

# IETF Administration LLC

2019 Budget		
	2019 Budget	2020 Advice
<b>Non-Meeting Revenue</b>		
ISOC Contribution	\$ 5,000,000	\$ 5,000,000
ISOC Contribution Cash	\$ 5,000,000	\$ 5,000,000
<b>Administrative In-Kind Contribution</b>	\$ 80,560	\$ 82,574
Tools Maintenance	\$ 80,560	\$ 82,574
<b>Other</b>	\$ 3,000	\$ 3,000
Interest Income	\$ 3,000	\$ 3,000
<b>Total Non-Meeting Revenue</b>	\$ 5,083,560	\$ 5,085,574
<b>Meeting Revenue</b>		
Registration Fees	\$ 2,067,250	\$ 2,067,250
Sponsorship	\$ 1,405,000	\$ 1,450,000
Sponsorship - In-Kind	\$ 175,000	\$ 175,000
Hotel Commissions	\$ 172,967	\$ 120,000
Rebates & Comps	\$ 106,663	\$ 99,195
Misc.	\$ 15,000	\$ 15,000
<b>Total Meeting Revenue</b>	\$ 3,941,880	\$ 3,926,445
<b>TOTAL REVENUE</b>	\$ 9,025,440	\$ 9,012,019
<b>Meeting Expenses</b>		
Venue Costs	\$ 1,327,676	\$ 1,367,507
Meeting Support	\$ 1,211,765	\$ 1,248,118
NOC Support	\$ 1,085,887	\$ 1,118,464
Other	\$ 140,497	\$ 144,712
Future Meetings	\$ 71,500	\$ 60,000
<b>Total Meeting Expenses</b>	\$ 3,837,325	\$ 3,938,800
<b>Operating Expenses</b>		
<b>RFC Services</b>	\$ 1,225,000	\$ 1,256,400
RFC Production Center	\$ 1,095,700	\$ 1,123,093
RFC Series Editor	\$ 120,300	\$ 123,308
Independent Submissions Editor	\$ 9,000	\$ 10,000
<b>IETF Secretariat</b>	\$ 1,410,210	\$ 1,445,465
Administrative	\$ 810,540	\$ 830,804
IT	\$ 399,995	\$ 409,995
Financial	\$ 199,675	\$ 204,667
<b>Administration</b>	\$ 1,608,000	\$ 1,607,850
IETF Admin Support	\$ 1,454,000	\$ 1,490,350
IESG Support	\$ 31,500	\$ 33,500
IAB Support	\$ 31,500	\$ 33,500
ANRW Support	\$ 3,000	\$ 3,000
NomCom Support	\$ 2,000	\$ 2,500
Board Support	\$ 86,000	\$ 45,000
<b>IETF Trust Contribution</b>	\$ 65,258	\$ 65,500
<b>RFP Management Expenses</b>	\$ 150,000	\$ 10,000
Secretariat	\$ 65,000	
Tools	\$ 10,000	
Administrative	\$ 75,000	
Misc.		\$ 10,000
<b>Special Projects</b>	\$ 50,000	\$ 50,000
<b>Tools</b>	\$ 326,399	\$ 211,434
<b>In-Kind</b>	\$ 80,560	\$ 82,574
<b>Contracts</b>		
Tools Maintenance	\$ 120,839	\$ 123,860
Tools Maintenance Support	\$ 5,000	\$ 5,000
YANG Catalog	\$ 120,000	\$ -
<b>Total Operating Expenses</b>	\$ 4,834,867	\$ 4,646,650
<b>Total Expenses</b>	\$ 8,672,193	\$ 8,585,450
<b>Net Income</b>	\$ 353,247	\$ 426,569
<b>IETF Capital Investment</b>	\$ 190,550	\$ 150,000

<b>Operational Reserve</b>		
	<b>2019 Budget</b>	<b>2020 Advice</b>
<b>Reserves</b>		
<b>Income</b>		
One time ISOC Operational Reserve Contribution	\$ 13,649,259	\$ -
Interest Income (Reserve @3%)	\$ 409,478	\$ 421,762
Other Contributions	\$ -	\$ -
<b>TOTAL INCOME</b>	<b>\$ 14,058,737</b>	<b>\$ 421,762</b>
<b>Beginning Balance</b>	\$ -	\$ 14,058,737
Year end Contributions/Distributions	\$ -	\$ -
<b>Reserve Balance</b>	<b>\$ 14,058,737</b>	<b>\$ 14,480,499</b>

## IETF 2019 Chart of Accounts

IETF 2019 Chart of Accounts	
Non-Meeting Revenue	Description
<b>ISOC Contribution</b> One time ISOC Operational Reserve Contribution ISOC Contribution Cash <b>Administrative In-Kind Contribution</b> Tools Maintenance Interest Income (\$9M @ 3%)	Internet Society one time Operational Reserve Contribution per agreement Internet Society financial contribution to IETF LLF per agreement Value of donated tools maintenance service Anticipated operational reserve interest income
Meeting Revenue	Description
Registration Fees Sponsorship Sponsorship - In-Kind Hotel Commissions  Rebates & Comps Misc.	Registration Fees: Early, Standard, Late, Student, One Day Pass Host Sponsorship and Event Sponsorships The value of donated connectivity services associated with the meetings IETF receives a commission from IETF guest rooms reserved by meeting attendees The value of venue rebates and complimentary rooms and/or F&B associated with the meetings Revenue generated from room rentals, expedited letter of invitations, etc.
Meeting Expenses	Description
<b>Venue Costs</b> <b>Meeting Support</b> <b>NOC Support</b> <b>Other</b> <b>Future Meetings</b>	Costs associated with the meeting venue including meeting space, F&B, A/V and electrical power Costs related to meeting support including labor, shipping, T&E, supplies, printing, etc. Costs related to NOC support including the value of donated circuits and NOC support, connectivity and RPS contracts, travel, etc. Includes cancellation insurance, credit card/bank fees, VAT recovery expenses, etc. Travel expenses associated with future meeting site visits
Operating Expenses	Description
<b>RFC Services</b> RFC Production Center RFC Series Editor Independent Submissions Editor <b>IETF Secretariat</b> Administrative IT Financial <b>Administration</b>  IETF Admin Support  IESG Support IAB Support ANRW Support NomCom Support Board Support <b>IETF Trust Contribution</b> <b>Transition Expenses</b> Secretariat Tools Administrative Misc. <b>Special Projects</b> <b>Tools</b> <b>In-Kind</b> <b>Contracts</b> Tools Maintenance Tools Maintenance Support YANG Catalog	RFC Production Center contract costs and expenses RFC Series Editor contract costs, expenses and non-IETF mtg travel expenses ISE expenses Secretariat Labor associated with administrative support Secretariat Labor associated with IT support Secretariat Labor associated with financial support LLC administration costs including: salaries, benefits, staff expenses, legal fees, insurance, meeting expenses, communication deliverables, conferencing services, supplies and equipment Retreat, meeting and misc. expenses Retreat, meeting and misc. expenses USENIX Contract Annual dinner Retreat, meeting, recruitment and misc. expenses IETF Administration LLC funding contribution to the IETF Trust Potential Secretariat transition costs Potential tools maintenance transition costs Potential ED, Comms Support and Fundraiser support transition costs LLC discretionary fund for special projects, studies and other Cost of contributed tools maintenance support Tools maintenance and upgrades contract Tools maintenance support YANG catalog development contract
<b>IETF Capital Investment</b>	IETF Administration LLC Capital Investment (tools and equipment)

	IETF104 Prague (USD)	IETF105 Montreal (USD)	IETF106 Singapore (USD)	TOTAL
<b>MEETING REVENUE</b>	<b>\$ 1,388,312.09</b>	<b>\$ 1,298,177.73</b>	<b>\$ 1,255,390.43</b>	<b>\$ 3,941,880.25</b>
Registration Fees	\$ 740,250.00	\$ 689,375.00	\$ 637,625.00	\$ 2,067,250.00
Sponsorship	\$ 455,000.00	\$ 475,000.00	\$ 475,000.00	\$ 1,405,000.00
Sponsorship - In-Kind	\$ 58,333.00	\$ 58,333.00	\$ 58,334.00	\$ 175,000.00
Hotel Commissions	\$ 53,755.32	\$ 55,637.06	\$ 63,575.10	\$ 172,967.48
Rebates & Comps	\$ 75,973.77	\$ 14,832.68	\$ 15,856.33	\$ 106,662.77
Misc.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00
<b>MEETING EXPENSES</b>	<b>\$ 1,212,809.68</b>	<b>\$ 993,927.97</b>	<b>\$ 1,481,087.85</b>	<b>\$ 3,837,325.49</b>
<b>Venue Costs</b>	<b>\$ 406,512.93</b>	<b>\$ 287,761.28</b>	<b>\$ 633,402.03</b>	<b>\$ 1,327,676.24</b>
Meeting Space	\$ 121,500.00	\$ -	\$ 139,875.30	\$ 261,375.30
F&B	\$ 199,426.39	\$ 194,800.00	\$ 315,506.00	\$ 709,732.39
A/V	\$ 35,010.00	\$ 60,000.00	\$ 87,600.00	\$ 182,610.00
Electrical Power	\$ -	\$ 9,480.00	\$ 36,500.00	\$ 45,980.00
5% Overage Allocation	\$ 17,696.82	\$ 13,214.00	\$ 28,974.07	\$ 59,884.88
Exchange Rate Variance	\$ 32,879.72	\$ 10,267.28	\$ 24,946.67	\$ 68,093.67
<b>Meeting Support</b>	<b>\$ 402,165.00</b>	<b>\$ 366,300.00</b>	<b>\$ 438,800.00</b>	<b>\$ 1,211,765.00</b>
Secretariat Labor	\$ 271,865.00	\$ 274,400.00	\$ 274,400.00	\$ 820,665.00
T&E	\$ 105,800.00	\$ 67,900.00	\$ 139,900.00	\$ 313,600.00
Shipping	\$ 14,500.00	\$ 14,000.00	\$ 14,500.00	\$ 43,000.00
Supplies	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00
Printing	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 12,000.00
Temporary Labor	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00
Miscellaneous	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 4,500.00
<b>NOC Support</b>	<b>\$ 342,262.00</b>	<b>\$ 302,462.00</b>	<b>\$ 368,163.00</b>	<b>\$ 1,085,887.00</b>
In-Kind Circuits	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 75,000.00
In-Kind NOC Support	\$ 33,333.00	\$ 33,333.00	\$ 33,334.00	\$ 100,000.00
Venue Network Costs	\$ -	\$ -	\$ -	\$ -
Connectivity Support	\$ 183,000.00	\$ 160,000.00	\$ 193,500.00	\$ 536,500.00
Remote Participation Support	\$ 67,800.00	\$ 58,000.00	\$ 63,200.00	\$ 189,000.00
NOC Travel	\$ 33,000.00	\$ 26,000.00	\$ 53,000.00	\$ 112,000.00
Miscellaneous	\$ 129.00	\$ 129.00	\$ 129.00	\$ 387.00
Non-Specific Mtg Expenses				\$ 73,000.00
<b>Other</b>	<b>\$ 62,369.75</b>	<b>\$ 36,904.69</b>	<b>\$ 41,222.81</b>	<b>\$ 140,497.25</b>
Insurance	\$ 10,000.00	\$ 8,000.00	\$ 12,000.00	\$ 30,000.00
Credit Card/Bank Fees (Wires)	\$ 29,369.75	\$ 22,904.69	\$ 21,222.81	\$ 73,497.25
Hackathon T-Shirts	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00
Auditor Fee - Singapore Rebate			\$ 5,000.00	\$ 5,000.00
ANRW Speaker Comps		\$ 3,000.00		\$ 3,000.00
VAT Recovery Fee	\$ 20,000.00			\$ 20,000.00
<b>Future Meeting Site Visits</b>				<b>\$ 71,500.00</b>
Staff Travel				\$ 43,000.00
NOC Travel				\$ 21,500.00
Executive Director/Other Travel				\$ 7,000.00
<b>MEETING DEFICIT/SURPLUS</b>	<b>\$ 175,502.41</b>	<b>\$ 304,249.77</b>	<b>(\$225,697.42)</b>	<b>\$104,554.76</b>