

ADMINISTRATION REPORT

For the First Quarter: January - March, 2013

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.	18
2. Bookkeeping, collection of membership dues, bill payment, administration report.	11
3. 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.	17
TOTAL	46

FINANCIAL REPORT

January - March, 2012

INCOME

	\$ RECEIVED Q1	CUMULATIVE \$ RECEIVED	TOTAL EST. \$ FOR YEAR
1. Business Member dues. <u>\$2,000 paid by:</u> Athena Smartcard Solutions (Q4 2012), Gemalto <u>\$2,000 due from:</u> *Q1: Oracle *Q2: Ingenico, Toshiba, C3PO S.A. Q3: Advanced Card Systems, Alcor Micro, HID Global, Identive GmbH, NXP B.V., ZF Electronics, Genesys Logic, Inc. Q4: Athena (2013), Kobil GmbH, Realtek Semiconductor, Vasco Data Security, ITE Tech, Singular Technology, mCore * Q1 and Q2 have been invoiced	4,000	4,000	40,000.00
2. Test card sales. (v1.0: Test cards @ \$50. Microsoft Loaner Set @ \$125, v2.0: Test Card Set@ \$1000, Loaner Set @ \$500) January: \$2,000 February: \$3,000 March: 0 April: May: June: July: August: September: November: December:	5,000	5,000	12,000.00
3. Refundable Deposits:	0	0	
TOTAL INCOME	\$9,000.00	\$9,000.00	\$70,500.00

EXPENSE

	\$ PAID Q1	CUMULATIVE \$ PAID	TOTAL EST. \$ FOR YEAR*
1. Meeting fees.	\$0	\$0	4,500.00
2. Supplies.	0	0	100.00
3. Test card administration expense. (\$20 per Windows card, \$100 per loaner set and test card set paid to Open Domain.) January: \$200 February: \$300 March: April: May: June: July: August: September: October: November: December:	500.00	500.00	1,400.00
4. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) January: \$50.18 February: \$ 43.30 March: \$152.33 April: May: June: July: August: September: October: November: December:	245.81	245.81	700.00
5. Credit card processing fees. January: \$32.85 February: \$43.30 March: \$15.95 April: May: June: July: August: September: October: November: December:	92.10	92.10	500.00

	\$ PAID Q1	CUMULATIVE \$ PAID	TOTAL EST. \$ FOR YEAR*
6. Taxes / other fees. Q1: Accounting Fees for Tax Return Preparation \$750 Q3: Q4:	750.00	750.00	1,200
7. Bank Fees for wiring of dues/fees, and account fee. Q1: \$ 86.00 Q2: Q3: Q4:	86.00	86.00	340.00
8. Website hosting. By Open Domain; \$1,000 per month. (Admin contract provides for web hosting budget of \$12,000.)	3,000.00	3,000.00	12,000.00
9. Administration fee. Paid to Open Domain; \$5,000 per month. (Admin contract provides for admin budget of \$60,000.)	15,000.00	15,000.00	60,000.00
TOTAL EXPENSE IF PAID IN FULL	\$19,673.91	\$19,673.91	\$85,300

ACCOUNT BALANCES

March 31, 2012	\$15,309.56
June 30, 2012	\$11,859.56
September 30, 2012	\$17,467.31
December 31, 2012	\$13,213.95
March 31, 2013	\$13,932.32

Q4 2012 amount paid to Open Domain Inc. \$8,000.