

Conference Finances

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IEEE Conferences Committee Chair 2025-2026

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Role of the Conference Treasurer

What is the role of the Conference Treasurer?

- To ensure the financial success of your event while maintaining alignment with best business practices, relevant regulations and IEEE policies.
- Think like a CFO
 - Set realistic return on expenses (target 20%)
 - What has a key role in defining these targets?
 - While driving toward financial goals, remain cognizant of:



Financial
Planning



Forecasting



Procurement



Accounting



Audits

The Conference Treasurer / Finance Chair – the event's senior finance individual must be an IEEE member for IEEE events

Treasurer Functions

Role of the Treasurer



BUDGETING



BOOKKEEPING &
AUDIT PREP



VENDOR
AGREEMENTS



FORECASTING &
ANALYSIS



COORDINATING
PAYMENTS



TAX
COMPLIANCE



FINANCIAL
REPORTING &
RECONCILING



TRANSFER OF
KNOWLEDGE



Financial Conference Life Cycle

1

Application
Approved



2

POBC/
COI Form



3

Budget &
Approval



4

Conference
Bank Account



5

Forecast
Reporting



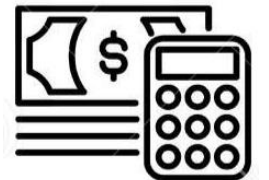
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Tax
Compliance



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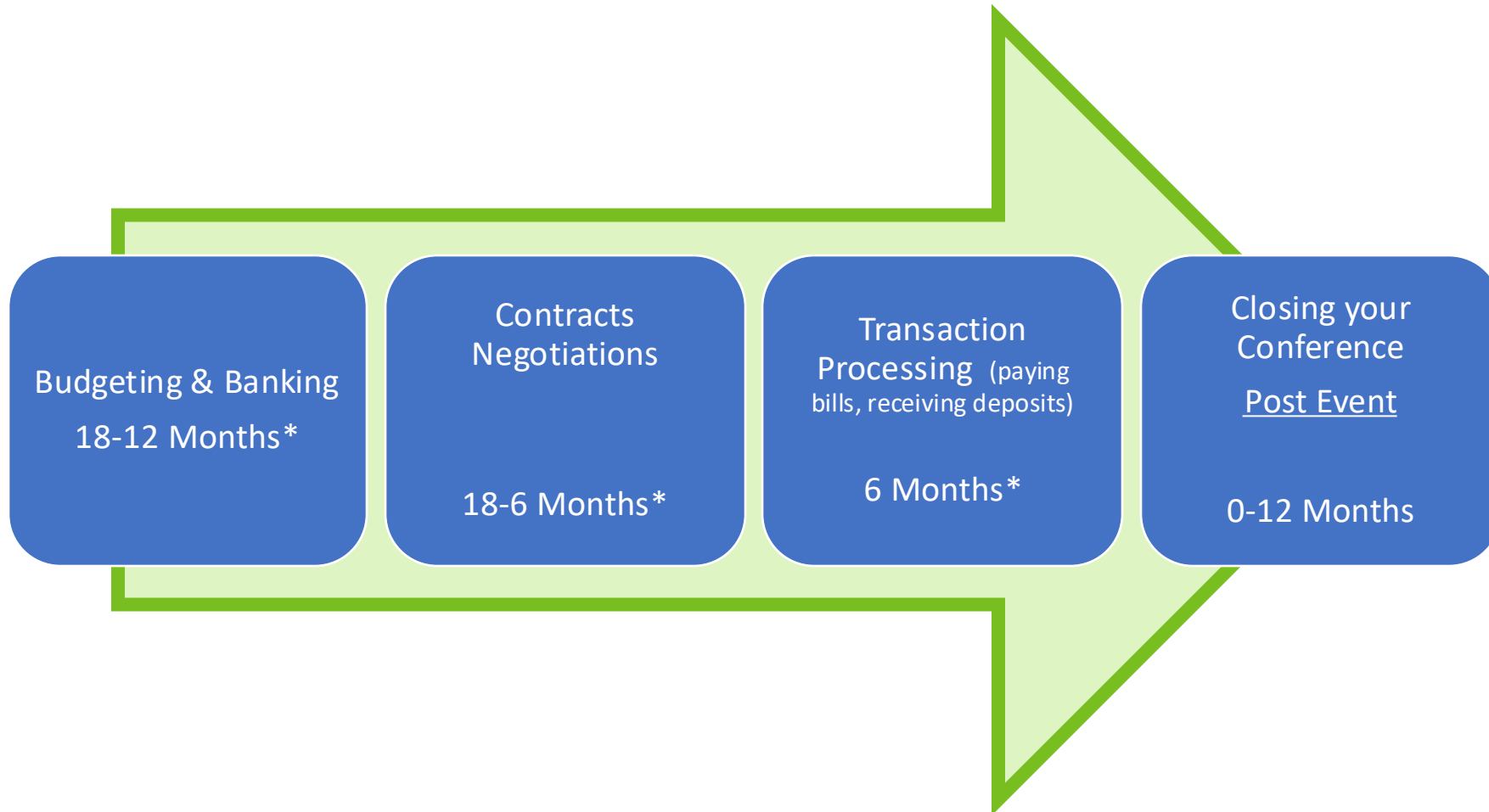
Conference
Closing /
Final Report



See India finance changes

Classical problem, expenses tend to come before revenues – so initial seed funding is generally needed

Conference Finance Timeline



*Prior to conference start date

Larger Conference Finance Teams

Larger conferences may require more than a single volunteer to handle the finances, and so the Treasurer / Finance Chair may then focus on more strategic roles, another volunteer may do:

- Assistant Treasurer / Bursar
 - Volunteer to handle payments
 - Volunteer to handle “the books” / accounting
 - Volunteer to focus on a specific area, such as exhibits, registration, travel support, ...

Getting Started

Budget Building



Use historical information

Consider the
nature of your
event

Set a target rate
of return

Cover your
expenses

Build in
contingencies

Submit for
approval

Budget planning to include below items:

1) Events hosted outside the U.S., if applicable, make sure indirect tax such as VAT/ GST is factored into your event's pricing for registration, exhibition, sponsorship, to ensure expenses are covered and to prevent potential net deficits or unable to achieve the recommended 20% targeted rate of return.

2) Audit fee: Per IEEE Policy 10.1.6, audit fee must be incorporated in the conference budget and display as a separate line item

Conference Bank Accounts

IEEE Accounts

1. CB Account

- › USD & CAD (more coming soon – 2026)
- › Operates like a checking account, online statement access via NextGen Banking
- › IEEE Payment Manager (USD only)
- › IEEE Concur

2. Section Account

- › Preexisting Section/Chapter account
- › Approved by IEEE Geo-unit
- › Established presence for filing GST in India



Outside Banking Options

1. Local Account

- › Account name "IEEE d/b/a (Conference Name)"
- › Add IEEE Director of Financial Services as a signer
- › Send a copy of the signed signature card

2. Third Party Account

Professional Conference Organizer (PCO)

- › Fee for service
- › MMSA/SOW

Nonprofit Organization

- › NO fee for service
- › Fiscal Agent MoU

Conferences taking place in India are encouraged to coordinate activities with GIEEE office to ensure compliant GST filing

TCS Fees

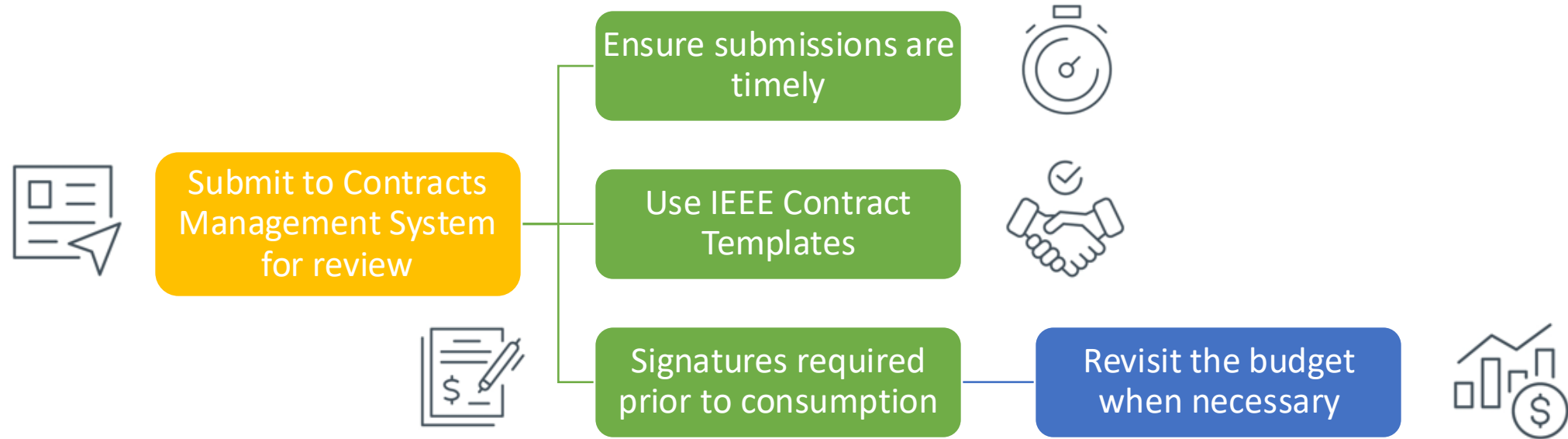
Technical Co-Sponsorship (TCS) Fees

FEE STRUCTURE –\$1,450 base fee + \$22.00 per paper

- Processing – How it Works
 - Invoices are issued 1 to 2 months after publications are received
 - Conferences assuming the fee for technical sponsorship will have an invoice sent to the Treasurer and Chair
 - Instructions on how to complete payment will accompany the invoice
- In some cases, for TCS fees there are difficulties with getting money out of India – especially for transfers within IEEE, not as much of an issue for non-IEEE sponsors

Ongoing Activities

Contracts



Contract Type	Contract	Legal review	MCE engagement
> US\$1,000	Recommended		
US\$1,000 to US\$4,999	Recommended		✓
US\$5,000 to US\$24,999	✓		✓
+ US\$25,000	✓	✓	✓
High risk	✓	✓	✓

Key Concepts

1

Monitor potential
conflicts of
interest



2

Ensure
segregation of
duties



3

Use competitive
bidding



4

Document
everything



5

Always be closing



Payments & Bookkeeping

"Always be closing!"



All conferences should be preparing supporting documentation throughout the conference lifecycle

1

Organize documentation systematically as it is received

2

Reconcile accounts on a monthly basis to identify discrepancies

3

Use bookkeeping software or Excel to track actuals



Closing your Conference



Collect all financial records – Expense receipts / payments, revenues, contracts,



1099/1042 Reporting (Only USA or local equivalent)



Indirect Tax Compliance (if applicable)



Surplus



Proof of Closure (within 6 months)



Final Report & Certificate of Accuracy



Audit

50% of conferences close in 6 months, 99+% in 12 months

Final Report – Within 6-12 Months After Conference Ended

- Income statement summarizing the activity of the conference
- Account balance matches surplus (excluding loan repayments)
- Approve by the conference Chair & Treasurer before submission
- Ensure all documentation are provided supporting conference's total revenues and expenses including:
 - Registration summary revenue report & receipts by attendees
 - Exhibit /sponsor summary revenue report & receipts by companies and/ or individuals
 - Hotel commission report
 - Expense invoices and contracts

New Requirement for 2025: BOD approved Policy 10 for Conference Closing Requirements, effective January 1, 2025, registration report is added to the list for conference closing requirements to be compliant.

Closing Your Bank Account

Surplus

- Remaining balance in the conference bank account once all expenses and loans are repaid
- CB accounts transfers initiated internally
- Transfers from outside accounts need to be sent to IEEE's bank account



Proof of Bank Closure

- Not required for CB accounts
- Closing account statement showing a balance of US\$0.00
- Signed letter from third party confirming all funds were distributed from the account



Audit Requirements



Criteria: 1) IEEE Financial Sponsorship > 50% and
2) Total Revenue (Expense) > \$250K USD

There are two options for completing an audit:

1. IEEE Internal Audit

- Audit fee 0.6% of higher of total revenue or total expenses (cap at \$6,000)
- Audit Materials Checklist

2. Qualified External Independent Auditor

- Audit fee varies
- Independent Memorandum of Agreement (MOA)

CEE Updates

CEE Express Desk

CEE Express Desk is your go-to service for **all event-related venue needs**. Available to staff planners, conference organizers, and volunteers, it helps with:



Site selection and evaluating venues tailored to your event.



Ensuring quality control of venue proposals.



Maximizing cost reductions and negotiating pricing and concessions.



Providing creative solutions and recommendations for business needs.



Understanding CEE's strategic initiatives, such as Preferred Partners, Cities we Love, Expense Management, and Event Emergency Management.



Collaborating with the event team and gathering feedback from CRMs and planners.



Creating detailed RFPs for multi-city venue searches through Cvent.



Facilitating site visits and assisting in the process until the venue selection phase concludes.

Preferred Vendor Program

Short updates, more to come later

- ▶ To streamline procurement process and provide trusted / vetted vendors CEE is developing a catalog of Preferred Vendors
- ▶ These vendors will be better integrated with IEEE data collection / exchange
- ▶ Should result in better pricing, less setup time and less effort by Conference Organizers
- ▶ These will be selected with the WW nature and range of event size in mind for IEEE Conference activities
- ▶ Initial tools
 - Registration
 - Cvent, Stova, Accelevents, Swoogo
 - Professional Conference Organizers (PCOs)
 - In Progress
 - Some internal discussion about a paper management tool

Got Issues? – Reach out to the CRMs

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- Aerospace and Electronic Systems Society (AESS)
- Antennas and Propagation Society (AP-S)
- Circuits and Systems Society (CAS)
- Council on Electronic Design Automation (CEDA)
- Electromagnetic Compatibility Society (EMC)
- Electron Devices Society (EDS)
- Electronics Packaging Society (EPS)
- Engineering in Medicine and Biology Society (EMBS)
- Geoscience and Remote Sensing Society (GRSS)
- IEEE USA
- Industry Applications Society (IAS)
- Photonics Society
- Power Electronics Society (PELS)
- Reliability Society
- Signal Processing Society (SPS)

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- Broadcast Technology Society (BTS)
- Consumer Technology Society (CTS)
- Council on RFID – CRFID
- Dielectrics and Electrical Insulation Society (DEIS)
- Education Society
- Future Directions
- Industrial Electronics Society (IES)
- Information Theory Society (ITS)
- Instrumentation and Measurement Society (IM)
- Nanotechnology Council
- Product Safety Engineering Society (PSES)
- Sensors Council
- Society on Social Implications of Technology (SSIT)
- Systems, Man and Cybernetics Society (SMC-S)
- Technology & Engineering Management Society
- Ultrasonics, Ferroelectrics and Frequency Control Society
- Vehicular Technology Society

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- Biometrics Council
- Computational Intelligence Society (CIS)
- Control Systems Society (CSS)
- Council on Superconductivity
- Intelligent Transportation Systems Society (ITSS)
- Professional Communication Society (ProfComm)
- Systems Council

Crystel Edwards

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- Standards Association (SA)
- IEEE Women in Engineering

Lukrecija Lelong

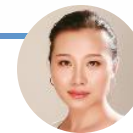
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- Microwave Theory and Techniques Society (MTT)
- Power & Energy Society (PES)
- Robotics and Automation Society (RAS)

Helen Ma

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- Region 10: Asia & Pacific

Kelly Smith

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- Communications Society (ComSoc)
- Magnetics Society
- Oceanic Engineering Society (OES)
- Region 1: Northeastern USA
- Region 2: Eastern USA
- Region 3: Southeastern USA
- Region 4: Central USA
- Region 5: Southwestern USA
- Region 6: Western USA
- Region 7: Canada
- Region 8: Europe, Africa, Middle East
- Region 9: Latin America
- Region 10: Asia & Pacific

John Teehan

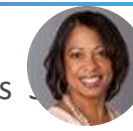
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- Educational Activities Board (EAB)
- Solid-State Circuits Society (SSCS)

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- Nuclear and Plasma Sciences (NPSS)

IEEE Staff Support: CEE vs Conference Finance

CEE

Below is a short list of functions under CEE providing support to IEEE financially sponsored conference events:

- Registration services
- Contracts / Preferred Vendors
- Conference applications
- Customer Relation Manager (CRM)
- Conference business operations
 - Review and approval of CB application and conference payments
 - New conference setup and integration to NGBC platform
 - Manage and maintain NGBC user access log and provide liaison support

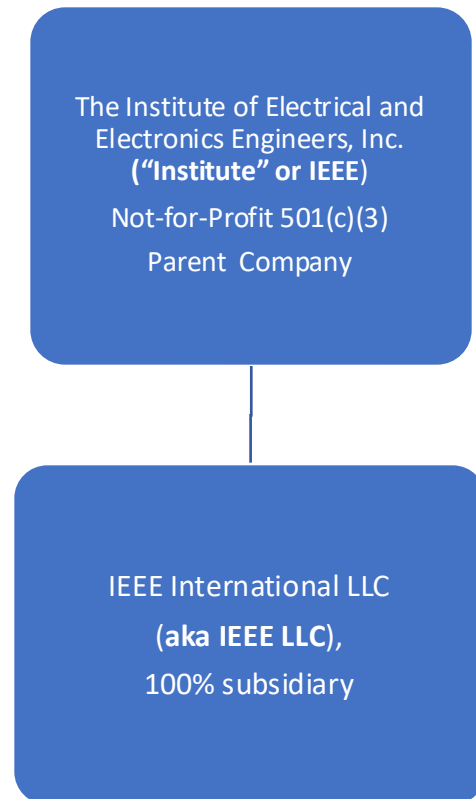
Conference Finance

- Provide comprehensive support to event organizers on financial operations and compliance including:
 - Budgeting
 - Forecasting
 - Financial reporting
 - Bank account setup
 - Tax reporting
 - Conference closure
- Ensure conference financial information is accurately reported for all conference events
- Manage the audit process and continue to improve efficiency and minimize risk based on audit recommendations

Changes in Conference Finances for India Events

Disclaimer: This is a changing, fluid situation, and may change

IEEE Legal Entity Structure for Financially Sponsored Conferences



Legal entity for financial activities, conference contracts, invoices, and indirect tax filings:

- Inside U.S.: operate under the “Institute” name
- **Outside the U.S.: operate under “IEEE LLC” name**
 - Outside the U.S., IEEE LLC is registered as a non-resident organization, not recognized as a not-for-profit entity
 - Conferences hosted in foreign countries operate under IEEE LLC name and will subject to each local jurisdiction’s indirect taxes (VAT, GST, JCT) requirements for both sales and purchases on taxable goods & services, unless meeting certain exemptions
- Societies & Councils are not separate IEEE legal entities; rather, they are operating /business units of the Institute

GIEEE & India Sections & Council New Legal Entity Structure

All 14 India Sections and India Council will be legally merged into GIEEE.

- Sections and Council are to be consolidated financially under GIEEE.
- Existing funds in Section accounts will be transferred to section specific operational account under GIEEE before bank accounts are closed, GST to be deregistered once accounts are closed, and Societies (Section's local registrations) dissolving with member approval as per By-Laws.
- The Sections and Council will no longer be registered as their own entity, and their tax and registration documents will flow through GIEEE.
- Section-level registrations are no longer required.
- Sections and Council will become a separate operating unit (OU) of GIEEE.
- Sections and Council will continue to be governed under MGA policies and procedures.

Conference Management (India)

IEEE runs three types of conferences in India

- Model 1 (TA Conference): Fully owned/sponsored by the society, potentially in collaboration with external 3rd parties
- Model 2: (TA-MGA) Society runs a conference (financial investment) in collaboration with an IEEE local section (financial sponsor)
- Model 3: (MGA conference) : The local sections in India has fully financial ownership of the conference

The conferences in India can be managed through different options

- Managed by an external PCO (a for-profit entity)
- Conference managed by a 3rd party (eg: University, particularly for IEEE SB conferences)
- Conference managed by GIEEE (typically for model 3 mentioned above, on behalf of the India section); some of the IEEE SB conferences might be run through the section

Conference Management (India)

Notes

- All section will become operating units (OUs) under GIEEE and each section will have a dedicated “grants” account and “operational account”
- All monies coming from outside India will be treated as sponsorship which would require a tax (GST) invoice – 18% tax on the sponsorship amount (no longer concept of seed funding, loan, etc., all of them will be treated as sponsorship)
- If financial sponsor outside India (typically IEEE society financial sponsor) indicate share in profit, which might require repatriation of funds back to US, only option is PCO
- All GIEEE run conferences will be run through the operational account of that specific section
- Financial reporting templates/guidance will be established
- GST filings will be handled by the entity managing the conference (PCO, 3rd Party or GIEEE)

Concluding

Resources

- IEEE CEE website: events.ieee.org
 - [Finance & Contracts](#)
 - Building a Budget; Choosing the Right Bank Account; Determining & Accepting Registration Fees; Conference Contracts Guidelines & Templates; Tax Information for Conferences; Tracking Your Transactions; Closing Your Conference; Conference Audit
 - [Conference Finance Videos](#)
 - The IEEE Conference Treasurer Role and NextGen; Supporting Documentation for Payments; Cash Management; Tracking Your Transactions; Audit Documentation; Registration Reconciliation
- IEEE Center for Learning Excellence (CLE): ieee-elearning.org
 - [Conference Education Program](#)
- NextGen Banking: ieee-banking.ieee.org
- NextGen Contracts: ieee.parleypro.com
- NextGen Expense Reimbursement (Concur): ieee.org/concur
 - [IEEE NextGen Training & Resources](#)
- IEEE Payment Manager: payments.ieee.org

Acknowledgements

- John Tracy, Program Manager, CEE Volunteer Education, for the conference treasurer's core slides
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- Raymond Borgone, Director, CEE Event Business Operations, for years of tutoring on conference finances



Questions

Thank You
