

Internal Audit Report for 2019 R10 Financial Activities

2020 Region 10 Annual General Mtg

07 March 2020, WebEx online

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Chair, 2020 R10 Internal Audit Committee



R10 Finance Auditing

▣ Audit committee was formed to audit the 2019 R10 finance:

- Chair: Prof. Takao Onoye (2013-2016 R10 Treasurer)
- Members:
 - Prof. Akinori Nishihara (2019-2020 R10 Director)
 - Mr. Deepak Mathur (2019-2020 R10 Director-Elect)
 - Dr. Seishi Takamura (2019-2020 R10 Treasurer)
 - Prof. Takako Hashimoto (2019-2020 R10 Secretary)
 - Prof. Tuan Do-Hong (2020 Vietnam Section Chair)

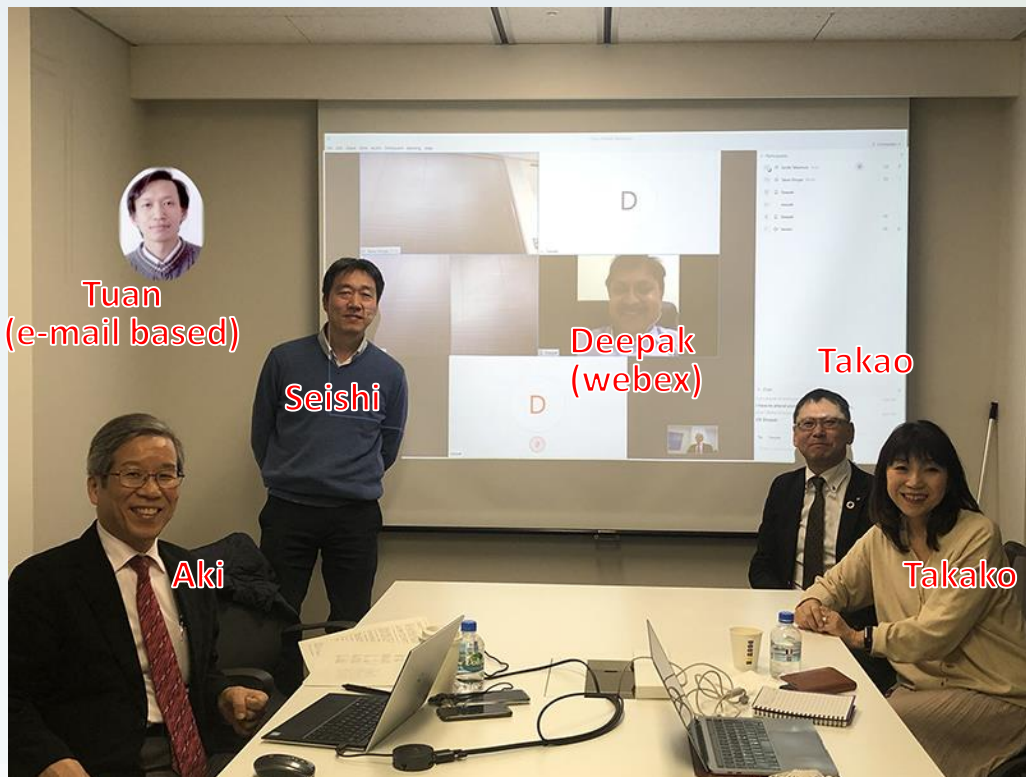
▣ The following summary documents were reviewed by the committee:

- 2019 R10 CBRS Statement and Daily Report including committee/office income/expense details
- 2019 R10 Budget Report

Audit Process

- ▶ Draft of the summary files were submitted by R10 Treasurer on 25 February 2020.
- ▶ Review, discussions and amendments were made by emails from 25 February through 06 March.
- ▶ An F2F+WebEx Audit committee meeting was held on 6 March (Friday) 3-5pm at IEEE Japan Office and online.

Audit Committee Meeting 2020



Audit Committee Meeting

▶ The committee:

- Confirmed all the income and expenses are clearly and accurately reflected in the summary files.
- **Motion:** 2020 R10 Internal Audit Committee accepts the audited account as the true copy for the 2019 financial activities.
(Motion passed)

▶ The committee thanks **Dr. Seishi Takamura**, 2019-2020 R10 Treasurer, **excellent works** done.

Findings(1): Analysis of Expenditure

- ▶ Same as 2018, the **Section Incentives** scheme was taken in 2019. Section incentives (\$100-\$5,000) were provided to **39 sections (out of 58), 5 sub-sections (out of 8), and 3 councils (out of 6)** based on OU activity report submission. The number of submissions was increased but still many OUs are missing their opportunities.
- ▶ Annual R10 committee expenses were **decreased 30%** compared with 2018, and were only **44.5%** of planned budget (**big underspending**). More activities and proper utilization of budgets are encouraged.
- ▶ Financial reports of region sponsored flagship events (TENCON, TENSYP, and R10HTC) should be submitted and be reviewed on-time (within 3 to 6 months).

Findings(2): Airfares

- ▶ Participants' airfares in 2019 for ExCom and R10 Meet are maintained at feasible amount. Thank you all for cooperation.
- ▶ **Please keep this trend.** It is essential to minimize the airfares by securing **discounted economy class** by early travel arrangement.

Thank you for your attention

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