

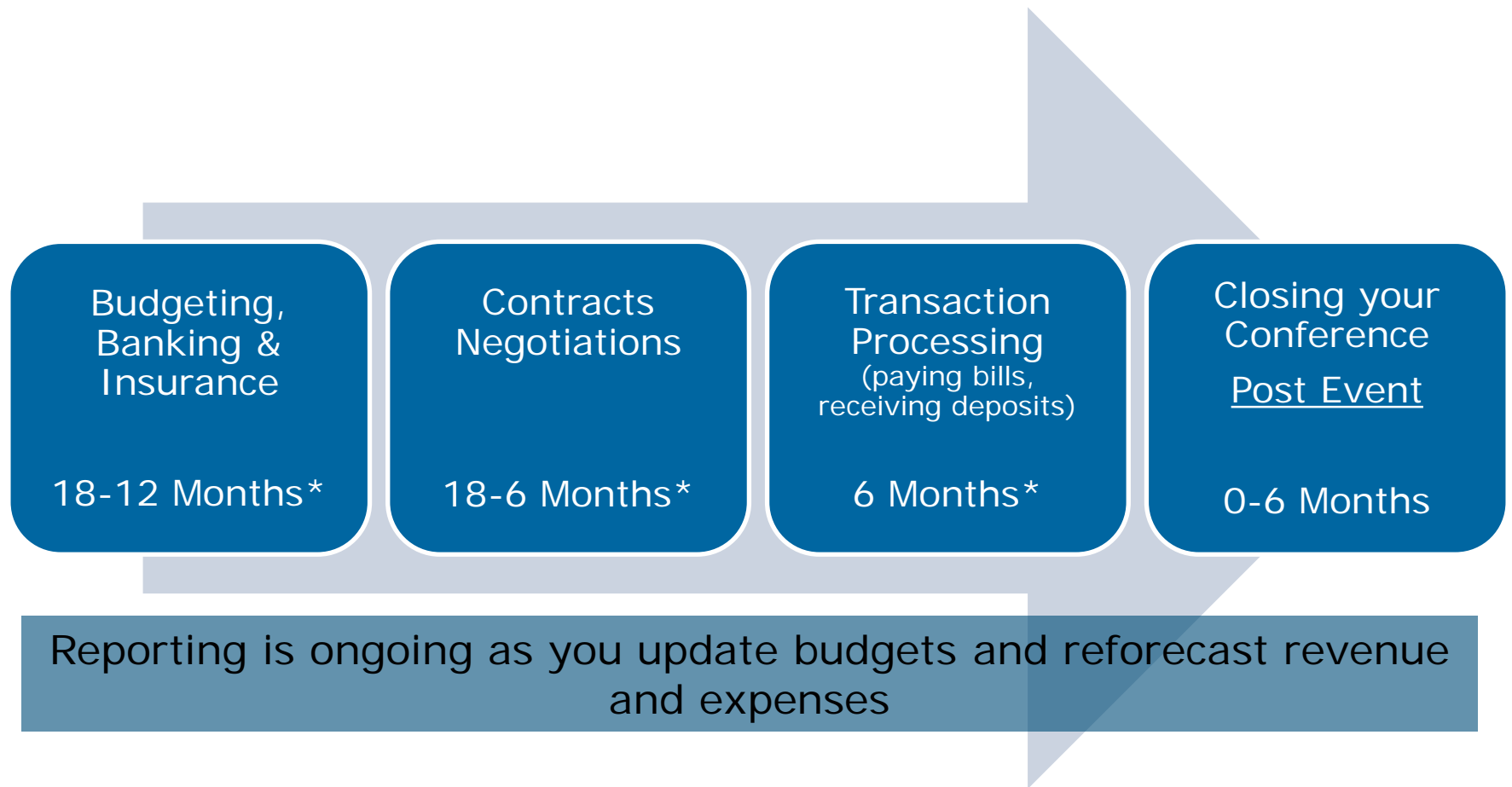
Conference Finance



Conference Treasurer's Role

- To manage the conference finances in accordance with:
 - IEEE policies
 - Local tax laws
 - US Tax laws
- Develop a conference budget and update it as needed
- Manage all conference finances with a goal of producing at least a 20% surplus.
- Managing the overall process of collecting revenues, and paying expenses on time
- Documenting all financial transactions
 - In accordance with generally accepted accounting principals

Conference Finance Timeline



*Prior to conference start date



Budgeting

Conference Budget

- Budget timeline
- Tips for creating a budget
- Budget Tool - Conference Budget Planning Worksheet
- Budget submission process





Budget Milestone Dates

Timing Can Vary Based on Conference Size

One Year before conference:

- Submit your initial budget to Conference Operations after your conference is approved

Six Weeks before conference:

- Submit budget update - the majority of registration has occurred

One Month post conference:

- Submit budget update (forecast) – all expenses may not be fully paid yet

Six Months post conference:

- Submit budget update (Final Financial Report) – all payments have been made and account balances are zero

Budget Milestone Dates (continued)

▶ **Submit a new budget if any significant revenue or expense items changes**

Some Examples

- Attendance forecast projects a substantial increase or major decline
- Venue change
- Natural disaster
- Labor strikes
- An extreme currency valuation change





How to Create a Conference Budget

- Develop your initial conference budget prior to making any financial commitments
- The budget should generate at least a 20% surplus
- Use your historical expense and revenue actuals as a baseline and make necessary adjustments
 - Account for anticipated differences due to a change in location
 - Identify all major revenue and expense items
 - Expense: Venue, food beverage, audio visual etc.
 - Revenue: Registration, tutorials, grants and exhibits
- For a first time conference, develop realistic projections
 - Obtain quotes from vendors to project expenses
 - Contact the Conference Business Operations team for assistance

Banking Insurance



Banking Options

- ▶ Open an IEEE Concentration Banking (CB) – recommended option –
 - If the majority of your transactions are in USD\$ or Canadian dollars, this is the most efficient option and best for IEEE
- ▶ Open a conference account at your local bank
 - One account specifically for the conference
- ▶ Fiscal Agent Representation
 - Current practice that has been utilized effectively when partnering with other non- profit organizations
- ▶ Use a Section account



Concentration Banking Account

Available in either US Dollars (USD) or Canadian Dollars (CAD)

- The IEEE Concentration Banking account works like a standard checking account. You make deposits, write checks, and earn interest on the daily ending balance.
- You can view your statements online and will receive a Concentration Banking Card. Organizers interested in using IEEE Concentration Banking Program
 - Contact the Conference Business Operations Team and request the necessary forms and a Concentration Banking debit card. Include the conference record number in the e-mail's subject line
- IEEE Merchant Lending Program & Credit Card Processing services for conferences are designed to work seamlessly with Concentration Banking, making registration for your event easy

Open Local Bank Account

- ▶ Open a conference bank account as "The Institute of Electrical & Electronics Engineers, Inc., d/b/a Year IEEE Conference Title."
 - IRS Tax Identification Number: 13-1656633
 - Open a unique bank account for each conference, you are not allowed to keep bank accounts open from one year's event to the next
- ▶ All IEEE conference bank accounts provide for the signatures of at least two volunteers and the IEEE Staff Director-Financial Services or designee(s)
 - This will provide assurance to the conference and to IEEE of the availability of alternative signatures, if the need arises
- ▶ Guidelines for closing bank accounts are in the IEEE Conference Organizers' Manual



Fiscal Agent Representation

- ▶ When your non-profit, co-sponsor - manages the conference's finances
- ▶ A key benefit is that you can take advantage of their local tax exempt status
 - local knowledge of tax laws



Conference Insurance



Conference Insurance

- General Liability & Property Damage is provided for all approved, financially sponsored IEEE conferences
- IEEE maintains Commercial General Liability (CGL) insurance to protect IEEE in the event a claim is made against IEEE and/or its Volunteers.
- The CGL insurance provides coverage for third-party bodily injury and property damage.
- IEEE Volunteers are included on IEEE's insurance policies and protected while acting within the scope of their duly authorized duties as Conference Officers or Committee Members for the duration of the conference and its activities.

Event Cancellation Insurance

- ▶ Event cancellation insurance is available
- ▶ Take advantage of the IEEE buying power and receive a discounted rate
 - Submit your request to Conference Business Operations
- ▶ Societies: IEEE 100% financially sponsored conferences automatically receive this insurance, no action is required
 - TAB is providing funding for all 100% financially sponsored society conferences





Managing Funds NETSUITE



IEEE NETSUITE

Process Change Conference Financial Reporting

- ▶ IEEE is diligent regarding its compliance to current federal, state, and local regulations. As a result, we instituted the NetSuite product to ensure that processes are streamlined and that audit requirements are met.
- ▶ We need your help now to ensure that all of the appropriate data is collected and entered into the NetSuite product, so that required data is readily available when audits are performed.

NETSUITE & Conferences

NETSUITE is used to record all your financial transactions

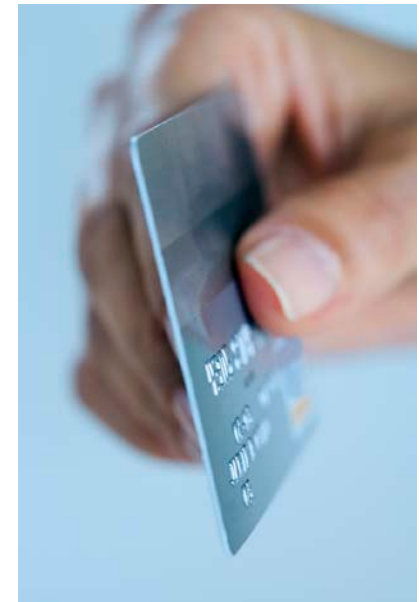
NETSUITE is not an online banking tool

- Deposits – funds are received via
 - Credit Card, Check, Wire Transfer, Cash
- Funds are received from
 - Attendees
 - Exhibitors
 - Corporate Donations
- Payments – funds paid via
 - Bank Check, Debit Card (Concentration Banking Acct), Cash
- Funds are paid to
 - Vendors
 - Eg. Hotel, Audio/Visual
 - Volunteer
 - Eg. Honorarium

Transaction Processing

Accepting Payments

- ▶ Your conference registration fees are the single most significant source of revenue (60% on average)
 - Other sources: exhibits, grants, workshops
- ▶ The majority of conferences now use an online tool for registration
- ▶ The key to a successful system is ensuring that all are compatible with one another



Contracts Conflict of Interest



Contract Reporting

- ▶ All contracts with a value of \$25K USD or higher (budgeted income or expense), IEEE must review and execute contract for it to be considered valid
 - ▶ A copy of all conference-related contracts of any dollar value should be remitted to IEEE Conference Business Operations for record keeping
 - Email contracts directly to: conference-contracts@ieee.org
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Are you getting the best deal possible?

- ▶ You can take advantage of MCE's contract experts who can help you obtain the best possible deal
 - Leverage the IEEE buying power
 - For an evaluation, send your contract to: conference-contracts@ieee.org



Conflict of Interest

- The Principles of Business Conduct / Conflict of Interest form needs to be completed by the Conference Chair & Treasurer before any payment commitment is made to a vendor (any expense item)
- Any individuals involved in making procurement decisions or business activities with financial implications that could represent a potential conflict of interest should also complete the Conflict of Interest form

<http://www.ieee.org/about/corporate/compliance/index.html>

Closing Your Conference Audits



Closing the Conference

- ▶ Once all transactions have finished, IEEE requires all conferences to submit proof that their operating account has been closed
 - For an account opened specifically for your conference, a copy of a bank statement showing \$0 balance serves as proof of closure
- ▶ For conferences that entered into a Fiscal Agent agreement, an official letter from the agent stating that all funds related to the conference have been dispersed serves as proof of closure
- ▶ Conference surpluses should be remitted to the conference's financial sponsors as soon as all other transactions are completed and within 6 months of the conference's conclusion



Closing the Conference

Loan Repayments

- ▶ A conference typically requests a loan from the Organization Unit to begin the planning of the conference
 - The sponsoring IEEE OU will approve the loan and contact MCE Business Operations Team to process the request
- ▶ Part of the conference financial closing process is the repayment of all loans
 - You are required to repay all conference loans within one month after the conference
- ▶ Contact the MCE Business Operations team for details on sending checks or wire transfers to IEEE

Closing the Conference

Submitting Final Report

- ▶ A final financial report showing all revenue and expenses for the conference should be submitted to IEEE within 6 months of the conference's conclusion
- ▶ The preferred submission method is by using the IEEE Conference Financial Reporting tool

- http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html?pageType=finance



Closing the Conference

Audit

- ▶ IEEE policy requires any conference with total actual revenue or expense greater than \$250,000 USD and IEEE financial sponsorship is greater than 50% is required to be audited
- ▶ The audit can be performed by IEEE's internal Operations Audit staff or by a certified local auditor
- ▶ Before contracting with a local auditor, contact MCE Business Operations team who will work with the IEEE internal audit group to ensure that the local auditor/s are qualified

