

**IETF Administration LLC**

|  | 2021 Budget          | 2020 Budget         | Variance            | 2020 Reforecast        |
|--|----------------------|---------------------|---------------------|------------------------|
| <b>Non-Meeting Revenue</b>                     | <b>2021 Budget</b>   | <b>2020 Budget</b>  | <b>Variance</b>     | <b>2020 Reforecast</b> |
| <b>Contributions</b>                           | <b>\$ 6,750,000</b>  | <b>\$ 5,075,000</b> | <b>\$ 1,675,000</b> | <b>\$ 5,075,000</b>    |
| ISOC Contribution (Operating)                  | \$ 6,250,000         | \$ 5,000,000        | \$ 1,250,000        | \$ 5,000,000           |
| Endowment Contributions                        | \$ 500,000           | \$ -                | \$ 500,000          | \$ -                   |
| 1 ISOC Contribution (Endowment)                | \$ -                 | \$ -                | \$ -                | \$ -                   |
| Other Contributions                            | \$ -                 | \$ 75,000           | \$ (75,000)         | \$ 75,000              |
| <b>Administrative In-Kind Contribution</b>     | <b>\$ 9,000</b>      | <b>\$ 9,000</b>     | <b>\$ -</b>         | <b>\$ 9,000</b>        |
| Conference Services                            | \$ 9,000             | \$ 9,000            | \$ -                | \$ 9,000               |
| <b>Other</b>                                   | <b>\$ 730,940</b>    | <b>\$ 373,414</b>   | <b>\$ 357,526</b>   | <b>\$ 373,414</b>      |
| Interest Income                                | \$ 2,000             | \$ 2,000            | \$ -                | \$ 2,000               |
| Investment Interest Income                     | \$ 728,940           | \$ 349,914          | \$ 379,026          | \$ 349,914             |
| 2 IRTF Income                                  | \$ -                 | \$ 21,500           | \$ (21,500)         | \$ 21,500              |
| <b>Total Non-Meeting Revenue</b>               | <b>\$ 7,489,940</b>  | <b>\$ 5,457,414</b> | <b>\$ 2,032,526</b> | <b>\$ 5,457,414</b>    |
| <b>Meeting Revenue</b>                         | <b>2021 Budget</b>   | <b>2020 Budget</b>  | <b>Variance</b>     | <b>2020 Reforecast</b> |
| Registration Fees                              | \$ 1,510,625         | \$ 2,145,625        | \$ (635,000)        | \$ 340,000             |
| Sponsorship                                    | \$ 1,045,833         | \$ 1,327,550        | \$ (281,717)        | \$ 658,001             |
| Sponsorship - In-Kind                          | \$ -                 | \$ 75,000           | \$ (75,000)         | \$ -                   |
| Hotel Commissions                              | \$ 114,501           | \$ 165,906          | \$ (51,405)         | \$ -                   |
| Rebates & Comps                                | \$ 406,978           | \$ 89,918           | \$ 317,060          | \$ -                   |
| Misc.  | \$ 26,500            | \$ 15,000           | \$ 11,500           | \$ 392,492             |
| <b>Total Meeting Revenue</b>                   | <b>\$ 3,104,437</b>  | <b>\$ 3,818,999</b> | <b>\$ (714,562)</b> | <b>\$ 1,390,493</b>    |
|  | <b>2021 Budget</b>   | <b>2020 Budget</b>  | <b>Variance</b>     | <b>2020 Reforecast</b> |
| <b>TOTAL REVENUE</b>                           | <b>\$ 10,594,377</b> | <b>\$ 9,276,413</b> | <b>\$ 1,317,964</b> | <b>\$ 6,847,907</b>    |
| <b>Meeting Expenses</b>                        | <b>2021 Budget</b>   | <b>2020 Budget</b>  | <b>Variance</b>     | <b>2020 Reforecast</b> |
| Venue Costs                                    | \$ 1,111,088         | \$ 1,458,848        | \$ (347,760)        | \$ -                   |
| Travel and Expenses                            | \$ 349,800           | \$ -                | \$ 349,800          | \$ -                   |
| 3 Meeting Support                              | \$ 1,006,480         | \$ 1,317,680        | \$ (311,200)        | \$ 929,100             |
| NOC Support                                    | \$ 701,387           | \$ 1,100,219        | \$ (398,832)        | \$ 519,002             |
| Other  | \$ 153,538           | \$ 146,995          | \$ 6,543            | \$ 90,599              |
| Site Visits                                    | \$ 25,500            | \$ 86,500           | \$ (61,000)         | \$ 19,288              |
| <b>Total Meeting Expenses</b>                  | <b>\$ 3,347,792</b>  | <b>\$ 4,110,242</b> | <b>\$ (762,450)</b> | <b>\$ 1,557,989</b>    |
| <b>Operating Expenses</b>                      | <b>2021 Budget</b>   | <b>2020 Budget</b>  | <b>Variance</b>     | <b>2020 Reforecast</b> |
| <b>Administration</b>                          | <b>\$ 2,991,569</b>  | <b>\$ 3,047,080</b> | <b>\$ (55,511)</b>  | <b>\$ 2,882,120</b>    |
| 4 Staff Costs                                  | \$ 855,437           | \$ 929,578          | \$ (74,141)         | \$ 865,118             |
| 5 Operations                                   | \$ 388,032           | \$ 345,382          | \$ 42,650           | \$ 276,882             |
| Board Costs                                    | \$ 84,580            | \$ 92,000           | \$ (7,420)          | \$ 92,000              |
| Secretariat - Admin                            | \$ 886,080           | \$ 886,080          | \$ -                | \$ 886,080             |
| Secretariat - IT                               | \$ 443,040           | \$ 443,040          | \$ -                | \$ 443,040             |
| CPA Services                                   | \$ 155,000           | \$ 100,000          | \$ 55,000           | \$ 143,000             |
| Legal Services                                 | \$ 179,400           | \$ 156,000          | \$ 23,400           | \$ 156,000             |
| RFP Management                                 | \$ -                 | \$ 95,000           | \$ (95,000)         | \$ 20,000              |
| <b>RFC Services</b>                            | <b>\$ 1,482,744</b>  | <b>\$ 1,371,444</b> | <b>\$ 111,300</b>   | <b>\$ 1,403,544</b>    |
| RFC Production Center                          | \$ 1,313,944         | \$ 1,252,144        | \$ 61,800           | \$ 1,313,944           |
| RFC Series Editor                              | \$ 159,800           | \$ 110,300          | \$ 49,500           | \$ 80,600              |
| Independent Submissions Editor                 | \$ 9,000             | \$ 9,000            | \$ -                | \$ 9,000               |
| <b>Community Leadership</b>                    | <b>\$ 128,860</b>    | <b>\$ 148,124</b>   | <b>\$ (19,264)</b>  | <b>\$ 79,124</b>       |
| IESG Support                                   | \$ 22,240            | \$ 31,500           | \$ (9,260)          | \$ 12,000              |
| IAB Support                                    | \$ 37,440            | \$ 31,500           | \$ 5,940            | \$ 12,000              |
| IRTF Support                                   | \$ 17,650            | \$ 33,624           | \$ (15,974)         | \$ 33,624              |
| NomCom Support                                 | \$ 1,530             | \$ 1,500            | \$ 30               | \$ 1,500               |
| Community Leadership Training                  | \$ 50,000            | \$ 50,000           | \$ -                | \$ 20,000              |
| <b>IETF Trust</b>                              | <b>\$ 80,850</b>     | <b>\$ 110,000</b>   | <b>\$ (29,150)</b>  | <b>\$ 110,000</b>      |
| Standard Budget                                | \$ 80,850            | \$ 77,000           | \$ 3,850            | \$ 77,000              |
| Special Projects                               | \$ -                 | \$ 33,000           | \$ (33,000)         | \$ 33,000              |
| <b>Special Projects</b>                        | <b>\$ 100,000</b>    | <b>\$ 50,000</b>    | <b>\$ 50,000</b>    | <b>\$ 100,000</b>      |
| 6 <b>Tools</b>                                 | <b>\$ 858,012</b>    | <b>\$ 378,800</b>   | <b>\$ 479,212</b>   | <b>\$ 560,830</b>      |
| Management/Planning                            | \$ 123,756           | \$ -                | \$ 123,756          | \$ -                   |
| Research/Analysis/Design                       | \$ 223,756           | \$ -                | \$ 223,756          | \$ -                   |
| Software Development                           | \$ 281,375           | \$ -                | \$ 281,375          | \$ -                   |
| Infrastructure Development                     | \$ 20,000            | \$ -                | \$ 20,000           | \$ -                   |
| Operations (non-Secretariat)                   | \$ 109,125           | \$ -                | \$ 109,125          | \$ -                   |
| Review/Audit                                   | \$ 100,000           | \$ -                | \$ 100,000          | \$ -                   |
| <b>Total Operating Expenses</b>                | <b>\$ 5,642,035</b>  | <b>\$ 5,105,448</b> | <b>\$ 536,587</b>   | <b>\$ 5,135,618</b>    |
|  | <b>2021 Budget</b>   | <b>2020 Budget</b>  | <b>Variance</b>     | <b>2020 Reforecast</b> |
| <b>Total Expenses</b>                          | <b>\$ 8,989,827</b>  | <b>\$ 9,215,690</b> | <b>\$ (225,863)</b> | <b>\$ 6,693,607</b>    |
|  | <b>2021 Budget</b>   | <b>2020 Budget</b>  | <b>Variance</b>     | <b>2020 Reforecast</b> |
| <b>Net Income</b>                              | <b>\$ 1,604,550</b>  | <b>\$ 60,723</b>    | <b>\$ 1,543,827</b> | <b>\$ 154,300</b>      |
| <b>IETF Capital Investment</b>                 | <b>\$ 585,000</b>    | <b>\$ 160,500</b>   | <b>\$ 424,500</b>   | <b>\$ 160,500</b>      |
| <b>Net Income (after Capital Expenditures)</b> | <b>\$ 1,019,550</b>  | <b>\$ (99,777)</b>  | <b>\$ 1,119,327</b> | <b>\$ (6,200)</b>      |

**Notes:**

- ISOC match funds endowment contributions in the following year
- IRTF income (ANRW) is now included in the meetings sub-budget along with ANRW expenditure
- Previously some meeting support costs were budgeted in a different section
- Includes 2 directly employed staff and 1 vacant position
- Includes RFP Management Expenses from previous budgets
- In previous years tools have been presented very differently and a comparison is not possible

|   | IETF110 Prague<br>(USD) | IETF111 San<br>Francisco (USD) | IETF112 Madrid<br>(USD) | Non-Specific        | TOTAL                  |
|---|-------------------------|--------------------------------|-------------------------|---------------------|------------------------|
| <b>MEETING REVENUE</b>                        | <b>\$ 406,875.00</b>    | <b>\$ 1,281,159.29</b>         | <b>\$ 1,416,402.54</b>  |                     | <b>\$ 3,104,436.84</b> |
| Registration Fees                             | \$ 194,375.00           | \$ 709,500.00                  | \$ 606,750.00           |                     | \$ 1,510,625.00        |
| Sponsorship                                   | \$ 212,500.00           | \$ 425,000.00                  | \$ 408,333.00           |                     | \$ 1,045,833.00        |
| Sponsorship - In-Kind                         | \$ -                    | \$ -                           | \$ -                    |                     | \$ -                   |
| Hotel Commissions                             | \$ -                    | \$ 65,672.56                   | \$ 48,828.40            |                     | \$ 114,500.96          |
| Rebates & Comps                               | \$ -                    | \$ 54,486.73                   | \$ 352,491.14           |                     | \$ 406,977.87          |
| Misc.   | \$ -                    | \$ 26,500.00                   | \$ -                    |                     | \$ 26,500.00           |
| <b>MEETING EXPENSES</b>                       | <b>\$ 513,506.19</b>    | <b>\$ 1,500,655.09</b>         | <b>\$ 1,293,131.05</b>  |                     | <b>\$ 3,307,292.32</b> |
| <b>Venue Costs</b>                            | <b>\$ -</b>             | <b>\$ 663,915.00</b>           | <b>\$ 447,172.67</b>    |                     | <b>\$ 1,111,087.67</b> |
| Meeting Space                                 | \$ -                    | \$ -                           | \$ 141,250.00           |                     | \$ 141,250.00          |
| F&B   | \$ -                    | \$ 530,500.00                  | \$ 215,288.00           |                     | \$ 745,788.00          |
| A/V   | \$ -                    | \$ 94,075.00                   | \$ 43,505.00            |                     | \$ 137,580.00          |
| Electrical Power                              | \$ -                    | \$ 7,725.00                    | \$ 4,520.00             |                     | \$ 12,245.00           |
| 5% Overage Allocation                         | \$ -                    | \$ 31,615.00                   | \$ 20,063.15            |                     | \$ 51,678.15           |
| Exchange Rate Variance                        | \$ -                    | \$ -                           | \$ 22,546.52            |                     | \$ 22,546.52           |
| <b>Travel and Expenses</b>                    | <b>\$ -</b>             | <b>\$ 172,950.00</b>           | <b>\$ 176,850.00</b>    |                     | <b>\$ 349,800.00</b>   |
| <b>Meeting Support</b>                        | <b>\$ 322,860.00</b>    | <b>\$ 335,560.00</b>           | <b>\$ 348,060.00</b>    |                     | <b>\$ 1,006,480.00</b> |
| Secretariat                                   | \$ 322,860.00           | \$ 322,860.00                  | \$ 322,860.00           |                     | \$ 968,580.00          |
| Shipping                                      | \$ -                    | \$ 3,500.00                    | \$ 16,500.00            |                     | \$ 20,000.00           |
| Supplies                                      | \$ -                    | \$ 3,200.00                    | \$ 3,200.00             |                     | \$ 6,400.00            |
| Printing                                      | \$ -                    | \$ 3,000.00                    | \$ 3,000.00             |                     | \$ 6,000.00            |
| Temporary Labor                               | \$ -                    | \$ 3,000.00                    | \$ 2,500.00             |                     | \$ 5,500.00            |
| Miscellaneous                                 | \$ -                    | \$ -                           | \$ -                    |                     | \$ -                   |
| <b>NOC Support</b>                            | <b>\$ 154,129.00</b>    | <b>\$ 262,129.00</b>           | <b>\$ 270,129.00</b>    | <b>\$ 15,000.00</b> | <b>\$ 701,387.00</b>   |
| In-Kind Circuits                              | \$ -                    | \$ 30,000.00                   | \$ 30,000.00            |                     | \$ 60,000.00           |
| NOC Lead                                      | \$ 40,000.00            | \$ 40,000.00                   | \$ 40,000.00            |                     | \$ 120,000.00          |
| Venue Network Costs                           | \$ -                    | \$ -                           | \$ -                    |                     | \$ -                   |
| Connectivity Support                          | \$ 54,000.00            | \$ 130,000.00                  | \$ 140,000.00           |                     | \$ 324,000.00          |
| Remote Participation Support                  | \$ 60,000.00            | \$ 61,500.00                   | \$ 60,000.00            |                     | \$ 181,500.00          |
| Miscellaneous                                 | \$ 129.00               | \$ 629.00                      | \$ 129.00               |                     | \$ 887.00              |
| Non-Specific Mtg Expenses                     |                         |                                |                         | \$ 15,000.00        | \$ 15,000.00           |
| <b>Other</b>                                  | <b>\$ 36,517.19</b>     | <b>\$ 56,101.09</b>            | <b>\$ 50,919.38</b>     |                     | <b>\$ 143,537.65</b>   |
| Insurance                                     | \$ -                    | \$ 5,000.00                    | \$ 5,000.00             |                     | \$ 10,000.00           |
| Credit Card/Bank Fees (Wires)                 | \$ 6,517.19             | \$ 28,101.09                   | \$ 19,919.38            |                     | \$ 54,537.65           |
| Hackathon T-Shirts                            | \$ 30,000.00            | \$ 3,000.00                    | \$ 3,000.00             |                     | \$ 36,000.00           |
| VAT Recovery Fee                              | \$ -                    | \$ -                           | \$ 3,000.00             |                     | \$ 3,000.00            |
| Onsite Childcare                              | \$ -                    | \$ 20,000.00                   | \$ 20,000.00            |                     | \$ 40,000.00           |
| <b>MEETING DEFICIT/SURPLUS</b>                | <b>\$ (106,631.19)</b>  | <b>\$ (219,495.80)</b>         | <b>\$ 123,271.50</b>    |                     | <b>(\$202,855.48)</b>  |
| <b>Site Visits (formerly future meetings)</b> |                         |                                |                         | <b>\$ 25,500.00</b> | <b>\$ 25,500.00</b>    |
| Staff Travel                                  |                         |                                |                         | \$ 17,000.00        | \$ 17,000.00           |
| NOC Travel                                    |                         |                                |                         | \$ 8,500.00         | \$ 8,500.00            |
| Executive Director/Other Travel               |                         |                                |                         |                     | \$ -                   |

## Chart of Accounts

| <b>Non-Meeting Revenue</b>                 |                               |  |
|--|-------------------------------|--|
| <b>Contributions</b>                       |                               |  |
| ISOC Contribution (Operating)              |                               | Internet Society annual operating contribution (received in December)    |
| Endowment Contributions                    |                               | Contributions to the IETF Endowment                                      |
| ISOC Contribution (Endowment)              |                               | Internet Society contribution to the IETF Endowment                      |
| Other Contributions                        |                               | Other contributions  |
| <b>Administrative In-Kind Contribution</b> |                               |  |
| Conference Services                        |                               | Value of donated conferencing services                                   |
| <b>Other</b>                               |                               |  |
| Interest Income                            |                               | Interest on bank accounts  |
| Investment Interest Income                 |                               | Interest on investments  |
| IRTF Income                                |                               | Income specifically for IRTF ANRW  |
| <b>Meeting Revenue</b>                     |                               |  |
| Registration Fees                          |                               | Meeting registration fees  |
| Sponsorship                                |                               | Meeting sponsorship  |
| Sponsorship - In-Kind                      |                               | Value of in-kind services provided as meeting sponsorship                |
| Hotel Commissions                          |                               | Commissions received from hotels   |
| Rebates & Comps                            |                               | Value of rebates and complimentary rooms received from hotels            |
| Misc.                                      |                               | Miscellaneous meeting revenue, including insurance payouts               |
| <b>Meeting Expenses</b>                    |                               |  |
| Venue Costs                                |                               |  |
|  | Meeting Space                 | Venue hire   |
|  | F&B                           | Venue catering and bedrooms  |
|  | A/V                           | Audio / visual services  |
|  | Electrical Power              | Electricity  |
|  | 5% Overage Allocation         | In case of overage on venue costs  |
|  | Exchange Rate Variance        | In case of significant variance in budgeted exchange rate                |
| Travel and Expenses                        |                               | Full travel and expenses costs of all staff and contractors              |
| Meeting Support                            |                               |  |
|  | Secretariat                   | Secretariat labour for meeting support                                   |
|  | Shipping                      | Shipping secretariat equipment   |
|  | Supplies                      | General supplies   |
|  | Printing                      | Printing   |
|  | Temporary Labor               | Temporary local staff  |
|  | Miscellaneous                 | Miscellaneous meeting support costs                                      |
| NOC Support                                |                               |  |
|  | In-Kind Circuits              | Value of in-kind circuits donated for the meeting                        |
|  | NOC Lead                      | Contracted NOC Lead services   |
|  | Venue Network Costs           | Local venue network installation or support services                     |
|  | Connectivity Support          | Contracted network support services                                      |
|  | Remote Participation Support  | Contracted remote participation services                                 |
|  | Miscellaneous                 | Miscellaneous NOC costs  |
|  | Non-Specific Mtg Expenses     | NOC expenses not specific to a meeting                                   |
| Other                                      |                               |  |
|  | Insurance                     | Meeting specific insurance   |
|  | Credit Card/Bank Fees (Wires) | Credit card and bank fees  |
|  | Hackathon T-Shirts            | Hackathon t-shirt printing and delivery costs                            |
|  | VAT Recovery Fee              | Fee to specialist VAT recovery agency                                    |
|  | Onsite Childcare              | Onsite childcare provision   |
| Site Visits                                |                               |  |
|  | Staff Travel                  | Secretariat travel for venue site visits                                 |
|  | NOC Travel                    | NOC travel for venue site visits   |
| <b>Operating Expenses</b>                  |                               |  |
| <b>Administration</b>                      |                               |  |
| Staff Costs                                |                               | IETF LLC directly employed staff costs                                   |
| Operations                                 |                               | IETF LLC operational costs including IT, insurance, comms                |
| Board Costs                                |                               | IETF LLC board retreats, non-meeting travel and discretionary fund       |
| Secretariat - Admin                        |                               | Secretariat labour for non-meeting costs                                 |
| Secretariat - IT                           |                               | Secretariat IETF tools operations support cost                           |
| CPA Services                               |                               | Accountants  |
| Legal Services                             |                               | Lawyers  |
| RFP Management                             |                               | (No longer in use) RFP management direct costs                           |
| <b>RFC Services</b>                        |                               |  |
| RFC Production Center                      |                               | Contracted RFC Production Center   |
| RFC Series Editor                          |                               | Contracted RFC Series Editor and temporary project manager               |
| Independent Submissions Editor             |                               | Non-meeting travel and expenses for ISE                                  |
| <b>Community Leadership</b>                |                               |  |
| IESG Support                               |                               | IESG retreats and discretionary fund                                     |
| IAB Support                                |                               | IAB retreats and discretionary fund                                      |
| IRTF Support                               |                               | ANRW sponsorship and IRTF dinner   |
| NomCom Support                             |                               | NomCom annual dinner   |
| Community Leadership Training              |                               | Special project fund for community leadership training                   |
| <b>IETF Trust</b>                          |                               |  |
| Standard Budget                            |                               | IETF Trust operating budget  |
| Special Projects                           |                               | IETF Trust special projects  |
| <b>Special Projects</b>                    |                               | Projects not related to any other category                               |
| <b>Tools</b>                               |                               |  |
| Management/Planning                        |                               | Tools expenses by lifecycle: Management/Planning, includes Tools Team PM |
| Research/Analysis/Design                   |                               | Tools expenses by lifecycle: Research/Analysis/Design                    |
| Software Development                       |                               | Tools expenses by lifecycle: Software Development                        |
| Infrastructure Development                 |                               | Tools expenses by lifecycle: Infrastructure Development                  |
| Operations (non-Secretariat)               |                               | Tools expenses by lifecycle: Operations (non-Secretariat)                |
| Review/Audit                               |                               | Tools expenses by lifecycle: Review/Audit                                |