

ADMINISTRATION REPORT

For the First Quarter: January - March, 2017

TASKS	HOURS
1. Provide arrangements for the Workgroup meetings/teleconferences and follow-ups; including coordination of agendas, invitations, attend meetings, minutes, and distribution of minutes. Update and maintain website content. Provide operational, administrative and reporting support as necessary.	5.00
2. Bookkeeping, collection of membership dues, bill payment, administration report. Serve as a point of contact for members and interested parties. Manage and execute test card sales and loaner sets v. 1.0 and v. 2.0. Maintain mailing list. Provide reports on test card sales and membership as necessary.	9.55
TOTAL	14.55

FINANCIAL REPORT

October - December, 2016

INCOME

	\$ RECEIVED Q1	CUMULATIVE \$ RECEIVED	TOTAL EST. \$ Based on 2016 Totals
1. Business Member dues. <u>Membership Dues Received</u> : Gemalto (2016), HP <u>Current Members Invoiced by Quarter</u> : Q1: Q2: Ingenico (2016, 2017), Weltrend Semiconductor (2016, 2017) Q3: PAL Acoustics(2016) Q4:	4,000.00	4,000.00	\$24,000.00
2. Test card sales. (v1.0: Test cards @ \$50. Microsoft Loaner Set @ \$125, v2.0: Test Card Set@ \$1000, Loaner Set @ \$500) January: 0 February: 0 March: 0	0	0	5,000.00
3. Refundable Test Card Deposit for Loaner Set.	0	0	
TOTAL INCOME	4,000.00	4,000.00	\$29,000.00

EXPENSE

	\$ PAID Q1	CUMULATIVE \$ PAID 2017	CUMULATIVE \$ PAID 2016
1. Meeting fees.	0	0	0
2. Test card administration expense. ((\$20 per Windows card, \$100 per loaner set and test card set paid to Open Domain.) Q1: 0	0	0	500.00
3. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) Q1: 0	0	0	\$363.14
4. Credit card processing fees. January: \$0 February: \$58.30 March: \$0	58.30	58.30	768.82
5. Taxes / other fees. Q1: Accounting Fees for Tax Return Preparation \$1,050.00	1,050.00	1,050.00	1,200.00
6. Bank Fees for wiring of dues/fees, and account fee. Q1: \$35	35.00	30.00	115.00
7. Website Maintenance Fees Web Dorado: \$60 (software for online forms) Namecheap: \$49.77 (SSL Certificate)	0	0	109.77
8. Website hosting and Administration Fee. 65% of Membership Dues of \$4,000 = \$1,300	1,300.00	1,300.00	15,600.00
TOTAL EXPENSE	\$2,443.30	\$2443.30	\$18,656.73

ACCOUNT BALANCES

June 30, 2016	\$17,069.73
September 30, 2016	\$27,880.53
December 31, 2016	\$36,723.80
March 31, 2017	\$30,250.73