

## **ADMINISTRATION REPORT**

For the First Quarter: January – March, 2015

<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.	14
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.	16
<b>TOTAL</b>	<b>30</b>

## FINANCIAL REPORT

January - March, 2015

### INCOME

	\$ RECEIVED Q1	CUMULATIVE \$ RECEIVED	TOTAL EST. \$ FOR YEAR
1. Business Member dues. <u>Membership Dues Received</u> : PAL Acoustics **  <u>Current Members Invoiced by Quarter:</u> *Q1: Gemalto *Q2: * Quarters invoiced ** New Members	\$2,000	\$2,000	\$30,000.00
2. Test card sales. (v1.0: Test cards @ \$50. Microsoft Loaner Set @ \$125, v2.0: Test Card Set@ \$1000, Loaner Set @ \$500) January: 0 February: \$1000 March: 0	\$1,000	1,000.00	6,000.00
3. Refundable Test Card Deposit for Loaner Set.	0	0	
<b>TOTAL INCOME</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$36,000.00</b>

## EXPENSE

	\$ PAID Q1	CUMULATIVE \$ PAID 2015	CUMULATIVE \$ PAID 2014
1. Meeting fees.	0	0	2,315.00
2. Test card administration expense. (\$20 per Windows card, \$100 per loaner set and test card set paid to Open Domain.) January: 0 February: \$100 March: 0	\$100	100	600.00
3. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) January: 0 February: 0 March: \$52.50	\$52.50	\$52.50	406.00
4. Credit card processing fees. January: \$19.95 February: \$116.20 March: \$19.95	\$156.10	\$156.10	\$650.00
5. Taxes / other fees. Q1: Accounting Fees for Tax Return Preparation \$825	\$825	\$825	965..00
6. Bank Fees for wiring of dues/fees, and account fee. Q1: 0	0	0	317.00
7. Website hosting and Administration Fee. 65% of Membership Dues.	\$1,300	\$1,300	19,700.00
<b>TOTAL EXPENSE</b>	<b>\$2,433.60</b>	<b>\$2,433.60</b>	<b>\$24,953.00</b>

## ACCOUNT BALANCES

March 31, 2014	\$2,956.37
June 30, 2014	\$7,293.00
September 30, 2014	\$17,676.84
December 31, 2014	\$20,046.66
March 31, 2015	\$15,288.54