

Day 2: December 13, 2018



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Agenda – Day 2

- 9:00am Meeting Kick Off
- 9:15am LLC Finance Communications Processes, Policies & Procedures
- 10:00am Charitable Contributions Legal Analysis & Business Plans
- 10:15am 2019 Schedule – RFP Processes
- 10:30am Break
- 10:45am IETF Meetings Retrospective for IETF 103
- 11:45am Venue Pipeline Discussion
- 12:00pm Lunch
- 1:00pm Day 2 Wrap Up & Adjourn Full Meeting
- 1:15pm Executive Session



LLC Finance: Communications, Policies & Procedures

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IETF LLC Transition – Finance Communication, Policies and Procedures

- We are following GAAP (Generally Accepted Accounting Principles)
- Monthly Financials
 - 13th business day (Accountant to ED for review)
 - 16th business day (Revisions returned to accountant)
 - 18th business day (Statements sent to the board for review)
- Monthly Cash Flow Statements added for Board fiduciary use
- Bank Accounts
 - Wells Fargo Operating Accounts
 - Checking -- for paying all bills and invoices
 - Money Market -- account used to replenish checking
 - Goldman Sachs Investment
 - Custodial -- set up to house long and short-term reserves
- Link to accounting procedures document [here](#)
 - The board will conduct an e-vote for approval of these procedures after a review period.

Open Session Complete



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