



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
- 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!