

IEEE
Central Texas Section
Revenue and Expense Reporting Procedures

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These procedures replace previous CTS Expense Reimbursement Policy to provide members with Revenue and Expense Reporting Procedures to meet the requirements of IEEE.

The original version of this document was approved by the CTS Chapter Committee on 13 July and modified by T. Scott Atkinson, Vice Chair, MGA, IEEE on 29 August 2012 as a suggested new version. This new version was approved by the CTS ExCom on 8 September 2012.

This document provides the following:

- Background explaining why detailed financial reporting and records are important;
- A summary of IEEE policy relevant to financial reporting (CTS has no additional policy)
- Forms for use in reporting Expenses and Revenues
- Instructions for completing the CTS/IEEE forms
- Forms to facilitate creation of records to support
 - Expenses paid; and
 - Revenues received

1. BACKGROUND

Since the attack of 9/11, IRS rules have become stricter. The consequence has been a push from IEEE central accounting for more detailed and complete of documentation of financial transactions throughout IEEE. Financial managers in IEEE are enforcing this more closely through random audits, online reporting to IEEE (the infamous L50 report), random audits of geo units that have bank accounts, and ultimately central financial management through a single online accounting system (NetSuite).

1.1. EXPENSES

Under recent law, stricter audit rules have been set in place to monitor the use of payments to corporations to ensure that the funds are managed prudently and used for legal purposes. Correspondingly, IRS has tightened the reporting requirements for payments to individuals requiring us to report to IEEE any payment to an individual (except for adequately supported reimbursements). The information is the same as that required for direct payments. Adequate support requires records that show:

- 1.1.1 Who was paid (restaurant, airline, hotel)
- 1.1.2 Where they were paid (city, state, country)
- 1.1.3 When they were paid (date and time).
- 1.1.4 What amount they were paid
- 1.1.5 Why they were paid.

1.2 REVENUES

Accounting for cash revenue has also come under increased scrutiny because of the high risk of money laundering, disappearance of funds, and potential for use of funds for political influence. In consequence, CTS must have on file receipts (or acknowledgements) for all funds received and have records that show:

- 1.2.1 Who paid us (individual, corporation)
- 1.2.2 Where we were paid (city, state, country)
- 1.2.3 When we were paid (date and time).
- 1.2.4 What amount we were paid
- 1.2.5 Why we were paid.

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1.3 CTS PROCEDURES AND FORMS

1.3.1 CTS Expenses

CTS uses the Expense Report and Payment Request Form and the supporting receipts as records of the transactions that are reimbursed or paid directly from or to CTS. Copies of the receipts from or to vendors or individuals provide adequate records for items shown in paragraph 1.1.

1.3.2 CTS Revenues

CTS uses the Revenue Report forms and the supporting items described in paragraph 1.2 to document these transactions.

1.3.3 Other Forms

The Expense and Revenue Reports (Forms) provide the records for associated expenses and revenue transactions within CTS. Other forms may be used, such as the IEEE Expense Report (available on the IEEE Web site) form for travel outside of the local CTS area. Also an Excel spreadsheet for reporting details on workshops and other events are permissible, as long as the required information is provided..

2. SUMMARY - RELEVANT IEEE POLICIES

All CTS financial transactions are subject to the policy and procedures IEEE. The CTS Treasurer can help you in researching these documents for particular questions dealing with financial reporting. .

- IEEE Constitution
- IEEE Bylaws
- IEEE Policy
- IEEE Financial Operations Manual
- IEEE Member and Geographic Activities Operations Manual
- IEEE Region 5 bylaws, policies, and procedures
- IEEE Society guidelines and procedures
- Previously approved CTS policy (being replaced with this document)

2.1 CTS PROCEDURES

Some important things from these documents that we must do include:

2.1.1 Section Officers, Section Committee Chairs and Section appointed Special Project Managers and chapter Chairs: When a member of the Central Texas Section who holds an official position of leadership or a CTS Chapter or Affinity Group Chairman or an individual designated by the Chairman is involved in activities directly associated with their leadership position, then the Section or Chapter individuals authorized may reimburse reasonable expenses in support of their IEEE CTS activities.

2.1.2 Section officers, Section Committee Chairs and Section appointed Special Project Managers and Chapter Chairs may be reimbursed for local auto mileage (travel within the CTS area). Reimbursement will be limited to a rate of \$0.20 per mile plus tolls and parking. Any travel amount in excess of 125 miles for any one leg of travel must have supporting documentation, such as Google mileage or MapQuest supporting documentation. Remember that any amount requested for reimbursement must have a receipt for an amount equal to or over \$25.00.

2.1.3 Reimbursements are not approved that include the costs of attending one's own chapter meetings or attending the Section or another chapter's meeting for the purpose of the individual's personal educational interest in the subject matter of that meeting.

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2.1.4 All requests for reimbursements must provide complete and legible receipts for all reimbursements over \$25 (recommended for all expenses when a receipt is available).

2.1.5 Provide invoices, statements, or other documentation must be provided to support direct payments.

2.1.6 Be sure expenses are reasonable (perception is important particularly for travel)

2.1.7 Avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.

2.1.8 Provide receipts and/or acknowledgements to all when receiving funds payable to CTS/IEEE.

2.1.9 Be sure to include the value of any amount of goods or services donated to CTS/IEEE (required as IEEE is an 501(c)(3)).

2.1.10 Use standard IEEE contracts and IRS Forms 1099 and W-9 to document payments to individuals for services as these reports must be submitted to Hq IEEE. Remember, The Section Chairman must approve any legal contract or document that obligates the CTS/IEEE; this is critical for all such transactions that include payments before commitments are made and paid.

2.1.11 Remember: Payments to IEEE volunteers for services is not authorized under normal circumstances. Requests for any exception must be approved before any commitments for payments are made.

2.1.12 Also do not accept IRS Forms 1099 for payments to IEEE. They are not required.

2.1.13 Use IEEE tax exemptions for purchases when convenient (Texas Tax Exempt form is available on the CTS web site).

2.1.14 Travel out of the CTS area, when CTS is to reimburse amounts, must have the CTS Chairman's approval before travel arrangements are made.

2.1.15 For out of the CTS area travel, arrangements should be made at least 14 days prior to the actual begins. Additionally economy airfare tickets are required. Travelers should book their Air travel early and strive to find the cheapest rates including:

- Staying in conference hotel and eating conference meals (when available)
- Attending the conference events and coming home as soon as the conference is over

2.1.16 When submitting requests for reimbursement for attending an out of town conference, a short report should be submitted along with the travel reimbursement documents.

3. FORMS FOR USE IN REPORTING EXPENSES AND REVENUE

The most current forms for reporting Revenue and Expense within CTS are available on the CTS Website at the following links:

- CTS Expense Report Form
- CTS Revenue Report Form

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The IEEE Expense Report Form can be downloaded from the IEEE web site.

4. INSTRUCTIONS FOR COMPLETING THE EXPENSE REPORTS AND PAYMENT REQUEST FORMS

4.1 Completing the Expense Report

The Expense Report and Payment Request form supports reimbursements and direct CTS payments from four CTS expense categories: operating, travel, workshop, or other. The CTS [Expense form](#) may be used for all four types of expenses. Payments may be made directly to a vender or indirectly to a vender through reimbursement of an IEEE member who previously paid the vender. The form is completed and submitted as follows. (Examples are in parentheses.)

- Send the completed form or substitute form to the CTS Treasurer and if submitted by email send a copy to the CTS Chairman.
- Replace the sample data under the Itemized List of Expenses when completing the form.
- Category of funds: Check one of the following:
 - Operating funds: Enter the name of the chapter or CTS budget (SAS/SSC, CTS meeting, EMB, Life-SA).
 - Travel funds: Enter the name of the event (Region 5 conference, ICICDT).
 - Workshop funds: Enter the name of the workshop or local conference supported (Solar Tech, Consultants, Future City).
 - Other: Discuss with treasurer before using.
- Within budget or prior approval: Check whether the payment amount is within the amount of funds available in the category budget or approved amount. Yes or No. If no, the CTS Chairman must approve the payment.
- Payee: Enter the name and address of the payee:
 - Name: Enter the name to be on the payment check--the person to be reimbursed or the vendor to be paid (John Jones, Papa John's Pizza).
 - Address: Enter the name and address of the payee (where the Treasurer should send the check).
- Itemized List of Expenses: Enter each transaction to be reimbursed or paid, Use one line per receipt.
 - Date: Enter the date of the payment to be reimbursed or the date of the invoice or other commitment to pay. Current year is assumed unless noted. (7/23, 11/27/12).
 - Purpose: Enter the purpose of the payment (ChapComm meeting, technical meeting, supplies).
 - Purpose: If the receipt does not provide the information listed in items 1-4 above or if there is no receipt, enter the information here.
 - Reimbursement. Enter the amount of the reimbursement requested.
 - Direct: Enter the amount to be directly paid to the vender. If you have multiple vendors add their names and addresses in the unused space on the form or on an attachment to the form.
 - Sub total of items listed. This sum or all amounts; it is calculated automatically.

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- Less Previous Direct Payments, Advances, or Other Reimbursements. Enter any previous reimbursements for a requested payment.
- Total Request for Reimbursement or Direct Payment. This is the total of all amounts less previous reimbursements; it is calculated automatically.
- Remarks: Enter anything unusual about this report that might affect payment
- Requestor or Requesting and Approving Officer: This is usually the person requesting payment or preparing the report. Payment requests must be signed by both the requester and a CTS officer who has authority to commit the funds from the funding category; they may be the same person.
 - Signature and Date: The signature of the requester or requester and approver and the date signed. An email from the signer is sufficient for signature. Enter, "By email" if you are using an email signature.
 - Name: Print the name of the signer.
 - IEEE Title: Enter the signer's IEEE title if any
- Approving Officer. This is the approving officer if not approved above.
 - Signature and Date: The signature of the approving officer and the date signed.
 - Print the name of the signer.
 - IEEE Title: Enter the signer's IEEE title.

4.2 Completing the Revenue Report Form

(Continued on the next page)

The Revenue Report form supports receipts and donations to CTS for four CTS revenue categories: operating, travel, workshop, or other. The CTS [Revenue form](#) may be used for all four types of revenue. The form is completed and submitted as follows. (Examples are in parentheses.)

- Send the completed form or substitute form to the CTS Treasurer and if submitted by email send a copy to the CTS Chairman.
- Replace the sample data under the Itemized List of revenue when completing the form.
- Category of funds: Check one of the following:
 - Operating funds: Enter the name of the chapter or CTS budget (ComSoc-AUS, CTS meeting, V-C SA).
 - Travel funds: Enter the name of the event (Region 5 conference, ICICDT).
 - Workshop funds: Enter the name of the workshop or local conference supported (NEC Update Class, GlobeCom, Consultants' Network).
 - Other: Discuss with treasurer before using.
- Itemized List of Revenue: Enter each revenue transaction. Use one line per receipt.
 - Date: Enter the date of the receipt. Current year is assumed unless noted. (7/23, 11/27/12).
 - Purpose: Enter the purpose of the payment to CTS (Registration fee, technical meeting).
 - Purpose: If the receipt does not provide the information listed in items a-d above or if there is no receipt, enter the information here.
 - Cash: Enter the amount of the cash received.
 - Other: Enter the amount received from checks, transfers, or other means.
 - Sub-total of items listed. This sum or cash and other amount columns; it is calculated automatically.

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- Total Revenue: This is the combined total of cash and other revenue; it is calculated automatically.
- Remarks: Enter anything unusual about this report that might affect payment
- Submitter or Submitter and Approving Officer: This is usually the person preparing the report.

Revenue Reports must be signed by both the submitter and a CTS officer who has responsibility for the funding category; they may be the same person.

- Signature and Date: The signature of the drafter or drafter and approver and the date signed. An email from the signer is sufficient for signature Enter, "By email" if you are using an email signature.
 - Name: Print the name of the signer.
 - IEEE Title: Enter the signer's IEEE title if any.
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- Approving Officer. This is the approving officer if not approved above.
 - Signature and Date: The signature of the approving officer and the date signed.
 - Print the name of the signer.
 - IEEE Title: Enter the signer's IEEE title.