

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.
- 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. The Treasurer is a member of the "NextGen Ad Hoc - Concur" IEEE Committee which overlooks these improvements. Financial records are being kept in the Sage accounting software. The codes have been updated now, so the R8 budget codes are exactly the same as the Sage nominal accounting codes. In most cases a 0 (zero) has been simply added at the end of the old budget code, e.g. old code 703 is now 7030. That enabled fully automatic generation of the Region 8 budget report directly from the Sage accounting system, without any manual manipulation. The current budget report generated in that way is attached. Therefore, the work on setting up of an efficient Sage accounting system with automatic budgeting capabilities (previously unavailable) has been fully completed now.

There were no problems with IEEE Internal Audit, which was successfully completed at the end of April. One of the actions which we need to follow from now on is to include a proportion of revenues and expenses of financially cosponsored conferences in the Region's accounts. These can be summary figures, so the complications in accounting is small.

Apart from strictly financial operations, the Treasurer was also involved in the preparation and running of the successful v-SYP Congress 2020. He licensed and managed virtual Crowdcast platform for the Congress.

Also, the Treasurer had negotiated the contract with the hotel and managed the OpCom meeting in Madeira in October 2020.

Outlook

IEEE Financial System is changing - it is called IEEE NextGen Project. The implementation of the new system is planned for 2021-22. The existing Concentration Banking (CB) system is going to be replaced. Hopefully, the changes will help in the managing and operation of the Region 8 finances, e.g. will include direct control of payments through CB account. There will also be better information flow between Concur system and CB statements. Perhaps, it will also be possible to integrate local accounting systems with IEEE financial system, simplifying reporting. The Treasurer was championing that latter point in his discussions with the NextGen Project team.

However, any large changes of this kind also create a lot of challenges. New systems and tools need to be learned. There may be some implementation errors, delays and interruptions to CB and Concur services. Fortunately, current Region 8 financial system, with our local bank accounts and traditional spreadsheet claims, is quite resilient to those risks.

As the result of Covid-19 uncertainties, the budget planning for 2021 will have to be far more flexible. It will be impossible to assign specific costs to those activities for which format will not be known in advance, e.g. if in person, virtual or hybrid. Therefore, it will be sensible to have unused budget resources redistributed in regular intervals (e.g. quarterly) or transferred to the common "Projects and Initiatives Reserve Fund".

Points of Concern

The Covid-19 pandemic has very strong negative effect on Region 8 activities. Membership numbers have declined and will continue to do so in 2021. There is a high probability of a long-term economic depression that will follow. There will be a reduction in our membership and therefore in our income in future years. Region 8 financial operations are practically dependent on only one person - the Treasurer. This is a high-risk situation, in particular in the current pandemic period. The role and the composition of the Finance Subcommittee needs to be reconsidered in order to mitigate that risk, spread the Treasurer workload, and secure future smooth transition.

Please include financial position (Treasurer)

The reduced income from the Regional Assessment and other sources by 5.3% was more than compensated by the reduced spending due to cancelling of many events or moving them to virtual platforms. Our total expenses to-date are only 18.4% of the budget or 19.5% of the actual income in 2020. The detailed budget report in USD is attached. The year-end projection is that the budget surplus will be about \$686k, i.e. underspent by about 79%. We secured with IEEE that all this budget surplus can be transferred to the Region 8 2021 budget (a normal limit is 50%), which will put us in a good position to finance our activities in 2021 despite reduced income. Our balance sheet is in a very good shape. We currently have \$1,054,683 in our bank accounts and \$860,317 in Long Term Investment Fund reserves.

region 8 IEEE		BUDGET REPORT							
		Treasurer		24/10/2020					
		Adam Jastrzebski							
Category	Sub Category	Nominal Code	Actual (\$)	Budget (\$)	Variance				
Income	Income	0100 - Income: Balance carried forward from previous year	\$192,525	\$192,525	-				
		0110 - Income: Regional Assessment: Membership Dues Element	\$480,142	\$515,376	(35,234)				
		0120 - Income: Rebate: MGA Allocation for Management of the Region	\$176,909	\$177,000	(91)				
		0130 - Income: Interest received: Bank accounts	\$3,660	\$4,600	(940)				
		0140 - Income: From Conference Co-sponsorship	\$1,506	\$1,200	306				
		0210 - Income: Voluntary Contributions: Member Donations <1105>	\$2,572	\$10,000	(7,428)				
		0230 - Income: Support from Organisations <1205>+<1300>	\$6,413	\$20,000	(13,587)				
		0240 - Income: Support for Projects	\$22,400	\$15,500	6,900				
		Budget Income Total			\$886,127	\$936,201	(50,074)		
		Expenses	1000 Committee general	1010 - Committee Meeting Spring: Accomodation & Social: R8	(\$80,860)	(\$100,000)	19,140		
1020 - Committee Meeting Spring: Travel: R8	(\$9,912)			(\$90,000)	80,088				
1030 - R8 Committee Meeting Fall	(\$753)			(\$110,000)	109,247				
1040 - R8 Committee Meeting Sec Congr: Travel	(\$620)			(\$80,000)	79,380				
1050 - OpCom Meetings: R8	(\$11,667)			(\$24,000)	12,333				
1060 - News: Mailing and Production: R8	-			(\$13,000)	13,000				
1080 - Student & Young Professional Congress: R8 Support	(\$2,252)			(\$60,000)	57,748				
1090 - VCF Awards	-			(\$7,300)	7,300				
1100 - Banking and card charges	-			(\$21,000)	21,000				
1101 - Bank charges (trans chgs on NW a/c)	(\$1,189)			-	(1,189)				
1102 - Bank charges (trans chgs on CB a/c)	(\$141)			-	(141)				
1103 - Card charges dues	(\$13,541)			-	(13,541)				
1130 - Section Congress	-			(\$65,000)	65,000				
1137 - Intermediary	\$658			-	658				
1140 - Reserve fund	(\$3,861)			(\$33,265)	29,404				
1000 Committee general Total				(\$124,139)	(\$603,565)	479,426			
2000 Region 8 Director				2010 - Representing Region 8	(\$2,688)	(\$10,000)	7,312		
				2020 - Vitality Project : R8	-	(\$3,000)	3,000		
				2030 - Ad-hoc committees, appointments and incentives (inc Africa)	-	(\$15,000)	15,000		
				2040 - Discretionary fn for activities and section support	-	(\$7,000)	7,000		
				200 Region 8 Director Total			(\$2,688)	(\$35,000)	32,312
3000 Region 8 Director-Elect				3010 - Representing R8 at Section, Chapter & Conference activity	(\$189)	(\$5,000)	4,811		
				3020 - Representing R8 in IEEE Meetings (Board of Directors)	(\$573)	(\$5,000)	4,427		
				3000 Region 8 Director-Elect Total			(\$762)	(\$10,000)	9,238
4000 Region 8 Past-Director				4010 - Nomination & Appointments Committee	(\$736)	(\$3,000)	2,264		
				4020 - Award & Recognition Committee	(\$560)	(\$3,000)	2,440		
				4030 - Section Development	-	(\$4,000)	4,000		
				4000 Region 8 Past-Director Total			(\$1,296)	(\$10,000)	8,704
5000 Vice Chair for Technical Activities				5010 - Technical Activity Sub-Committees Coordination	-	(\$5,000)	5,000		
				5020 - Conference Committee: R8	-	(\$5,000)	5,000		
				5030 - Chapters Coordination	(\$301)	(\$10,000)	9,699		
				5040 - Professional & Educational Activities	(\$1,525)	(\$13,500)	11,975		
				5050 - Standards Coordinator	(\$567)	(\$5,000)	4,433		
				5060 - Action for Industry	(\$2,008)	(\$13,000)	10,992		
				5080 - FCS Conference Seed Funds	-	(\$21,000)	21,000		
				500 Vice Chair for Technical Activities Total			(\$4,401)	(\$72,500)	68,099
6000 Vice Chair for Member Activities				6010 - Member Activity Sub-Committees Coordination	-	(\$8,000)	8,000		
				6020 - Membership Development	-	(\$15,000)	15,000		
				6030 - Publications & Communications	(\$2,326)	(\$4,000)	1,674		
				6040 - Women in Engineering	-	(\$11,500)	11,500		
				6050 - Life Members	-	(\$2,000)	2,000		
				6060 - History Activities	-	(\$3,000)	3,000		
				6070 - Young Professionals	\$1,221	(\$12,000)	13,221		
				6080 - Humanitarian Activities	(\$1,089)	(\$3,700)	2,611		
				6090 - Projects & Initiatives - Entrepreneurship Project	(\$2,605)	(\$30,500)	27,895		
				6000 Vice Chair for Member Activities Total			(\$4,799)	(\$89,700)	84,901
7000 Vice Chair for Student Activities				7010 - Student Awards	-	(\$600)	600		
				7020 - Student & Young Professional Coordination (SAC)	(\$3,874)	(\$19,000)	15,126		
				7030 - Student Paper Contest	(\$1,781)	(\$8,500)	6,719		
				7040 - Student Activities & Branch Support Coordination (SAC)	-	(\$6,000)	6,000		
				7050 - Regional Student Representative (RSR)	-	(\$3,000)	3,000		
				7000 Vice Chair for Student Activities Total			(\$5,655)	(\$37,100)	31,445
8000 Region 8 Secretary				8010 - Administrative Support to R8	-	(\$1,000)	1,000		
				8020 - Secretarial (Committee Registration and Agenda Books)	-	(\$5,000)	5,000		
				8030 - Electronic Communications Coordination / Information mgmnt	(\$1,807)	(\$500)	(1,307)		
				8000 Region 8 Secretary Total			(\$1,807)	(\$6,500)	4,693
9000 Region 8 Treasurer				9010 - Audit & Accounting	(\$2,352)	(\$10,000)	7,648		
				9020 - Office & Software Charges	(\$4,354)	(\$5,000)	646		
				9030 - VCF Coordination	-	(\$1,000)	1,000		
				9040 - Treasurer support to Region 8	-	(\$2,000)	2,000		
				9000 Region 8 Treasurer Total			(\$6,706)	(\$18,000)	11,294
9100 Expenses from previous year budget				9100 - Committee General (Exp from Prev yrs budget)	-	(\$39,236)	39,236		
				9102 - Prev yrs budget: Comm gen: R8 comm mtg: Spring travel	(\$1,024)	-	(1,024)		
				9104 - Prev yrs budget: Comm Gen : R8 comm mtg Autumn: Travel	(\$6,425)	-	(6,425)		
				9108 - Prev yrs budget : Comm Gen : R8 supp Student congress	\$2,500	-	2,500		
				9137 - Prev yrs: Intermediary transactions	(\$5,004)	-	(5,004)		
				9200 - Region 8 Director (Expenses from prev yr budget)	-	(\$5,601)	5,601		
				9402 - Prev yrs budget: award and recognition cttee	(\$129)	-	(129)		
				9500 - Technical Activities (Expenses from prev yr budget)	-	(\$2,000)	2,000		
				9504 - Prev yr: Professional and education activities	(\$1,183)	-	(1,183)		
				9506 - Prev yrs budget: action for industry	(\$2,927)	-	(2,927)		
				9600 - Member Activities (Expenses from prev yr budget)	-	(\$2,000)	2,000		
				9603 - Prev yrs budget: Publications and communications	(\$1,407)	-	(1,407)		
				9604 - Prev yrs budget: Women in engineering	\$187	-	187		
				9605 - Prev yrs budget: Life members	(\$780)	-	(780)		
				9607 - Prev yrs budget: Young professionals	(\$718)	-	(718)		
				9702 - Prev yrs budget: student and yp coordination (SAC)	(\$3,543)	-	(3,543)		
				9703 - Prev yrs budget: VC stud Act: Student paper contest	-	(\$5,000)	5,000		
				9100 Expenses from previous year budget Total			(\$20,454)	(\$53,837)	33,383
				Budget Expenses Total			(\$172,706)	(\$936,202)	763,496