REQUIRED ITEM DESCRIPTIONS

♦ **All Sponsoring Entity Approval**

An email correspondence should be sent to IEEE’s [Conference Finance](#) department from each IEEE sponsoring organization unit involved stating their approval of the Budget submitted.

♦ **Audit**

A [Professional Audit](#) is required for all conferences with budgeted or actual income or expense of 100,000 USD or more and where IEEE has 51% or more financial responsibility. This may also include conferences that are randomly selected by IEEE Operations audit. If conference organizers decide to use IEEE’s audit services a [Conference Audit Material Checklist](#) can be found on the [Required Documentation for IEEE Conferences](#) page.

♦ **Audit in Progress**

This phrase simply means the audit materials have been received at IEEE headquarters and we are waiting to receive the completed audit report. In most cases, nothing further is needed on the part of a conference organizer to complete this item.

♦ **Banking Information**

The [Conference Finance](#) department will need to know where the funds related to the event will be maintained.

If you are interested in using IEEE’s [Concentration Banking Program](#), we can send you a signature card that will need to be returned to us with two original signatures (no faxed or scanned copies). Send an email to IEEE’s [Conference Finance](#) department to request this form. Please reference your conference record number in the subject line.

If you are planning to use a University ledger account or other corporate ledger account, please complete and return a [Fiscal Agent MOU](#) (formally Banking MOU).

At times a local bank account may need to be opened. However, it must be opened in the full name of the conference (Example: The Institute of Electrical & Electronics Engineers, Inc., d/b/a Year IEEE Conference Title). There should be 2 signatures from those organizing the event and a 3rd signer needs to be the IEEE Staff Director-Financial Services signer. If that is not possible, the 3rd signer should be someone who is an officer of a local chapter or section. Please send IEEE’s [Conference Finance](#) department a copy of the bank forms showing the account signers. If that is not possible please inform IEEE’s [Conference Finance](#) department who is a signer on the account and if they are a U.S. citizen or not.

♦ **Budget**

A Budget that has been approved by all IEEE sponsoring organization units will need to be submitted. Please submit a budget using our on-line form. The [Financial Reporting Workbook](#) found on the [Required Documentation for IEEE Conferences](#) page is an example of what can be used.

♦ **CB Destroy Check Form**

If an IEEE Concentration banking account was used please complete the [Concentration Banking Destroy Check](#) form found on the [Required Documentation for IEEE Conferences](#) page. This should be sent to the IEEE [Conference Finance](#) department.

♦ **Certificate of Accuracy (COA)**

The [Certificate of Accuracy](#) form found on the [Required Documentation for IEEE Conferences](#) page should be sent to the IEEE [Conference Finance](#) department along with the Final when it is submitted.
♦ **Committee List**

This is needed to facilitate insurance coverage for the conference and committee members. If it has not been submitted with the *Information Schedule* submission it should be sent to the IEEE *Conference Finance* department.

♦ **Final**

Please submit this within 6 months of conference end date. This should include a description of Revenue & Expenses. It can be submitted through our [on-line form](#) or emailed to the IEEE *Conference Finance* department with your conference name and record number listed in the subject line.

♦ **Loan Outstanding**

If loans were issued they are to be repaid within 30 days of the conference end date.

♦ **POBC/COI Chair / Treasurer** *(Principles of Business Conduct Compliance Certificate and Conflict of Interest Disclosure Statement)*

A *POBC/COI* form from the General Chair and Conference Treasurer/Finance Chair is needed. When submitting this on-line, please select “Conference-Finance” from the drop down box under the heading “Departmental Coordinator’s Name”.

♦ **Post-Conference Forecast**

Please submit this item 2 to 6 weeks after conference concludes. Simply include a summary of Revenue & Expenses. This can be submitted through our [on-line form](#) or emailed to *Conference Finance* with your conference name and record number listed in the subject line.

♦ **Pre-Conference Forecast**

At the end of the year, *Conference Finance* requests updated financial information related to the budget submitted for conferences occurring in a future year. Simply include a summary of Revenue & Expenses. This can be submitted through our [on-line form](#) or emailed to *Conference Finance* with your conference name and record number listed in the subject line. If significant changes have been made to the budget already submitted, and the conference has not yet occurred, you can submit a Pre-Conference forecast at that time as well.

♦ **Proof of Bank Closure**

If a local bank or a university/corporate account was used please send to the IEEE *Conference Finance* department either a bank statement with a balance of zero or a letter on letterhead from university account stating the account is closed with a zero balance.

If an IEEE Concentration banking account was used please complete the [Destroy Unused Checks](#) form found on the *Required Documentation for IEEE Conferences* page. This should be sent to the IEEE *Conference Finance* department.

♦ **Registration/Tax Documents**

This term shows up as a missing item when the person submitting the Final through our [on-line form](#) selected “Yes” for some questions found on screen 3 of 3. Those questions are:

1) To your knowledge, has this conference registered (filed paperwork) with any governmental authorities in IEEE's name or another name?
2) Has this conference filed any tax returns?

Please let IEEE’s Conference Finance department know if “Yes” was selected by mistake. If you did intend to answer “Yes” please send any paperwork related to the registering or submitting tax returns for this event to IEEE’s Conference Finance department.

♦ **Sponsorship MOU (Memorandum of Understanding)**

A Sponsorship MOU is needed when a conference has multiple financial sponsoring entities. This should be sent to the IEEE Conference Contracts department.

♦ **Signature Card**

Please send a copy of the signature card to IEEE’s Conference Finance department so the IEEE Staff Director-Financial Services can be added. If this is not possible, please inform IEEE’s Conference Finance department who is a signer on the account and whether or not they are a U.S. citizen.

♦ **Surplus**

Surplus amounts should be equal to what is reflected on Final and distributed to each of the financial sponsoring entities according to the agreed upon distribution.

♦ **Tax Compliance Information**

Tax Compliance (VAT, GST, other) needs to be met based on specific country requirements. IEEE can assist with decision making, assist with compliance, and will need to keep compliance information on file which may vary from country to country. Please contact Indirect Tax Office for more tax compliance information specific to your location.

♦ **Technical MOU (Memorandum of Understanding)**

A Technical MOU is needed for conferences that share technical sponsorship. This should be sent to the IEEE Conference Contracts department.

♦ **1099 and/or 1042 Schedule**

Regardless of the conference date annual 1099 and/or 1042 Schedule of Payments forms are due to IEEE no later than 31 December. These forms can be found on the Required Documentation for IEEE Conferences page. A 1099 Schedule of Payments form is needed for all conferences. Additionally, conferences held within the U.S. need to provide a 1042 Schedule of Payments form as well.

Please note: IRS regulations require IEEE file 1099 tax-exempt organizations for services (including parts and materials) and fees, as well as non-employee reimbursements compensation and awards. Therefore, please have vendor or payee complete the applicable W-9 or W-8 for all payments, whether wire, bank check or petty cash. The information gathered on the W-9 and W-8 can be placed on the 1099 and/or 1042 Schedule of Payments form and submitted to the IEEE Conference Finance department annually by 31 December.

♦ **1099 and/or 1042 Schedule Update**

This phrase simply means the conference occurred in the last quarter of the year and it’s a good practice to let IEEE’s Conference Finance department know if any payments were made in the 1st quarter of the year after the conference occurred. (As an example: A conference occurs any time between 1 Oct and 31 Dec 2009. IEEE’s Conference Finance department would need to know of any payments made in 2009. Additionally, if any reportable payments were made for that conference in the beginning of 2010 IEEE’s Conference Finance department should be informed of this too.)