50</b>	<b>743.50</b>	<b>743.50</b>

The spreadsheet tab 'Projects' summarises the Project area appropriate to each Vice Chair.

## 2018 Budget Proposal ( \$K U.S.)

Expense Caption	Income	Expense	
		Project	Total
<b>Income:</b>			
Regional Assessment: Membership Dues Element	545,00		
Direct Support: MGA Allocation for Management of the Region	175,00		
Support for Members outside of Sections	6,00		
Voluntary Contributions: Member Donations	11,00		
Interest Received: Bank Accounts	3,00		
Administration Fees for Conference Technical Co-Sponsorship	5,00		
To Reserve Account	<b>91,50</b>		
<b>Expenses:</b>			
R 8 Committee Meeting: Accommodation and Social (Athens ?)		90,00	
R 8 Committee Meeting: Accommodation and Social (N. N.)		90,00	180,00
Regional Committee Travel: Athens ?		55,00	
Regional Committee Travel: N. N.		55,00	110,00
<input type="checkbox"/> Region 8 News: Mailing and Production		35,00	35,00
<input type="checkbox"/> Region 8 Development Fund		20,00	20,00
<input type="checkbox"/> Student and Young Professional Congress: Region 8 Support		10,00	10,00
OPCOM		25,00	25,00
Region 8 Director:			
<input type="checkbox"/> Representing Region 8		12,00	
<input type="checkbox"/> Region 8 Vitality Project		3,00	
<input type="checkbox"/> Ad-hoc committees, appointments and incentives		6,00	
<input type="checkbox"/> Discretionary fund for activities and Section support		2,00	23,00
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)		7,00	
<input type="checkbox"/> Strategic Planning Process		5,00	22,00
Region 8 Past-Director:			
<input type="checkbox"/> N&A Committee Meetings		10,00	
<input type="checkbox"/> Award and Recognition Committee		5,00	
<input type="checkbox"/> Section Development		4,00	19,00

Vice Chair for Technical Activities:			
□ Technical Activity Sub-Committees Coordination		7,50	
□ R8 Conference Promotion - Africon, Melecon, Eurocon....		15,00	
□ Chapters (Chair, Coordination meetings with Society support)		15,00	
□ Region 8 "Initiative" Strategy		30,00	
□ Standards		3,00	
□ Educational Activity		7,50	
□ Industrial Relations Initiatives		13,00	
□ Projects and Initiatives		3,00	94,00
Vice Chair for Member Activities:			
□ Member Activity Sub-Committees Coordination		7,50	
□ Membership Development		7,00	
□ Professional Activities		7,50	
□ Women in Engineering		2,00	
□ Life Members		2,00	
□ History		2,00	
□ Young Professionals		8,00	
□ Projects and Initiatives		6,00	42,00
Vice Chair for Student Activities:			
□ Student Activity Sub-Committee Coordination		7,50	
□ Student Paper Contest		12,50	
□ Student Branch Support and Coordination (SAC)		5,00	
□ Regional Student Representative (RSR)		3,00	
□ Projects and Initiatives		6,00	34,00
Region 8 Secretary:			
□ Administrative Support to Region 8		3,00	
□ Secretarial (Committee Registration and Agenda Books)		6,00	
□ Electronic Communications Coordination / Information Management		2,50	11,50
Region 8 Treasurer:			
□ Audit and Support Charges		6,00	
□ General (Site Inspection for 2018/2019 Committee Meetings)		7,00	
□ Booking Assistance		5,00	
□ VCF Coordination and Awards		10,00	28,00
<b>Total of Budget:</b>	<b>653,50</b>	<b>653,50</b>	<b>653,50</b>

The spreadsheet tab 'Projects' summarises the Project area appropriate to each Vice Chair.

**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 2015: \$620:50K**

**Budget 2016: \$677:50K**

**Budget 2017  
\$743:50K**

**Budget 2018  
\$653:50K**

Income:
Regional Assessm
Direct Support: M
Voluntary Contrib
Interest Received
Administration Fe
Balancing Charge
Expenses:
R 8 Committee M
R 8 Committee M
Regional Committ
Regional Committ
OPCOM
Region 8 Director
<input type="checkbox"/> Representing R
<input type="checkbox"/> Ad hoc commi
<input type="checkbox"/> Discretionary fi
Region 8 Director
<input type="checkbox"/> Representing R
<input type="checkbox"/> Representing R
Region 8 Past-De
<input type="checkbox"/> N&A Committee
<input type="checkbox"/> Awards and Re
<input type="checkbox"/> Strategic Plan
Vice Chair for Tec
<input type="checkbox"/> Technical Acti
<input type="checkbox"/> R8 Conference
<input type="checkbox"/> Chapters (Chai
<input type="checkbox"/> Standards
<input type="checkbox"/> Educational Ad
<input type="checkbox"/> Industrial Relat
<input type="checkbox"/> Projects and In
Vice Chair for Mem
<input type="checkbox"/> Membership A
<input type="checkbox"/> Region 8 New
<input type="checkbox"/> Electronic Con
<input type="checkbox"/> Membership D
<input type="checkbox"/> Professional Av
<input type="checkbox"/> Affinity groups
<input type="checkbox"/> GOLD
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Vice Chair for Stu
<input type="checkbox"/> Student Activi
<input type="checkbox"/> Student Paper
<input type="checkbox"/> Student Branch
<input type="checkbox"/> Student Branch
<input type="checkbox"/> Student Branch
<input type="checkbox"/> Regional Stud
<input type="checkbox"/> Projects and In
Region 8 Secretar
<input type="checkbox"/> Administrative
<input type="checkbox"/> Secretarial (Co
Region 8 Treasur
<input type="checkbox"/> Audit and Supp
<input type="checkbox"/> General (Site M
<input type="checkbox"/> VCF Coordinat
Total of Budget

# Issues and Objectives



# Issues

1. Membership Development and Retention
2. Greater Investment in the Vice Chair operations
3. Streamline the administration required of volunteers

# Region 8 Treasurer's Objectives

1. Maintain Cash Position. Cash flow in Region 8 can be sensitive. This is improved, but needs care.



## Region 8 Treasurer

Obj:

1. Maintain C

be a

... we have introduced flight booking  
via the Treasurer  
for participants from countries  
with difficulties in bank transfers

**Please do not book your flights  
expecting a cash refund onsite !!!**

**The booking via the Treasurer  
is often cheaper**

# Region 8 Treasurer's Objectives

1. Maintain Cash Position. Cash flow in Region 8 can be sensitive. This is improved, but needs care.
2. Promote the Region 8 “Initiative” strategy.

Offer of up to \$30,000 for Section or Chapter projects

# Region 8 Treasurer's Objectives

1. Maintain Cash Position. Cash flow in Region 8 can be sensitive. This is improved, but needs care.
2. Promote the Region 8 “Initiative” strategy.

Offer of up to \$30,000 for Section or Chapter projects

3. Improve Section and Chapter Reporting process

The volunteers would be more focussed on IEEE membership ~ *and the reason that they joined IEEE*

# Questions on Region 8 Finance?

# Thank you!