

3.0 MGA FINANCIAL MATTERS

3.1. BUDGET CYCLE DATES

Using a process established by the IEEE Finance Committee, an annual budget shall be prepared by the MGA Finance Committee for the ensuing year, subject to the endorsement by the MGA Board and approved as part of annual IEEE Budget which is approved by the IEEE Board of Directors.

- A. Specific dates regarding the development of the budget shall be distributed and determined by the IEEE Finance Committee.

3.2 ADMINISTRATION OF MGA FINANCES

- A. Reserves. Per the IEEE Financial Operations Manual, the MGA Board will try to maintain reserves of about 50% of annual expenses, exclusive of those dedicated to Sections Congress. The purposes of the reserves are to eliminate the need to place any contingency funds in the budget and to provide seed money for new initiatives.
- B. Budgets. Committee Chairs and MGA Vice Chairs are responsible for meeting their budgets. The Member & Geographic Activities Department will provide data monthly to the Vice Chairs containing available information relative to financial activities versus budget. Unbudgeted expenses (or income) shall be reported to the MGA Finance Committee as soon as possible.
- C. Vice Chair and Committee Budgets. Vice Chairs are responsible for providing budget guidelines to the Chairs of committees that report through them. This includes the budget cycle dates established by the MGA Finance Committee. Committee chairs are responsible for providing detailed proposed budgets to the Vice Chairs.
- D. Expense Reports. Expense reports for MGA members and MGA committee members must clearly identify the official function for which reimbursement is sought. Since there are often courtesy "invitations" to attend various meetings, it is the responsibility of the individual to ensure whether expenses will be covered by the MGA budget before incurring these expenses. Annually, the MGA Finance Committee will review and recommend the MGA Board endorsement of MGA Travel Expense Procedures.

In accordance to IEEE Policy 11.6.B - for volunteer travel reimbursed by IEEE, business class fares are permissible, if the MGA organizational unit has funding available, and if the flying time is over eight consecutive hours for a single segment or over eight hours flying time where a layover is required. Approval by the MGA Chair and Treasurer must be obtained prior to an individual booking the flights.

- E. Regional Allocation Formula. The Regional Allocation Formula is based upon the following components: (1) Number of Members (as of 31 Dec. of prior year); (2) Number of Sections within the Region (as of 31 Dec. of prior year); (3) The relative cost of travel within each Region. The formula will be reviewed annually by the MGA Finance Committee. No Region allocation shall fall below the 2003 allocation level.

3.3 SUPPORT OF MGA ACTIVITIES

- A. The Member and Geographic Activities Board and the Member and Geographic Activities Department shall be supported by funds identified in an annual budget as approved by the IEEE Board of Directors. Revenues specified in this budget may include:
1. The amount allocated to Regions, Sections, Chapters, Affinity Groups and Student Branches will equal 12% of member dues, in accordance with the IEEE Bylaw 108.5.
 2. A fixed component derived from a required Region and/or Section assessment paid by all members other than students, within that geographic organizational unit, as defined by the IEEE Bylaws and IEEE Policy Manual.
 3. A variable, or member choice component.
 4. Other funds derived by the general sale of products and services offered from time-to-time or through other fund-generating activities.
 5. Additional mandatory assessments for the support of MGA operations may be levied upon the members of a particular geographic organizational unit following approval by a majority of those voting in a vote of the members of that particular organizational unit, subject to MGA Board endorsement and approval by the IEEE Board of Directors in accordance with IEEE Bylaws.
 6. The variable, member choice component, and general sale component shall be derived from voluntary fees for services and products provided by or through the MGA Board. Fees for such services and products shall be determined by the MGA Board.