IEEE

Central Texas Section

Call for

**2016 Financial Plans**

26 August 2015

**Guide for Chapter and Affinity Group Treasurers and Chairmen**

CTS invites Affinity Group and Chapter Committee Chairmen and Treasurers to submit their 2016 financial plans to the CTS Treasurer by email with a copy to the CTS Chairman by 30 November 2015 to be considered for inclusion in the 2016 CTS Financial Plan.

**Background**

IEEE policy states, “All IEEE Organizational Units shall have the right to obligate their budgeted funds for all

purposes necessary to promote their approved objectives.” (Section 11.2.E.1,(a)). The MGA Operations Manual states, “Section/Councils shall be responsible for distributing funds to its Chapters in accordance with a stated set of objectives and a plan of distribution, which shall be in consonance with the missions of the IEEE, MGA and TAB. Additionally, Technical Council Chapters will receive funding in the same manner as Society Chapters.” (Section 9.6.G.). The CTS, Affinity Group, and Chapter annual Financial Plans (FinPlans) provide financial estimates to guide Chairmen, Treasurers, and other officers as they use IEEE funds during the year. The information in the Affinity Group and Chapter plans also provides input to the CTS financial plan through which the Executive Committee distributes funds to chapters and other CTS units and activities by setting CTS unit and activity budgets.

**Form Completion**

The form to be used for developing Chapter financial plans was redesigned in 2014 to accommodate recommendations in the Special Committee Report. So please use the current 2016 form for your submission and please do not modify the form. The following guidance and the sample may be useful in completing the form.

**Heading:** Fill in the heading by completing the identification and submission data at the top of the form and then enter Chapter data in the cells below. Please do not modify the form and do not enter data in the shaded cells or cells with formulas. Current officers (2015) must prepare, approve, and submit the form but coordination with incoming officers is strongly encouraged. Note that the information typed in the Affinity Group/Chapter block automatically completes the title block.

**Line 1. 2016 beginning balance.** Enter the surplus funds that the Chapter is expected have at the end of 2015 in the open cell to the right. Surplus funds are the amount that revenue is expected to exceed expenses for 2015. In early 2016, after all financial revenue and expenses are accounted for, the Treasurer will adjust this number to the actual amount of the Chapter surplus for 2015 less any adjustments. This amount plus the 2016 estimated $200 IEEE annual Chapter rebate, the 2016 estimated $75 IEEE active Chapter bonus rebate for 6 or more technical meetings, and the added funding from CTS (from line 8) will normally be the 2016 beginning balance for the Chapter. (Rebate details are provided at

http://www.ieee.org/societies\_communities/geo\_activities/required\_reporting/rebate\_schedule.html ).

**Explanation:** One of the Special Committee recommendations was for Chapter funds not spent by end of the year to be considered in the following year’s financial plan. This line recognizes these funds. Ideally the surplus should be zero—that is, each Chapter should spend its available money for activities benefiting its members. However, in some years funds received near the end of the year cannot be spent before the end of he year. So line 1 allows these “surplus” funds to be “carried over” to the following year. In other words Chapters should not hoard their funds building larger balances each year. The ExComm may adjust the Chapter’s beginning balance in such cases. See Explanation of Surplus Adjustments below.

**Line 2a. Monthly (or less often) admin meetings.** Enter the number of *regular* planning, training, and similar administrative meetings the Chapter plans for next year and the average amount that will be charged for attendance.

**Explanation:** Some Chapters charge attendees at their meetings to provide for a better meeting space, better meals, or other amenities that would otherwise exceed their budget. This line should be left blank if the Chapter does not charge for administrative meetings. See also the explanation under lines 4a, 4b, and 4c below.

**Line 2b. Monthly technical meetings**. Enter the number of *regular* technical meetings the Chapter plans for next year and the average amount that will be charged for attendance. Such meetings include lectures, presentations, panels, tours, and similar regular meetings.

**Explanation.** See line 2a.

**Line 2c. Non-technical meetings.** Enter the number of non-technical meetings the Chapter plans for next year and the average amount that will be charged for attendance. Such meetings include award and volunteer appreciation dinners, presentations, member development, outreach, and similar meetings.

**Explanation.** See line 2a.

**Line 2d. Revenue sharing from CTS workshops.** Not used for 2016 budgets.

**Explanation:** The Special Committee report recommended workshop revenue sharing. The ExComm has not decided how this would be done. This line is provided to record the estimated amount of shared revenue in 2017 and later financial plans.

**Lines 2e and 2f. Society support and other society support.** Enter the amount of funding expected from the Chapter’s society(s). If you are a joint chapter, enter support from the society which provides the largest support on line 2e and enter other society support on line 2f.

**Explanation:** Most societies provide Chapter support if asked. The problem is that some societies provided support so late that it cannot be spent before the end of the year. With the “carry over” online 1 that problem is resolved. So Chapters are encouraged to request support from their society(s) regardless of when it is provided.

**Line 2g. Corporate support revenue.** Enter the amount of funding expected from corporation and other sources.

**Explanation:** Many corporations have programs to support professional societies. The best programs cover employee dues. Second is direct support to the chapter or section. Chapters and Affinity Groups are encouraged to diplomatically seek funding from the corporations that they share common interests with.

**Line 2h. Other revenue.** Enter the amount of funding expected from other sources.

**Explanation:** Occasionally a chapter receives funding from other sources.

**Line 3. Total estimated revenue for 2015.** Automatically calculated by adding lines 2a thru 2h.

**Explanation:** Line 3 shows the total estimated revenue the Chapter is expected to receive in 2015.

**Lines 4a. Monthly admin meetings , 4b. Monthly technical meetings, and 4c. Non-technical meetings.** Enter the number and average cost of meetings in each category. Cost should include all expenses related to the meetings. For example, the cost of name tag holders purchased for attendees at technical meetings should be included in the average cost of technical meetings rather than supplies. Revenue from such meetings should be included on lines 2a, 2b, and 2c rather than as offsets.

**Explanation:** Technical meetings and events are the most important activities that Chapters can provide their members. Chapters are encouraged to hold monthly meetings to help members keep current on developments in their fields and to provide support for state professional licensing programs. Administrative Chapter Committee (ChapComm) meetings are encouraged to allow adequate planning for Chapter activities and training of chapter officers. Non-technical meeting socials such as those where awards are given out are important in recognizing our volunteers’ services. Some Chapters might charge a small fee for some meetings to improve their quality. Such revenue is estimated in revenue lines 2a, 2b, and 2c, corresponding to 4a, 4b, and 4c. Please remember that all official meetings must be open to all IEEE members, have at least two participants, be listed in v-tools, and be documented in L31 reports before reimbursement unless specifically exempted by the Section Chairman.

**Line 4d. General supplies.** Enter the expected cost of general supplies for the Chapter including expenses not included in 4a, b, and c. Describe the expense in the space provided.

**Explanation:** As explained in the instructions for lines 4a, b, and c, expenses directly related to meetings and events by a brief description should be included with the related meetings or events.

**Lines 4e, f and g. Other needs.** Enter the costs of other expected needs for the Chapter. Describe the expense in the space provided after the words “Describe here:”

**Explanation:** For example, a chapter might have include an expense for appreciation awards for a special volunteer as shown on line 4e.

**Line 5. Total estimated expenses for 2016.** This is automatically calculated by adding lines 4a to 4i.
**Explanation:** This line shows the total estimated expenses the Chapter is expected to incur in 2015.

**Line 6. Total estimated surplus or loss from 2016 Chapter operations--Chapter budget for 2015. A**utomatically calculated by subtracting line 5 from line 3. Line 6 represents the 2016 estimated net results from 2016 Chapter operations and, most importantly, is the Chapter’s operating budget for 2016.

**Explanation:** The Chapter budget is the net amount that the Chapter may spend in 2016. It is based on the Chapter’s estimated revenue and expenses, so if the Chapter receives more revenue than estimated, its expenses may be more than estimated provided that the net amount does not exceed the Chapter’s budget. Likewise, if a Chapter receives less revenue, it must reduce its expenses so the net amount does not exceed the Chapter’s budget. Occasionally unforeseen circumstances may indicate that the Chapter will exceed its budget. If that is likely, the Chapter Chairman should contact the Section Treasurer or Chairman for help. Note that a large surplus a the end of the year should also be avoided, since it normally indicates overly optimistic revenue and expense estimates, poor program execution, or both. Nevertheless, any actual surplus at the end of 2016 would be carried over to 2017.

 **Line 7. Expected ending balance for 2016** (must be zero or more) is automatically calculated by subtracting line 6 from line 1.

**Explanation.** The ending Chapter balance is the beginning balance plus operating surplus or minus operating loss. Chapters’ must end the year with a zero or positive balance. If the balance is negative, revenue must be increased, expenses reduced, and/or funds provided from CTS. Ideally a Chapter should meet its budget or end the year with a small ending balance. A Chapter should never end the year with a balance below zero or “under water.” The ending balance for 2016 is not to be confused with an ending surplus. An actual surplus would be shown by a positive amount in line 6 which would carried over to 2017.

L**ine 8. Request for additional CTS funding.** Enter any additional funds needed from CTS in the left cell at the end of line 8. (This is normally the amount of line 7 without the minus sign.)

**Explanation:** If line 7 is still negative after the Chapter and the Chapter has made a good faith effort in the past to increase revenue or reduce expenses, it may request additional funding from CTS equal to the negative ending balance to bring the ending balance for 2015 to zero. Based on the Chapter and Section financial plans the ExComm may or may not approve the request. Assuming the request is approved, the Chapter beginning balance will automatically be increased so that the ending balance is zero or above. If the request is not approved the Chapter will have to increase revenue or reduce expenses.

**Explanation of Adjustments.** Since beginning balances come from Section reserves, there is a concern that the sum of Chapter and Section balances might accumulate enough to exceed 50 percent of Section reserves—the total amount that IEEE allows CTS to budget. To mitigate this possibility, there are three potential adjustments the ExComm may make to the 2015 Chapter surpluses carried over to 2016.

**Insufficient Reserves.** If there are insufficient reserves to support the sum of Chapter beginning balances the ExComm may reduce the amount surplus carried over to 2016 by an equal percentage.

**No Expenses.** If a chapter has no expenses during the year, it will be assumed that the chapter has become inactive. In this case the surplus carried over shall be reduced to zero.

**Excess surplus.** If a Chapter’s accumulated surplus seems excessive in relationship to the Chapter’s estimated surplus on line 6, the ExComm may reduce the amount carried over to 2016.

**Form Submission**

Save the worksheet to a new file with the title, “2015FinPlan”, the Affinity Group or Chapter name (such as ”Com\_SP-SA”), and the sortable submission date (e.g. 2015FinPlanCom\_SP-SA20141121). Then email the file, as an attachment, to the Section Treasurer, drumtra@ieee.org, and Chairman, krice@ieee.org by 30 November 2014. Please contact the CTS Treasurer for advice and further details or any questions you may have in completing the form. Submit now and avoid the rush at the end of the November.

**No Form Submission**

If an active Chapter that does not submit a completed worksheet by 30 November, the Treasurer will provide a plan with the following default values:

Line 1, Beginning Balance—Surplus = $0; Rebate - $200; Bonus = $0; Beginning balance = $200

Line 3, Revenue = $0

Line 4a, Planning Meetings = 2 @ $25 = $50

Line 4b, Technical Meetings = 3@$50 = $150

Line 5, Expenses = $200

Line 6, Budget = $200

Line 7, Ending Balance = $0

Line 8, CTS Funding = $0

**Guide for CTS Staff Officers, Committee Chairmen, Travel, and Workshops**

 CTS staff officers, committee Chairmen. Travel, and workshops are estimated based on previous years expenditures. ExComm members are encouraged to submit estimates for unusual expenses such as partial reimbursement for travel in the capacity of a higher level IEEE officer. Such information may be submitted to the Chairman and Treasurer at any time, but to be considered for the budget it would be helpful if the Chairman and Treasurer received the estimates by 5 December 2015.

**CTS End 2015-Beginning 2016 Planning Calendar
for Financial Plans**

**1 September**

The CTS Secretary sends draft call/instruction with schedule and forms to the ExCom

**15 September**

ExCom members send any comments to the CTS Chair and Treasure and finalize the Fin Plan Call

**30 October**

ExCom Secretary sends formal Fin Plan Call and 2 forms to ExCom and Webmaster (for posting on Website)

**1 November – 30 November 2015**

Chapters develop financial plans and send to the CTS Chair and Treasure

The CTS Treasurer assists Chapters in planning and the CTS Chair in drafting the CTS financial plan

**15 November –1 December 2015**

The CTS Treasurer and Chairman draft the CTS financial plan based on the Chapter plans and the latest 2015 financial data and send it to the SecCom.

**1-15 December 2015**

Chapters continue to submit their L31 reports to v-tools and final expense reports to the CTS Treasurer as soon as practical but not later than 15 December 2015. The Treasurer may charge any expenses received after 15 December to 2015 accounts.

**1 December 2014**

SecComm meets via regular telecon to discuss Chapter finplans and the draft CTS finplan

**4-17 December 2015**

Treasurer revises draft CTS finplan based on the SecComm discussion and any new data received from CBRS and CTS staff members and keeps the CTS Chair and SecCom advised on progress.

**8 December 2015**

If necessary, the Chairman sends the latest CTS draft FinPlan to the Section Committee for the special meeting on 10 December.

**10 December 2015**

If necessary, SecComm meets via special telecon to discuss the draft CTS FinPlan.

**18 December 2015**

The CTS Chair sends a revised draft to ExComm members through the secretary. This draft is subject to further revision based on ExComm member input.

**21-30 December 2015**
The Treasurer will be spending Christmas with relatives. Please contact the Chairman, krice@ieee.org 512-658-5967, with any questions

**1 January 2016**

Affinity Groups, Chapters, and CTS staff beginning spending using CTS reserve funding subject to the draft plan

**4 January 2016**

The CTS Chair sends the latest CTS draft FinPlan to the Section Committee for the regular meeting on 6 January

**6 January 2016**

SecCom meets via regular telecon and reviews the final draft CTS FinPlan.

**16 January 2016**

The CTS Chairman sends the final draft to the ExComm member through the Secretary. Any changes require motions to amend at the ExComm meeting.

**23 January 2016**

ExComm meets in San Marcos to consider and adopt the CTS financial plan.

**24 January-31 December 2016**

CTS, Chapters, and Affinity Groups begin execute their finances according to their financial plans and their budgets in the ExComm approved CTS financial plan.