



# The Sustainable Engineering Society



## 02 SENG NATIONAL BOARD CHAPTER CPD FINANCIAL GUIDELINES

### Document history and status

Revision	Date issued	Approved by	Date approved	Revision type
Revision 1	March 2012	SENG National Board	23/03/12	-
Revision 1a	September 2012	SENG National Board	23/03/12	Update EA address

### Background

The Sustainable Engineering Society (SENG) finances are managed in accordance with Board adopted procedures and guidelines listed here, the *Constitution Sustainable Engineering, Institution of Engineers Australia*, and *Technical Societies of EA Guidelines and Regulations*:

- 01 Financial Procedure
- 02 Chapter CPD Financial Guideline
- 03 Reimbursement Guideline

This guideline has been prepared in order to support SENG Chapter committees in the management of financial matters for planning and delivery of Continuing Professional Development (CPD) events.

Funds are available for use by the SENG National Board and the associated Chapters in fulfilment of the Society's mission and objectives under the *SENG Constitution* and Strategic Plan. National Board and Chapter committee members have an obligation to manage member funds in a prudent and efficient manner in the delivery of services to members.

### Chapter Activities

SENG Chapter activities are outlined in the SENG National Board Financial Procedure.

As of July 2011 Engineers Australia Divisions do not provide annual funding to Societies for the delivery of CPD. All Society events are to be fully funded by membership fees, attendance registration and sponsorship<sup>1</sup>.

Where Engineers Australia Division Offices do not provide financial services to the Chapter, this guideline provides an overview of how income and expenditure is processed from the SENG National Account.

### Event administration

Each Chapter is responsible for determining how it will work with its Division to provide CPD activities to SENG and EA members.

Registrations are usually managed using the EA EventsPro on-line system. SENG events should use the Society identifier **000T117A**.

<sup>1</sup> This amount is limited to the Chapter Reserve Fund amount available to the Chapter.

Division office support varies. Some divisions will assist with services such as: the preparation of flyers, on line registration of events, providing assistance to attendees for registering, provision of name badges, setting up the room, organising AV and refreshments, and coordinating catering.

Where costs are transferred to SENG for these services by the Division office, the event budget prepared and adopted by the Chapter committee must allow for these costs.

### **Event Budget**

A pro-forma excel spreadsheet is available for Chapters to plan and prepare for Events<sup>2</sup>.

The spreadsheet contains a 'Budget Estimate' sheet which can be used in organising the event in order to determine appropriate registration fees and allowable expenses, and to provide an estimate for committee approval.

It is very important that where an event may make a loss, and that loss is not covered by the Chapter's approved annual budget, that the event Budget Estimate is approved by the Chapter committee and minuted<sup>3</sup>.

The spreadsheet also provides a second sheet for recording the event 'Actual P&L'. This sheet should be included in reporting to SENG committee Executive Officer and Treasurer after the event, along with submission of any Tax Invoices and Expense Claims for processing.

### **Event Income and Expenses**

Income and expense items will be job coded for National and Chapters in the accounting system so that the reports provided to the Society by EA will provide an accurate record of progress for each group within SENG.

### **Registration Fees**

Registration fees for Engineers Australia events are collected using the online EventPro system. SENG has no provision for the collection and banking of cash. SENG events should use the Society identifier **000T117A**.

Registration fees collected will be transferred to the SENG National account and coded to the relevant Chapter after an invoice is issued by SENG to EA. To facilitate this an accurate record of registration fees collected must be kept and provided after each event<sup>4</sup>.

### **Sponsorship**

When a promise of sponsorship is obtained for an SENG event a request is made to EA to issue an invoice on behalf of SENG. This request can be made using the reimbursement Expense Claim Form. It is strongly recommended that a letter be provided with the request for a sponsorship invoice so that the letter can be mailed out to the sponsor with the invoice<sup>5</sup>.

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<sup>2</sup> Refer to attachment - SENG CPD Event BUDGET\_v3.

<sup>3</sup> For clarity, if the event will result in an additional use of Chapter Reserve funds that haven't been approved in the Chapter's FY budget, an Event Budget will need to be prepared and approved by the Chapter committee.

<sup>4</sup> For example, an "Event Statistic Report" is provided to the SENG Qld committee by Qld Division staff.

<sup>5</sup> It is important to note that some EA Division Offices have strict requirements for approaches to sponsors, and each Chapter must liaise with their Division Office.

### **Expense claims**

SENG Chapter committee members may make claims for the reimbursement of expenses for expenses associated with the delivery of CPD events and other expenditure approved by the National Board or Chapter committee.

Refer to the *SENG National Board Reimbursement Guideline* for more information on making Expense Claims.

Speaker travel and accommodation costs may also be submitted in the same manner as a Committee member claim.

### **Invoices**

Original tax invoices for each event must be provided to Engineers Australia for processing. Tax Invoices must include ABN, and be clearly identified with event details.

### **After each event**

Within a fortnight of the event, provide to the SENG Executive Officer (and copy to the National Treasurer) the following:

- Event Profit & Loss statement<sup>6</sup>.
- Tax Invoices for payment.
- Expense Claims for reimbursement to committee members or speakers, and for special expenses such as prize cheques.
- An event statistics report (to assist EA National to arrange for transfer of registration fees to SENG account)<sup>7</sup>.

All forms should clearly identify event details including Chapter, event date, title and venue.

Engineers Australia requires that originals of dockets, receipts and Tax Invoices are mailed to the EA office for processing. Mail to: SENG Executive Officer

Engineers Australia  
11 National Circuit  
Barton ACT 2600

It is recommended that a scanned copy of all documents be sent by email, and copied to the SENG Treasurer and Executive Officer.

The SENG National Treasurer maintains a record of all SENG events and financial transactions, in order to cross check and approve transactions on behalf of the SENG National Board.

### **Chapter CPD Program**

Under the current EA operating regime, Chapters are expected to provide CPD activities at break even.

It may be reasonable to allow for a loss at one function, where a profit has been achieved at a previous event, or where the Chapter committee elects to utilise Chapter Reserve Funds if they are available.

Refer to the *SENG National Board Financial Procedure* for further information.

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<sup>6</sup> A pro-forma is included in the SENG CPD Event BUDGET\_v3.xls.

<sup>7</sup> An example Event Statistics Report is attached for information.

### **Annual Budget**

Each Chapter shall provide an annual program and budget for each financial year with an outline of proposed events and funding to the National Board each February<sup>8</sup>.

Where a loss may be incurred it must first be approved by the Chapter Committee before being provided to the National Board.

Where the Chapter does not have adequate Reserve Funds to cover a projected loss, the Chapter may make a request to the National Board for additional Chapter Reserve Funds. In this instance the Chapter must provide sufficient event details for National Board consideration and approval with the FY budget.

### **Timing**

FEBRUARY - Chapter annual program and budget for the FY coming up

### **Chapter Financial Reporting**

As required by the *SENG Constitution*, Chapters shall provide an annual report to the Board detailing activities and financial outcomes for each financial year.

### **Timing**

AUGUST - Chapter Annual Report including financial outcomes for the FY just gone

### **National Financial Reporting**

The SENG National Board Treasurer will periodically request financial information from the EA Technical Society and Finance Manager (or delegate) and provide a summary report to Chapter representatives / Treasurers. This report will summarise income and expenditure for events as reported to the National Treasurer, and the balance of each Chapter's Reserve Funds.

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### **References:**

*Constitution Society for Sustainability and Environmental Engineering, Institution of Engineers Australia*, (SENG Constitution), SENG, 10 November 2003.

*EA Strategic Plan 2010-2015*

*EA Annual Operational Plan*

*SENG Strategic Plan (Feb 2012)*

*Technical Societies of EA Guidelines and Regulations*, Engineers Australia, May 2006.

*SENG Financial Procedure*

*SENG Reimbursement Guideline*

SENG Chapter BUDGET\_sample.pdf

SENG CPD Event BUDGET\_v3.pdf

Example Event Statistics Report - 110524\_event statistics report.pdf

Expense\_Claim\_Form\_SENG National.pdf

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<sup>8</sup> An example budget is attached (SENG Chapter FY BUDGET\_sample.pdf) and proforma XLS provided.