

## MEMORANDUM

**From:** Caryn Kauffman, Chief Financial Officer  
U.S. Securities and Exchange Commission *Caryn Kauffman*

**Subject:** U.S. Securities and Exchange Commission (SEC) FY 2024 Conference Report

**Date:** November 20, 2024

Office of Management and Budget (OMB) Memorandum M-12-12, as amended by Memorandum M-17-08, requires federal agencies to issue an annual report on conference-related expenditures for the previous fiscal year. This document constitutes the SEC's report for Fiscal Year (FY) 2024.

The SEC put in place policies and procedures governing the approval and use of agency funds for conference expenses, to ensure that such spending is legal, reasonable, and in furtherance of the agency's mission to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. At a high level, the major steps in this process are as follows:

1. All SEC division/office requests to spend money hosting a conference must be approved by the division/office head or his/her designee. Divisions and offices are required to use SEC facilities for such events, whenever possible, to minimize space rental and equipment costs. To limit expenses for meals or refreshments, the SEC uses per diem rates established for the federal government as the ceiling for any such costs, except when higher rates are unavoidable or otherwise justified. The acquisition of any goods, services, or meeting space is subject to the applicable policies and regulations which govern these areas.
2. When a request for funds is necessary and has received approval from the division/office head, it is reviewed by staff in the Office of Financial Management (OFM) to ensure the expenses are permissible under the applicable policies and procedures. OFM has an automated system for the submission, review, and approval of all SEC conference requests that enables OFM to monitor and control conference spending, as well as record actual conference spending after a conference has been held.
3. Each request must receive final approval from designated officials according to the total projected cost. These designations comply with OMB Memorandum M-12-12, as amended.
4. The SEC reports conferences which meet thresholds defined in P.L. 118-47, Division B, Title VII, Sections 738 (a), (b), and (c), to the SEC's Office of Inspector General via separate correspondence.

For FY 2024, the SEC authorized 61 conferences with costs totaling \$443,846. There were no conferences with expenses over \$100,000.