

Financial Guidance for the Connecticut Section IEEE

January 1, 2018

This financial guidance will govern the Connecticut Section and any Sub-sections, Chapters, Affinity Groups, Committees or Student Chapters that the Section supports financially. The IEEE Bylaws/Policies and the MGA Operations Manual will prevail when there is a conflict between these documents and this guide.

Budgets

Initial budgets are developed during November and December prior to the new fiscal year that begins in January 1. The budget is approved at the first Executive committee meeting of the year. Chapter/Committee/Affinity Chairs are free to expend their budget as required to run their organization. Additional money can be requested at any Executive Committee meeting. If a request can't wait until the next meeting, the section Chair can approve a request of up to \$500. Requests above \$500 must be approved by the section Chair and 3 voting members of the Executive Committee via a conference call or e-mail.

Requests for Reimbursement

All requests will be made on a Connecticut Section Voucher within 60 days or prior to the end of the year whichever is sooner. Receipts will be attached for all expenditures over \$25 and are encouraged for any expenditure. Vouchers must be signed by the requester. Requests of up to \$100 can be approved by the Treasurer. Requests over \$100 must be approved by the Chair of the requesting Chapter/Committee/Affinity group or the section Chair. Tentative approvals can be made via phone or e-mail and signed at a later date. When necessary, payments in advance can be requested using the voucher with the same approval requirements. It is the requester's responsibility to provide an invoice or receipt and documentation regarding the payee's tax status when required.

Requests for travel reimbursement must be made on the IEEE Expense report form available at:

<http://sites.ieee.org/r1/r1-expense-report-forms/>

or

https://www.ieee.org/about/volunteers/committee/finance/finance_expense_report.html

A simplified form is available from the section treasurer for mileage reimbursement.

Documentation

1. For activities such as socials and meetings, an L31 Meeting Report shall be submitted to IEEE headquarters.
2. Where a restaurant meal is provided, the number of attendees with member/non-member breakdown will be stated on the voucher.
3. Signed contracts that include a financial commitment such as those for the AGM and the Year End dinners, will become part of the financial documentation and be attached to the payment voucher.
4. Documentation for support payments to groups such as robotic teams or support programs such as “Startup Weekend New Haven” will require an invoice and/or acknowledgement of the payment received similar to what you would get for a charitable donation. Information to complete an IRS 1099 must also be provided. If an invoice is used, it must be presented prior to payment. Acknowledgements are required within 30 days.
5. The documentation required for expenditures for science fairs and other competition awards will consist of a formal list of the winners and their awards provided by the sponsoring organization or an IEEE representative. Information to complete an IRS 1099 must be provided if necessary.

IEEE-CT HS Outreach Sponsorship

Criteria for funding:

- Any Connecticut high school team participating in IEEE-related competitions is allowed to apply in writing for funding to support their activities. Support is limited to \$500 for local competitions.
- If the team is participating in national or international competitions, they are eligible for \$1,000 funding
- The team must have at least one IEEE-CT member sponsor

Application/Award process:

- Pre-award: Team members present their activities to the IEEE-CT ExCom
- Post-award: Team presents their results and organizes an IEEE-CT ExCom meeting at their facility
- Provide an acknowledgement of funding and documentation as required

IEEE-CT Student Branch Special Funding

Criteria for funding:

- IEEE Connecticut Student Branches may request funding for special projects that further the impact of IEEE activities on campus
- Budget will not exceed \$500 per project per year with a max of 2 projects
- The Student Branch must have a faculty advisor or a sponsor that is an IEEE CT Section member

Application/Award process:

- Pre-award: Branch members present their request with a detailed budget to the IEEE-CT ExCom

- Post-award: Team presents their results with expenditures and organizes an IEEE-CT ExCom meeting at their facility
- Provide an acknowledgement of funding and documentation as required

The disbursement of approved funds will be initiated once a properly approved voucher providing the 'pay to' information and the information to complete an IRS form 1099 is received by the section treasurer

Credit Card

The Executive Committee may authorize certain members to hold an IEEE CB credit card. This credit card may only be used to pay for obligations of the Connecticut Section. Credit card payments require the same voucher and approval requirements as a request for payment.

Principles of Business Conduct/Conflict of Interest (POBC/COI)

The section will adhere to the IEEE Principles of Business Conduct/Conflict of Interest (POBC/COI) at all times. Expenses reimbursed to the section treasurer or their chapter must be approved by the section chair or vice chair.

Changes to this document may be made by a majority vote of the Executive Committee.

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