

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

2/17/2020

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Category	1/1/2020 Actual	- Budget	12/31/2020 Difference
INCOME	314	241,000	-240,686
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	314	125,000	-124,686
10 Rebate Hq	0	83,000	-83,000
12 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	314	2,200	-1,886
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 seed loan return	0	5,000	-5,000
350 SECon X-CD loan return	0	6,000	-6,000
400 SECon F&B Loan return	0	45,000	-45,000
EXPENSES	9,622	328,750	319,128
4 Prog Exp	3,277	85,400	82,123
10 Meeting	0	0	0
20 Publications	0	3,500	3,500
50 Conf. Exp	172	12,800	12,628
100 Conf Comm	0	3,565	3,565
300 Tech Conf	0	0	0
500 SoutheastCon Recurring	172	1,200	1,028
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

IEEE R3 2020 Budget - 2020

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

2/17/2020

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Category	1/1/2020 Actual	- Budget	12/31/2020 Difference
100 SoutheastCon Travel Subsidy	0	22,000	22,000
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	0	5,700	5,700
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	-502	2,000	2,502
100 All other R3 committees	-502	2,000	2,502
5 Mgmt & Gen Exp	1,345	187,350	186,005
15 Sections Congress	0	80,150	80,150
20 Travel Exp	1,345	105,500	104,155
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	0	0	0
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	0	1,700	1,700
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	5,000	56,000	51,000
20 Purchase of Investments	0	0	0
30 Cash Paid to Others - Loans	5,000	56,000	51,000
100 SoutheastCon seed loan	5,000	5,000	0
150 SoutheastCon X-CD loan	0	6,000	6,000
200 SoutheastCon F&B loan	0	45,000	45,000
Net Difference:	-9,308	-87,750	78,442

Transaction - Year to Date

1/1/2020 through 2/17/2020

2/17/2020

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 12/31/2019								288,741.50
1/1/2020	CB 300000	CB xfer	IEEE Melbo...PACE sup...	4 Prog Exp:...			R	-1,500.00
1/1/2020	CB 300000	CB xfer	IEEE Easte... PACE sup...	4 Prog Exp:...			R	-416.41
1/1/2020	CB 300000	CB xfer	IEEE Florid... PACE sup...	4 Prog Exp:...			R	-1,691.25
1/1/2020	CB 300000		Interest Ear...	3 Other Re...			R	220.82
1/8/2020	CB 300000	CB xfer	William Har... Concur - 2...	5 Mgmt & ...			R	-298.82
1/11/2020	CB 300000	CB xfer	Hasala Dha... Concur - 2...	5 Mgmt & ...			R	-539.91
1/14/2020	CB 300000	CB xfer	Region 3	Reimburs... 4 Prog Exp:...			R	502.34
1/24/2020	CB 300000	CB xfer	Tamseel Sy... Concur - ...	5 Mgmt & ...			R	-505.89
2/5/2020	CB 300000	CB xfer	SoutheastC... Southeast...	8:30 Cash ...				-5,000.00
1/1/2020	CB 300099		Interest Ear...	3 Other Re...			R	92.69
1/3/2020	CB 300099	CB 3320	AuthorizeNet monthly fee	4 Prog Exp:...			R	-44.95
1/3/2020	CB 300099	CB 3320	AuthorizeNet monthly fee	4 Prog Exp:...			R	-35.00
2/5/2020	CB 300099	CB 3320	AuthorizeNet monthly fee	4 Prog Exp:...				-57.05
2/5/2020	CB 300099	CB 3320	AuthorizeNet monthly fee	4 Prog Exp:...				-35.00
1/1/2020 - 2/17/2020								-9,308.43
BALANCE 2/17/2020								279,433.07
TOTAL INFLOWS								815.85
TOTAL OUTFLOWS								-10,124.28
NET TOTAL								-9,308.43

IEEE R3 Itemized Categories - Year to Date

1/1/2020 through 2/17/2020 (Cash Basis)

2/17/2020

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Date	Account	Num	Description	Memo	Amount
INCOME					313.51
3 Other Recpt					313.51
40 Interest					313.51
1/1/2020	CB 300000		Interest Earned		220.82
1/1/2020	CB 300099		Interest Earned		92.69
EXPENSES					-9,621.94
4 Prog Exp					-3,277.32
50 Conf. Exp					-172.00
500 SoutheastCon Recurring					-172.00
1/3/2020	CB 300099	CB 3320	AuthorizeNet	monthly fee	-44.95
1/3/2020	CB 300099	CB 3320	AuthorizeNet	monthly fee	-35.00
2/5/2020	CB 300099	CB 3320	AuthorizeNet	monthly fee	-57.05
2/5/2020	CB 300099	CB 3320	AuthorizeNet	monthly fee	-35.00
70 Prof Activ					-3,607.66
100 Proj-reimbursible					-3,607.66
1/1/2020	CB 300000	CB xfer	IEEE Melbourne Sectio...	PACE sup...	-1,500.00
1/1/2020	CB 300000	CB xfer	IEEE Eastern North Car...	PACE sup...	-416.41
1/1/2020	CB 300000	CB xfer	IEEE Florida West Coas...	PACE sup...	-1,691.25
90 Other Prog Exp					502.34
100 All other R3 committees					502.34
1/14/2020	CB 300000	CB xfer	Region 3	Reimburs...	502.34
5 Mgmt & Gen Exp					-1,344.62
20 Travel Exp					-1,344.62
150 R3 Planning					-298.82
1/8/2020	CB 300000	CB xfer	William Harrison	Concur - 2...	-298.82
550 Section Support Travel					-1,045.80
1/11/2020	CB 300000	CB xfer	Hasala Dharmawardena	Concur - 2...	-539.91
1/24/2020	CB 300000	CB xfer	Tamseel Syed	Concur - ...	-505.89
8					-5,000.00
30 Cash Paid to Others - Loans					-5,000.00
100 SoutheastCon seed loan					-5,000.00
2/5/2020	CB 300000	CB xfer	SoutheastCon 2021 CB...	Southeast...	-5,000.00
OVERALL TOTAL					-9,308.43

IEEE R3 Banking Summary

1/1/2016 through 12/31/2019

2/17/2020

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Category	1/1/2016- 12/31/2016	1/1/2017- 12/31/2017	1/1/2018- 12/31/2018	1/1/2019- 12/31/2019	OVERALL TOTAL
INCOME					
2 Prog Rev					
50 Conf. Rev.					
100 SECon	0.00	7,070.23	9,900.48	21,263.59	38,234.30
TOTAL 50 Conf. Rev.	0.00	7,070.23	9,900.48	21,263.59	38,234.30
80 Student Activ	340.29	0.00	0.00	0.00	340.29
TOTAL 2 Prog Rev	340.29	7,070.23	9,900.48	21,263.59	38,574.59
3 Other Recpt					
10 Rebate Hq	85,725.00	85,151.00	86,582.00	84,705.00	342,163.00
12 Assessment	30,197.57	28,885.80	29,775.17	28,912.76	117,771.30
32 Rec. from Boards					
100 IEEE USA rebate	6,800.04	18,403.39	6,311.14	24,843.74	56,358.31
200 IEEE USA conf	10,000.00	1,250.00	5,644.18	0.00	16,894.18
TOTAL 32 Rec. from Boards	16,800.04	19,653.39	11,955.32	24,843.74	73,252.49
40 Interest	610.66	983.47	2,612.54	3,900.40	8,107.07
70 Other					
100 Life Mem Fund-students	1,500.00	0.00	1,500.00	1,500.00	4,500.00
200 Fin Adv Grant-students	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL 70 Other	3,000.00	0.00	1,500.00	1,500.00	6,000.00
70 other receipts	142.54	0.00	0.00	0.00	142.54
TOTAL 3 Other Recpt	136,475.81	134,673.66	132,425.03	143,861.90	547,436.40
7					
30 Cash Rcvd - Loans					
300 SECon seed loan return	0.00	0.00	5,000.00	6,529.17	11,529.17
350 SECon X-CD loan return	0.00	0.00	0.00	6,000.00	6,000.00
TOTAL 30 Cash Rcvd - Loans	0.00	0.00	5,000.00	12,529.17	17,529.17
TOTAL 7	0.00	0.00	5,000.00	12,529.17	17,529.17
TOTAL INCOME	136,816.10	141,743.89	147,325.51	177,654.66	603,540.16
EXPENSES					
4 Prog Exp					
20 Publications	3,305.53	0.00	0.00	0.00	3,305.53
50 Conf. Exp					
100 Conf Comm	0.00	0.00	1,985.91	0.00	1,985.91
500 SoutheastCon Recurring	0.00	0.00	422.15	1,048.50	1,470.65
510 SoutheastCon misc	0.00	0.00	1,212.68	75.00	1,287.68
520 Equipment	0.00	0.00	1,414.09	0.00	1,414.09
530 SoutheastCon travel	0.00	0.00	1,097.70	0.00	1,097.70
TOTAL 50 Conf. Exp	0.00	0.00	6,132.53	1,123.50	7,256.03
70 Prof Activ					
100 Proj-reimbursible	8,172.09	18,035.02	15,950.80	9,180.91	51,338.82
200 Proj-not reimb	1,000.00	0.00	0.00	0.00	1,000.00
300 USA mtg-deleg travel	7,240.00	400.00	0.00	0.00	7,640.00
400 USA mtg-not reimbursible	1,000.00	0.00	800.00	0.00	1,800.00
500 Prof Dev Ops	689.92	0.00	0.00	0.00	689.92
600 MOVE Project	5,000.00	0.00	5,000.00	5,000.00	15,000.00
800 Atlanta Science Festival	0.00	0.00	0.00	6,270.76	6,270.76
TOTAL 70 Prof Activ	23,102.01	18,435.02	21,750.80	20,451.67	83,739.50
80 Student Activities					
100 SoutheastCon Travel Subsidy	15,559.57	7,955.76	13,806.62	18,920.75	56,242.70

IEEE R3 Banking Summary

1/1/2016 through 12/31/2019

2/17/2020

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Category	1/1/2016- 12/31/2016	1/1/2017- 12/31/2017	1/1/2018- 12/31/2018	1/1/2019- 12/31/2019	OVERALL TOTAL
200 Student Rep Travel	0.00	798.62	0.00	1,498.25	2,296.87
300 Student Activity Chair Travel	0.00	0.00	542.70	2,654.51	3,197.21
400 Student Training	981.33	3,359.95	216.77	779.54	5,337.59
500 SoutheastCon Awards-Paper	2,000.00	1,500.00	1,500.00	1,300.00	6,300.00
600 SoutheastCon Awards-HW	1,957.97	1,188.71	2,050.86	2,209.47	7,407.01
TOTAL 80 Student Activities	20,498.87	14,803.04	18,116.95	27,362.52	80,781.38
85 Grants & Awards					
100 Awards Recog Comm-incl a...	2,431.10	0.00	0.00	0.00	2,431.10
200 Awards	0.00	1,043.70	1,310.38	1,509.61	3,863.69
300 Awardee Travel	0.00	2,163.96	732.98	2,772.39	5,669.33
TOTAL 85 Grants & Awards	2,431.10	3,207.66	2,043.36	4,282.00	11,964.12
90 Other Prog Exp					
100 All other R3 committees	500.00	0.00	0.00	2,322.31	2,822.31
TOTAL 90 Other Prog Exp	500.00	0.00	0.00	2,322.31	2,822.31
TOTAL 4 Prog Exp	49,837.51	36,445.72	48,043.64	55,542.00	189,868.87
5 Mgmt & Gen Exp					
15 Sections Congress	0.00	22,769.35	-180.00	0.00	22,589.35
20 Travel Exp					
100 SoutheastCon	72,769.52	48,976.37	79,383.64	72,874.04	274,003.57
150 R3 Planning	4,555.17	2,300.11	881.50	19,630.12	27,366.90
200 Director Travel	2,684.09	438.01	38.05	97.12	3,257.27
300 Director Elect Travel	0.00	0.00	844.67	2,837.55	3,682.22
400 Past Director Travel	1,450.99	0.00	1,038.16	1,088.38	3,577.53
500 Area chair travel	128.52	504.58	0.00	0.00	633.10
550 Section Support Travel	0.00	0.00	4,899.88	3,394.79	8,294.67
600 All other travel	15,376.69	4,933.50	1,314.37	3,895.35	25,519.91
TOTAL 20 Travel Exp	96,964.98	57,152.57	88,400.27	103,817.35	346,335.17
50 Sec&Chp Sp	3,691.45	0.00	0.00	0.00	3,691.45
54 RAB & Maj Board Expense					
200 Director Travel	1,605.10	2,500.08	0.00	0.00	4,105.18
300 Director Elect Travel	1,228.35	667.98	0.00	0.00	1,896.33
TOTAL 54 RAB & Maj Board Exp...	2,833.45	3,168.06	0.00	0.00	6,001.51
60 Other Mgmt & Gen Exp					
200 Director discretionary	0.00	0.00	164.19	48.81	213.00
600 Commun Support	0.00	0.00	250.00	0.00	250.00
700 Postage & Office Supplies	271.93	49.15	233.33	229.40	783.81
800 All Other	0.00	0.00	0.00	0.00	0.00
TOTAL 60 Other Mgmt & Gen Exp	271.93	49.15	647.52	278.21	1,246.81
TOTAL 5 Mgmt & Gen Exp	103,761.81	83,139.13	88,867.79	104,095.56	379,864.29
8					
30 Cash Paid to Others - Loans					
100 SoutheastCon seed loan	5,000.00	10,000.00	7,300.00	5,229.17	27,529.17
150 SoutheastCon X-CD loan	0.00	0.00	0.00	6,000.00	6,000.00
TOTAL 30 Cash Paid to Others - ...	5,000.00	10,000.00	7,300.00	11,229.17	33,529.17
TOTAL 8	5,000.00	10,000.00	7,300.00	11,229.17	33,529.17
TOTAL EXPENSES	158,599.32	129,584.85	144,211.43	170,866.73	603,262.33
OVERALL TOTAL	-21,783.22	12,159.04	3,114.08	6,787.93	277.83