Economic Procedures & Reporting

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Report your completed activities

• More details here (google IEEE reporting)
• https://www.ieee.org/societies_communities/geo_activities/required_reporting/meeting_form.html
• The reporting will generate funds to the Section via the annual Rebate (100 000kr)
• Reclaim Your funds from the Section through this annual planning and budgeting process
Complete your existing plans and budgets for 2017

• Control your remaining Chapter budget from the last accounting update (mailed out Aug 23, 2017).
• Budget-2 (Rebate) labelled assets will be returned to Section at the end of the year if not used.
• Section can rebalance budgets between budgets
• Also remind your sponsors if promised grants have not reached the Section bank account (Section Treasurer cannot do this for you)
• Report also these activities before Dec 31 2017.

Today!

• Present your preliminary plans to other Chapters/Affinities for 2018 or even longer
• Find additional opportunities
Financial dependence

• If you are an financially independent Chapter
  • Forward your plan to Section without any request for financial withdrawal

• If you are an financially dependent Chapter
  • Forward your plan to Section with a request for financial withdrawal (Chapter Budget)

After the workshop – Planning and Budgeting

• By Oct 31, submit plans and proposed budgets to Section Chair and Treasurer.
• During Nov 1-15, the Section Treasurer will compile the plans and budgets for 2018.
• On Nov 15, the Section Board will receive preliminary plans and budgets for 2018 from the Section Treasurer.
• On Dec 6, the Section Board will approve final plans and budgets for 2018.
After the workshop – Reporting 2017

• Costs occurred in 2017 cannot be reimbursed in 2018.
• By **Dec 6** we also expect to have most reimbursement claims sent to the Section from Chapters.
• By **Dec 6** we also expect to have most activity reporting done by Chapters
• If you have events later in December please let Section know in advance.

Procedures and accounting

• Affinities and Membership Development are no longer accumulating assets (debts): each budget will cover only one year with no carry over effect to the following year.
• ...still required to keep activities within budget
Auditing, Compliance, Deadlines and bonuses (last years dates)

- Auditing of accounting starts Jan 2018.
- Financial reporting instructions here:
  - [https://www.ieee.org/societies_communities/geo_activities/required_reporting/financial_reporting.html](https://www.ieee.org/societies_communities/geo_activities/required_reporting/financial_reporting.html)
- Annual Compliance Reporting by Chapters and Affinities themselves (IEEE account and password required)
- NetSuite reporting by Feb 17, 2017 for 10% Bonus
- No NetSuite reporting by Feb 28, 2017 results in no Rebate
- March 14, Section Annual General Meeting

Transparent Process

- Chapter/Affinity/Project budgets are included in accounting
- A Section Treasurers Guide has been assembled by Section Chair and Section Treasurer
- Overspending is recovered from Chapter assets or by invoice from Section.
Thank you!