

The following have been accumulated in response to questions from Treasurers, as part of the audit process and in relation to maintaining internal control of IEEE financial activities of conference/meeting responsibilities.

- IEEE Concentration Banking should be used to the maximum possible extent.
- Conference/Meetings' bank accounts must be closed at the end of each conference/meeting.
- Travel Expense Reimbursement must be prepared according to the IEEE Financial Operations Manual. This requires that appropriate approval and required support for the expenses must be retained. Appropriate support, documenting the business purpose, for all purchases must be maintained.
- Refund of cancelled registrations, originally paid by credit card, must be refunded to the registrant's credit card rather than issuing a check.
- It is required to prepare and mail Contribution Acknowledgement Letters to individual donors for contributions of US\$250 or greater.
- Committees must maintain minutes documenting decisions made for the event.
- Contracts over **US\$5,000** must be submitted to IEEE Conference Contracting Services for review and approval at **conference-contracts@ieee.org**. Contracts valued at **US\$25,000** or greater must be reviewed, approved and executed by IEEE.
- Contracted meeting planners must supply registration reports that are reconciled to financial reports.
- Travel expenses for conference service providers are to be included as part of the contracted services and not paid directly to the contractor.
- Bank accounts should be reconciled monthly and reviewed and signed by an individual independent of the reconciliation preparer.
- Conference/Meeting Treasurers and contracted conference-management agents are responsible for safeguarding and proper disbursement of cash. All payments must have proper support documenting the business purpose.
- Checks should not be made out to cash, or made payable to the individual signing the check.
- The Chair, Treasurer, and any other committee member who feels he or she might have a potential or perceived conflict must submit a Conflict of Interest Disclosure Statement to Conference Business Operations team (for Conferences) or Operations Audit (for GeoUnits and Standard Working Groups).
- Any individual receiving payment from IEEE must complete either a W-8 Form or W-9 Form. The W-9 Form is completed by individuals who have either a US Social Security Number or a US Employer Identification Number. The W-8 Form is completed by individuals who are not US Citizens or resident aliens. These forms should be collected before payment. For more information or to download tax forms please refer to refer to **www.ieee.org/about/volunteers/tax-administration**.