

MEMORANDUM

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

Subject: U.S. Securities and Exchange Commission's (SEC) FY2020 Conference Report

Date: November 16, 2020

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 related to its conference-related expenditures for the previous fiscal year. This document constitutes the SEC's report for Fiscal Year (FY) 2020. The number and cost of conference activity in FY 2020 was significantly reduced due to the global coronavirus pandemic.

The SEC has 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 on 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. In order 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 regulations. OFM has implemented 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 12-12.
4. The SEC is reporting conferences which meet thresholds defined in P.L.116-93 Division E, Title VII, Sections 738 (a), (b), and (c), to the SEC's Office of Inspector General via separate correspondence.

For FY 2020, the SEC authorized 51 conferences (including training conferences) with costs totaling \$417,261.

Attachment

U.S. Securities and Exchange Commission
FY 2020 Conference Activity Report

Conferences over \$100,000:

In FY 2020, the SEC authorized one conference costing greater than \$100,000, which is described below:

A. 2020 Annual Leadership Conference for the Office of Compliance Inspections and Examinations (OCIE), SEC Headquarters, Washington DC, November 5-6, 2019

- Cost incurred¹: \$223,423
- Number of attendees: 268 (268 SEC attendees)

¹ Figures reported in whole dollars.