

## **ADMINISTRATION REPORT**

For the Fourth Quarter: October - December, 2013

<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.	52
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.	19
<b>TOTAL</b>	<b>71</b>

## FINANCIAL REPORT

October - December, 2013

### INCOME

	\$ RECEIVED Q4	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, Alcor Micro, Identive GmbH, Athena, Kobil GmbH, Realtek Semiconductor, Vasco Data Security  <u>\$2,000 due from:</u>  *Q1:  *Q2: Ingenico Healthcare, C3PO S.A.  *Q3: Advanced Card Systems  *Q4: ITE Tech, Singular Technology, mCore  * All Quarters have been invoiced  ** New Members	\$12,000	\$36,000	\$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 October: \$1,000 November: 0 December: \$500 Loaner Set	1,500	15,500	11,900.00
<b>TOTAL INCOME</b>	<b>\$13,500.00</b>	<b>\$51,500.00</b>	<b>\$51,900.00</b>

**EXPENSE**

	<b>\$ PAID Q4</b>	<b>CUMULATIVE \$ PAID 2013</b>	<b>CUMULATIVE \$ PAID 2012</b>
1. Meeting fees. Paris, November 2013 Hyatt Regency Meeting Room and Dinner \$1159.94 Airfare for Uli Dreifuerst: \$1051.66 Hotel Uli Dreifuerst: \$841.38	\$3,052.98	\$3,052.98	\$3,275.21
2. Supplies. MDaemon Mail Server Update: \$380.00	380.00	380.00	0
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: \$100 November: December: \$100	200.00	1,600.00	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: \$43.11 November: \$72.73 December: \$43.11	158.98	726.03	491.10

	<b>\$ PAID Q4</b>	<b>CUMULATIVE \$ PAID 2013</b>	<b>CUMULATIVE \$ PAID 2012</b>
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: \$32.85 November: \$146.68 December: \$102.41	\$281.94	\$911.41	\$1,781.60
6. Taxes / other fees. Q1: Accounting Fees for Tax Return Preparation \$750 Q2: 0 Q3: Accounting Fee for Sales Tax Preparation \$175 Q4:0	0	925.00	1,175.00
7. Bank Fees for wiring of dues/fees, and account fee. Q1: \$ 86.00 Q2: \$ 70.50 Q3: \$73.00 Q4: \$125.00	125.00	354.50	338.00
8. Website hosting and Administration Fee. 65% of Membership Dues. Q4 Membership Dues Paid = \$12,000. \$12,000 at 65%= \$7,800.	7,800.00	23,400.00	47,618.16
<b>TOTAL EXPENSE</b>	<b>\$11,998.90</b>	<b>\$30,969.92</b>	<b>\$56,079.07</b>

**ACCOUNT BALANCES**

December 31, 2012	\$13,213.95
March 31, 2013	\$13,932.32
June 30, 2013	\$13,522.43
September 30, 2013	\$22,569.18
December 31, 2013	\$10,954.18