



**Technical Committee Sponsored Conference
Surplus Sharing Policy and Procedure
IEEE Robotics and Automation Society (RAS)**

Background: In October of 2011 the RAS AdCom approved a policy that the surplus from a conference that was sponsored by an RAS Technical Committee (TC) would be shared with that TC. Specifically, 50% of the RAS share of the surplus would be made available to the TC for an approved use. This document outlines the policies and procedures for implementing this surplus sharing.

Procedure:

- (1) Any TC wanting to take advantage of this policy will notify the Technical Activities Board (TAB), Conference Activities Board (CAB), Financial Activities Board (FAB) and RAS Staff (ras@ieee.org) at the time that the conference seeks RAS approval. At that time the TC will submit an estimate of the anticipated surplus. (This is required for RAS budget planning purposes.)
- (2) When a TC supported conference is closed, the TC will:
 - a. Contact CAB and RAS Staff to verify the amount of the RAS portion of the surplus
 - b. Provide TAB and RAS Staff with a budget for using 50% of the RAS portion of the surplus
- (3) CAB will confirm the RAS portion of the surplus and notify TAB and the RAS Staff.
- (4) TAB will either approve the budget as presented or work with the TC to determine a budget where all expenditures provide the greatest benefit to the TC community. No more than half of the budget can be used to support non-RAS entities. This budget will then be presented to FAB for its approval (or revision). The final approved budget will be sent to the RAS Staff.
- (5) Funding for approved expenditures, i.e., those in the approved budget, will be available to the TC in the fiscal year following the conference (or after the conference closes if it doesn't do so in the same year). Expenditures should be approved by either the Treasurer or VP for Financial Activities prior to being disbursed by the RAS Staff. Any deviation from the approved budget must receive the approval of the VP for Technical Activities, Treasurer, and VP for Financial Activities.
- (6) The TC will consult RAS Staff regarding IEEE rules for spending the surplus.
- (7) Requests for reimbursement or invoice payments must be \$250.00 or greater by combining multiple receipts or invoices.
- (8) The RAS Staff will keep a record of the budget, actual expenditures, and balance remaining of the verified 50% RAS portion of the conference surplus. The TC must request permission from FAB to budget for any remaining balance to be used in the following fiscal year.

- (9) If the total budget is greater than \$5,000 then the TC must report back to the AdCom the following year indicating the impact of their expenditures on the RAS mission using an appropriate metric. (Accountability measure passed by AdCom in October 2012.)

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