

ADMINISTRATION REPORT

For the First Quarter: January - March, 2019

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.	6.50
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
TOTAL	22.50

FINANCIAL REPORT

January – March, 2019

INCOME

	\$ RECEIVED Q1	CUMULATIVE \$ RECEIVED	TOTAL EST. \$ Based on 2018
1. Business Member dues. <u>Membership Dues Received:</u> Kensington, Aladdin R.D., HID Global (2018) <u>Current Members Invoiced by Quarter:</u> Q1: Kensington, Aladdin R.D., Elatec Q2: Q3: Q4:	6,000.00	6,000.00	16,000.00
2. Test card sales. (v1.0: Test cards @ \$50. Microsoft Loaner Set @ \$125, v2.0: Test Card Set @ \$1000, Loaner Set @ \$500) Plus \$50 processing fee if paid by Paypal or Credit Card January: 2,000.00 + \$50.00 processing fee February: 0 March: 1,000.00 + 50.00 processing fee	3,100.00	3,100.00	3,600.00
3. Refundable Test Card Deposit for Loaner Set.	0	0	0
TOTAL INCOME	9,100.00	19,600.00	\$19,600.00

EXPENSE

	\$ PAID Q1	CUM \$ PAID 2019	CUM \$ PAID 2018
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: \$300	300.00	300.00	400.00
3. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) Q1: 140.55	140.55	140.55	218.88
4. Credit card processing fees. Q1: \$214.77	214.77	214.77	247.80
5. Taxes / other fees. Q1: 0 (Taxes due April 15 th this year)	0	0	1,192.50
6. Bank Fees for wiring of dues/fees, and account fee. Q1: \$84	84.00	84.00	103.00
7. Website Maintenance Fees	0	0	0
8. Website hosting and Administration Fee. 65% of Membership Dues	3,900.00	3,900.00	10,400.00
TOTAL EXPENSE	\$4,639.32	\$4,639.32	\$12,562.18

All amounts shown in US \$

ACCOUNT BALANCES

PC/SC Workgroup Administration

@ Open Domain • 9 Crow Canyon Court, Suite 108 • San Ramon, CA 94583 • 925-855-0558 • Fax 925-855-0460

PC/SC Workgroup

June 30, 2018	\$23,546.33
September 30, 2018	\$28,070.00
December 31, 2018	\$27,573.28
March 31, 2019	\$35,135.66