# IEEE 802®
# Financial Workshop
# LMSC Plenary – Albequerque
# 10 November 2003

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# Documentation

- IEEE Constitution, By Laws, Policies, Financial Operations Manual (FOM), IEEE Meetings Organizational Manual

- IEEE-SA Bylaws & Operations Manuals

- IEEE Computer Society Constitution, By Laws, Policies and Procedures Manual

- IEEE 802 LMSC Policies & Procedures

- IEEE 802 LMSC Working Group Financial Operations

Red text indicates documentation with applicable rules

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# IEEE Policies (highlights)
# Section 10.2 – Standards Meetings

- 10.2.2 – Standards Sponsors
  - …These series of meetings operate on a break-even basis are are not operated to generate a profit in the long term…

- 10.2.4 – General approvals, endorsements, and responsibilities
  - All sponsors… budgets or expenses of US $25,000 or greater shall submit the location, date, and subject matter of their meetings to the IEEE-SA Board of Governors (BOG) at least a year in advance on an annual basis.

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# IEEE Policies (highlights)
# Section 10.2 – Standards Meetings

- 10.2.6 – Standards Meeting Budgets
  - The IEEE-SA BOG…, shall receive the budgets for all IEEE standards development meets… exceeds US $25,000 per meeting…
  - For IEEE Standards meeting budgets that are greater than US $25,000, failure to submit a budget may result in action from the IEEE-SA BOG.
- 10.2.7 – Standards Meeting Bank Account Signatures
  - … signatures of at least two volunteers and the signature of the IEEE Staff Director – Financial Services…

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# IEEE Policies (highlights)
# Section 10.2 – Standards Meetings

- 10.2.8 – Auditing of Standards Finances
  - All IEEE Standards Sponsor committees with actual or budgeted meeting income or expenses of US $100,000 or more per year shall be audited by a professional independent source, outside the sponsoring organizational unit…
  - IEEE Standards Sponsor committees with more than US $25,000 but less than US $100,000 in meeting income or expenses per year will be audited on a rotational basis…

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# IEEE Policies (highlights)
## Section 10.2 – Standards Meetings

- 10.2.16 – Contracting
  - … All meeting contracts shall be maintained in a readily accessible file at the IEEE Standards Department for audit purposes
  - Executing contracts, see FOM.8
- 10.2.17 – Insurance
- 10.2.18 – Tax Liability

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# IEEE Financial Operations Manual
## FOM.3 – Asset/Liability Management

- A. Asset Management
  - 2. Banking - …All other IEEE Organizational Units shall conduct their banking through central IEEE treasury processes. (Policy 11.3.A.2)…
  - 3. Bank Account Signatures - … All IEEE Geographic Units and Conference bank accounts must have the IEEE Staff Director, Financial Services as a signatory thereon. Procedures for handling bank account signatures shall be maintained in the IEEE Financial Operations Manual. (Policy 11.3.A.3).

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# IEEE Financial Operations Manual
## FOM.8 – Contracts & Purchase Orders

- Process for Approvals
  - Contacts, agreements, and Memorandum of Understanding with a contact value of US $25,000 or greater (as defined below), shall be reviewed by subject matter experts prior to the final approval and execution. IEEE units will initially "approve" contracts.
  - However, contracts in excess of US $25,000, will be "executed" by authorized staff executives at the Operations Center in Piscataway, primarily within the IEEE's Purchasing function…

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# IEEE Financial Operations Manual
## FOM.8 – Contracts & Purchase Orders

- Control Limits
  - …While any contract up to US $25,000 in value may be executed locally, a copy must be sent to the Procurement Department for central record retention.
- Exception for Conference Hotel Contracts
  - The threshold for conference hotel contracts requiring ExCom approval prior to formal execution has been raised from $250K to one million dollars

# IEEE-SA By-Laws & Operations Manuals

- These manuals do not contain any financial regulations with respect to standards meetings.

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# IEEE Computer Society Documents

- **Constitution**
  - Article V – deals with finances
    - Section 1 – deals with the ownership of Computer Society Assets.
    - Section 2 – deals with the conditions under which a Computer Society officer, member, employee or representative can financially obligate the Society or the IEEE.
- **By Laws**
  - Article X – deals with standards activities. This section does not contain any financial regulations that apply to standards committees.

# IEEE Computer Society Documents

- **Computer Society Policies and Procedures Manual**
  - Section 10 deals with standards activities and Section 12 deals with audit Committee. Neither section contains any financial regulations that apply to standards committees.
  - Section 16 – deals with finances. Section 16.7.l contains regulations on standards committees checking accounts.
    - Authorized signatories for the account must be approved by the appropriate CS vice president.
    - The CS executive director or his designee shall be a signatory for the account and receive a copy of the monthly account statements.
    - The balance of any checking account shall not be in excess of $10,000 with the explicit approval of the appropriate officer of the society. Funds in excess of that amount shall be transferred to the CS.

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# IEEE Computer Society Documents

- **IEEE Computer Society Standards Activities Board Policies & Procedures**

  - Section 4.11 allows Computer Society Standards Committees (CSSCs) to recover their operating expenses.

- **Computer Society 2003 Technical Meeting Handbook**

  - This document does not apply to standards meetings. Section 2, page 32 contains information on IEEE Insurance coverage. Section 9 contains a standard "IEEE Computer Hotel Contract."

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# IEEE 802 LMSC Documents

- **LMSC Policies & Procedures**
  - There are two proposed additions to the P&P that will deal with WG financial operations.
  - Section 5.1.6 Working Group Financial Operations and
  - Section 6.2 Interim Sessions
- **Section 5.1.6 Working Group Financial Operations**
  - Criteria for existence of a WG treasury and "operating with treasury"
  - Obtaining permission for a WG to operate with treasury.
  - WG subgroups may not operate with treasury.
- **Section 5.1.6.1 WG Financial Operation with Treasury**
  - Detailed requirements for WG operation with treasury including requirements on financial accounts, handling of funds, reporting, approval of expenses and approval and execution of contracts and agreements.

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# IEEE 802 LMSC Documents

- **Section 5.1.6.2 WG Financial Operation with Joint Treasury**
  - Additional requirements when several WGs/TAGs operate with a joint treasury
- **Section 6.2 Interim Sessions**
- **Section 6.2.1 Interim Session Hosts**
  - Entities that may Host an interim session
  - The role of an interim session Host
- **Section 6.2.2 Interim Session Fees**
  - Authority to collect fees from interim session attendees
  - Allowable uses of interim session fees and contributions
- **Section 6.2.3 Interim Session Financial Reporting**
  - When financial reports must be submitted on an interim session.

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# Important URLs

- **IEEE Policies**
  - http://www.ieee.org/portal/index.jsp?pageID=corp_level1&path=about/whatis/policies&file=index.xml&xsl=generic.xsl
- **IEEE FOM**
  - http://www.ieee.org/portal/cms_docs/about/whatis/policies/finopsmanual.PDF
- **IEEE-SA**
  - http://standards.ieee.org/
- **IEEE Computer Society**
  - http://www.computer.org/csinfo/
  - http://www.computer.org/standards/
  - http://www.computer.org/conferences
- **IEEE LMSC**
  - http://grouper.ieee.org/groups/802/index.html

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# Contact Information

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# Thank You

Questions?

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