

# Treasurer and Financial Report

*Adam Jastrzebski  
Region 8 Treasurer  
120<sup>th</sup> R8 Committee Meeting March 2023*



# Summary of recent activities - 1

(for more details see the written report)

- An avalanche of last-minute end of year payments
- Usual Concur and other payments
- Event contracts
- Successful submission of the 2022 Financial report
- Preparation of the 120<sup>th</sup> R8C meeting in Bucharest
- Planning for the 121<sup>st</sup> R8C and SC meeting in Ottawa
- Budget 2023 planning and coordination
- Updating R8 and NextGen setups and banks signatories
- Working in IEEE AdHoc on NextGen Volunteer Adoption

## Summary of recent activities - 2

- Working with Assistant Treasurer, Andreas Koltes on the spreadsheet-based budget reporting tool – completed!
- Assistant Treasurer, Andreas Koltes has successfully managed R8 Sections Financial Reporting process
- Assistant Treasurer, Pascal Lorenz has worked with R8 Conference Committee on financial approval of some R8 flagship conferences
- Assistant Treasurer, Pascal Lorenz has coordinated the airfare selection process for 120th R8C Meeting attendees

## Adhoc Committee on Alternate Membership Payments

- Chaired by Nadine Abbas (see the report)
- The main goal is to identify payment constraints across our Region and find alternative payment methods
- The Committee had two virtual meetings
- The work in progress on creating the questionnaire to be sent to members in our Region to identify the issues and potential solutions

# Region 8 Budget Coding Structure - 1

- Code structure: **GC<sub>1</sub>C<sub>2</sub>C<sub>3</sub>**, where C<sub>3</sub> is usually zero
- R8 Budget groups:
  - Group G = 0 is for the Income codes,
  - Group G= 1 is for the Committee General Expenses,
  - Groups G = 2, 3 or 4 are for Directors' Expenses,
  - Groups G = 5, 6 or 7 are for the TA, MA and SA Expenses, respectively,
  - Group G = 8 is for Secretary Expenses,
  - Group G = 9 for codes < 9100 is for Treasurer Expenses,
  - Group G = 9 for codes >= 9100 is for accrual Expenses (previous year expenses)

# Region 8 Budget Coding Structure - 2

- Examples:
  - 1020 - R8 Committee Meeting Spring: Travel
  - 7030 - Student Paper Contest
- Accrual expenses (from last year) general form **9GC1C2** but for groups 2-9 there is only one accrual code for the whole group, i.e. **9G00**. For example:
  - 9700 - Prev yr: R8 Student Activities

# Concur and NextGen Coding for R8

- From the current year budget, the codes are **9.G.GC<sub>1</sub>C<sub>2</sub>** (C<sub>3</sub> is usually 0, so it is not needed).

For example: 9.07.703 corresponds in R8 budget to code 7030

- From the previous year budget, the codes are **9.10.GC<sub>1</sub>C<sub>2</sub>**

For example: 9.10.700 corresponds to R8 budget code 9700

- Once the NextGen is upgraded to the new system and settled, we shall adopt NextGen coding
- To claim the expenses from this meeting, please use the Concur ERP4 code **9.01.102**

# 2022 IEEE R8 Budget Report – Revenue Summary

Income Nominal Code	Actual (\$) 31/12/2022	Budget (\$) 2022
0100 - Income: Balance/savings carried forward from previous year	698,004	698,004
0110 - Income: Regional Assessment: Membership Dues Element	489,941	482,493
0120 - Income: Rebate: MGA Allocation for Region Management	175,651	175,721
0130 - Income: Interest received: Bank accounts	6,452	4,112
0140 - Income: From Conference Co-sponsorship	16,490	12,995
0180 - Income: R8 SYP Registrations, Sponsorship	53,639	
0190 - Income: Other (*)	44,977	0
0210 - Income: Voluntary Contributions: Member Donations (**)	94,001	11,428
0220 - Income: Support for Members outside of Sections	0	0
0230 - Income: Support from Organisations	1,992	0
0240 - Income: Support for Projects	3,706	0
0700 - Income: R8 as Intermediary	9,300	0
<b>Income Total</b>	<b>1,594,153</b>	<b>1,384,753</b>

(\*) One-off transfer of \$44,977 from Assessment to CB account

(\*\*) Includes \$82,573 one-off transfer from Donations to CB account



# 2022 IEEE R8 Budget Report – Expenses Summary

Expenses Nominal Code	Actual (\$)	Budget (\$)
1000 Committee general Total	-623,642	837,660
2000 Region 8 Director Total	-37,478	75,500
3000 Region 8 Director-Elect Total	-1477.21	8,000
4000 Region 8 Past-Director Total	-10,874	8,000
5000 Vice Chair for Technical Activities Total	-73,961	147,620
6000 Vice Chair for Member Activities Total	-37,883	133,950
7000 Vice Chair for Student Activities Total	-43,426	83,250
8000 Region 8 Secretary Total	-2,162	8,700
9000 Region 8 Treasurer Total	-8,609	14,560
9100 Expenses from previous year Total	-18,604	62,000
<b>Budget Expenses Total</b>	<b>-858,117</b>	<b>1,379,240</b>
<b>Balance: Income-Expenses</b>	<b>\$736,036</b>	<b>\$521,123</b>

62%

## 2022 IEEE R8 Budget - comments

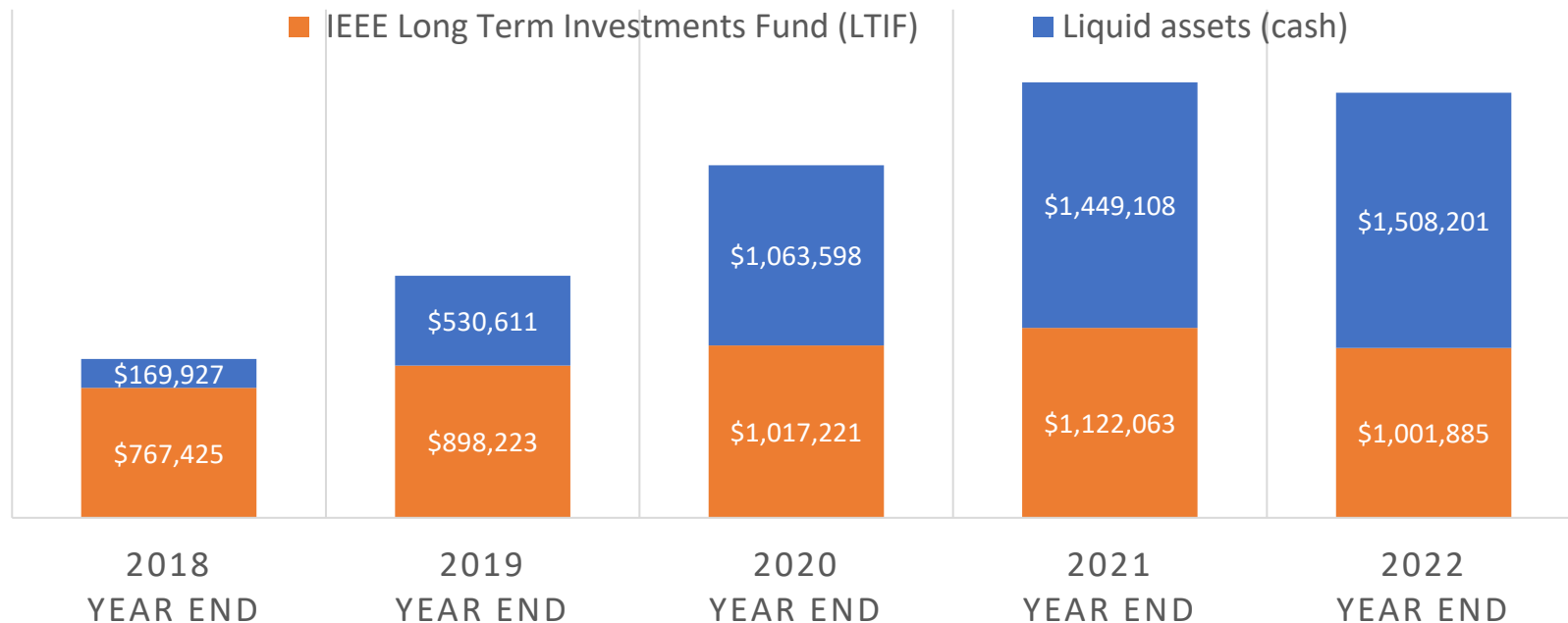
- Larger Revenue than anticipated, but not real Income.  
*(Funds from Assessment and Donations accounts transferred to CB account, which pays interest rate.)*
- Further expenditure of \$134.5k has already been committed to 2023 (accruals).
- The current and committed budget spending is about 72%.  
Reduced level of expenditure, but better than in recent years.

## R8 Financial Position End 2022

ACCOUNT (\$)	31/12/2021	31/12/2022
IEEE Custody Banking REGION 8	1,174,260	1,417,120
NatWest REGION 8 USD ACCOUNT	85,600	82,722
NatWest REGION 8 EURO ACCOUNT	45,521	6,272
NatWest REGION 8 GBP ACCOUNT	1,319	2,087
Regional Assessment Account REGION 8	65,695	0
Donations Account REGION 8	76,714	0
<b>Liquid assets (cash)</b>	<b>1,449,108</b>	<b>1,508,201</b>
IEEE Long Term Investments Fund (LTIF)	1,122,063	1,001,885
<b>Total assets</b>	<b>2,571,171</b>	<b>2,510,086</b>

- 4.1% increase in liquid assets but -10.7% drop in LTIF value
- Overall -2.4% in Total assets

# R8 Financial Position – Recent Trend



## R8 Financial Position 19/03/2023

- **2023 expenses until 19/03/2023 = \$113,840**, out of which **\$54,520** were accruals from 2022
- **Income until 19/03/2023 = \$17,427**, out of which
  - Interest from CB account = \$5,287
  - Income from Conference Co-sponsorship + \$7,679
  - Support for Projects = \$4,461
- **Additional expenses of \$88k** in the recent days related to Bucharest meeting

# Budget 2023 Design

## Assumptions:

1. Actual Income 2023 the same as in 2022 (?)
2. 50% of R8 Operational Surplus can be transferred to New Initiatives in 2023

## Region 8 activities are divided into two categories:

- A. Existing Activities (EA) – financed from the estimated actual regular income in 2023 plus specific savings and accruals from 2022, as shown in the tables below.
- B. Special New Activities (SNA) – financed from the operational budget surplus 2022, as required by IEEE MGA Financial Operations Manual. The tables below shows how it has been calculated.

# Budget 2023 Income For Existing Activities

<b>BUDGET 2023 INCOME FOR EXISTING ACTIVITIES</b>	<b>ACTUAL INCOME 2022</b>	<b>SAVINGS LOANS FROM 2022</b>
Actual Revenue 2022	1,594,153	
Less non-repeatable Revenue and transfers	-894,191	
Return of Loans Repayable		4,409
1130 - Section Congress (savings towards)		90,000
<b>ESTIMATED SUB-TOTAL 2023</b>	<b>699,961</b>	<b>94,409</b>
<b>TOTAL BUDGET INCOME 2023 AVAILABLE FOR EXISTING ACTIVITIES</b>	<b>794,370</b>	

# Budget 2023 Accrual Expenses From 2022

<b>BUDGET 2023 ACCRUAL EXPENSES FROM 2022</b>	<b>ACCRUALS FROM 2022</b>
1020, 1040 - R8C Travel	30,000
1060 - R8 News: Mailing and Production	30,000
5030 - MD and CC Workshop Glasgow (50%)	25,000
5040 - PEA Activities (Robots Malta, STEM)	5,000
6020 - MD and CC Workshop Glasgow (50%)	25,000
7020 - SAC Funding	1,500
7040 - SAC Training (Antalya)	18,000
<b>9100 - TOTAL EXPENSES FROM PREVIOUS YEAR</b>	<b>134,500</b>



# Operational Surplus Available for Special New Activities in 2023

<b>SURPLUS 2022</b>	<b>ACTUAL 2022</b>	<b>TO ACCRUALS 2023</b>
Budget balance 31/12/2022 (Income-Expenses)	736,036	
Less Accruals		-134,500
Less one-off transfers to liquid assets		-127,550
<b>OPERATIONAL SURPLUS 2022</b>	<b>473,986</b>	
<b>50% OPERATIONAL SURPLUS 2022 TOWARDS 2023 SPECIAL NEW ACTIVITIES</b>	<b>236,993</b>	

# Budget 2023 Income (\$)

Nominal Code	Actual 2022	Budget 2022	BUDGET 2023	Existing Activity	New Activity
0100 - Income: Balance/savings carried forward from previous year	698,004	698,004	461,493	224,500	236,993
0110 - Income: Regional Assessment: Membership Dues Element	489,941	482,493	489,941	489,941	
0120 - Income: Rebate: MGA Allocation for Management of the Region	175,651	175,721	175,651	175,651	
0130 - Income: Interest received: Bank accounts	6,452	4,112	6,452	6,452	
0140 - Income: From Conference Co-sponsorship	16,490	12,995	16,490	16,490	
0180 - Income: R8 SYP Registrations, Sponsorship	53,639		0	0	
0190 - Income: Other	44,977	0	0	0	
0210 - Income: Voluntary Contributions: Member Donations	94,001	11,428	11,428	11,428	
0220 - Income: Support for Members outside of Sections	0	0	0	0	
0230 - Income: Support from Organisations	1,992	0	0	0	
0240 - Income: Support for Projects	3,706	0	0	0	
0700 - Income: R8 as Intermediary	9,300	0	0	0	
0750 - Income: Loan Repayment			4,409	4,409	
<b>Budget Income Total</b>	<b>1,594,153</b>	<b>1,384,753</b>	<b>1,165,864</b>	<b>928,870</b>	<b>236,993</b>

# Initial Budget 2023 Allocation – approved by R8C

Revised March 2023 Proportional, Adjusted for Cttee Gen						
Nominal Code	Budget 2022 original	Existing Activities 2023	New Initiatives 2023	Total 2023	Budget 2023 comparing with 2022	Additional Funds Required
1000 Committee general Total	837,660	602,578	172,090	774,668	92%	0
2000 Region 8 Director Total	75,500	32,785	11,094	43,880	58%	0
3000 Region 8 Director-Elect Total	8,000	6,557	2,219	8,776	110%	0
4000 Region 8 Past-Director Total	8,000	6,557	2,219	8,776	110%	0
5000 Vice Chair for Technical Activities Total	147,620	50,817	17,196	68,013	46%	0
6000 Vice Chair for Member Activities Total	133,950	49,178	16,642	65,819	49%	51,000
7000 Vice Chair for Student Activities Total	83,250	36,883	12,481	49,365	59%	48,500
8000 Region 8 Secretary Total	8,700	4,098	1,387	5,485	63%	0
9000 Region 8 Treasurer Total	14,560	4,918	1,664	6,582	45%	12,900
9100 Expenses from previous year Total	62,000	134,500	0	134,500	217%	
<b>Budget Expenses Total</b>	<b>1,379,240</b>	<b>928,870</b>	<b>236,993</b>	<b>1,165,864</b>	<b>85%</b>	<b>112,400</b>

# Initial Budget Proposals

- Substantial budget reductions required, in particular for Technical, Membership and Student activities
- Detailed proposals submitted by the main budget holders in February to comply with the initial allocations
- However, many initiatives planned but not implemented in 2022 are still very viable and needed, but could not be included. Also, new teams and new ideas.
- => Request to MGA to use 50% + \$150,000 Operational Surplus in the Budget 2023

# Financial Planning for Section Congress 2023

- The costs of four variants were presented to OpCom in January 2023 for R8C and SC in Ottawa in August 2023
  - 1.5 day meeting Full
  - 1.5 day meeting Reduced
  - **0.5 day meeting Full**
  - 0.5 day meeting Reduced
- The 0.5 day full R8C Meeting followed by SC for all has been chosen
- The estimated costs for 160 participants (incl. 59 delegates) are:

1030 – R8C Fall: Accommodation & Social	\$90,000
1040 – R8C Fall: Travel	\$125,000
1130 – Section Congress	\$150,000
<b>TOTAL</b>	<b>\$365,000</b>

# Budget 2023 Committee General Expenses

Nominal Code	Actual 2022	Budget (\$) 2022	BUDGET (\$) 2023	Existing Activity (\$)	Special New Activity (\$)
1010 - R8 Committee Meeting Spring: Accommodation & Social	(\$104,342)	(\$130,000)	(150,000)	(150,000)	
1020 - R8 Committee Meeting Spring: Travel	(\$41,425)	(\$90,000)	(90,000)	(90,000)	
1030 - R8 Committee Meeting Fall: Accommodation & Social	(\$108,581)	(\$110,000)	(90,000)	(90,000)	
1040 - R8 Committee Meeting Fall: Travel	(\$55,677)	(\$90,000)	(125,000)	(125,000)	
1050 - OpCom Meetings: R8	(\$39,811)	(\$30,000)	(40,000)	(40,000)	
1060 - R8 News: Mailing and Production	(\$3,231)	(\$13,000)	(30,000)	(30,000)	
1070 - Reserve & Strategic Projects Fund, R8 Summit	(\$57,317)	(\$220,000)	(29,000)	-	(29,000)
1080 - Student & Young Professional Congress: R8 Support	(\$96,157)	(\$60,000)	(20,000)		(20,000)
1090 - VCF Awards	(\$1,026)	(\$4,000)	(9,000)	(9,000)	
1100 - Banking and card charges	-	(\$16,000)	(16,000)	(16,000)	
1101 - Bank charges (trans chgs on NW a/c)	(\$277)	(\$600)	-		
1102 - Bank charges (trans chgs on CB a/cs)	(\$492)	(\$60)	-		
1103 - Card charges dues	(\$11,545)	(\$14,000)	-		
1110 - Support Members outside Sections					
1120 - External Projects Outgoings					
1130 - Section Congress (savings towards)	(\$90,000)	(\$60,000)	(150,000)	(50,000)	(100,000)
1140 - FCS Conference Expenses	-	-			
1190 - R8 Other					
1700 - Payment: R8 as Intermediary	(\$9,354)	-	-		
1750 - Loan Disbursement	(\$4,409)	-	-		
<b>1000 Committee general Total</b>	<b>(\$623,642)</b>	<b>(\$837,660)</b>	<b>(\$749,000)</b>	<b>(\$600,000)</b>	<b>(\$149,000)</b>

THANK YOU