

## **ADMINISTRATION REPORT**

For the First Quarter: January - March, 2020

<b>TASKS</b>	<b>HOURS</b>
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.	6
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
<b>TOTAL</b>	<b>15</b>

## FINANCIAL REPORT

January -March, 2020

### INCOME

	\$ RECEIVED Q1	CUMULATIVE \$ RECEIVED	TOTAL EST. \$ Based on 2019
1. Business Member dues. <u>Membership Dues Received:</u>  <u>Current Members Invoiced by Quarter:</u> Q1: Kensington Q2: Aladdin R.D, Kapelse Q3: HID Global, Identive, Sunrex Q4: ACS, Realtek, Ingenico (2018, 2019)	0	0	16,000.00
2. Test card sales. (v1.0: Test cards @ \$50. Microsoft Loaner Set @ \$125, v2.0: Test Card Set@ \$1000, Loaner Set @ \$500) Plus \$50 processing fee if paid by Paypal or Credit Card January: 0 February: 0 March: 0	0	0	9,100.00
3. Refundable Test Card Deposit for Loaner Set.	0	0	0
<b>TOTAL INCOME</b>	<b>0</b>	<b>0</b>	<b>\$25,100.00</b>

## EXPENSE

	\$ PAID Q1	CUM \$ PAID 2020	CUM \$ PAID 2019
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	256.53
4. Credit card processing fees. Q1: \$0	0	0	439.87
5. Taxes / other fees. Q1: 0	0	0	3,959.39
6. Bank Fees for wiring of dues/fees, and account fee. Q1: 0	0	0	154.00
7. Website Maintenance Fees	0	0	0
8. Website hosting and Administration Fee. 65% of Membership Dues	0	0	10,400.00
<b>TOTAL EXPENSE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,709.79</b>

All amounts shown in US \$

## ACCOUNT BALANCES

June 30, 2019	\$36,594.06
September 30, 2019	\$32,932.13
December 31, 2019	\$28,448.69
March 31, 2020	\$23, 248.69