

II. POLICIES and PROCEDURES

Conflict of Interest

The policy of the Region shall be consistent with that of the Institute. It is the responsibility of all members to be familiar with the IEEE Policy and Procedures Manual, Section 9.9 that states "...
"...conflict of interest is defined as any situation in which a member's professional, personal, financial or business interests." . This policy shall also apply to any non-members who are serving the IEEE in some capacity.

Audit of Region 3 and its Organizational Units

The Region 3 Audit Committee (Refer to Section V.B.2. Audit) will perform administrative and financial management audits of Region 3 Standing Committees, Area/Area Councils, Sections and Subsections on an "as required" basis. The Region 3 Delegate/Director shall be responsible for identifying those Region entities to be reviewed. Primary consideration shall be given to delinquent Sections that repeatedly fail to demonstrate sound financial management and Region conferences that pose financial risk to the sponsoring Region entities and Region 3.

The Audit Committee can be charged by the Region 3 Delegate/Director to review policies and procedures which impact the finances of the Region.

The Audit Committee shall conduct a review of the Region financial records annually.

Refer to Section V.B.2., Audit.

III. FINANCE

The Region Budget

Prudent financial management requires a carefully prepared budget and control of financial operations within the approved budget. The Executive Committee will publish an explicit written statement of the disbursement authority of the Treasurer so that clear guidelines are understood by the entire leadership of the Region.

Region Reserves

Designated Reserves. Funds set apart for a specific purpose as designated by the Region 3 Delegate /Director, and the Region 3 Executive Committee or the Finance Committee with the concurrence of the Region 3 Delegate/Director. Examples of Designated Reserves are conference reserve, Sections Congress funds, and carried over Special Projects.

The Region 3 conference reserve, part of the Region 3 Conference Committee budget, is funded from surplus funds, which result from sponsorship of Region 3 conferences. This Designated Reserve fund has a cap of \$100,000.00, above which the funds revert to the Region 3 General Reserve.

Awards. The Region normally makes cash awards to the top three winners of the Student Paper Contest. Awards of \$800.00, \$500.00, and \$200.00, for a total of \$1,500.00, are standard. The

IEEE Operations Center, Regional Activities Department, Student Activities Manager will refund, from the Life Member Fund, up to this maximum amount upon receipt of a letter request giving the names of the winners, their IEEE membership numbers, social security numbers, and the amount of their awards. The Treasurer should send this letter request immediately after the awards are made

Financial Records and Reports

Accurate records of income and expenses are essential to good management and in preparing the required reports. Although handwritten ledgers are adequate, a Regional Activities Department supplied financial software package, is owned by the Region. The Region 3 Treasurer should utilize the financial software package or an equivalent software program of his choice for both internal reporting and the Institutes external reporting requirements.

Annual Report to the Institute. The Treasurer shall submit the IEEE Annual Geographic Unit Financial Report, Form L-50, in a timely manner to both the outgoing and incoming Region 3 Delegate/Director for review, approval and signature. The approved L-50 shall be forwarded to the IEEE Operations Center, Staff Director of Financial Services by the established deadline date.

Forms and instructions necessary to complete the financial report are updated and available on the web in December each year. Go to www.ieee.org/scsreports, and select the link for "Financial Report."

Audit. The financial records of the Region shall be reviewed annually by the Region 3 Audit Committee (Section V.B.2.) which is appointed by the Region 3 Delegate/Director. Records and accounts should be reviewed for accuracy and thoroughness. Emphasis should be on confirmation that the assets of the Region are known and correctly stated and the disbursements have been made in accordance with the approved procedures. The Audit Committee may recommend changes in the procedures and records to improve the operations of the Region.

IV. ANNUAL COMMUNICATIONS AND REPORTS

Reports

Financial Report, Form L-50 (IEEE Annual Geographic Unit Financial Report). This report must be filled out in accordance with the IEEE "Financial Operations Guide for Geographical Units", must summarize the prior year's financial activity, and must be submitted no later than the date set by Financial Services,

The IEEE Annual Geographic Unit Financial Report will be acknowledged by the IEEE Finance Department when received by return of the acknowledgment email. The financial report and accompanying data must contain the signatures of the Region 3 Delegate/Director, Treasurer and the signature of the Staff Director, Financial Services.

Financial Report, IEEE-USA Regional Professional Activities Professional Development Funds. This report must be submitted no later than January 15th of the current year. The Chair of the Region 3 Professional Activities Operation Committee has the principal responsibility for budget administration with concurrence of the Region 3 Delegate/Director. Over-runs in the IEEE-USA Support Fund budget are funded by Region 3. Under-runs in budget will result in reduced IEEE-USA Professional Development Funds to the Region in the subsequent year.

Roster of Officers Officer Confirmation Report. This report must be submitted within 20 days following election or appointments. The preferred method of transmitting the roster is via e-mail (scs-officer-report@ieee.org), but at a minimum a red-line of the Region 3 IEEE Organizational Roster Part III, is acceptable if the Officer Confirmation Report is not available or used. Submit

Report to IEEE Regional Activities Department, attention: RAB Secretary/Managing Director-Regional Activities, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331, USA .

Meeting Minutes. The Secretary shall submit a copy of all Region 3 Executive Committee and Region 3 Committee Minutes to the IEEE Regional Activities Department, attention: RAB Secretary/ Managing Director-Regional Activities, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331, USA.

Delegate/Director's Report. Formal written reports will be submitted or transmitted via e-mail prior to Regional Activities Board (RAB) meetings in accordance with the RAB Operations Manual and agenda schedules. Regional Activities Board meeting schedules are issued by the IEEE Regional Activities Department.

V. COMMITTEES

B.2. AUDIT

Objective

Perform administrative and financial management **reviews** of Region 3 Organizational **Units**

Responsibilities

Perform **reviews** of Standing Committees, Area/Area-Councils, Sections, and Subsections on an "as required" basis.

Perform a review of the Region 3 financial records **annually**.

Solicit support as required from the Region's Finance Committee.

Submit a written report to the Region 3 Delegate/Director 30 days after completion of an entity **review**.