

IEEE CONFERENCE FINANCIALS
SUMMARY FINANCIAL REPORT FOR IEEE SPONSORED OR COSPONSORED CONFERENCES

PLEASE FILL OUT GREY SHADED AREAS

1. Conference Title: **IEEE Canadian Conference on Electrical And Computer Engineering 2004 (IEEE CCECE 2004)**

2. Dates: **May 3-5, 2004** 3. Location: **Niagara Falls, Ontario, Canada**

TYPE OF REPORT / CURRENCY USED

4. Indicate type of report by checking one box: Budget Interim Final

5. All revenue and expense figures below must be in U.S. Dollars. For Conferences held outside the U.S.A., indicate the local currency (e.g., Swiss Francs), the conversion units/Dollar and date.

Local Currency: **Canadian Dollar** Conversion Rate: **1.32** Date: **20-Nov-03**

REVENUE	BUDGET	INTERIM REPORT	FINAL REPORT
6. Registration Fees	\$ 123175.00	\$ 201600.00	\$ 0.00
7. Conf. Publicat. Sales	23375.00	50650.00	0.00
8. Exhibits	0.00	0.00	0.00
9. Social Event	0.00	0.00	0.00
10. All Other Receipts	13060.00	18070.00	0.00
11. Total Conf. Revenue	\$ 159610.00	\$ 270320.00	\$ 0.00
12. Conference Loans	17500.00	17500.00	0.00
13. Total Receipts	\$ 177110.00	\$ 287820.00	\$ 0.00
EXPENSE			
14. Management Services	0.00	0.00	0.00
15. Registration Expense	8500.00	14000.00	0.00
16. Promotion	\$ 5000.00	\$ 7000.00	\$ 0.00
17. Conf. Publicat.	22000.00	28500.00	0.00
18. Exhibits/Vendors	0.00	0.00	0.00
19. Local arrangements	28800.00	40000.00	0.00
20. Social Functions	59921.00	85154.00	0.00
21. Administration	17000.00	23800.00	0.00
22. Committee	17500.00	17500.00	0.00
23. All Other Outlays	0.00	0.00	0.00
24. Total Conf Exp.	\$ 158721.00	\$ 215954.00	\$ 0.00
25. Loan Repayments	17500.00	17500.00	0.00
26. Total Outlays	\$ 176221.00	\$ 233454.00	\$ 0.00
SURPLUS/(LOSS)			
27. Surplus(Loss)-(Item 13 less Item 26)	889.00	54366.00	0.00

POST CONFERENCE DISTRIBUTION

Surplus (Loss) in line 27 distributed as follows:

Cosponsor Entity	BUDGET		FINAL	
	% Share	\$ Distributed	% Share	\$ Distributed
IEEE Canada	50%	444.50	50%	0.00
CCC Sections	50%	444.50	50%	0.00
c.		0.00		0.00
d.		0.00		0.00
	Surplus (Loss) \$	889.00	Surplus (Loss) \$	0.00

CONFERENCE FINANCIAL INSTITUTION

Name of Bank: **CIBC**
 Address: **380 Clarke Road, London, ON, Canada, N5W-6E7**
 Conference Acct. Title: **IEEE Cdn Conf On Electrical & Computer Engg** Acct. No.: **82-01013**
 Have you requested IEEE Conference Insurance? Yes No

Auditor:

Name: **Gerry J Johnston** Tel. No.: **902-465-2955**
 Address:

SUBMITTED BY:

Name: **Ashfaq (Kash) Husain** Tel. No.: **519-472-7842**
 Address: **685 Woodcrest Blvd, London, ON, Canada, N6K-1P8**
 Conference Position: **Treasurer**

CONF. SIGNATURE

SOCIETY SIGNATURE
 Date: **November 20, 2003**

RETURN TO: IEEE CONFERENCE SERVICES
445 HOES LANE, P.O. BOX 1331, PISCATAWAY, N.J. 08855-1331, USA
OR EMAIL: conference-services@ieee.org OR FAX: +1 732 981 1769

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08/15/2003

IEEE CONFERENCE DETAILED FINANCIAL REPORT - PART I: REVENUE

IEEE SPONSORED or CO-SPONSORED CONFERENCES

PLEASE FILL OUT GREY SHADED AREAS

This form should be completed only for IEEE sponsored or cosponsored Conferences. The care taken in filling out this report will lead to a more accurate projection of your Conference's net surplus or loss.

NOTE: All revenue items may be expressed in either U.S. Dollars or in local currency.

Full title of Conference	IEEE Canadian Conference On Electrical And Computer Engineering 2004 (IEEE CCECE 2004)
Conf. Dates	May 3-5, 2004

REVENUE

REGISTRATION FEES

	BUDGET			INTERIM			FINAL		
	Quantity	X FEE	= Budget	Quantity	X FEE	= Interim Report	Quantity	X FEE	= Final Report
In Advance- Members	160	475.00	= 76000.00	269	475.00	= 127775.00	0	0.00	= 0.00
In Advance-Nonmem.	20	600.00	= 12000.00	52	600.00	= 31200.00	0	0.00	= 0.00
In Advance-Red. Rate	5	100.00	= 500.00	5	100.00	= 500.00	0	0.00	= 0.00
At Conference-Member	15	575.00	= 8625.00	15	575.00	= 8625.00	0	0.00	= 0.00
At Conf-Nonmember	10	725.00	= 7250.00	10	725.00	= 7250.00	0	0.00	= 0.00
At Conf-Red. Rate	2	150.00	= 300.00	100	200.00	= 20000.00	0	0.00	= 0.00
Tutorial Fees	0	0.00	= 0.00	25	250.00	= 6250.00	0	0.00	= 0.00
Miniconferences/Symposiums	0	0.00	= 0.00	0	0.00	= 0.00	0	0.00	= 0.00
Other	100	185.00	= 18500.00	0	0.00	= 0.00	0	0.00	= 0.00
Total			123175.00	Total		201600.00	Total		0.00

CONF. PUBLICATIONS SALES

	BUDGET			INTERIM			FINAL		
	Quantity	X FEE	= Budget	Quantity	X FEE	= Interim Report	Quantity	X FEE	= Final Report
To IEEE HQ.	90	150.00	= 13500.00	90	200.00	= 18000.00	0	0.00	= 0.00
To Members	5	175.00	= 875.00	5	250.00	= 1250.00	0	0.00	= 0.00
To Nonmembers	0	0.00	= 0.00	0	0.00	= 0.00	0	0.00	= 0.00
Videotapes & CD-ROM MEMBER	20	25.00	= 500.00	20	40.00	= 800.00	0	0.00	= 0.00
Videotapes & CD-ROM NON MEMBER	0	0.00	= 0.00	0	0.00	= 0.00	0	0.00	= 0.00
Other Publicat. Sales(page chgs)	50	170.00	= 8500.00	180	170.00	= 30600.00	0	0.00	= 0.00
Total			23375.00	Total		50650.00	Total		0.00

EXHIBITS

	BUDGET			INTERIM			FINAL		
	Quantity	X FEE	= Budget	Quantity	X FEE	= Interim Report	Quantity	X FEE	= Final Report
Exhibits	0	0.00	= 0.00	0	0.00	= 0.00	0	0.00	= 0.00
Total			0.00	Total		0.00	Total		0.00

SOCIAL EVENT

	BUDGET			INTERIM			FINAL		
	Quantity	X FEE	= Budget	Quantity	X FEE	= Interim Report	Quantity	X FEE	= Final Report
(Itemize by event on separate sheets.)			= 0.00			= 0.00			= 0.00
Total			0.00	Total		0.00	Total		0.00

ALL OTHER

(LIST HERE OR ATTACH DETAILS.)

	BUDGET			INTERIM			FINAL		
	Quantity	X FEE	= Budget	Quantity	X FEE	= Interim Report	Quantity	X FEE	= Final Report
Interest			= 60.00			= 70.00			= 0.00
Grants			= 0.00			= 0.00			= 0.00
Corporate Support			= 10000.00			= 15000.00			= 0.00
Other (specify)			= 3000.00			= 3000.00			= 0.00
Total			13060.00	Total		18070.00	Total		0.00
TOTAL REVENUE			159610.00	TOTAL REVENUE		270320.00	TOTAL REVENUE		0.00

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER ("SUMMARY REPORT", "PART I: REVENUE", "PART II: EXPENSE" AND "SOCIAL FUNCTIONS").

RETURN TO: IEEE CONFERENCE SERVICES
445 HOES LANE, P.O. BOX 1331, PISCATAWAY, N.J. 08855-1331, USA
OR EMAIL: conference-services@ieee.org OR FAX: +1 732 981 1769
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IEEE CONFERENCE FINANCIALS
IEEE CONFERENCE DETAILED FINANCIAL REPORT - PART II: EXPENSE
PLEASE FILL OUT GREY SHADED AREAS

This form should be completed only for IEEE sponsored or cosponsored Conferences. The care taken in filling out this report will lead to a more accurate projection of your Conference's net surplus or loss.

NOTE: All revenue items may be expressed in either U.S. Dollars or in local currency.

Full title of Conference	IEEE Canadian Conference On Electrical And Computer Engineering 2004		
		Conf. Dates	May 3-5, 2004
	Budget	Interim Report	Final Report
Management/ Services			
Internal Promotion	0.00	0.00	0.00
Internal General	0.00	0.00	0.00
External Promotion	0.00	0.00	0.00
External General	0.00	0.00	0.00
Total	0.00	0.00	0.00
Registration Expense			
Registration Expense	8500.00	14000.00	0.00
Total	8500.00	14000.00	0.00
PROMOTION			
Announcement	0.00	0.00	0.00
First Call For Papers	0.00	0.00	0.00
Call For Papers	1000.00	1000.00	0.00
Advance Program	0.00	0.00	0.00
Final Program	4000.00	6000.00	0.00
Advertisements	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total	5000.00	7000.00	0.00
CONFERENCE PUBLICATIONS			
Tech Digest	4000.00	6500.00	0.00
Proceedings	18000.00	22000.00	0.00
Total	22000.00	28500.00	0.00
EXHIBIT/ Vendor (Attach detailed statement of all expenses necessary to mount and display exhibits)			
Vendor Program	0.00	0.00	0.00
On-Site Costs	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total	0.00	0.00	0.00
Local Arrangements			
Audio-Visual	16000.00	20000.00	0.00
Ops. Room Equipment	0.00	0.00	0.00
Signage	0.00	2000.00	0.00
On-site Temps	0.00	0.00	0.00
Security	0.00	0.00	0.00
Convention Center	0.00	0.00	0.00
Hotel Meeting Rooms	5100.00	8000.00	0.00
Hotel Penalties	0.00	0.00	0.00
Tours	0.00	0.00	0.00
Attendee Gifts	7700.00	10000.00	0.00
Transportation	0.00	0.00	0.00
Hotel Gratuities	0.00	0.00	0.00
Total	28800.00	40000.00	0.00

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IEEE CONFERENCE FINANCIALS
IEEE CONFERENCE DETAILED FINANCIAL REPORT - PART II: EXPENSE con't
PLEASE FILL OUT GREY SHADED AREAS

SOCIAL FUNCTIONS

(Itemize events on next page.)

Total	59921.00	85154.00	0.00
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ADMINISTRATION

Credit Card Fees	5000.00	8000.00	0.00
Bank Fees	0.00	250.00	0.00
Audit fees	3000.00	4000.00	0.00
Travel Grants & Awards	2000.00	3000.00	0.00
Insurance	0.00	200.00	0.00
Printing/Duplication	100.00	200.00	0.00
Postage	350.00	350.00	0.00
Office Supplies	250.00	400.00	0.00
Freight Shipping	0.00	0.00	0.00
Grant G&A	0.00	0.00	0.00
Phone Fax	300.00	400.00	0.00
Admin Services	6000.00	7000.00	0.00
Staff travel	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total	17000.00	23800.00	0.00

COMMITTEE

OC & TPC Gifts	0.00	0.00	0.00
OC Attire	0.00	0.00	0.00
Travel	15000.00	15000.00	0.00
Meetings, Conf Calls	0.00	0.00	0.00
Other	2500.00	2500.00	0.00
Total	17500.00	17500.00	0.00

Miscellaneous

VAT	0.00	0.00	0.00
Other (specify)	0.00	0.00	0.00
Total	0.00	0.00	0.00

TOTAL EXPENSES	158721.00	215954.00	0.00
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SOCIAL FUNCTIONS
IEEE SPONSORED or CO-SPONSERED CONFERENCES
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					Budget	Interim	Final
(1) Breakfast							
No. Breakfast		No. people		\$/person			
3	X	191	X	15.00	8595.00		
3	X	300	X	15.00		13500.00	
0	X	0	X	0.00			0.00
(2) Luncheons							
No. Luncheons		No. people		\$/person			
3	X	221	X	30.00	19890.00		
3	X	300	X	30.00		27000.00	
0	X	0	X	0.00			0.00
(3) Welcome Reception							
No. Reception		No. people		\$/person			
1	X	200	X	25.00	5000.00		
1	X	300	X	25.00		7500.00	
0	X	0	X	0.00			0.00
(4) Dinner							
No. Dinner		No. people		\$/person			
1	X	300	X	60.00	18000.00		
1	X	350	X	70.00		24500.00	
0	X	0	X	0.00			0.00
(5) Breaks							
No. Breaks		No. people		\$/person			
6	X	200	X	7.03	8436.00		
6	X	300	X	7.03		12654.00	
0	X	0	X	0.00			0.00
(6) Other F & B activities							
					0.00	0.00	0.00
Total Social Function Expenses					59921.00	85154.00	0.00

SOCIAL FUNCTION COST PER ATTENDEE	0	0	0
(Total social function expenses/No. of conference registrants)			

OTHER PROGRAM EXPENSES

	Budget	Interim	Final		Budget	Interim	Final
Program Production	0.00	0.00	0.00	Paper Review	0.00	0.00	0.00
Special Speakers Fee	0.00	0.00	0.00	Special Speakers Travel	0.00	0.00	0.00
Program Speaker Fees	0.00	0.00	0.00	Program Speaker Travel	0.00	0.00	0.00

(7) Total Other program Expenses	0.00	0.00	0.00
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TOTAL SOCIAL & PROGRAM EXPENSES	59921.00	85154.00	0.00
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