



IEEE SC VP of Finances AdCom Report

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21 September, 2018**

Budgetary Actions Accomplished in 2018

IEEE Action Requested	Date Due	Action	Status
Guidance from three telecom "Society/Council (S/C) Budget Development" presentations	January-March 2018	Participated in these IEEE sponsored telecoms	Closed
Page Counts due from S/Cs	April 2018	ISJ page count set at 3,500 for 2018 and 4,000 for 2019; J-MASS for 2019 was set at 300 pages	Closed
Capital requests due from S/Cs	April 2018	No action required	Closed
Renewal Product Offerings from S/Cs	May 2018	Used to provide input for our membership dues and publication (pricing and issues, media type) issues which changed since last year. Two forms through smart sheets from I. Shanmugavel delivered on April 15, 2018	Closed

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Target Budgets Sent to S/Cs	June 2018	Target budgets are built based on assumptions. Assumptions include using historical trends, pub rates, and input from MSD (Marketing) for Pub revenue. The file includes prior year actuals, current year's budget and the target view.	Closed
First Pass Target Budgets Due from S/Cs	June 2018	The view that reflects updates from SC. Worked with VP of Conferences to gather 2019 conference budget details. Estimated revenue and expense details for each event were provided in the First Pass. MOUs were completely approved before contributions were recorded.	Closed
Executive Staff Review of IEEE Budget	July 2018	Management Council reviews FirstPass and discusses changes for 2 nd pass	Closed

Budgetary Actions Accomplished (Con't)

IEEE Action Requested	Date Due	Action	Status
Second Pass Budget Revisions Incorporated	Early Aug 2018	IEEE requested any final changes to the 2019 Firstpass budget. In most cases, S/Cs do not provide input. There are small changes due to updates from IEEE Publications, TAB, and MSD that are automatically incorporated in 2 nd Pass. August YTD reports from IEEE have been posted as of 6 Sept 2018.	Closed
TAB FinCom Endorsement	Sep 2018	TAB FinCom will <u>hopefully</u> approve 2 nd pass during their 21 September meeting.	Open
IEEE FinCom Endorsement	Sep 2018	Final budget approval from this organization	Open
IEEE Board of Directors Approval	Nov 19/20 2018	The final approved version of the budget for the given year.	Open