



BANK ACCOUNT CLOSING PROCEDURE

1. Chapter or Conference account holder to submit a Financial Report to the SECTION Treasurer, after the report has been approved and signed by the Chapter/Conference Chair and Chapter/Conference Treasurer, if applicable.

If the revenue or expense of the Conference exceeds US\$100,000, Chapter or Conference account holder to submit an Audit Report (the account to be audited by a Certified Public Accountant) to the SECTION Treasurer.

2. Chapter or Conference account holder to email IEEE Singapore Section Secretariat at **sec.singapore@ieee.org** to request for bank account closing, with the following information:
 - a) Name and Account No. of the account to be closed,
 - b) Balance amount to be transferred from the account to be closed, and
 - c) Name and Account No. of the account to transfer the balance amount to.
3. Once the Financial Statement is approved by the SECTION Treasurer, the Section will issue a letter to the bank for account closing authorization.
4. Section Secretariat will proceed to close the account.

Remarks: All Conference/Workshop Accounts should be closed maximum 6 months after the date of the Conference/Workshop.

SUBMISSION TO IEEE HQ FOR CLOSING THE CONFERENCE

Chapter or Conference account holder to submit the following to IEEE HQ for closing the conference:

1. a Financial Report,
2. an Audit Report, if applicable, and
3. Proof of Bank Account Closing - either a bank statement showing a zero balance, or a letter from the bank indicating the bank account has been closed.

IEEE SINGAPORE SECTION SECRETARIAT

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