

ADMINISTRATION REPORT

For the Third Quarter: July - September, 2021

| 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 and administration. Provide operational, administrative and reporting support as necessary. | 8 |
| 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. | 13 |
| TOTAL | 21 |

FINANCIAL REPORT

July - September, 2021

INCOME

| | \$ RECEIVED Q3 | CUMULATIVE \$ RECEIVED 2021 | TOTAL EST. \$ Based on 2020 |
|--|-------------------|-----------------------------------|-----------------------------------|
| 1. Business Member dues. <u>Membership Dues Received in Current Year:</u> SpringCard, Olaqin, Nextflex, Sunrex, Identiv | 8,000.00 | 10,000.00 | 10,000.00 |
| 2. Test card sales. (v1.0: Test cards set @ \$200. 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: 0 May: 0 June: 0 July: 0 August: v1.0 Set \$200, v2.0 \$1,000 Sept: 0 | 1,200.00 | 1,200.00 | 2,000.00 |
| 3. Refundable Test Card Deposit for Loaner Set. | 0 | 0 | 0 |
| TOTAL INCOME | 9,200.00 | 11,200.00 | \$12,000.00 |

EXPENSE

| | \$ PAID Q3 | CUM \$ PAID 2021 | CUM \$ PAID 2020 |
|---|-------------------|---------------------|---------------------|
| 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: \$100 | 100.00 | 100.00 | 200 |
| 3. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) Q1: 0 Q2: 0 Q3: 27.20 | 27.20 | 27.20 | 103 |
| 4. Credit card processing fees. Q1: 0 Q2: 0 Q3: 0 | 0 | 0 | 88 |
| 5. Taxes / other fees. Q1: 0 Q2: 0 Q3: 0 | 0 | 0 | \$534 |
| 6. Bank Fees for wiring of dues/fees, and account fee. Q1: 30.00 Q2: 0 Q3: \$39.15 | 39.15 | 69.15 | 40 |
| 7. Website hosting, maintenance, administration, accounting and office expenses \$1,300 per month | 3,900.00 | 11,700.00 | 11,700 |
| TOTAL EXPENSE | \$4,066.35 | \$11,896.35 | \$12,665 |

All amounts shown in US \$

ACCOUNT BALANCES

| | |
|--------------------|-------------|
| December 31, 2020 | \$26,027.20 |
| March 31, 2021 | \$21,593.30 |
| June 30, 2021 | \$19,663.30 |
| September 30, 2021 | \$24,924.15 |

PC/SC Workgroup Administration

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