

## **ADMINISTRATION REPORT**

For the Third Quarter: July - September, 2014

| <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.           | 7            |
| 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. | 20           |
| <b>TOTAL</b>   | <b>27</b>    |

## FINANCIAL REPORT

July - September, 2014

### INCOME

|   | \$ RECEIVED<br>Q3  | CUMULATIVE<br>\$ RECEIVED | TOTAL EST. \$<br>FOR YEAR |
|---|--------------------|---------------------------|---------------------------|
| 1. Business Member dues.<br><br><u>Membership Dues Received</u> : Gemalto, Ingenico Healthcare/eID (2013), Toshiba, Weltrend Semiconductor, Pegatron**, Genysis Logic, HID Global, Identive, ZF Electronics, Advanced Card Systems, Hi-Tech**<br><br><u>Current Members Invoiced by Quarter:</u><br><br>*Q1:<br><br>*Q2: Chicony Electronics, MOAI Electronics, Ingenico Healthcare/eID<br><br>*Q3: NXP Semiconductor, LC Future Center, Compal Electronics, Digent Co<br><br>Q4: Alcor Micro, Athena, Kobil Systems, Realtek Semiconductor, Vasco Data Security<br><br>* Quarters invoiced<br><br>** New Members | \$12,000           | \$22,000                  | \$36,000.00               |
| 2. Test card sales.<br>(v1.0: Test cards @ \$50. Microsoft Loaner Set @ \$125, v2.0: Test Card Set@ \$1000, Loaner Set @ \$500)<br>January: 0<br>February: 0<br>March: 0<br>April: \$2,000<br>May: 0<br>June: 0<br>July: \$2,000<br>August: \$1,000<br>September: 0   | \$3,000            | 5,000.00                  | 15,000.00                 |
| 3. Refundable Test Card Deposit for Loaner Set.<br><br>Kingston Technology: \$3,240.00 (\$3,000 deposit plus tax), Sales Tax \$40 after deposit return  | 0                  | 40                        |                           |
| <b>TOTAL INCOME</b>   | <b>\$15,000.00</b> | <b>\$27,040.00</b>        | <b>\$51,000.00</b>        |

## EXPENSE

|  | \$ PAID<br>Q3 | CUMULATIVE<br>\$ PAID 2014 | CUMULATIVE<br>\$ PAID 2013 |
|--|---------------|----------------------------|----------------------------|
| 1. Meeting fees.   | 0             | 0                          | 3,000.00                   |
| 2. Supplies.   | 0             | 0                          | 380.00                     |
| 3. Test card administration expense.<br>(\$20 per Windows card, \$100 per loaner set and test card set paid to Open Domain.)<br>January: 0<br>February: 0<br>March: 0<br>April: \$200<br>May: 0<br>June: 0<br>July: \$200<br>August: \$100<br>September: 0 | \$300         | 500                        | 1,600.00                   |
| 4. Test card postage (Fedex).<br>(Credit card payment executed in the month after shipment.)<br>January: \$37.87<br>February: 0<br>March: 0<br>April: \$21.43<br>May: \$43.75<br>June: 0<br>July: 0<br>August: \$86.66<br>September: \$96.82               | \$183.48      | \$286.53                   | 726.00                     |
| 5. Credit card processing fees.<br>January: \$70.71<br>February: \$16.53<br>March: \$15.95<br>April: \$83.55<br>May: \$141.40<br>June: \$15.95<br>July: \$144.45<br>August: \$19.95<br>September: \$52.20  | \$216.60      | \$560.69                   | \$911.00                   |
| 6. Taxes / other fees.<br>Q1: Accounting Fees for Tax Return Preparation \$825<br>Q2: 0<br>Q3: Accounting Fee for Sales Tax Preparation \$137.50<br>Q4:  | \$137.50      | \$962.50                   | 925.00                     |
| 7. Bank Fees for wiring of dues/fees, and account fee.   | \$92.00       | \$220.00                   | 355.00                     |

|   | \$ PAID<br>Q3     | CUMULATIVE<br>\$ PAID 2014 | CUMULATIVE<br>\$ PAID 2013 |
|---|-------------------|----------------------------|----------------------------|
| Q1: \$ 58.00<br>Q2: \$70.00<br>Q3: \$92.00<br>Q4:                     |                   |                            |                            |
| 8. Website hosting and Administration Fee.<br>65% of Membership Dues. | \$7,800           | \$14,500.00                | 23,400.00                  |
| <b>TOTAL EXPENSE</b>  | <b>\$8,729.58</b> | <b>\$17,029.72</b>         | <b>\$31,297.00</b>         |

### ACCOUNT BALANCES

|                    |             |
|--------------------|-------------|
| September 30, 2013 | \$22,569.18 |
| December 31, 2013  | \$10,954.18 |
| March 31, 2014     | \$2,956.37  |
| June 30, 2014      | \$7,293.00  |
| September 30, 2014 | \$17,676.84 |