

Treasurer

Adam Jastrzebski

Goals

- Financial management of the Region 8 activities in accordance with IEEE and good practice requirements.
- Leading R8 Finance Subcommittee (FC).
- Preparation of an annual budget for R8 in co-operation with OpCom and FC.
- Monitoring R8 budgets and providing OpCom with monthly actual vs budget reports.
- Maintaining R8 financial records and making these records available for inspection by FC and auditors.
- Reimbursement of authorised travel and other expenses. Checking that the claims comply with IEEE and R8 policies.
- Operating R8 bank payment system through which reimbursements, contract payments, awards, grants, and advances are being paid.
- Negotiating and managing contracts with hotels, restaurants, etc for the Region 8 major events (e.g. R8 Committee and OpCom Meetings), ensuring that contracts are compliant with IEEE requirements and that reasonable economies are made. *EXPANDED*
- Annual financial reporting in compliance with IEEE regulations.

Status

Current Region 8 financial operations include six main components.

- IEEE CB bank accounts in USA
- NatWest bank accounts in UK
- CONCUR reimbursement system
- Bank payment system to execute transfers of money
- Sage financial system to record transaction records
- Documentation related to transactions

The new CONCUR reimbursement system operates successfully at the Regional level, although some improvements are required and its implementation at the Section level has been delayed. The Treasurer is a member of the "Next Gen Ad Hoc - Concur" IEEE Committee which overlooks these improvements. Partial introduction of Concur for Sections is planned in Q3 2020 now.

Financial records are being kept in the Sage accounting software, with the new accounting codes aligned with the Region 8 budget codes. However, there are newly discovered problems with the multi-currency conversion to our main account's currency - US dollar. We are working with Sage to rectify this. The more recent monthly budget reports to R8 OpCom have been generated using Sage, so they contain some relatively small currency conversion errors, but these errors have little impact on the overall picture.

However, even small errors are not acceptable in the rigorous end-of-year IEEE financial report, so they had to be manually corrected. Despite this extra work, I am pleased to inform that Region 8 has submitted its financial report for year 2019 on time, i.e. by the end of February.

The work on the R8 budget for 2020 has been completed and will be discussed in the Finance Sub-Committee report and in detail at the Meeting. The novelty there is that for the first time, the accruals, i.e. liabilities from the previous year such as unpaid reimbursements or savings for R8 SYP Congress, are carrying on and formally included in the 2020 budget. The old financial documentation from the previous years, which was stored in the paper form by our past Treasurer Brian Harrington, has been securely destroyed now. The more recent documentation is being transferred by Brian in electronic form to the secure cloud storage system. This may take some time.

Like for the previous year, Region 8 has chosen to have its 2019 audit performed by the IEEE Internal Audit, with large savings on the auditing costs.

Apart from strictly financial operations, the Treasurer has also led the contract negotiations and contract management with the hotels, restaurants, tour operators, etc for the R8 Committee meetings in Valencia, Warsaw and Ottawa and for the OpCom meetings in Brussels and Vienna. This has become a very important part of the Treasurer's portfolio of responsibilities and resulted in a substantial cost savings of these meetings. The biggest challenge in the negotiations has been to secure flexibility in the delivery of the service due to uncertainties, with no or minimal penalty. The uncertainties included for example no-show for the pre-booked hotel room because of visa refusal or cancellation due to COVID-19 illness or travel restrictions.

Outlook

The work on setting up of an efficient Sage accounting system with budgeting capabilities (previously unavailable) has been completed, albeit with some money conversion problems mentioned above still to be resolved.

The 2020 R8 Budget has been increased due to Section Congress, R8 SYP Congress and investment in the financial co-sponsorship of the Region flagship conferences. The central Reserve Fund for special projects has also been created. It is expected that these investments will pay-off in the future and will more than balance currently decreasing income from Regional Assessment. The 2020 budget does not anymore require the use of our Long Term Investment savings.

It is expected that Concur claim reimbursement system will become even more widely adopted. Regional Treasurer is expected to become a local point of support in using Concur. On one hand it will add another load but at the same time, it will reduce the number of transactions the Treasurer has to key-in manually.

Points of Concern

The main point of concern in the previous several years was that Region 8 was spending more than its income was. The 2018 R8 financial report had substantially underestimated already high budget deficit by not including payments which have arisen and should have been paid in that year.

However, in 2019 Region 8 spent less than it was planned. Some activities have not taken place or have been delayed. Many reimbursements have not been claimed to-date. Another point of concern is that the actual Region 8 Assessment (Membership Dues Element) is decreasing.

Regarding Concur, a still unresolved issue is a lack of a link with the Treasurer accounting system.

Please include financial position (Treasurer)

Region 8 is in a very good financial position in comparison with the previous years. Our total assets at the end of 2019 were \$1,429,032 while a year earlier they were \$1,071,562. This has been to large extend due a very good performance of the Long Term Investment which grew from \$767,425 to \$898,223, but also because of savings we have made towards 2020 activities and some budget underspent.

An up-to-date detailed budget report for Region 8 is attached to this report and will be presented at the Meeting.

2019 IEEE REGION 8 BUDGET Approved by R8 Committee on 17/03/2018 Updated R8 OpCom 24/04/2019				Budget Report 2019 21/03/2020		
Code	Income:	Income	Expense	Spent	Balance	Notes / % spent
		Actual 2019	Planned 2019	21/03/2020 Based on actual bank records Exchange rates as of 31/12/2019		
10	<input type="checkbox"/> Balance Carried Forward from Previous Year					
11	<input type="checkbox"/> Regional Assessment gross: Membership Dues Element	\$515,376				Gross- without card charges for payments
12	<input type="checkbox"/> Rebate: MGA Allocation for Management of the Region	\$175,236				
13	<input type="checkbox"/> Interest Received: Bank Accounts	\$4,617				
14	<input type="checkbox"/> From Conference Co-Sponsorship	\$603				Surplus from EuroCon
21	<input type="checkbox"/> Voluntary Contributions: Member Donations <1105>	\$12,572				
23	<input type="checkbox"/> Support from Organisations <1205>-<1300>	\$37,585				All support, incl grants
41	<input type="checkbox"/> Dividends form IEEE Investment account <3500>	\$16,666				
42	<input type="checkbox"/> Unrealised Gain/(Loss) on Investment account <3620>	\$114,047				
	Expenses:					
100	Committee General		\$470,500	\$367,275	\$103,225	78%
101	<input type="checkbox"/> R 8 Committee Meeting Spring: Accommodation and Social		\$110,000	\$114,416	-\$4,416	Positive balance with the Malta Gov grant
102	<input type="checkbox"/> R 8 Committee Meeting Spring: Travel		\$90,000	\$71,609	\$18,391	91 claims processed out of 112
103	<input type="checkbox"/> R 8 Committee Meeting Autumn: Accommodation and Social		\$104,000	\$92,943	\$11,057	
104	<input type="checkbox"/> R 8 Committee Meeting Autumn: Travel		\$65,000	\$44,522	\$20,478	
105	<input type="checkbox"/> R 8 OpCom Meetings		\$24,000	\$19,438	\$4,562	
106	<input type="checkbox"/> Region 8 News: Mailing and Production		\$35,000	\$0	\$35,000	
108	<input type="checkbox"/> Student and Young Professional Congress: Region 8 Support		\$25,000	\$0	\$25,000	
109	<input type="checkbox"/> VCF Awards		\$10,000	\$2,171	\$7,829	
110	<input type="checkbox"/> Banking Charges		\$7,500	\$21,003	-\$13,503	Card charges for dues payments included
119	<input type="checkbox"/> Other		\$0	\$323	-\$323	
120	<input type="checkbox"/> Exchange rate adjustments		\$0	\$851	-\$851	
200	Region 8 Director:		\$35,000	\$4,399	\$30,601	13%
201	<input type="checkbox"/> Representing Region 8		\$10,000	\$4,399	\$5,601	
202	<input type="checkbox"/> Region 8 Vitality Project		\$3,000		\$3,000	
203	<input type="checkbox"/> Ad-hoc committees, appointments and incentives (incl. Africa Council)		\$15,000		\$15,000	
204	<input type="checkbox"/> Discretionary fund for activities and Section support		\$7,000		\$7,000	
300	Region 8 Director-Elect:		\$10,000	\$1,471	\$8,529	15%
301	<input type="checkbox"/> Representing R8 at Section, Chapter, and Conference activity		\$5,000		\$5,000	
302	<input type="checkbox"/> Representing R8 in IEEE Meetings (Board of Directors)		\$5,000	\$1,471	\$3,529	
400	Region 8 Past-Director:		\$10,000	\$4,883	\$5,117	49%

401	☐ Nominations and Appointments Committee		\$3,000		\$3,000	
402	☐ Award and Recognition Committee		\$3,000	\$3,959	-\$959	
403	☐ Section Development		\$4,000		\$4,000	
490	☐ Other			\$924		
500	Vice Chair for Technical Activities:		\$66,000	\$29,415	\$36,585	45%
501	☐ Technical Activity Sub-Committees Coordination		\$8,000	\$3,743	\$4,257	
502	☐ R8 Conference Committee		\$15,000	\$5,696	\$9,304	
503	☐ Chapters Coordination		\$10,000	\$3,732	\$6,268	Vilnius: 50% share with MD
504	☐ Professional and Educational Activities		\$13,500	\$4,960	\$8,540	
505	☐ Standards Coordinator		\$3,000		\$3,000	
506	☐ Action for Industry		\$13,000	\$10,172	\$2,828	\$7k support received from AHCA and IEC
507	☐ Projects and Initiatives		\$3,500	\$1,114	\$2,386	
600	Vice Chair for Member Activities:		\$66,000	\$35,759	\$30,241	54%
601	☐ Member Activity Sub-Committees Coordination		\$9,000	\$2,025	\$6,975	
602	☐ Membership Development		\$16,000	\$5,417	\$10,583	Vilnius: 50% share with CC
603	☐ Publications & Communications		\$5,000	\$468	\$4,532	
604	☐ Women in Engineering		\$9,000	\$10,586	-\$1,586	
605	☐ Life Members		\$5,000	\$4,654	\$346	
606	☐ History Activities		\$4,000	\$756	\$3,244	
607	☐ Young Professionals		\$12,000	\$11,852	\$148	\$2k reimbursement for YP at EuMW
608	☐ Humanitarian Activities		\$6,000		\$6,000	
700	Vice Chair for Student Activities:		\$34,000	\$31,733	\$2,267	93%
701	☐ Student Activities Coordination (SAC)		\$2,000	\$3,097	-\$1,097	
702	☐ Student and Young Professional Coordination (SAC)		\$19,000	\$11,332	\$7,668	
703	☐ Student Paper Contest		\$7,000	\$8,759	-\$1,759	
704	☐ Student Branch Support and Coordination (SAC)		\$4,000	\$4,652	-\$652	
705	☐ Regional Student Representative (RSR)		\$1,000	\$3,892	-\$2,892	
706	☐ Projects and Initiatives		\$1,000		\$1,000	
800	Region 8 Secretary:		\$7,000	\$2,445	\$4,555	35%
801	☐ Administrative Support to Region 8		\$0	\$594	-\$594	
802	☐ Secretarial (Committee Registration and Agenda Books)		\$5,000		\$5,000	
803	☐ Electronic Communications Coordination / Information Management		\$2,000	\$1,851	\$149	
890	☐ Other					
900	Region 8 Treasurer:		\$29,000	\$9,317	\$19,683	32%
901	☐ Audit and Accounting		\$23,000	\$3,882	\$19,118	
902	☐ Office and Software Charges		\$5,000	\$3,786	\$1,214	
904	☐ VCF Coordination		\$1,000	\$0	\$1,000	
990	☐ Other			\$1,650	-\$1,650	
1000	Expenses from Previous Year Budget:		\$0	\$37,939	-\$37,939	
1100	☐ Committee General			\$13,991	-\$13,991	\$2.7k received in support
1200	☐ Region 8 Director					
1300	☐ Region 8 Director-Elect					
1400	☐ Region 8 Past-Director					
1500	☐ Technical Activities					
1600	☐ Member Activities			\$8,671	-\$8,671	
1700	☐ Student Activities			\$800	-\$800	
1800	☐ Secretary					
1900	☐ Treasurer			\$14,477	-\$14,477	
	TOTAL	\$876,702	\$727,500	\$524,635	\$202,865	Budget forecast
	TOTAL DISPOSABLE INCOME	\$745,990				1. Malta meeting overall positive balance when including Malta Government grant €6.9k + hotel vouchers for €2.1k
						2. Late 2018 budget expenses of about \$38k, nett \$35k => reduced liquid assets (cash)
						3. Only 72% of the budget spent
						4. Some remaining budgets in blue are transferred as accruals to 2020.
				Accruals	\$192,525	

2020 IEEE REGION 8 BUDGET PROPOSAL Revised by Adam Jastrzebski						Draft v 3.1		
Budget Code	Income:	Income		Expense		Proposed	Increase	Notes
		Actual 2019	Expected Available 2020	Budget 2019	Spent 2019			
10	<input type="checkbox"/> Balance Carried Forward from Previous Year		\$192,525					Accruals from 2019 (reimbursements, SYP Congress, etc)
11	<input type="checkbox"/> Regional Assessment: Membership Dues Element	\$515,376	\$515,376				\$0	
12	<input type="checkbox"/> Rebate: MGA Allocation for Management of the Region	\$175,236	\$177,000				\$1,764	
13	<input type="checkbox"/> Interest Received: Bank Accounts	\$4,617	\$4,600					Estimated
14	<input type="checkbox"/> From Conference Co-Sponsorship	\$603	\$1,200					
21	<input type="checkbox"/> Voluntary Contributions: Member Donations <1105>	\$12,572	\$10,000					Net funds available \$62,265 - no need for restrictions
23	<input type="checkbox"/> Support from Organisations <1205>+<1300>	\$22,585	\$20,000					Various donations - usually towards specific activities
24	<input type="checkbox"/> Support for Projects	\$15,000	\$15,500					IEEE Foundation Grant - Entrepreneurship Project, #609
41	<input type="checkbox"/> Dividends form IEEE Investment account <3500>							
42	<input type="checkbox"/> Unrealised Gain/(Loss) on Investment account <3620>							
	TOTAL INCOME	\$745,990	\$936,202					
	Expenses:							
100	Committee General			\$470,500	\$367,275	\$603,565	\$133,065	
101	<input type="checkbox"/> R 8 Committee Meeting Spring: Accommodation and Social			\$110,000	\$114,416	\$100,000	-\$10,000	Cancelled, deposits to be recovered
102	<input type="checkbox"/> R 8 Committee Meeting Spring: Travel			\$90,000	\$71,609	\$90,000	\$0	Cancelled, but some claims expected
103	<input type="checkbox"/> R 8 Committee Meeting Fall (before Sec Congr: Accommodation and Social)			\$104,000	\$92,943	\$110,000	\$6,000	Full meeting (120 people) before Section Congress
104	<input type="checkbox"/> R 8 Committee Meeting Sec Congr: Travel			\$65,000	\$44,522	\$80,000	\$15,000	Flights for Cttee only (not Section Chairs)
105	<input type="checkbox"/> R 8 OpCom Meetings			\$24,000	\$19,438	\$24,000	\$0	
106	<input type="checkbox"/> Region 8 News: Mailing and Production			\$35,000	\$0	\$13,000	-\$22,000	35k Transferred from 2019
108	<input type="checkbox"/> Student and Young Professional Congress: Region 8 Support			\$25,000	\$0	\$60,000	\$35,000	25k transferred from 2019
109	<input type="checkbox"/> VCF Awards			\$10,000	\$2,171	\$7,300	-\$2,700	
110	<input type="checkbox"/> Banking and Card Charges			\$7,500	\$21,003	\$21,000	\$13,500	
113	<input type="checkbox"/> Section Congress					\$65,000	\$65,000	Attendance of extended Cttee at Section Congress
114	<input type="checkbox"/> Reserve Fund					\$33,265	\$33,265	New
119	<input type="checkbox"/> Other				\$323			
120	<input type="checkbox"/> Exchange rate adjustments				\$851			
200	Region 8 Director:			\$35,000	\$4,399	\$35,000	\$0	
201	<input type="checkbox"/> Representing Region 8			\$10,000	\$4,399	\$10,000	\$0	
202	<input type="checkbox"/> Region 8 Vitality Project			\$3,000		\$3,000	\$0	
203	<input type="checkbox"/> Ad-hoc committees, appointments and incentives (incl. Africa Council)			\$15,000		\$15,000	\$0	
204	<input type="checkbox"/> Discretionary fund for activities and Section support			\$7,000		\$7,000	\$0	
300	Region 8 Director-Elect:			\$10,000	\$1,471	\$10,000	\$0	
301	<input type="checkbox"/> Representing R8 at Section, Chapter, and Conference activity			\$5,000		\$5,000	\$0	
302	<input type="checkbox"/> Representing R8 in IEEE Meetings (Board of Directors)			\$5,000	\$1,471	\$5,000	\$0	
400	Region 8 Past-Director:			\$10,000	\$4,883	\$10,000	\$0	
401	<input type="checkbox"/> Nominations and Appointments Committee			\$3,000		\$3,000	\$0	
402	<input type="checkbox"/> Award and Recognition Committee			\$3,000	\$3,959	\$3,000	\$0	
403	<input type="checkbox"/> Section Development			\$4,000		\$4,000	\$0	
490	<input type="checkbox"/> Other				\$924		\$0	
500	Vice Chair for Technical Activities:			\$66,000	\$29,415	\$72,500	\$6,500	
501	<input type="checkbox"/> Technical Activity Sub-Committees Coordination			\$8,000	\$3,743	\$5,000	-\$3,000	
502	<input type="checkbox"/> R8 Conference Committee			\$5,000	\$5,696	\$5,000	\$0	
503	<input type="checkbox"/> Chapters Coordination			\$10,000	\$3,732	\$10,000	\$0	To attend societies training - optional
504	<input type="checkbox"/> Professional and Educational Activities			\$13,500	\$4,960	\$13,500	\$0	
505	<input type="checkbox"/> Standards Coordinator			\$3,000		\$5,000	\$2,000	Improvements, speaker programme
506	<input type="checkbox"/> Action For Industry			\$13,000	\$10,172	\$13,000	\$0	
507	<input type="checkbox"/> Projects and Initiatives			\$3,500	\$1,114	\$0	-\$3,500	Moved to central budget
508	<input type="checkbox"/> FCS Conferences Seed Funds			\$10,000		\$21,000	\$11,000	2*55k for existing + 54k for IHTC 2020 + 12k for IHTC 2021
590	<input type="checkbox"/> Other					\$0	\$0	
600	Vice Chair for Member Activities:			\$66,000	\$35,759	\$89,700	\$23,700	
601	<input type="checkbox"/> Member Activity Sub-Committees Coordination			\$9,000	\$2,025	\$8,000	-\$1,000	
602	<input type="checkbox"/> Membership Development			\$16,000	\$5,417	\$15,000	-\$1,000	
603	<input type="checkbox"/> Publications & Communications			\$5,000	\$468	\$4,000	-\$1,000	
604	<input type="checkbox"/> Women in Engineering			\$9,000	\$10,586	\$11,500	\$2,500	
605	<input type="checkbox"/> Life Members			\$5,000	\$4,654	\$2,000	-\$3,000	
606	<input type="checkbox"/> History Activities			\$4,000	\$756	\$5,000	-\$1,000	
607	<input type="checkbox"/> Young Professionals			\$12,000	\$11,852	\$12,000	\$0	
608	<input type="checkbox"/> Humanitarian Activities			\$6,000		\$3,700	-\$2,300	
609	<input type="checkbox"/> Projects and Initiatives - Entrepreneurship Project			\$0		\$30,500	\$30,500	IEEE Foundation Grant - Entrepreneurship Project
700	Vice Chair for Student Activities:			\$34,000	\$31,733	\$37,100	\$3,100	
701	<input type="checkbox"/> Student Awards			\$0	\$3097.13	\$600	\$600	
702	<input type="checkbox"/> Student and Young Professional Coordination (SAC)			\$19,000	\$11,332	\$19,000	\$0	
703	<input type="checkbox"/> Student Paper Contest			\$7,000	\$8,759	\$8,500	\$1,500	
704	<input type="checkbox"/> Student Activities & Branch Support Coordination (SAC)			\$6,000	\$4,652	\$6,000	\$0	
705	<input type="checkbox"/> Regional Student Representative (RSR)			\$1,000	\$3,892	\$3,000	\$2,000	
706	<input type="checkbox"/> Projects and Initiatives			\$1,000		\$0	-\$1,000	Moved to central budget
800	Region 8 Secretary:			\$7,000	\$2,445	\$6,500	-\$500	
801	<input type="checkbox"/> Administrative Support to Region 8			\$0	\$594	\$1,000	\$1,000	
802	<input type="checkbox"/> Secretarial (Committee Registration and Agenda Books)			\$5,000		\$5,000	\$0	
803	<input type="checkbox"/> Electronic Communications Coordination / Information Management			\$2,000	\$1,851	\$500	-\$1,500	
890	<input type="checkbox"/> Other					\$0	\$0	
900	Region 8 Treasurer:			\$29,000	\$9,317	\$18,000	-\$11,000	
901	<input type="checkbox"/> Audit and Accounting			\$23,000	\$3,882	\$10,000	-\$13,000	
902	<input type="checkbox"/> Office and Software Charges			\$5,000	\$3,786	\$5,000	\$0	
903	<input type="checkbox"/> VCF Coordination			\$1,000	\$0	\$1,000	\$0	
904	<input type="checkbox"/> Treasurer Support to Region 8					\$2,000	\$2,000	
909	<input type="checkbox"/> Other				\$1,650		\$0	
1000	Expenses from Previous Year Budget:			\$0	\$37,939	\$53,837	\$53,837	
1100	<input type="checkbox"/> Committee General				\$13,991	\$39,236	\$39,236	Reimbursements for Valencia, Malta
1200	<input type="checkbox"/> Region 8 Director					\$5,601	\$5,601	Director's claims 2019
1300	<input type="checkbox"/> Region 8 Director-Elect					\$0	\$0	
1400	<input type="checkbox"/> Region 8 Past-Director					\$0	\$0	
1500	<input type="checkbox"/> Technical Activities					\$2,000	\$2,000	Reimbursements
1600	<input type="checkbox"/> Member Activities				\$8,671	\$2,000	\$2,000	Reimbursements
1700	<input type="checkbox"/> Student Activities				\$800	\$5,000	\$5,000	MSYP support; Reimbursements for other SYPs
1800	<input type="checkbox"/> Secretary					\$0	\$0	
1900	<input type="checkbox"/> Treasurer				\$14,477		\$0	
	TOTAL	\$745,990	\$936,202	\$727,500	\$524,636	\$936,202	\$208,702	\$0