

ADMINISTRATION REPORT

For the Fourth Quarter: October - December, 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. | 23 |
| 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. | 14 |
| TOTAL | 37 |

FINANCIAL REPORT

October - December, 2015

INCOME

| | \$ RECEIVED Q4 | 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, Athena, Realtek Semiconductor, Vasco Data Security, NXP Semiconductor, Ingenico Healthcare/eID. HID Global <u>Current Members Invoiced by Quarter:</u> *Q2: Chicony, Pegatron Corp., *Q3: Compal Electronics, Digent Co., Identiv, LC Future, High-Tech Corp. *Q4: * Quarters invoiced ** New Members | \$12,000 | \$26,000 | \$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 October: 0 November: 0 December: \$500 Loaner set | 500 | 1,500.00 | 6,000.00 |
| 3. Refundable Test Card Deposit for Loaner Set. | 0 | 0 | |
| TOTAL INCOME | \$12,500.00 | \$27,500.00 | \$36,000.00 |

EXPENSE

| | \$ PAID Q4 | CUMULATIVE \$ PAID 2015 | CUMULATIVE \$ PAID 2014 |
|---|---------------|----------------------------|----------------------------|
| 1. Meeting fees. Annual Meeting in Paris: Meeting room at Hyatt Regency, Madeleine - \$874.84 Flight for Uli Dreifuerst, Hamburg-Paris- \$113.76 Flight for Uli Dreifuerst, Paris – San Francisco (1/2 of full fare)- \$1,059.73 Meals, per diem for 2 days \$143.00 Metro Paris - \$23.36 Hotel, Uli Dreifuerst (3 nights) - \$752.79 Foreign Transaction Fees - \$63.87 | \$3,031.35 | \$3,031.35 | 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 October: 0 November: 0 December: \$100 | 100 | 200 | 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 November: \$138.42 December: \$86.06 | 224.48 | \$276.98 | 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 | \$216.15 | \$491.95 | \$650.00 |

| | \$ PAID Q4 | CUMULATIVE \$ PAID 2015 | CUMULATIVE \$ PAID 2014 |
|--|-----------------------|------------------------------------|------------------------------------|
| September: \$19.95 October: \$19.95 November: \$196.20 December: \$19.95 | | | |
| 5. Taxes / other fees. Q1: Accounting Fees for Tax Return Preparation \$825 Q3: Sales Tax Preparation \$137.50 | 0 | \$962.50 | 965..00 |
| 6. Bank Fees for wiring of dues/fees, and account fee. Q1: 0 Q2: \$45 Q3: \$92.50 Q4: \$71.00 | \$71.00 | \$208.50 | 317.00 |
| 7. Website hosting and Administration Fee. 65% of Membership Dues. | \$7,800 | \$24,700 | 19,700.00 |
| TOTAL EXPENSE | \$11,442.98 | \$29,871.28 | \$24,953.00 |

ACCOUNT BALANCES

| | |
|--------------------|-------------|
| December 31, 2014 | \$20,046.66 |
| March 31, 2015 | \$15,288.54 |
| June 30, 2015 | \$16,862.44 |
| September 30, 2015 | \$15,756.09 |
| December 31, 2015 | \$21,946.86 |