


## Treasurer's Report \*\*\*IEEE Region 3\*\*\* December 20 , 2021

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Tue 12/21/2021 10:04 AM

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 4 attachments (61 KB)

IEEE R3 Transactions 2021 YTD 12202021.pdf; IEEE R3 Itemized Categories YTD 12202021.pdf; IEEE R3 2021 Budget YTD 12202021.pdf; R3 2022 Budget as approved at November EXCom.xlsx;

Attached are the current budget and transaction reports for Region 3 and are current through today's date. Accounts are reconciled through November 30th. Also attached is the R3 2022 Budget as approved during the November EXCom meeting.

### Treasurer's report for December 2021:

Presentation of the R3 2021 Budget YTD. The transactions made since the November EXCom meeting consisted of travel expense reimbursements for the R3 Budget Planning meeting on December 4th, PACE fund reimbursements to the Atlanta, Melbourne, Richmond and Mobile Sections for various approved Professional Development projects/activities, and some end-of-year income from our IEEE Allocation account.

Joe Pennisi, the incoming R3 Treasurer for 2022 and I met for 3 1/2 hours this month to discuss R3 Treasurer duties, responsibilities and process. We also jointly processed various transactions in NextGen. Joe is well versed in financial accounting principles and well prepared to take on the R3 Treasurer position. I will continue to work with Joe early in the new year, as needed, to help complete the R3 financial close and 2021 audit.

NextGen Financials status: IEEE Staff are preparing templates for Geo Units to assist in categorizing (tagging) Geo Unit YTD transactions. If you are a unit Chair, Vice Chair or Treasurer, you should have received an updated email notice from IEEE MGA on Nov 5th regarding the financial close out process for 2021 which reverts back to a close date in February, similar to past years. To qualify for the 10% rebate bonus, the transactions will need to be submitted by the 18th of February (3rd week in February). Treasurers will have until the 28th of February to provide all tagged transactions to qualify for the rebate. Please refer to that notice and adhere to the steps outlined in the memo. Let me know if you did not receive the email or if you have any questions.

Annual reporting of the Conflict of Interest form for all unit Chairs, Vice Chairs and Treasurers is currently underway. The PoBC/COI form can be completed using the link below:

<https://www.ieee.org/about/compliance/conflict-of-interest/coiandpob.html>

1. Under section 1. Of the form, select "Operations Audit" from the drop down menu
2. Respond to each question.
3. Enter the required information at the end of the form.
4. Submit the form.

The December FINCom meeting was canceled.

Please contact me with any questions. I have thoroughly enjoyed working with all of you over the past 2 1/2 years as Treasurer. I hope to see you at future conferences or events. Good luck to all!

Respectfully submitted,

John Balsam

IEEE Region 3 Treasurer