## IETF Administration LLC

### Statement of Activity

**Reporting Book:** ACCRUAL

**As of Date:** 01/31/2024

<table>
<thead>
<tr>
<th>Month Ending 01/01/2024 Through</th>
<th>Year Ending 12/31/2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>YTD Actual</td>
</tr>
</tbody>
</table>

### Revenue

**Non-Meeting Revenue**

**Contributions:**

- ISOC Contribution Cash: -
- ISOC Contributions: 698, 698
- ISOC Contribution (Endowment): -

**Total Contributions:** 698, 698

**Administrative In-Kind Contribution**

- Conference Services: 4,838

**Total Administrative In-Kind Contribution:** 4,838

**Other**

- Interest Income: 63
- Investment Income: 116,611

**Total Other:** 116,674

**Total Non-Meeting Revenue:** 122,210

**Meeting Revenue:**

- Registration Fees: -
- Sponsorship: -
- Sponsorship - In-Kind: -
- Hotel Commissions: -
- Rebates & Comps: -
- Host Recharge: -

**Total Meeting Revenue:** -

**Total Revenue:** 122,210

### Expenses

**Meeting Expenses:**

- Venue Costs: (6,948)
- Travel and Expenses: (11,132)
- Meeting Support: 90,173
- NOC Support: 10,000
- Sponsorship Supported Services: 12
- Insurance, Payment Processing, Tax: 4,522
- Site Visits: -

**Total Meeting Expenses:** 86,627

**Operating Expenses**

**Administrative:**

- Staff Costs: 102,551
- Operations: 23,939
- Board Costs: -
- Secretariat - Admin: 37,650
- CPA Services: 30,286
- Legal Services: 13,000

**Total Administrative:** 207,426

**RFC Services:**

- RFC Production Center: 158,073
- RFC Series Editor Replacement: 11,275
- Independent Submissions Editor: -

**Total RFC Services:** 169,348

**Community Leadership:**

- Secretariat - Community Leadership: 51,558
- IESG Support: -
- IAB Support: -
- IRTF Support: -
- NomCom Support: -
- Community Leadership Training: -

**Total Revenue:** 122,210

**Expenses:** 207,426

**Operating Expenses:** 207,426

**Total:** 122,210

**Year Ending 12/31/2024:** 51,278

**Annual Budget:** 13,418,877
# IETF Administration LLC

## Statement of Activity

**Reporting Book:** ACCRUAL  
**As of Date:** 01/31/2024

<table>
<thead>
<tr>
<th>Month Ending 01/31/2024 Through Year Ending 12/31/2024</th>
<th>01/31/2024</th>
<th>01/31/2024</th>
<th>12/31/2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual YTD Variance Annual Budget</td>
<td>YTD Budget</td>
<td>YTD Budget</td>
<td></td>
</tr>
<tr>
<td>Outreach Program</td>
<td>-</td>
<td>5,833</td>
<td>5,833</td>
</tr>
<tr>
<td>Diversity Program</td>
<td>-</td>
<td>2,500</td>
<td>2,500</td>
</tr>
<tr>
<td>Total Community Leadership</td>
<td>51,558</td>
<td>51,558</td>
<td>66,818</td>
</tr>
<tr>
<td><strong>6 IETF Trust:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Standard Budget</strong></td>
<td>-</td>
<td>120,652</td>
<td>120,652</td>
</tr>
<tr>
<td><strong>Reserve</strong></td>
<td>-</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td><strong>Total IETF Trust</strong></td>
<td>-</td>
<td>150,652</td>
<td>150,652</td>
</tr>
<tr>
<td><strong>Special Projects</strong></td>
<td>-</td>
<td>8,333</td>
<td>8,333</td>
</tr>
<tr>
<td><strong>Tools:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7 Staff Costs</strong></td>
<td>66,733</td>
<td>66,733</td>
<td>83,490</td>
</tr>
<tr>
<td><strong>8 Secretariat - IT</strong></td>
<td>41,247</td>
<td>41,247</td>
<td>13,835</td>
</tr>
<tr>
<td>Management/Planning</td>
<td>27,453</td>
<td>27,453</td>
<td>24,250</td>
</tr>
<tr>
<td>Research/Analysis/Design</td>
<td>32,361</td>
<td>32,361</td>
<td>37,333</td>
</tr>
<tr>
<td>Software Development</td>
<td>21,600</td>
<td>21,600</td>
<td>28,333</td>
</tr>
<tr>
<td><strong>9 Operations (non-Secretariat)</strong></td>
<td>-</td>
<td>58,083</td>
<td>58,083</td>
</tr>
<tr>
<td>Review/Audit</td>
<td>-</td>
<td>4,167</td>
<td>4,167</td>
</tr>
<tr>
<td><strong>10 Capitalization Adjustment</strong></td>
<td>(54,966)</td>
<td>(54,966)</td>
<td>(84,662)</td>
</tr>
<tr>
<td><strong>Total Tools</strong></td>
<td>134,427</td>
<td>134,427</td>
<td>164,829</td>
</tr>
<tr>
<td><strong>Depreciation</strong></td>
<td>7,023</td>
<td>7,023</td>
<td>16,667</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>569,782</td>
<td>569,782</td>
<td>759,360</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>656,409</td>
<td>656,409</td>
<td>759,360</td>
</tr>
<tr>
<td><strong>Total Net Income</strong></td>
<td>(534,199)</td>
<td>(534,199)</td>
<td>(688,428)</td>
</tr>
<tr>
<td><strong>Capital Investment</strong></td>
<td>54,966</td>
<td>54,966</td>
<td>84,662</td>
</tr>
<tr>
<td><strong>Net after Capital Expenditures</strong></td>
<td>(589,165)</td>
<td>(589,165)</td>
<td>(773,090)</td>
</tr>
</tbody>
</table>

**Double checks:**

- Totals
- Subtotals
- To prior month's YTD
- To trial balance

**Market volatility is unpredictable, and so far, 2024 is an up year.**

**Travel expenses include ISOC Board of Trustees refunds for IETF118**

**IETF119 costs are recognized only in March for budget purposes but actuals are recorded on a monthly basis. With this being said, it is expected for the actuals to align in March 2024.**

**The Globalization Partners’ fees for January are greater than the budgeted amount.**

**January 2023 includes an invoice for Queen Mary University of London to produce a model of RPC processing times which was not budgeted for.**

**IETF Trust expenses are budgeted, in January, for the year, but no expenses have been incurred through January 2024.**

**The budget includes an additional salaried position for a Tools staff that has not been filled.**

**Tools Secretariat is budgeted at $13,835 monthly, but AMS expenses are charged at $41k monthly.**

**Costs are spread evenly across months for budgeting purposes, however, costs to be capitalized came in below budget for January 2024.**

**Modified Cash Basis. No Assurance Provided. Disclosures Omitted.**