



# FY16 COMMUNITY REQUEST FORM

All questions and completed forms should be sent to [controller@icann.org](mailto:controller@icann.org).  
 Please remember that the deadline for FY16 Budget consideration is **February 28<sup>th</sup> 2015**.

REQUEST INFORMATION	
<b>Title of Proposed Activity</b>	
Banking Support	
<b>Community Requestor Name</b>	<b>Chair</b>
Business Constituency	Elisa Cooper
<b>ICANN Staff Community Liaison</b>	
Rob Hogarth	

REQUEST DESCRIPTION
<b>1. Activity: Please describe your proposed activity in detail</b>
<p>Secretariat Support - BC Invoicing &amp; Banking management</p> <ul style="list-style-type: none"> <li>• Preparation and sending of up to 100 invoices to members in a year</li> <li>• Frequent Monitoring of on-line Bank account</li> <li>• Making transfers to suppliers</li> <li>• Recording payments in budget spreadsheet for Finance Committee</li> <li>• Reconciling member subscription payment and bank charges and currency loss/gain</li> <li>• Quarterly and annual account reconciliation, and next year Budget preparation.               <ul style="list-style-type: none"> <li>• Annual members dues Invoice sending and follow up of next few months.</li> </ul> </li> </ul> <p>Note: The BC does have a bank account in Spain in its own name as a foreign (to Spain) entity. Fmr Vice Chair Finance and Operations is current authorized signatory. Account has with internet banking facility but does not have merchant credit card facilities. The BC as other constituencies are seriously hampered as the constituency does not have a legal basis other than mention in the ICANN by-laws. The BC needs a legal domicile, if in USA, can then obtain state non for profit registration and corresponding Tax, Employers, numbers. This problem has been raised by the BC at every ICANN meeting since Cartagena and recently with the President/CEO &amp; the CFO.</p> <p>The BC looks forward urgently to a cross constituency solution.</p>
<b>2. Type of Activity: e.g. Outreach - Education/training - Travel support - Research/Study - Meetings - Other</b>
Invoicing and Banking Support
<b>3. Proposed Timeline/Schedule: e.g. one time activity, recurring activity</b>
Ongoing



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## REQUEST OBJECTIVES

**1. Strategic Alignment.** Which area of ICANN's Strategic Plan does this request support?

Strive to be an exemplary multi stakeholder organization, Increase stakeholder diversity and cross stakeholder work, ease of global participation, retain and support existing community while attracting new and diverse community members.

**2. Demographics.** What audience(s), in which geographies, does your request target?

Specifically service for BC members, All regions.

**3. Deliverables.** What are the desired outcomes of your proposed activity?

Professionally conducted and supported BC member. Service for smooth running of constituency.

**4. Metrics.** What measurements will you use to determine whether your activity achieves its desired outcomes?

Opinion sound of members via annual questionnaire

## RESOURCE PLANNING – INCREMENTAL TO ACCOMMODATE THIS REQUEST

**Staff Support Needed (not including subject matter expertise):**

Description	Timeline	Assumptions	Costs basis or parameters	Additional Comments
Invoicing & Banking Support	Ongoing		3 hrs a week	
	Member Invoice round		12 hrs	
	End of Year Report and Budget Prep.		10 hrs	

**Subject Matter Expert Support:**

n/a

**Technology Support: (telephone, Adobe Connect, web streaming, etc.)**



# FY15 COMMUNITY REQUEST FORM

Online Banking

**Language Services Support:**

None

**Other:**

**Travel Support:**

**Potential/planned Sponsorship Contribution:**