

# Financial Report IEEE Region 8 for Year 2018

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

IEEE Region 8 OpCom Meeting  
Barcelona 10<sup>th</sup> June, 2017.



# Claiming Expenses

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: \_\_\_\_\_

The Default Currency for Cost Allocation is the EURO.  
 If Expense Report is in a Different Currency enter  
 Conversion Ratio for this Currency in Box below

1.00000

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

Details:	Date:	Location:	Amount	Category
Personal Car Usage (Enter X)				
Transport - Tolls and Parking				
Mileage Allowance @ 0.377 per Mile				
Mileage Allowance @ 0.234 per Km				
Taxi / Bus: Reported 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:

Category	Amount
Region 8 Committee Meetings and Social Events	
Region 8 Committee Travel	
Other Expenses or Reimbursements	
<b>Analysed Total</b>	

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

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

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travel in  
xxx meeting  
travel out

END TO:

lph.kennel@tum.de

Copy on the Region 8  
Web Site

Reasonable Quality  
Scanned Copies of  
Receipts are Fine

**COPIES OF RECEIPTS AND VOUCHERS  
ARE REQUIRED**

SEND TO:

b.harrington@ieee.org

the Region 8  
Web Site

Reasonable Quality  
Scanned Copies of  
Receipts are Fine

Expense Report: Region 8

IEEE The Institute of Electrical and Electronics Engineers, Inc.

Version 7: October 2008 Page 1: 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

Date	Location	Activity	Amount	Currency
10/01/08	San Jose	Personal Car Usage (Enter %)		
10/02/08	San Jose	Transport - Tolls and Parking		
10/03/08	San Jose	Message Allowance @ 0.377		
10/04/08	San Jose	Message Allowance @ 0.377		
10/05/08	San Jose	Taxi		
10/06/08	San Jose	Hotel		
10/07/08	San Jose	Restaurant		
10/08/08	San Jose	Bar		
10/09/08	San Jose	Gas		
10/10/08	San Jose	Car Rental		
10/11/08	San Jose	Other		
10/12/08	San Jose	Other		
10/13/08	San Jose	Other		
10/14/08	San Jose	Other		
10/15/08	San Jose	Other		
10/16/08	San Jose	Other		
10/17/08	San Jose	Other		
10/18/08	San Jose	Other		
10/19/08	San Jose	Other		
10/20/08	San Jose	Other		
10/21/08	San Jose	Other		
10/22/08	San Jose	Other		
10/23/08	San Jose	Other		
10/24/08	San Jose	Other		
10/25/08	San Jose	Other		
10/26/08	San Jose	Other		
10/27/08	San Jose	Other		
10/28/08	San Jose	Other		
10/29/08	San Jose	Other		
10/30/08	San Jose	Other		
10/31/08	San Jose	Other		
10/32/08	San Jose	Other		
10/33/08	San Jose	Other		
10/34/08	San Jose	Other		
10/35/08	San Jose	Other		
10/36/08	San Jose	Other		
10/37/08	San Jose	Other		
10/38/08	San Jose	Other		
10/39/08	San Jose	Other		
10/40/08	San Jose	Other		
10/41/08	San Jose	Other		
10/42/08	San Jose	Other		
10/43/08	San Jose	Other		
10/44/08	San Jose	Other		
10/45/08	San Jose	Other		
10/46/08	San Jose	Other		
10/47/08	San Jose	Other		
10/48/08	San Jose	Other		
10/49/08	San Jose	Other		
10/50/08	San Jose	Other		
10/51/08	San Jose	Other		
10/52/08	San Jose	Other		
10/53/08	San Jose	Other		
10/54/08	San Jose	Other		
10/55/08	San Jose	Other		
10/56/08	San Jose	Other		
10/57/08	San Jose	Other		
10/58/08	San Jose	Other		
10/59/08	San Jose	Other		
10/60/08	San Jose	Other		
10/61/08	San Jose	Other		
10/62/08	San Jose	Other		
10/63/08	San Jose	Other		
10/64/08	San Jose	Other		
10/65/08	San Jose	Other		
10/66/08	San Jose	Other		
10/67/08	San Jose	Other		
10/68/08	San Jose	Other		
10/69/08	San Jose	Other		
10/70/08	San Jose	Other		
10/71/08	San Jose	Other		
10/72/08	San Jose	Other		
10/73/08	San Jose	Other		
10/74/08	San Jose	Other		
10/75/08	San Jose	Other		
10/76/08	San Jose	Other		
10/77/08	San Jose	Other		
10/78/08	San Jose	Other		
10/79/08	San Jose	Other		
10/80/08	San Jose	Other		
10/81/08	San Jose	Other		
10/82/08	San Jose	Other		
10/83/08	San Jose	Other		
10/84/08	San Jose	Other		
10/85/08	San Jose	Other		
10/86/08	San Jose	Other		
10/87/08	San Jose	Other		
10/88/08	San Jose	Other		
10/89/08	San Jose	Other		
10/90/08	San Jose	Other		
10/91/08	San Jose	Other		
10/92/08	San Jose	Other		
10/93/08	San Jose	Other		
10/94/08	San Jose	Other		
10/95/08	San Jose	Other		
10/96/08	San Jose	Other		
10/97/08	San Jose	Other		
10/98/08	San Jose	Other		
10/99/08	San Jose	Other		
10/100/08	San Jose	Other		

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

Analysis:

Region 8 Committee Meetings and Social Events

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.

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# 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.

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

*State Currency Used*

**Use Currency of your Bank Account**

# Bank Charges

when transferring money for expense reports to you  
we always order the bank to cover the fees on both sides  
nevertheless some non-European bank charge fees to you  
this is at least **unfair**, because then we pay the fees twice

# Bank Charges

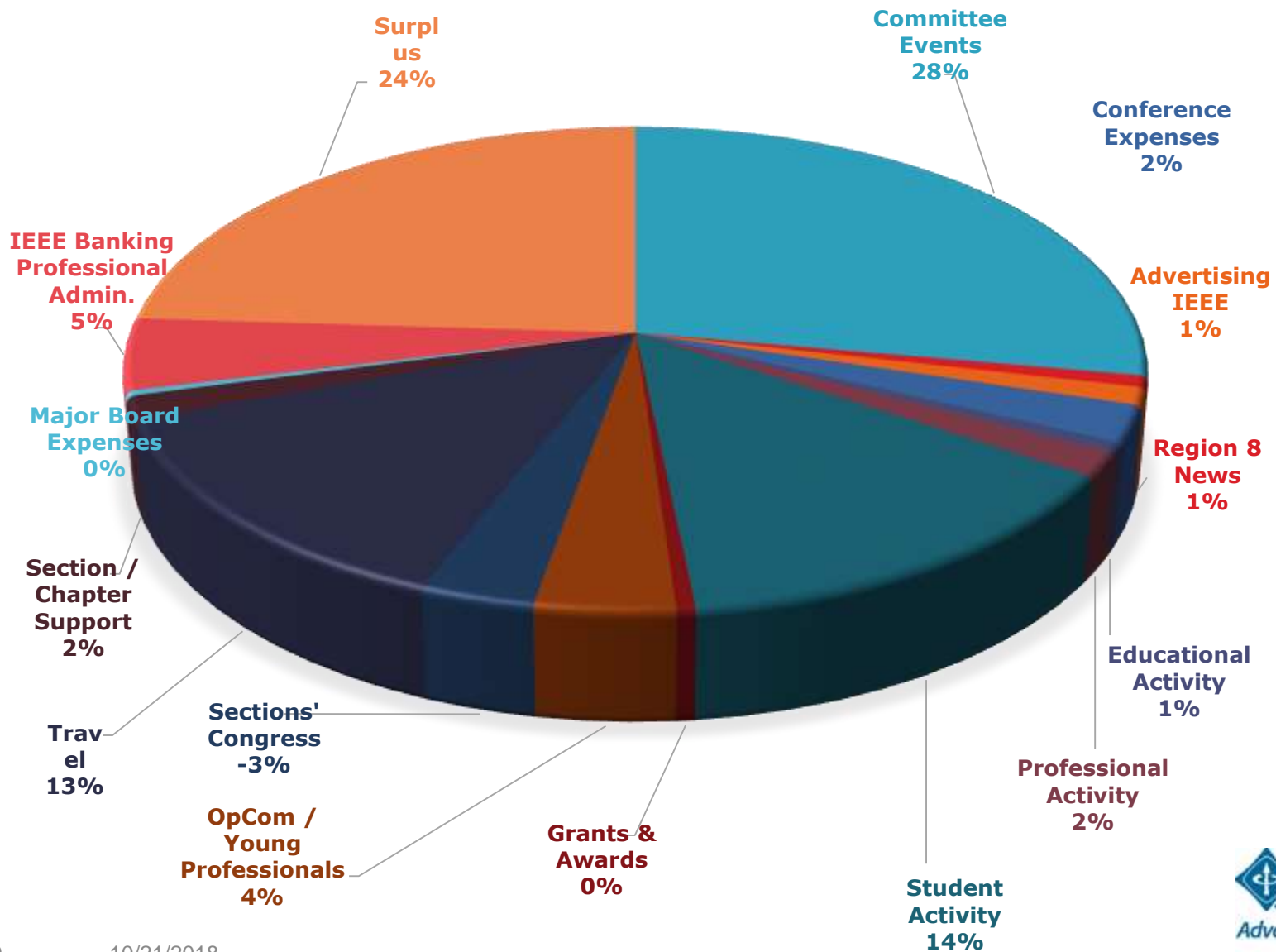
... if this happens, please perform the following steps :

1. talk to your bank. Ask them why they charge fees  
when all fees were paid by IEEE Region 8 already
2. if they insist on charging you,  
ask them for a written statement, why they charge  
(this might result in more effort for them than a repayment)
3. contact Brian Harrington or me ... as mentioned before,  
another bank transfer does not make sense  
... we have to find another way

# The Distribution of Expenditures

Expenditure does not necessarily correlate with the effort expended

## INTERIM COST DISTRIBUTION 2018



# The Budget Situation for Year 2018

2018 Interim Budget Situation ( \$K U.S.)



Expense Caption	Income	Expense	
		Project	Total
<b>Income:</b>			
Regional Assessment: Membership Dues Element	500,00		
Direct Support: MGA Allocation for Management of the Region	175,00		
Support for Members outside of Sections	-		
Voluntary Contributions: Member Donations	8,00		
Interest Received: Bank Accounts	3,00		
Administration Fees for Conference Technical Co-Sponsorship	-		
To Reserve Account	167,90		
<b>Expenses:</b>			
R8 Committee Meeting: Accommodation and Social (Athens)		250,00	
Student and Young Professional Congress: Region 8 Support		1,00	1,00

... this is the remaining money end of September  
 (less than 25 % of the total budget)  
 ... but we have still expenses to pay !

# The Budget Situation for Year 2018

## Expenses:

R8 Committee Meeting: Accommodation and Social (Athens)	250,00	
R 8 Committee Meeting: Accommodation and Social (Belgrade)	3,50	
R 8 Committee Meeting: Accommodation, Social and Travel (Stockholm)	6,90	260,40
Section Congress: Accommodation, Social and Travel (Sydney)	29,30	
Regional Committee Travel: Athens	40,00	
Regional Committee Travel: Belgrade	-	69,30

- ☐ Region 8 News: Mailing and Production
- ☐ Region 8 Development Fund
- ☐ Student and Young Professional Cong

## OPCOM

Region 8 Director:		
<input type="checkbox"/> Representing Region 8	12,80	
<input type="checkbox"/> Region 8 Vitality Project	-	
<input type="checkbox"/> Ad-hoc committees, appointments and incentives	-	
<input type="checkbox"/> Discretionary fund for activities and Section support	-	12,80
Region 8 Director-Elect:		
<input type="checkbox"/> Representing R8 at Section, Chapter, and Conference activity	5,10	
<input type="checkbox"/> Representing R8 in IEEE Meetings (Board of Directors)	-	
<input type="checkbox"/> Strategic Planning Process	-	5,10
Region 8 Past-Director:		
<input type="checkbox"/> N&A Committee Meetings	10,10	
<input type="checkbox"/> Award and Recognition Committee	-	
<input type="checkbox"/> Section Development	-	10,10

unfortunately all these amount

**are not yet final**

the remaining amounts

are more or less according to budget

**(our director even spent less !!!)**

# The Budget Situation for Year 2018

## Vice Chair for Technical Activities:

<input type="checkbox"/> Technical Activity Sub-Committees Coordination	50,30	
<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"/> Africa Activities	-	
<input type="checkbox"/> Projects and Initiatives	-	50,30

## Vice Chair for Member Activities:

<input type="checkbox"/> Member Activity Sub-Committees Coordination	43,30	
<input type="checkbox"/> Membership Development	-	
<input type="checkbox"/> Professional Activities	-	
<input type="checkbox"/> Women in Engineering	-	
<input type="checkbox"/> Life Members	-	
<input type="checkbox"/> History	-	
<input type="checkbox"/> Young Professionals	-	
<input type="checkbox"/> Projects and Initiatives	-	43,30

## Vice Chair for Student Activities:

<input type="checkbox"/> Student Activity Sub-Committee Coordination	10,50	
<input type="checkbox"/> Student Paper Contest	-	
<input type="checkbox"/> Student Branch Support and Coordination (SAC)	-	
<input type="checkbox"/> Regional Student Representative (RSR)	-	
<input type="checkbox"/> Proje	-	

these amounts as a total

are more or less according to budget

**... but we are in September !!!**

# The Budget Situation for Year 2018

Region 8 Secretary:		
<input type="checkbox"/> Administrative Support to Region 8	-	
<input type="checkbox"/> Secretarial (Committee Registration and Agenda Books)	4,30	
<input type="checkbox"/> Electronic Communications Coordination / Information Management	-	4,30
Region 8 Treasurer:		
<input type="checkbox"/> Audit and Support Charges (incl. SAGE)	30,00	
<input type="checkbox"/> General (Site Inspection for 2013/2014 Committee Meetings)	-	
<input type="checkbox"/> VCF Coordination and Awards	0,90	30,90

these amounts as a total

are more or less according to budget

**... again we are, however, in September only!!!**

# A Proposed Budget for Year 2019

(in case we just take similar numbers as experienced in 2018)

## 2019 Interim Budget Proposal ( \$K U.S.)

Expense Caption	Income	Expense	
		Project	Total
<b>Income:</b>			
Regional Assessment: Membership Dues Element	500,00		
Direct Support: MGA Allocation for Management of the Region	175,00		
Support for Members outside of Sections	-		
Voluntary Contributions: Member Donations	8,00		
Interest Received: Bank Accounts	3,00		
Administration Fees for Conference Technical Co-Sponsorship	-		
To Reserve Account	-	95,00	
<b>Expenses:</b>			
R 8 Committee Meeting: Accommodation and Social (Belgrade)		200,00	
R 8 Committee Meeting: Accommodation and Social (Malta)		200,00	400,00
Regional Committee Travel: Belgrade		55,00	
Regional Committee Travel: Malta		70,00	125,00
□ Region 8 News: Mailing and Production		10,00	10,00
□ Region 8 Development Fund		-	-
□ Student and Young Professional Congress: Region 8 Support		25,00	25,00
OPCOM		45,00	45,00
<b>Region 8 Director:</b>			
□ Representing Region 8		10,00	
□ Region 8 Vitality Project		3,00	
□ Ad-hoc committees, appointments and incentives		5,00	
□ Discretionary fund for activities and Section support		2,00	20,00
<b>Region 8 Director-Elect:</b>			
□ Representing R8 at Section, Chapter, and Conference activity		5,00	
□ Representing R8 in IEEE Meetings (Board of Directors)		-	-
□ Strategic Planning Process		-	5,00

<b>Region 8 Past-Director:</b>			
□ N&A Committee Meetings	3,00		
□ Award and Recognition Committee	3,00		
□ Section Development	4,00		10,00
<b>Vice Chair for Technical Activities:</b>			
□ Technical Activity Sub-Committees Coordination	50,00		
□ R8 Conference Promotion - Africon, Melecon, Eurocon....	-		
□ Chapters (Chair, Coordination meetings with Society support)	-		
□ Standards	-		
□ Educational Activity	-		
□ Industrial Relations Initiatives	-		
□ Projects and Initiatives	-		50,00
<b>Vice Chair for Member Activities:</b>			
□ Member Activity Sub-Committees Coordination	7,00		
□ Membership Development	6,00		
□ Professional Activities	7,00		
□ Women in Engineering	2,00		
□ Life Members	2,00		
□ History	2,00		
□ Young Professionals	8,00		
□ Projects and Initiatives	6,00		40,00
<b>Vice Chair for Student Activities:</b>			
□ Student Activity Sub-Committee Coordination	2,00		
□ Student Paper Contest	7,00		
□ Student Branch Support and Coordination (SAC)	4,00		
□ Regional Student Representative (RSR)	1,00		
□ Projects and Initiatives	1,00		15,00
<b>Region 8 Secretary:</b>			
□ Administrative Support to Region 8	-		
□ Secretarial (Committee Registration and Agenda Books)	5,00		
□ Electronic Communications Coordination / Information Management	-		5,00
<b>Region 8 Treasurer:</b>			
□ Audit and Support Charges (incl. SAGE)	30,00		
□ General (Site Inspection for 2013/2014 Committee Meetings)	-		
□ VCF Coordination and Awards	1,00		31,00
<b>Total of Budget:</b>	781,00	781,00	781,00

**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**

**est. Budget 2018  
\$779:00K**

**prop. Budget 2019  
\$675:00K**

# A Proposed Budget for Year 2019

## 2019 Budget Proposal ( \$K U.S.)

Expense Caption	Income	Expense	
		Project	Total
<b>Income:</b>			
Regional Assessment: Membership Dues Element	500,00		
Direct Support: MGA Allocation for Management of the Region	175,00		
Support for Members outside of Sections	-		
Voluntary Contributions: Member Donations	8,00		
Interest Received: Bank Accounts	3,00		
Administration Fees for Conference Technical Co-Sponsorship	-		
To Reserve Account	11,00		
<b>Expenses:</b>			
R 8 Committee Meeting: Accommodation and Social (Belgrade)		200,00	
R 8 Committee Meeting: Accommodation and Social (Malta)		150,00	350,00
Regional Committee Travel: Belgrade		55,00	
Regional Committee Travel: Malta		60,00	115,00
<input type="checkbox"/> Region 8 News: Mailing and Production		10,00	10,00
<input type="checkbox"/> Region 8 Development Fund		-	-
<input type="checkbox"/> Student and Young Professional Congress: Region 8 Support		15,00	15,00
<b>OPCOM</b>		35,00	35,00
<b>Region 8 Director:</b>			
<input type="checkbox"/> Representing Region 8		10,00	
<input type="checkbox"/> Region 8 Vitality Project		3,00	
<input type="checkbox"/> Ad-hoc committees, appointments and incentives		5,00	
<input type="checkbox"/> Discretionary fund for activities and Section support		2,00	20,00
<b>Region 8 Director-Elect:</b>			
<input type="checkbox"/> Representing R8 at Section, Chapter, and Conference activity		5,00	
<input type="checkbox"/> Representing R8 in IEEE Meetings (Board of Directors)		-	
<input type="checkbox"/> Strategic Planning Process		-	5,00
<b>Region 8 Past-Director:</b>			
<input type="checkbox"/> N&A Committee Meetings			3,00
<input type="checkbox"/> Award and Recognition Committee			3,00
<input type="checkbox"/> Section Development			4,00
<b>Vice Chair for Technical Activities:</b>			
<input type="checkbox"/> Technical Activity Sub-Committees Coordination			40,00
<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			40,00
<b>Vice Chair for Member Activities:</b>			
<input type="checkbox"/> Member Activity Sub-Committees Coordination			5,00
<input type="checkbox"/> Membership Development			5,00
<input type="checkbox"/> Professional Activities			5,00
<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			5,00
<input type="checkbox"/> Projects and Initiatives			4,00
<b>Vice Chair for Student Activities:</b>			
<input type="checkbox"/> Student Activity Sub-Committee Coordination			1,00
<input type="checkbox"/> Student Paper Contest			4,00
<input type="checkbox"/> Student Branch Support and Coordination (SAC)			3,00
<input type="checkbox"/> Regional Student Representative (RSR)			1,00
<input type="checkbox"/> Projects and Initiatives			1,00
<b>Region 8 Secretary:</b>			
<input type="checkbox"/> Administrative Support to Region 8			-
<input type="checkbox"/> Secretarial (Committee Registration and Agenda Books)			5,00
<input type="checkbox"/> Electronic Communications Coordination / Information Management			-
<b>Region 8 Treasurer:</b>			
<input type="checkbox"/> Audit and Support Charges (incl. SAGE)			29,00
<input type="checkbox"/> General (Site Inspection for 2013/2014 Committee Meetings)			-
<input type="checkbox"/> VCF Coordination and Awards			1,00
<b>Total of Budget:</b>	<b>675,00</b>	<b>675,00</b>	<b>675,00</b>

it does not help ...

**we all have to save money**

# Surplus of SYP Congress





SYP Porto made a surplus of 13,078.68  
(sponsorship of 128,314.56)

We should forward that  
to the organizing student branch  
and the next SYP congress

# Issues and Objectives

# Issues

(that was the presentation in 2016 !!!)

-  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

**(that was the presentation in 2016 !!!)**

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!