2018 "first-pass" budget preparation will begin in June.
- SysC will need to provide input on page count for the Journal.
- SysC will need to provide input on estimated costs for the new Journal under development (with the bulk of the input coming from IEEE).
- SysC will need to provide input on estimated costs for the 1900 "discretionary" spending account (IEEE will provide suggested numbers based on history).
- Conference numbers will come from submitted and approved conference applications - we can modify these if we have good reason.
- Finance VP will notify officers when input is due (typically late June).
- "2nd pass" budgets will be worked in August.
2018 Joan Kenny just sent Steve a forecast summary which she says has been revised slightly from the version used in prior years. The process now includes the following:

1. The forecast summary has the first quarter results populated, and an annual forecast view which represents March YTD actuals plus April through December budgets. She says to not revise the data in the chart.

2. She says to then make any further changes we would like made to the current forecast view, by category, with corresponding explanations.

3. Then, we need to update the conference worksheet with current estimates of conference revenue and expenses by event, in the Forecast section, leaving the budget data unchanged.

4. Also, we need to include all project expenses we wish to add (that will be funded by the 50% spending rule) in the Projects category. We also need to include project details (one project per request) in an online tool link she provided.

5. Finally, Joan asks to be responded to with our forecast updates no later than May 5, 2017.