

## CONFERENCE AUDIT MATERIAL CHECKLIST

|                             |  |
|-----------------------------|--|
| <b>Conference Name:</b>     |  |
| <b>Conference #:</b>        |  |
| <b>Conference Chair</b>     |  |
| <b>Conference Treasurer</b> |  |
| <b>Business Analyst:</b>    |  |

Please check (✓) box to indicate that material has been submitted for audit. Indicate N/A if it is not applicable.

|  | (✓) or N/A |
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|  |            |
| <b>1. Conference Registration Revenue</b>  |            |
| a) Registration Revenue Summary Report (this should include the name of the registrants, type of membership, type of registration, amount paid, method of payment, and date of transaction)        |            |
| b) Submitted registration forms, confirmation receipts, invoices, or reports from registration system used<br>(If the submitted forms can be access online, please provide password and user name) |            |
| <b>2. Conference Sponsorship and Grant Revenue</b>   |            |
| a) Sponsors or/and Grant Summary Report (this should include the name of sponsor or grantor, type of sponsorship, amount paid, method of payment, and date of transaction/payment)                 |            |
| b) Submitted sponsorship/grant forms or agreements   |            |
| <b>3. Conference Publications Sales Revenue</b>  |            |
| a) Publication Sales Summary Report (this should include the name of the purchaser, product type, amount paid, method of payment, and date of transaction)   |            |
| b) Receipts or invoices to verify the publication sales  |            |
| <b>4. Conference Exhibits Revenue</b>  |            |
| a) Exhibits Summary Report (this should include the name of purchaser, type of exhibits, amount paid, method of payment, and date of transaction/payment)  |            |
| b) Submitted exhibits agreement, receipts, or invoices   |            |
| <b>5. Conference Social Function Revenue</b>   |            |

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| a) Social Function Summary Report (this should include the purchaser name, service purchased, amount paid, method of payment, and date of transaction/payment)  |  |  |
| b) Receipts or invoices to verify the social function revenue   |  |  |
| <b>6. Other Revenue</b>   |  |  |
| a) A detailed listing of income included in Other Revenue on the final financial report. This list should indicate the description of payment (e.g. bank interest, rebates, etc.), name of the payer, amount paid, method of payment (cash, check, credit card) and transaction date  |  |  |
| b) Statements, billing invoices, receipts, and etc. to verify the Other Revenue   |  |  |
| <b>7. Bank Account(s)</b>   |  |  |
| a) All monthly bank statements for conference bank account(s) & Proof of Bank Closure<br><b>Note:</b> Not required if using IEEE Concentration Banking account  |  |  |
| b) All monthly bank account(s) reconciliation (if any)  |  |  |
| c) Copies of checks deposited<br><b>Note:</b> Not required if using IEEE Concentration Banking account  |  |  |
| <b>8. Credit Card Receivable Collections &amp; Fees</b>   |  |  |
| a) All credit card merchant statements provided from financial institution showing the transactions processed and fees charged  |  |  |
| <b>9. Disbursements</b>   |  |  |
| a) Transaction Detail Report (this should show all transaction amounts included in each revenue and expense categories in the income statement)   |  |  |
| b) All invoices or receipts for expenses paid and expense reports (if applicable)   |  |  |
| c) All signed contract/service agreements, if not already provided to IEEE Conference Contracting Services  |  |  |
| d) Schedule of Payments for 1099-misc/1042s filing  |  |  |
| e) Form W8 and W9, if not already submitted to IEEE   |  |  |
| f) If Value Added Tax (VAT) or Goods and Services Tax (GST) is required, who handled the tax filing? <ol style="list-style-type: none"> <li>1. IEEE International LLC,</li> <li>2. Co-sponsors,</li> <li>3. Third parties (consultancy firms, conference management companies),</li> <li>4. Local University, or</li> <li>5. IEEE Geographic Units</li> </ol> |  |  |
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