

ADMINISTRATION REPORT

For the Second Quarter: April – June, 2015

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.	6
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.	9.5
TOTAL	15.5

FINANCIAL REPORT

April - June, 2015

INCOME

	\$ RECEIVED Q1	CUMULATIVE \$ RECEIVED	TOTAL EST. \$ FOR YEAR
1. Business Member dues. <u>Membership Dues Received</u> : PAL Acoustics **, Weltrend Semiconductor, Toshiba <u>Current Members Invoiced by Quarter:</u> *Q1: Gemalto *Q2: Chicony, Pegatron Corp., Ingenico Healthcare/eID *Q3: Advanced Card Systems, Compal Electronics, Digent Co., HID, Identiv, NXP Semiconductor, ZF Electronics, LC Future * Quarters invoiced ** New Members	\$4,000	\$6,000	\$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 April: 0 May: 0 June: 0	0	1,000.00	6,000.00
3. Refundable Test Card Deposit for Loaner Set.	0	0	
TOTAL INCOME	\$4,000.00	\$7,000.00	\$36,000.00

EXPENSE

	\$ PAID Q2	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 April: 0 May: 0 June: 0	0	100	600.00
3. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) January: 0 February: 0 March: \$52.50 April: 0 May: 0 June: 0	0	\$52.50	406.00
4. Credit card processing fees. January: \$19.95 February: \$116.20 March: \$19.95 April: \$19.95 May: \$19.95 June: \$19.95	\$59.85	\$215.95	\$650.00
5. Taxes / other fees. Q1: Accounting Fees for Tax Return Preparation \$825	0	\$825	965..00
6. Bank Fees for wiring of dues/fees, and account fee. Q1: 0 Q2: \$45	\$45.00	\$45.00	317.00
7. Website hosting and Administration Fee. 65% of Membership Dues.	\$2,600	\$3,900	19,700.00
TOTAL EXPENSE	\$2,704.85	\$5,138.45	\$24,953.00

ACCOUNT BALANCES

June 30, 2014	\$7,293.00
September 30, 2014	\$17,676.84
December 31, 2014	\$20,046.66
March 31, 2015	\$15,288.54
June 30, 2015	\$16,862.44