

ADMINISTRATION REPORT

For the Second Quarter: April - June, 2020

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.	18
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	27

FINANCIAL REPORT

April - June, 2020

INCOME

	\$ RECEIVED Q2	CUMULATIVE \$ RECEIVED	TOTAL EST. \$ Based on 2019
1. Business Member dues. <u>Membership Dues Received:</u> <u>Kapelse</u> <u>Current Members Invoiced by Quarter:</u> Q1: Kensington Q2: Kapelse Q3: HID Global, Identive, Sunrex, Olaqin Q4: ACS, Realtek	\$2,000	2,000	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: 0 February: 0 March: 0 April: \$1,000 May: \$3,000 (nonmember) plus \$25 shipping and handling June: 0	\$4,025	4,025.00	9,100.00
3. Refundable Test Card Deposit for Loaner Set.	0	0	0
TOTAL INCOME	6,025.00	6,025.00	\$25,100.00

EXPENSE

	\$ PAID Q2	CUM \$ PAID 2020	CUM \$ PAID 2019
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: \$200	200	200	500.00
3. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) Q1: 0 Q2: \$103.47	103.47	103.47	256.53
4. Credit card processing fees. Q1: \$0 Q2: \$88.02	88.02	88.02	439.87
5. Taxes / other fees. Q1: 0 Q2: 0 (To be filed in October with extension)	0	0	3,959.39
6. Bank Fees for wiring of dues/fees, and account fee. Q1: 0 Q2: 0	0	0	154.00
7. Website hosting, maintenance, administration and accounting fee, and office expenses \$1,300 per month	3,900	3,900	10,400.00
TOTAL EXPENSE	\$4,291.49	\$4,291.49	\$15,709.79

All amounts shown in US \$

ACCOUNT BALANCES

September 30, 2019	\$32,932.13
December 31, 2019	\$28,448.69
March 31, 2020	\$23,248.69
June 30, 2020	\$29,170.67