

ADMINISTRATION REPORT

For the Third Quarter: July - September, 2017

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.	15
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.	7.60
TOTAL	22.60

FINANCIAL REPORT

July - September, 2017

INCOME

	\$ RECEIVED Q3	CUMULATIVE \$ RECEIVED	TOTAL EST. \$ Based on 2016 Totals
1. Business Member dues. <u>Membership Dues Received</u> : Gemalto (2016) HP Inc., Sunrex Technology, Cherry GmbH, Advance Card System <u>Current Members Invoiced by Quarter:</u> Q1: Q2: Ingenico (2016, 2017), Weltrend Semiconductor (2016, 2017) Q3: PAL Acoustics(2016), NXP, Gemalto Q4: Comex Technology, HID Global, Identiv, Vasco Data Security, Realtek Semiconductor	6,000.00	10,000.00	\$24,000.00
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: 0 March: 0 April: 0 May: 0 June: 0 July: 0 August: 0 September: 0	0	0	5,000.00
3. Refundable Test Card Deposit for Loaner Set.	0	0	
TOTAL INCOME	6000.00	10,000.00	\$29,000.00

EXPENSE

	\$ PAID Q3	CUMULATIVE \$ PAID 2017	CUMULATIVE \$ PAID 2016
1. Meeting fees.	0	0	0
2. Test card administration expense. ((\$20 per Windows card, \$100 per loaner set and test card set paid to Open Domain.) Q1: 0 Q2: 0 Q3: 0	0	0	500.00
3. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) Q1: 0 Q2: 0 Q3: 0	0	0	\$363.14
4. Credit card processing fees. January: \$0 February: \$58.30 March: \$0 April: \$0 May: \$0 June: \$0 July: 0 August: 0 September: 0	0	58.30	768.82
5. Taxes / other fees. Q1: Accounting Fees for Tax Return Preparation \$1,050.00	0	1,050.00	1,200.00
6. Bank Fees for wiring of dues/fees, and account fee. Q1: \$35 Q2: 0 Q3: \$75	75.00	105.00	115.00
7. Website Maintenance Fees	0	0	109.77
8. Website hosting and Administration Fee. 65% of Membership Dues	3,900.00	5,200.00	15,600.00
TOTAL EXPENSE	3,975.00	\$6,413.30	\$18,656.73

ACCOUNT BALANCES

December 31, 2016	\$36, 723.80
March 31, 2017	\$30,250.73
June 30, 2017	\$31,395.98
September 30, 2017	\$19,930.73

Open Domain received \$15,400 in payment in August 2017 for outstanding invoices from 2012 and 2013. Remaining total balance is \$12, 500.00 before Q3 2017 payment.