



The Institute of Electrical and Electronics Engineers, Inc.
IEEE Baltimore Section

<http://www.ewh.ieee.org/r2/baltimore/>



2001 Section and Chapter Treasurers' Guidelines

Purpose

The HQ IEEE and the Baltimore Section Bylaws require the Section and Chapter Treasurers to manage the unit finances and provide timely reports. These guidelines if followed, will help

- meet the monthly and annual reporting requirements,
- assist treasurers in effective record keeping,
- simplify the annual audit, and
- meet financial reporting deadlines.

Request for Expense Reimbursements or Advance.

- Unit members requesting reimbursements must submit receipts, annotate then sign the receipt to justify the reason for the expenditure.
- Members or chapters requesting advances must provide the Section Treasurer a written and signed request (or e-mail) stating the purpose of the advance and amount needed.
- Treasurers should only issue payment or advance checks properly backed up by documentation or annotated receipts.

Record keeping procedures

- The treasurer should use a ledger (notebook or spreadsheet) to keep track of request for disbursements, payments, and deposits. The ledger should show the following columnar data:

- Expense category code
- Date of transaction
- Reference number of checks being issued or deposited
- Description of transaction (names of check source or check recipient)
- Receipts column for recording all deposit transactions
- Disbursement column for recording check or cash transactions
- Checking account transaction balance. (Add receipts and subtract disbursements to the last balance)
- Savings/Money Market account transaction balance

- All requests for disbursement should be labeled with the corresponding check number and expense category code and filed in a binder in the same sequence as the check numbers. This will expedite cross checking during the annual audit.

Reporting

The section treasurer is obligated to provide meeting reports to the Section Executive Committee and annual reports to HQ IEEE.

- For Executive Committee meeting reports, the treasurer must provide the following end of the reporting period data:

- Expense total
- Receipts total
- Reconciled bank account balances. (Bank statement balance less issued checks not yet cleared by the bank, plus deposits not yet recorded by the bank must equal the checkbook balance)

- The annual HQ IEEE report is required by the end of the third complete week of February. The section treasurer must submit a consolidated section report containing:

- Receipts and disbursement totals sorted by category and entered into the IEEE Form L-50 Financial report. Data comes from the chapter reports and section financial record.
- Copies of Section, Subsection, and Chapter bank accounts end of year statements.

To assist the Section treasurer in the annual HQ IEEE financial reporting process, Chapter Treasurers should submit their reports to the Section Treasurer no later than January 15. The Chapter Treasurers' report should include the following data"

- Summary of receipts and expenditures sorted out by IEEE accounting categories.
- Copies of end of the year (December 31) bank statement
- Reconciliation data
 - Last years check book and bank statement balances must be reconciled
 - Receipts less expenses must equal to the last years reconciled bank balances less year before last reconciled bank balances

IEEE Category Codes. The annual HQ IEEE reporting requires us to provide a summary of receipts and expenses by category code. Code in bold below are normally used by the section and codes in italics by both section and chapters. The category names should be used as a sorting guide.

Receipts

1.00 – CONTRIBUTIONS

- 1.10 Received from Individuals
- 1.20 Received from Corporations
- 1.30 Received from Foundations

2.00 - PROGRAM REVENUE

- 2.10** Meetings & Social Events
- 2.20 Publication Revenue
- 2.30** Advertising - IEEE
- 2.40 Advertising - Non-IEEE
- 2.50** Conference Revenue
- 2.60** Educational Activities
- 2.70** Professional Activities
- 2.80** Student Activities
- 2.90 Project Revenues
- 2.91** License Plate Program
- 2.92** Robot Project

3.00 - OTHER RECEIPTS

- 3.10** Rebate from IEEE HQ
- 3.15 Regional Assessment
- 3.20** Region Receipts
- 3.30** Sections or Councils
- 3.32** Receipts from RAB, other Major Boards
- 3.34** IEEE HQ & Societies
- 3.40** Interest
- 3.50 Dividends
- 3.60 Gain/(Loss) on Sale of Investments
- 3.65 Gain/(Loss) on Sale of Furniture & Equipment

3.70 Other (Describe)

Disbursements

4.00 - PROGRAM EXPENSES

- 4.10** Meetings & Social Events
- 4.20** Publication Expenses
- 4.30** Advertising - IEEE
- 4.40 Advertising - Non-IEEE
- 4.50** Conference Expenses
- 4.60** Educational Activities
- 4.70 Professional Activities
- 4.80** Student Activities
- 4.85** Grants and Awards
- 4.90 Other Program Expenses

5.00 – MANAGEMENT & GENERAL EXPENSES

- 5.10 Occupancy
- 5.20 Travel
- 5.30 Salaries
- 5.40 Payroll Taxes (attach copies of returns)
- 5.50** Support to Sections/Chapters
- 5.52 Support to Regions
- 5.54 RAB / Major Board Expenses
- 5.56 IEEE HQ & Society Expenses
- 5.57 Depreciation on Furniture & Equipment
- 5.60** Other Management & General Expenses

6.00 – FUNDRAISING EXPENSES

- 6.10 Postage & Supplies
- 6.20 Other