

# Memorandum of Record

TO: IEEE Region 3 EXCom

From: John Balsam, Region 3 Treasurer

During the Region 3 FINCom meeting of Jan 13, 2020, several items related to the 2020 budget were presented and discussed. These items were approved and are presented for approval by the EXCOM.

- 1.) The Financial Advantage Grant – Students (account 3.70.200) is no longer available to the Region. In the past, this amounted to a receipt of \$1,500. Therefore, we are removing the item from the 2020 Budget.
- 2.) When the 2020 budget was drafted in October 2019, there was limited input on the level of required expenditures for the Conference Expense Planning account (4.50 and the sub-accounts). The Conference Committee has subsequently developed a budget from the ground up after much consideration of past expenditures and anticipated future expenses. Additionally, there are expenses from 2019 that will not be reconciled until early 2020. For accounting purposes, these past expenses will be included in the 2020 budget. They amount to \$1,185 for previously purchased equipment/printer and \$2,150 for committee and site selection travel. Note, however, that these past expenses will not be considered when planning for the 2021 budget so that the 2021 budget is not inflated for planning purposes by expenses that did not occur in 2020.

The Conference Committee budget is as follows:

4:50 Conference Expense \$12,800 total (of which \$3,335 is past expense)

4:50:100 Conf Comm \$3,565

4.50.500. SECon Recurring \$1,200

4.50.520. Equip \$3,685 (of which \$1185 is past expense)

4.50.530. SECon travel \$4,350 (of which \$2,150 is past expense)

- 3.) There were three PACE related disbursements during the last week of December that did not reconcile until January 2020. These three totaled \$3,600 and that amount is added to the 2020 PACE budget (4:70:100) so that the PACE disbursements in 2020 do not track more than the actual planned \$11,300 budget.

# IEEE R3 2020 Budget - 2020

1/1/2020 through 12/31/2020 Using IEEE R3 Operations

1/27/2020

Page 1

Category	1/1/2020 Actual	- Budget	12/31/2020 Difference
<b>INCOME</b>	<b>0</b>	<b>241,000</b>	<b>-241,000</b>
2 Prog Rev	0	60,000	-60,000
50 Conf. Rev.	0	60,000	-60,000
100 SECon	0	60,000	-60,000
70 PACE	0	0	0
80 Student Activ	0	0	0
3 Other Recpt	0	125,000	-125,000
10 Rebate Hq	0	83,000	-83,000
15 Assessment	0	27,000	-27,000
32 Rec. from Boards	0	11,300	-11,300
100 IEEE USA rebate	0	11,300	-11,300
200 IEEE USA conf	0	0	0
33 Sections Congress	0	0	0
40 Interest	0	2,200	-2,200
50 Div.	0	0	0
60 G-L on Inv	0	0	0
62 Urealized G-L on Inv.	0	0	0
70 Other	0	1,500	-1,500
100 Life Mem Fund-students	0	1,500	-1,500
200 Fin Adv Grant-students	0	0	0
7	0	56,000	-56,000
30 Cash Rcvd - Loans	0	56,000	-56,000
300 SECon loan return	0	11,000	-11,000
400 SECon F&B Loan return	0	45,000	-45,000
<b>EXPENSES</b>	<b>4,450</b>	<b>328,750</b>	<b>324,300</b>
4 Prog Exp	3,105	85,400	82,295
10 Meeting	0	0	0
20 Publications	0	3,500	3,500
50 Conf. Exp	0	12,800	12,800
100 Conf Comm	0	3,565	3,565
300 Tech Conf	0	0	0
500 SoutheastCon Recurring	0	1,200	1,200
510 SoutheastCon misc	0	0	0
520 Equipment	0	3,685	3,685
530 SoutheastCon travel	0	4,350	4,350
60 Educational Activities	0	0	0
100 Lead wshp	0	0	0
70 Prof Activ	3,608	25,900	22,292
100 Proj-reimbursible	3,608	14,900	11,292
200 Proj-not reimb	0	0	0
300 USA mtg-deleg travel	0	0	0
400 USA mtg-not reimbursible	0	0	0
500 Prof Dev Ops	0	0	0
600 MOVE Project	0	5,000	5,000
700 STEM projects	0	0	0
800 Atlanta Science Festival	0	5,000	5,000
900 Jamaica Section Prof Activities	0	1,000	1,000
80 Student Activities	0	35,500	35,500
100 SoutheastCon Travel Subsidy	0	22,000	22,000

# IEEE R3 2020 Budget - 2020

1/1/2020 through 12/31/2020 Using IEEE R3 Operations

1/27/2020

Page 2

Category	1/1/2020 Actual	- Budget	12/31/2020 Difference
200 Student Rep Travel	0	2,000	2,000
300 Student Activity Chair Travel	0	2,000	2,000
400 Student Training	0	5,000	5,000
500 SoutheastCon Awards-Paper	0	1,500	1,500
600 SoutheastCon Awards-HW	0	1,500	1,500
700 SoutheastCon Awards-Other	0	1,500	1,500
85 Grants & Awards	<b>0</b>	<b>5,700</b>	<b>5,700</b>
100 Awards Recog Comm-incl aw...	0	0	0
200 Awards	0	1,700	1,700
300 Awardee Travel	0	4,000	4,000
90 Other Prog Exp	<b>-502</b>	<b>2,000</b>	<b>2,502</b>
100 All other R3 committees	<b>-502</b>	2,000	2,502
5 Mgmt & Gen Exp	<b>1,345</b>	<b>187,350</b>	<b>186,005</b>
15 Sections Congress	0	80,150	80,150
20 Travel Exp	<b>1,345</b>	<b>105,500</b>	<b>104,155</b>
100 SoutheastCon	0	70,000	70,000
150 R3 Planning	299	12,000	11,701
200 Director Travel	0	3,000	3,000
300 Director Elect Travel	0	4,000	4,000
400 Past Director Travel	0	3,000	3,000
500 Area chair travel	0	1,000	1,000
550 Section Support Travel	1,046	10,000	8,954
600 All other travel	0	2,500	2,500
54 RAB & Maj Board Expense	<b>0</b>	<b>0</b>	<b>0</b>
200 Director Travel	0	0	0
300 Director Elect Travel	0	0	0
400 Past Director Travel	0	0	0
60 Other Mgmt & Gen Exp	<b>0</b>	<b>1,700</b>	<b>1,700</b>
200 Director discretionary	0	500	500
300 Director Elect discretionary	0	100	100
400 Past Director Discretionary	0	100	100
500 Committee Support	0	250	250
600 Commun Support	0	250	250
700 Postage & Office Supplies	0	300	300
800 All Other	0	200	200
8	<b>0</b>	<b>56,000</b>	<b>56,000</b>
20 Purchase of Investments	0	0	0
30 Cash Paid to Others - Loans	<b>0</b>	<b>56,000</b>	<b>56,000</b>
100 SoutheastCon seed money	0	11,000	11,000
200 SoutheastCon F&B loan	0	45,000	45,000
<b>Net Difference:</b>	<b>-4,450</b>	<b>-87,750</b>	<b>83,300</b>