

ADMINISTRATION REPORT

For the First Quarter: January - March, 2021

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
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.	4
TOTAL	9

FINANCIAL REPORT

January – March, 2021

INCOME

	\$ RECEIVED Q1	CUMULATIVE \$ RECEIVED 2021	TOTAL EST. \$ Based on 2020
1. Business Member dues. <u>Membership Dues Received in Current Year:</u> <u>SpringCard</u>	2,000.00	2,000.00	10,000.00
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	2,000.00
3. Refundable Test Card Deposit for Loaner Set.	0	0	0
TOTAL INCOME	2,000.00	2,000.00	\$12,000.00

EXPENSE

	\$ PAID Q1	CUM \$ PAID 2021	CUM \$ PAID 2020
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	200
3. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) Q1: 0	0	0	103
4. Credit card processing fees. Q1: \$0	0	0	88
5. Taxes / other fees. Q1: 0	0	0	\$534
6. Bank Fees for wiring of dues/fees, and account fee. Q1: 30.00	30.00	30.00	40
7. Website hosting, maintenance, administration, accounting and office expenses \$1,300 per month	3,900.00	3,900.00	11,700
TOTAL EXPENSE	\$3,930	\$3,930	\$12,665

All amounts shown in US \$

ACCOUNT BALANCES

June 30,2020	\$29,170.67
September 30, 2020	\$25,942.20
December 31, 2020	\$26,027.20
March 31, 2021	\$21,593.30