

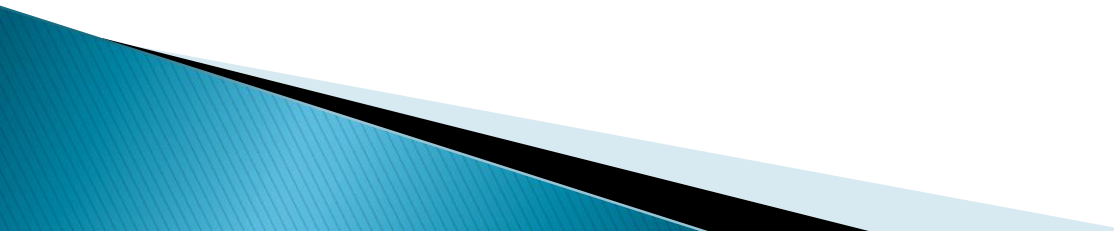


# How 2B Treasurer

2019 OEB Officer Training  
Jan 19, 2019  
Cal State East Bay

The role of the Treasurer is to manage the finances of the chapter in a manner consistent with the highest ethical standards of responsibility and accountability.

# Topics

- ▶ Tools
    - Concentration banking
    - Credit card
    - Checkbook / deposit slips
  - ▶ Monthly tasks
    - Tracking income/expenses
    - Paying bills
    - Reporting to ExCom
    - Reporting to IEEE
  - ▶ Annual tasks
    - Year end reporting to IEEE
    - Budget
    - Succession
  - ▶ Resources
- 

# How 2B Treasurer

»» Tools

# Concentration Banking (CBRS)



- ▶ Concentration banking is the primary basis for financial management of IEEE local chapters and affinity groups (<http://webapps1.ieee.org/CBRS/>)
- ▶ Each chapter has an account in the CBRS system that is used to deposit income and pay expenses
- ▶ The 6 digit account number (HOP #) is unique to each chapter/section. For OEB most HOP numbers are [6342xx](#), where [xx](#) identifies the chapter (societies, affinity groups, or students)
- ▶ Each account earns interest monthly on the balance
- ▶ For access, contact Stacy Negrón-Sheckells at IEEE HQ ([s.negrón-sheckells@ieee.org](mailto:s.negrón-sheckells@ieee.org)). Will need to submit a signature form for each signee on your account. (Old officers can be removed upon request of both current Chair and Treasurer.

# IEEE Credit Cards



- ▶ Chapter chairs and treasurers are eligible for an IEEE credit card that is linked to the corresponding HOP account. Charges come directly out of HOP account. There is no percentage or use fee to the chapter or section.
- ▶ Very useful for meeting expenditures
- ▶ To request cards contact Stacy Negrón-Sheckells ([s.negrón-sheckells@ieee.org](mailto:s.negrón-sheckells@ieee.org))

# Checkbook / Deposit Slips



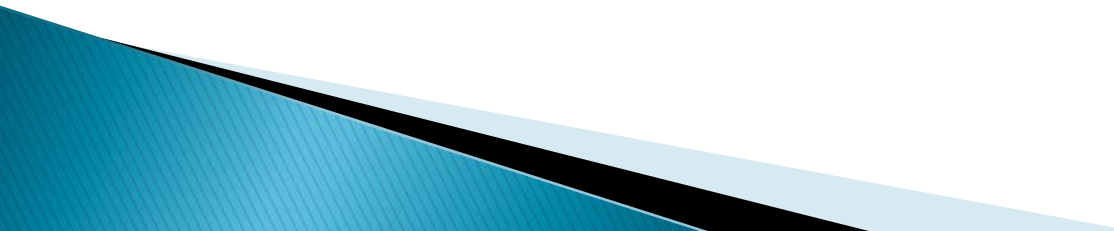
- ▶ Each chapter should have a checkbook and deposit slips linked to HOP account
- ▶ Checks are useful for reimbursements (e.g. travel), awards, and other expenses
- ▶ Recommend maintaining a ledger of all checks and deposits (legible please!)
- ▶ Wells Fargo manages the IEEE account.
- ▶ Use deposit slips when depositing cash or checks into HOP accounts. Record your HOP on each deposited check and deposit slip. Ask the teller to record it in the “serial number” field. This ensures the funds are deposited in the correct HOP account with minimal delay/confusion.
- ▶ For new supplies contact Stacy Negrón-Sheckells ([s.negrón-sheckells@ieee.org](mailto:s.negrón-sheckells@ieee.org))

# How 2B Treasurer

»» Monthly tasks



# Four primary monthly tasks

- ▶ Pay expenses / deposit income
  - ▶ Update budget ledger
  - ▶ Report to ExCom
  - ▶ Report to IEEE HQ
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# Paying expenses



- ▶ All expenses should be approved by the ExCom and noted in meeting minutes
- ▶ Reimbursements and checks should be accompanied with a receipt and/or expense report (e.g. travel)
- ▶ For transfers between CBRS accounts, contact Stacy Negron–Sheckells ([s.negron-sheckells@ieee.org](mailto:s.negron-sheckells@ieee.org)) Always cc the chapter Chair.
- ▶ Save all records in case of audit

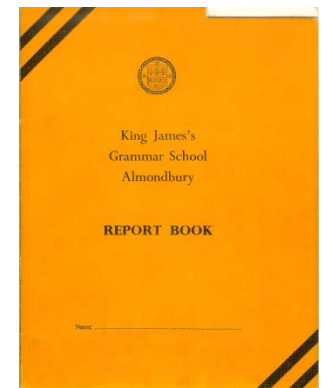


Chapter Budget Ledger 2018

	L50 Code	January	February	March	April	May	June	July	August	September	October	November	December	Totals	Budget	Remaining
<b>Expenses</b>																
Meeting	4.1		166.00		165.00	166.00		223.00		116.00	157.00		1157.00	2150.00	2000.00	-150.00
Students	4.8		250.00			250.00				150.00			100.00	750.00	800.00	50.00
Outreach	4.6/4.7	200.00			235.00	300.00				400.00				1135.00	1200.00	65.00
Operating expenses	6.1	12.00								10.00			43.00	65.00	50.00	-15.00
<b>Totals</b>		212.00	416.00	0.00	400.00	716.00	0.00	223.00	0.00	676.00	157.00	0.00	1300.00	<b>4100.00</b>	<b>4050.00</b>	<b>-50.00</b>
<b>Cumulative</b>		212.00	628.00	628.00	1028.00	1744.00	1744.00	1967.00	1967.00	2643.00	2800.00	2800.00	4100.00			
<b>Income</b>																
Interest	3.4	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	87.00	85.00	
PACE	3.2							120.00			30.00			150.00		
Misc/Refunds	3.7		20.00		25.00				50.00		15.00	10.00		120.00	100.00	
Rebate	3.1						3750.00							3750.00	3800.00	
<b>Totals</b>		7.25	27.25	7.25	32.25	7.25	3877.25	7.25	57.25	7.25	52.25	17.25	7.25	<b>4107.00</b>	<b>3985.00</b>	
<b>Net</b>		-204.75	-388.75	7.25	-367.75	-708.75	3877.25	-215.75	57.25	-668.75	-104.75	17.25	-1292.75	<b>7.00</b>	<b>-65.00</b>	
<b>Opening Balance</b>		10507.00	10302.25	9913.50	9920.75	9553.00	8844.25	12721.50	12505.75	12563.00	11894.25	11789.50	11806.75	10507.00	10507.00	
<b>Closing Balance</b>		10302.25	9913.50	9920.75	9553.00	8844.25	12721.50	12505.75	12563.00	11894.25	11789.50	11806.75	10514.00	<b>10,514.00</b>	<b>10,442.00</b>	

# Report to each ExCom meeting

- ▶ Prepare a budget report
  - May be done quarterly or whenever the ExCom meets if chapter does not meet monthly
- ▶ Minimum items in report: expenses, income, account balance, performance-to-budget
- ▶ May also include cumulative (year-to-date) expenses/income, notes on items
- ▶ Example



## Chapter December Report January 5, 2019

Cumulative expenses at beginning of November:	\$3035
November/December expenses:	\$1300
November/December income:	\$235
Total 2018 budget:	\$4050
Current CBRS account balance:	\$10514

Notes:

1. Expense is primarily for December holiday party (\$1157)
2. Income is interest plus \$230 OEB Section support for recruiting activity

### 2018 Budget update

<b>Expenses (L50 Code)</b>	<b>Planned</b>	<b>Actual (Jan 1)</b>
Meetings (4.1)	\$2000	\$2150
Student support (4.8)	\$800	\$750
Outreach (4.6/4.7)	\$1200	\$1135
Operating expenses (6.1)	\$50	\$65
 Total Expenses	 \$4050	 \$4100
 <b>Income</b>		
Interest (3.4)	\$85	\$87
Misc/Refunds (3.7)	\$100	\$120
Pace (3.2)	N/A	\$150
Rebate (3.1)	\$3800	\$3750
 Total Income	 \$3985	 \$4107
 <b>Net</b>	 <b>-\$65</b>	 <b>\$7</b>

# Report to IEEE HQ



- ▶ Each month HQ generates a pdf statement for each HOP account. Treasurers are notified by email a few days after end of month.
- ▶ Download pdf from CBRS web site
- ▶ At bottom of pdf is a link to “Netsuite download”. Select this to download an Excel spreadsheet version of pdf report.
- ▶ Add income/expense account numbers to spreadsheet then save
- ▶ Send Excel spreadsheet to [nsbankupload@ieee.org](mailto:nsbankupload@ieee.org)
- ▶ Find income/expense account numbers and descriptions in the MGA NETSUITE GENERAL LEDGER CHART OF ACCOUNTS (file: [NS\\_Bank\\_Upload\\_Template\\_2\\_COA\\_Descriptions.xlsx](#) obtainable from OEB Treasurer)



**CBRS REPORT FOR IEEE Oakland East Bay  
Section-Signal Processing Chapter  
For May 2018**

Account: 634208

IEEE Oakland East Bay Section-Signal  
Processing Chapter

Project Code: R6134

Currency: USD

**ACCOUNT SUMMARY**

Opening Balance:	2,908.81
Interest Paid	1.96
IEEE CB Card	(193.86)
	<hr/>
Closing Balance:	2,716.91

Interest Rate:	.86%
Interest Earned:	2.07

**ACCOUNT DETAIL**

<u>Date</u>	<u>Transaction Type</u>	<u>Check Number</u>	<u>Sub Group</u>	<u>Daily Opening Balance</u>	<u>Change</u>	<u>Daily Closing Balance</u>
01-MAY-18	Interest Paid		Interest Paid	2,908.81	1.96	2,910.77
18-MAY-18	CB Card Transaction		IEEE CB Card	2,910.77	(193.86)	2,716.91

**Interest Paid**

<u>Date</u>	<u>Transaction Type</u>	<u>Amount</u>	<u>Additional Information</u>	<u>Image</u>
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01-MAY-18	950	Interest Paid	REC	1.96
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Total	Interest Paid	1.96
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**IEEE CB Card**

<u>Date</u>	<u>Transaction Type</u>	<u>Amount</u>	<u>Additional Information</u>	<u>Image</u>
18-MAY-18	CB77 CB Card Transaction	PAY	(193.86)	COSTCO WHSE #0146-LIVERMORE-CA CB Card#-6721-Trans No.622557904-Trans.Date-17-MAY-20 18 OTHER-Wholesale Clubs 193.86-COSTCO WHSE #0146
Total	IEEE CB Card	(193.86)		

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01-MAY-18	Year To Date Interest	8.68
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[EXCEL\\_DWNLD](#)- Click Here

[QIF\\_DWNLD](#)- Click Here

[NetSuite Template Download](#)- Click Here

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Title : NetSuite Bank Upload Template  
 Version : 2  
 Statement For : May 2018  
 Bank Account : 634208  
 Currency: USD  
 Opening Balance : 2908.81  
 Ending Balance : 2716.91

[Click Here to Open COA Description](#)

<u>Date</u>	<u>Amount</u>	<u>Additional Information</u>	<u>Input GL Account # Below</u>	<u>Account</u>	<u>Transaction ID</u>
1-May-18	1.96		3.4	634208	634208194
18-May-18	-193.86	COSTCO WHSE #0146-LIVERMORE-CA CB	4.1	634208	634208195

Created On: 15-JUN-18

# MGA NETSUITE GENERAL LEDGER CHART OF ACCOUNTS

Account Type	Account Number	Account Name	Account Description
Income	1.10	Received from Individuals	Cash received as contributions from individuals
Income	1.20	Received from Corporations	Contributions received from corporations
Income	1.30	Received from Foundations	Contributions received from non-profit organizations and foundations
Income	2.10	Meetings & Social Events	Income from regularly scheduled meetings or social events (including dinner meetings)
Income	2.20	Publication Revenue	Receipts for all forms of publications including newsletters, abstracts, reprints, and conference publications, and proceedings
Income	2.30	Advertising - IEEE	Income from IEEE conferences or subunits to pay for placing an advertisement in any Unit publication
Income	2.40	Advertising - Non-IEEE	Income from non-IEEE sources to pay for advertising in any Unit Publication
Income	2.50	Conference Revenue	Conference receipts except those related to conference publications and advertising which should be classified on lines 2.20 & 2.30
Income	2.60	Educational Activities	Income from Educational Activities sponsored by the Unit including short courses, self-study courses, lecture series, seminars, and others
Income	2.70	Professional Activities	Income from Professional Activities sponsored by the Unit
Income	2.80	Student Activities	Money generated in support of student or Student Branch activities
Income	2.90	Project Revenues	Income from special projects that cannot be classified elsewhere
Income	3.10	Rebate from IEEE HQ	Gross rebate received from IEEE HQ
Income	3.12	Region 1-6 Assessment	Regional Assessment received from IEEE HQ
Income	3.13	Region 7 Assessment	Regional Assessment received from IEEE HQ
Income	3.14	Region 8 Assessment	Regional Assessment received from IEEE HQ
Income	3.15	Region 9 Assessment	Regional Assessment received from IEEE HQ
Income	3.16	Region 10 Assessment	Regional Assessment received from IEEE HQ
Income	3.20	Region Receipts	Income received from your Region Office
Income	3.30	Sections or Councils	Income received from Sections, Subsections, Chapters and Affinity Groups
Income	3.32	Receipts from RAB, other Major Boards	Receipts received from RAB and other Major IEEE Boards such as USA & PACE
Income	3.33	Sections Congress	Receipts associated Sections Congress
Income	3.34	IEEE HQ & Societies	Income received from IEEE HQ (other than the rebate) & from IEEE Societies
Income	3.40	Interest	Income received on interest bearing deposits and/or investments
Income	3.50	Dividends	Dividends received on securities owned by the Unit
Income	3.60	Realized Gain/(Loss) on Sale of Investments	Realized gains or losses on sales of investments during the year
Income	3.62	Unrealized Gain/(Loss) on Investments (Market Value)	Unrealized Gains or (Losses) as a result of increases/ decreases to the Market Value of Investments
Income	3.65	Gain/(Loss) on Sale of Furniture & Equipment	Realized gains or losses on sales of furniture & equipment during the year
Income	3.70	Other (Describe)	Receipts not classified elsewhere
Income	3.95	Bank Account Transfers	Use this account when transferring money between bank accounts in your Geo Unit.
Expense	4.10	Meetings & Social Events	Disbursements incurred in organizing and conducting regularly scheduled meetings or social events (including dinner meetings)
Expense	4.20	Publication Expenses	Disbursements for all forms of publications including newsletters, abstracts, reprints, and conference publications and proceedings
Expense	4.30	Advertising IEEE	Disbursement for expenses related to advertising by IEEE entities, publications, or conferences
Expense	4.40	Advertising - Non IEEE	Expenses related to advertising by non-IEEE sources
Expense	4.50	Conference Expenses	Conference expenditures except those related to conference publications & advertising which should be classified on lines 4.20, 4.30, & 4.40
Expense	4.60	Educational Activities	Disbursements incurred in organizing, promoting, and conducting educational activities sponsored by the Unit
Expense	4.70	Professional Activities	Expenses related to Professional Activities sponsored by the Unit
Expense	4.80	Student Activities	Money disbursed in support of student or Student Branch activities
Expense	4.85	Grants & Awards	Contributions made to individuals or organizations outside IEEE
Expense	4.90	Other Program Expenses	Disbursements for special projects that cannot be classified elsewhere
Expense	5.10	Occupancy	Disbursements such as rent and utilities for those Units that maintain permanent offices
Expense	5.15	Sections Congress Expenses	Expenses associated Sections Congress
Expense	5.20	Travel	Expenses related to the Unit's travel expenditures
Expense	5.30	Salaries	Gross salary amounts paid to Unit employees
Expense	5.40	Payroll Taxes	Payroll taxes paid by the Unit. Do not include payments to government agencies for amounts withheld from employees wages
Expense	5.50	Support to Sections/Chapters	Support payments made to other IEEE Units
Expense	5.52	Support to Regions	Support payments to your respective Region
Expense	5.54	RAB/major Board Expenses	Payments made to RAB, IEEE-USA/PACE, or other Major IEEE Boards
Expense	5.56	IEEE HQ & Society Expenses	Payments made to IEEE HQ and/or IEEE Societies
Expense	5.57	Depreciation on Furniture & Equipment	Depreciation on any furniture & equipment
Expense	5.60	Other Management & General Expenses	Disbursements not classified elsewhere
Expense	6.10	Postage & Supplies	Expenditures for postage and supplies when soliciting contributions
Expense	6.20	Other	Expenditures incurred when soliciting contributions
AR	11900	Accounts Receivable	Money owed to your Geo Unit by another organization, company, or individual
AP	20105	Accounts Payable	Money owed by your Geo Unit to another organization, company, or individual

# How 2B Treasurer

»» Yearly tasks

# Reporting to IEEE HQ

- ▶ If you sent in the monthly Excel spreadsheets with income/expense account numbers

**YOU ARE DONE!!!!**



- ▶ Otherwise you have to send in all 12 monthly reports by end of January of the following year (typically)
- ▶ Timely reports impact the rebate amount for the entire section (more on that later)

# Yearly budget



- ▶ Budget is a funding plan for the year: includes anticipated expenses and income
- ▶ Divide expenses and incomes into useful categories, *i.e.* interest, rebate, meetings, incidentals, student support, .... (Useful if these map to IEEE income/expense account numbers)
- ▶ Based on previous years, estimate the total amounts for each category for the coming year
- ▶ Present to ExCom in Nov/Dec for comment and possible approval. Approve final version by February of budget year.
- ▶ Use as basis for budget ledger for tracking monthly income/expenses
- ▶ Except for special circumstances, budgets should be “balanced”, *i.e.* anticipated income equals anticipated expenses.

## Chapter Budget for 2018

**Expenses (L50 Code)**

Meetings (4.1)	\$2000
Student support (4.8)	\$800
Outreach (4.6/4.7)	\$1200
Operating expenses (6.1)	\$50
Total Expenses	\$4050

**Income**

Interest (3.4)	\$85
Misc/Refunds (3.7)	\$100
Rebate estimate (3.1)	\$3800
Total Income	\$3985
Net	-\$65

**L50 Expense Code Definitions**

4.10	Meetings & Social Events	Disbursements incurred in organizing and conducting regularly scheduled meetings or social events (including dinner meetings)
4.60	Educational Activities	Disbursements incurred in organizing, promoting, and conducting educational activities sponsored by the Unit
4.70	Professional Activities	Expenses related to Professional Activities sponsored by the Unit
4.80	Student Activities	Money disbursed in support of student or Student Branch activities
5.50	Support to Sections/Chapters	Support payments made to other IEEE Units
6.10	Postage & Supplies	Expenditures for postage and supplies when soliciting contributions

# Rebate



- ▶ Each year IEEE HQ passes on portion of dues to each section as a “rebate”. The amount is based on a formula that includes number of members and active chapters. **A bonus is added if all chapter financial reporting to HQ is completed by a given date, Feb 15 for 2018 reports.**
- ▶ OEB Section passes on a portion of the rebate to each chapter based on the number of meetings and attendance
- ▶ Rebates are the primary means of funding for many sections and chapters
- ▶ Additional funding includes CBRS interest or income from special events

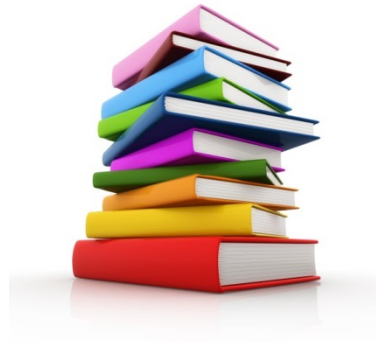


# Succession (Passing on the blessing)



- ▶ Please make sure to pass on all documents and files to the incoming Treasurer
- ▶ Strongly suggest at least one meeting to review the previous year's budget and expenditures. Explain budget plan for upcoming year (if available).
- ▶ Be available to assist new Treasurer for first 1–2 months
- ▶ Useful to mentor someone to be next year's Treasurer

# Resources



- ▶ CBRS FAQ web site (<https://standards.ieee.org/faqs/banking.html#1>)
- ▶ Past Treasurer
- ▶ OEB Section Treasurer ([chambers2@ltnl.gov](mailto:chambers2@ltnl.gov))
- ▶ IEEE HQ: Stacy Negron–Sheckells ([s.negron-sheckells@ieee.org](mailto:s.negron-sheckells@ieee.org))