

IEEE POST-CONFERENCE ITEMS

1) BANK ACCOUNT CLOSURE – CB ACCOUNTS

It is IEEE Policy for all conference bank accounts must be closed within **6 months** of the conference end date. Please aim to have all of the transactions processed at least one month prior to the 6-month closing deadline, to allow time for reconciliations.

Once all of the activity has concluded, please send a signed copy of the Destroy Unused Check Form, if phyonfirming all remaining checks were destroyed.

[Destroy Unused Check Form – IEEE MCE](#)

2) FINANCIALS

It is expected that updated financials will be submitted a couple of months after the event takes place, to accrue a post-conference outlook until the event is ready to close. Once all the financial activity has concluded, the final report should be submitted using the **attached Excel template by completing Tabs 1 and 2 worksheets, the blue highlighted cells.**

3) CERTIFICATE OF ACCURACY

Both the Conference Treasurer and Chair are required to sign the attached COA. Please submit with the completion of the final (electronic signatures accepted).

[Certificate of Accuracy – IEEE MCE](#)

4) 1099/1042 SCHEDULE

Payments to individuals (excluding reimbursements) must be reported on the 1099/1042 sheet by the end of the calendaryear in which the individual was paid. Examples of applicable payments include awards, grants, honoraria, commissions, or prizes. The completed form should be submittedbefore the end of the fiscal year. Payments made to US Citizens are reported on the 1099 sheet and payments to non-US Citizens on the 1042.

You can download the referenced documents at the links below:

[1099-1042-forms.xlsx](#) [W8 \(Non-US Citizen\)](#) [W9 \(US Citizen\)](#)

5) AUDIT

By IEEE policy, conferences exceeding a total revenue of \$250,000 USD and or an IEEE financial sponsorship greater than 50% are required to have an audit performed. This can be done through one of the following methods:

1. IEEE Operations Audit Services charges conferences a fee of 0.6% of revenue to perform the internal audit, with a maximum fee of \$6,000 for conferences generating over \$1,000,000. An Audit Materials Checklist is provided to organizers for reference.
2. If the conference prefers to hire an Independent CPA to perform the audit locally, you will need to complete an Independent Memorandum of Agreement (MOA) for IEEE Internal Audit to approve. The approved independent auditors should perform the testing procedures in accordance with the IEEE Agreed Upon Procedures for Conferences. Noncompliance may result in non-acceptance of the external report. Requirements and guidelines for conducting the audit of an IEEE conference are provided upon approval.

[Conference Audits – IEEE MCE](#)

--

Visit the IEEE MCE website for training videos and resources. Courses are also accessible at the IEEE Center for Leadership Excellence (CLE).

[IEEE MCE | Planning Basics | Finance & Contracts](#)

[Center for Leadership Excellence - Conference Treasurer eLearning Track](#)