

ADMINISTRATION REPORT

For the Third Quarter: July - September, 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.	10
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.	30
TOTAL	40

FINANCIAL REPORT

July - September, 2013

INCOME

	\$ RECEIVED Q3	CUMULATIVE \$ RECEIVED	TOTAL EST. \$ FOR YEAR
1. Business Member dues. <u>\$2,000 paid by:</u> Athena Smartcard Solutions (Q4 2012), Gemalto, Oracle, Toshiba, **Weltrend Semiconductor, **Chicony Electronic, Genesys Logic, **Compal, HID Global, NXP B.V., **LC Future Center, ZF Friedrichshafen <u>\$2,000 due from:</u> *Q1: *Q2: Ingenico Healthcare, C3PO S.A. *Q3: Advanced Card Systems, Alcor Micro, Identive GmbH Q4: Athena, Kobil GmbH, Realtek Semiconductor, Vasco Data Security, ITE Tech, Singular Technology, mCore * All Quarters have been invoiced ** New Members	12,000	24,000	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: \$1,000 May: \$1,000 June: 0 July: \$4,000 August: 0 September: \$3,000 November: December:	7,000	14,000	12,000.00
3. Refundable Deposits:	0	0	
TOTAL INCOME	\$19,000.00	\$38,000.00	\$70,500.00

EXPENSE

	\$ PAID Q3	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: \$100 May: \$100 June: July: \$400 August: September: \$300 October: November: December:	700.00	1,400.00	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: 0 May: \$44.09 June: \$43.30 July: \$20.46 August: \$85.04 September: \$128.35 October: November: December:	233.85	567.05	700.00
5. Credit card processing fees. January: \$32.85 February: \$43.30 March: \$15.95 April: \$66.65 May: \$96.70 June: \$15.95 July: \$21.65 August: \$284.62 September: \$51.80 October: November: December:	\$358.07	\$629.47	500.00

	\$ PAID Q3	CUMULATIVE \$ PAID	TOTAL EST. \$ FOR YEAR*
6. Taxes / other fees. Q1: Accounting Fees for Tax Return Preparation \$750 Q2: 0 Q3: Accounting Fee for Sales Tax Preparation \$175 Q4:	175	925.00	1,200
7. Bank Fees for wiring of dues/fees, and account fee. Q1: \$ 86.00 Q2: \$ 70.50 Q3: \$73.00 Q4:	\$73.00	229.50	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	9,000.00	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	45,000.00	60,000.00
TOTAL EXPENSE	\$19,539.92	\$57,751.02	\$85,300

ACCOUNT BALANCES

September 30, 2012	\$17,467.31
December 31, 2012	\$13,213.95
March 31, 2013	\$13,932.32
June 30, 2013	\$13,522.43
September 30, 2013	\$22,569.18

Amount paid to Open Domain Inc. Q4 2012: \$8,000, Q1 2013 \$10,250, Q2 \$9,471.40