PC/SC Workgroup

ADMINISTRATION REPORT

For the Third Quarter: July - September, 2024

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 and administration. Provide operational, administrative and reporting support as necessary.	8
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 quarterly reports on test card sales and membership.	3.83
TOTAL	11.83

PC/SC Workgroup

FINANCIAL REPORT
INCOME
July - September, 2024

	$ RECEIVED Q3	CUMULATIVE $ RECEIVED 2024	TOTAL EST. $ Based on 2023
1. Business Member dues. Membership Dues Received in Current Year: Identiv 2,000 Olaquin 0 SpringCard 0 RealTek Semiconductor 0	2000.00	2000.00	6,000.00
2. Test card sales. (**v1.0**: Test cards set @ $200. Microsoft Loaner Set @ $125, **v2.0**: Test Card Set@ $1000 for Members and $3,000 for Nonmembers, Loaner Set @ $500) Plus $50 processing fee if paid by Paypal or Credit Card January: 0 February: 0 March: 0 April: Theobroma Systems/Cherry Embedded $3,050.00 May:0 June: 0 July:0 August: 0 September: 0	0	3,050.00	1,050.00
3. Refundable Test Card Deposit for Loaner Set.	0	0	0
TOTAL INCOME	**$2,000.00**	**$5,050.00**	**$7,050.00**

.

PC/SC Workgroup

EXPENSE

	$ PAID Q3	CUM $ PAID 2024	CUM $ PAID 2023
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 Q2: $100 Q3: 0	0	100.00	100.00
3. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) Q1: 0 Q2: $82.97 Q3: 0	0	82.97	100.79
4. Credit card processing fees. Q1: 0 Q2" 0 Q3: 0	0	0	27.68
5. Taxes / other fees. Q1: 0 Q2: 0 Q3: 0	0	0	500.00
6. Bank Fees for wiring of dues/fees, and account fee. Q1: 0 Q2: 15 Q3: 15	15.00	30.00	55.00
7. Website hosting, maintenance, administration, accounting and office expenses $ 900 per month (reduced in Q3 2024 from $1,300 in Q1 & 2)	2,700.00	10,500.00	14,600
TOTAL EXPENSE	**$2,715.00**	**$11,712.97**	**$15,383.47**

All amounts shown in US $

ACCOUNT BALANCES

September 30, 2023	$12,654.38
December 31, 2023	$12,704.38
March 31, 2024	$8,304.38
June 30, 2024	$11,339.38
September 30, 2024	$5,341.41

PC/SC Workgroup Administration