

ADMINISTRATION REPORT

For the Fourth Quarter: October - December 2014

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.	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 reports on test card sales and membership as necessary.	21
TOTAL	29

FINANCIAL REPORT

October - December, 2014

INCOME

	\$ RECEIVED Q4	CUMULATIVE \$ RECEIVED	TOTAL EST. \$ FOR YEAR
<p>1. Business Member dues.</p> <p><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**, Kobil Systems, Vasco Data Security, Realtek Semiconductor, Ingenico Healthcare/eID</p> <p><u>Current Members Invoiced by Quarter:</u></p> <p>*Q1:</p> <p>*Q2: Chicony Electronics, MOAI Electronics, *Q3: NXP Semiconductor, LC Future Center, Compal Electronics, Digent Co</p> <p>Q4: 92.10+Athena</p> <p>* Quarters invoiced</p> <p>** New Members</p>	\$8,000	\$30,000	\$36,000.00
<p>2. Test card sales.</p> <p>(v1.0: Test cards @ \$50. Microsoft Loaner Set @ \$125, v2.0: Test Card Set@ \$1000, Loaner Set @ \$500)</p> <p>January: 0 February: 0 March: 0 April: \$2,000 May: 0 June: 0 July: \$2,000 August: \$1,000 September: 0 October: 0 November: \$1,000 December: 0</p>	\$1,000	6,000.00	15,000.00
<p>3. Refundable Test Card Deposit for Loaner Set.</p>	0	40	
TOTAL INCOME	\$9,000.00	\$36,040.00	\$51,000.00

EXPENSE

	\$ PAID Q4	CUMULATIVE \$ PAID 2014	CUMULATIVE \$ PAID 2013
1. Meeting fees. Hyatt Paris Madeleine (meeting room and food) - \$577.07 United Airlines Tampa, FL – Paris: \$1,592.99 Secure Bookings (hotel for Uli Dreifuerst in Paris): \$138.03 SNCF transportation for Uli Dreifuerst in Paris: \$5.43	\$2,313.52	\$2,313.52	3,000.00
2. Supplies.	0	0	380.00
3. Test card administration expense. (\$20 per Windows card, \$100 per loaner set and test card set paid to Open Domain.) January: 0 February: 0 March: 0 April: \$200 May: 0 June: 0 July: \$200 August: \$100 September: 0 October: 0 November: \$100 December: 0	\$100	600	1,600.00
4. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) January: \$37.87 February: 0 March: 0 April: \$21.43 May: \$43.75 June: 0 July: 0 August: \$86.66 September: \$96.82 October: \$119.76 November: 0 December: 0	\$119.76	\$406.29	726.00

	\$ PAID Q4	CUMULATIVE \$ PAID 2014	CUMULATIVE \$ PAID 2013
5. Credit card processing fees. January: \$70.71 February: \$16.53 March: \$15.95 April: \$83.55 May: \$141.40 June: \$15.95 July: \$144.45 August: \$19.95 September: \$52.20 October: \$19.95 November: \$52.20 December: \$19.95	\$92.10	\$652.79	\$911.00
6. Taxes / other fees. Q1: Accounting Fees for Tax Return Preparation \$825 Q2: 0 Q3: Accounting Fee for Sales Tax Preparation \$137.50 Q4:0	\$0	\$962.50	925.00
7. Bank Fees for wiring of dues/fees, and account fee. Q1: \$ 58.00 Q2: \$70.00 Q3: \$92.00 Q4: \$97.00	\$97.00	\$317.00	355.00
8. Website hosting and Administration Fee. 65% of Membership Dues.	\$5,200	\$19,700.00	23,400.00
TOTAL EXPENSE	\$7,922.38	\$24,952.10	\$31,297.00

ACCOUNT BALANCES

December 31, 2013	\$10,954.18
March 31, 2014	\$2,956.37
June 30, 2014	\$7,293.00
September 30, 2014	\$17,676.84
December 31, 2014	\$20,046.66