

Aerospace & Electronic Systems Society

Finance
2013 Spring BoG meeting



Ron Ogan, rtogan@ieee.org
IEEE Senior Member



Expense Reporting 2013

Total expense reports processed:

2013 QTR1 (33 transactions) \$37,950.41

2013 YTD (40 transactions) \$39,970.57

Treasurer approved for 1900 account is 94.4 % 2013 QTR1

Item	Total	Budget	YTD			
			totals	Jan-13	Feb-13	Mar-13
Committee	Exp. A -	40.2	(2.6)	36.4	6.4	
01900						
account	B	326.4	81.6	27.2	27.2	27.2

Expense Reporting

Business class airfare must be pre-approved by the AESS President and IEEE unless for flights over 8 hours.

Travel advances will be allowed/processed for prepaid expenses such as airfare will allowed before travel and will be shown in the final travel expense report as an advance.

Travel expense reports shall follow the IEEE travel guidelines in the documents section as posted on <http://www.ieee-aess.org/>

Expense Reporting

1. Prepare the expense report using the 2013 Microsoft EXCEL expense form and **send within 30 days!**
2. Scan receipts for any expense over \$25
3. \$US is IEEE default, therefore, if you complete in another currency, show the currency exchange rate at the lower left note section of the expense report.
4. Show how you would like to receive payment in your email or in the note section of the expense report.
5. **Include your name** in the file names to avoid mixing with other expense reports. i.e. smith expense report DL-travel.xls and add your address and IEEE member number to the form.
6. Send the completed expense report to me within 30 days of your travel. **Do not copy IEEE finance since this may delay payment.**

2012 FINANCIAL SUMMARY

FM-12 Report			
Aerospace & Electronic Systems	2012	shown in \$000	
	BUDGET	ACTUAL	VARIANCE
INVESTMENT RETURNS	0.00	253.90	253.90
PERIODICALS	55.90	-55.10	-111.00
NEWSLETTERS (CTR 01500)	0.00	0.00	0.00
NON PERIODICAL SALES	-2.40	-5.30	-2.90
MEETINGS/CONFERENCES	760.00	851.70	91.60
GRANTS (CTR 01702)	0.00	0.00	0.00
ADMINISTRATION (CTR 01800)	-427.50	-419.20	8.30
COMMITTEE/OTHER	-372.60	-275.80	96.80
	-----	-----	-----
TOTAL	13.40	350.10	336.70
	-----	-----	-----

2013 Quarter1 JAN-MAR

Item		Budget	YTD totals	Jan-13	Feb-13	Mar-13
Transactions	Income A	-	196.9	33.6	160.4	2.9
0380 account	B	583.0	262.7	61.7	186.8	14.2
	Expense					
	A	-	40.2	2.9	16.4	20.9
	B	230.0	57.5	7.9	7.9	41.7
	Purchase					
	Serv A	-	2.1	0.9	0.6	0.6
	B	54.4	13.6	1.4	1.4	10.8
	Net					
	A	-	154.6	29.8	143.4	(18.6)
	B	298.6	191.6	52.4	177.5	(38.3)

2013 Quarter1 JAN-MAR

Item		Budget	YTD totals	Jan-13	Feb-13	Mar-13
AESS magazine Income	A	-	73.7	9.3	60.2	4.2
0381 account	B	176.2	68.9	6.6	61.0	1.3
Expens						
e	A	-	44.5	17.1	1.2	26.2
	B	336.0	84.0	28.0	28.0	28.0
Purch						
Serv	A	-	3.6	1.3	1.3	1.0
	B	19.2	4.8	1.6	1.6	1.6
Net						
	A	-	25.6	(9.1)	57.7	(23.0)
	B	(179.0)	(19.9)	(23.0)	31.4	(28.3)

2013 Quarter1 JAN-MAR

Item		Budget	YTD totals	Jan-13	Feb-13	Mar-13	
Conferences	Income	A	-	114.5	-	3.7	110.8
01700 account		B	2,224.1	470.1	156.7	156.7	156.7
	Expense	A					
		B	1,412.4	353.1	117.7	117.7	117.7
	Net	A	-	114.5	-	3.7	110.8
		B	811.7	117.0	39.0	39.0	39.0
Item		Budget	YTD totals	Jan-13	Feb-13	Mar-13	
Administration	Purch	A	-	111.3	36.9	37.4	37.0
01800 account	Serv	B	440.4	110.1	36.7	36.7	36.7
	Total Net	A	-	(111.3)	(36.9)	(37.4)	(37.0)
		B	(440.4)	(110.1)	(36.7)	(36.7)	(36.7)

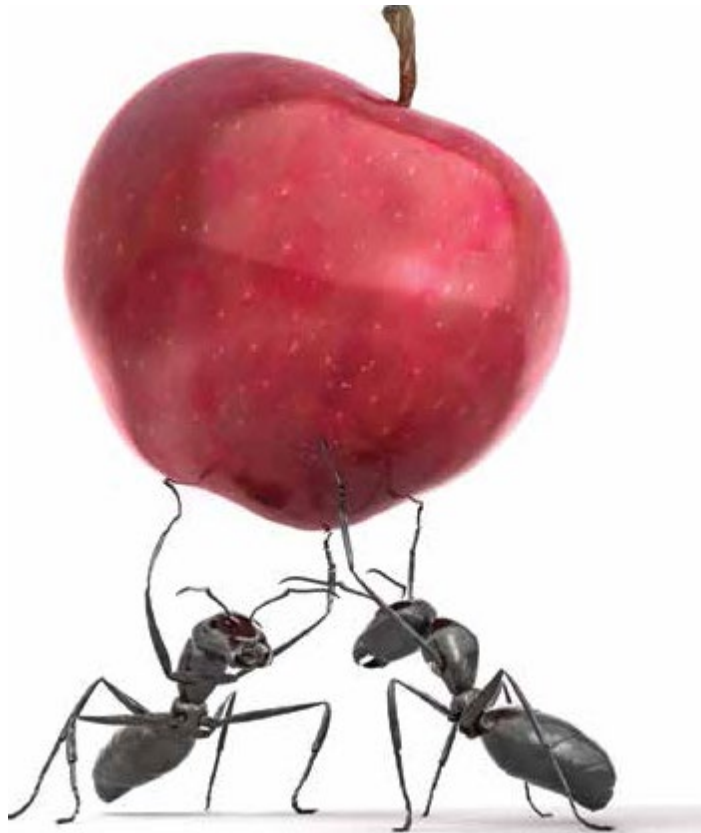
2013 Quarter1 JAN-MAR

Item		Budget	YTD totals	Jan-13	Feb-13	Mar-13
Transactions	Income A	-	196.9	33.6	160.4	2.9
0380 account	B	583.0	262.7	61.7	186.8	14.2
	Expense					
	A	-	40.2	2.9	16.4	20.9
	B	230.0	57.5	7.9	7.9	41.7
	Purchase					
	Serv A	-	2.1	0.9	0.6	0.6
	B	54.4	13.6	1.4	1.4	10.8
	Net					
	A	-	154.6	29.8	143.4	(18.6)
	B	298.6	191.6	52.4	177.5	(38.3)

2013 Quarter1 JAN-MAR

Item		Budget	YTD totals	Jan-13	Feb-13	Mar-13
	Incom					
Transactions	e A	-	196.9	33.6	160.4	2.9
0380 account	B	583.0	262.7	61.7	186.8	14.2
	Expen					
	se A	-	40.2	2.9	16.4	20.9
	B	230.0	57.5	7.9	7.9	41.7
	Purch					
	Serv A	-	2.1	0.9	0.6	0.6
	B	54.4	13.6	1.4	1.4	10.8
	Net A	-	154.6	29.8	143.4	(18.6)
	B	298.6	191.6	52.4	177.5	(38.3)

2013- More to follow!



QUESTIONS?

THANK YOU