

ADMINISTRATION REPORT

For the Third Quarter: July - September, 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.	10
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
TOTAL	19

FINANCIAL REPORT

July - September, 2015

INCOME

	\$ RECEIVED Q3	CUMULATIVE \$ RECEIVED	TOTAL EST. \$ FOR YEAR
1. Business Member dues. <u>Membership Dues Received</u> : PAL Acoustics **, Weltrend Semiconductor, Toshiba, Gemalto, Advanced Card Systems, ZF Electronics, Genesys Logic <u>Current Members Invoiced by Quarter:</u> *Q2: Chicony, Pegatron Corp., Ingenico Healthcare/eID *Q3: Compal Electronics, Digent Co., HID, Identiv, NXP Semiconductor, LC Future *Q4: Athena, Kobil Systems, Realtek Semiconductor, Vasco Data Security * Quarters invoiced ** New Members	\$8,000	\$14,000	\$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 July: 0 August: 0 September: 0	0	1,000.00	6,000.00
3. Refundable Test Card Deposit for Loaner Set.	0	0	
TOTAL INCOME	\$8,000.00	\$15,000.00	\$36,000.00

EXPENSE

	\$ PAID Q3	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 July: 0 August: 0 September: 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 July: 0 August: 0 September: 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 July: \$19.95 August: \$19.95 September: \$19.95	\$59.85	\$275.80	\$650.00
5. Taxes / other fees. Q1: Accounting Fees for Tax Return Preparation \$825 Q3: Sales Tax Preparation \$137.50	\$137.50	\$962.50	965..00
6. Bank Fees for wiring of dues/fees, and account fee. Q1: 0 Q2: \$45 Q3: \$92.50	\$92.50	\$137.50	317.00
7. Website hosting and Administration Fee. 65% of Membership Dues.	\$5,200	\$9,100	19,700.00

	\$ PAID Q3	CUMULATIVE \$ PAID 2015	CUMULATIVE \$ PAID 2014
TOTAL EXPENSE	\$5,489.85	\$10,628.30	\$24,953.00

ACCOUNT BALANCES

September 30, 2014	\$17,676.84
December 31, 2014	\$20,046.66
March 31, 2015	\$15,288.54
June 30, 2015	\$16,862.44
September 30, 2015	\$15,756.09