

ADMINISTRATION REPORT

For the Third Quarter: July -September, 2022

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.	4.42
TOTAL	12.42

FINANCIAL REPORT INCOME

July- September, 2022

	\$ RECEIVED Q3	CUMULATIVE \$ RECEIVED 2022	TOTAL EST. \$ Based on 2021
1. Business Member dues. <u>Membership Dues Received in Current Year:</u> <u>Sunrex Technology, SpringCard</u>	4,000.00	4,000.00	12,000.00
2. Test card sales. (v1.0: Test cards set @ \$200. Microsoft Loaner Set @ \$125, v2.0: Test Card Set@ \$1000 for Members and \$3,000 for Nonmembers, Loaner Set @ \$500) Plus \$50 processing fee if paid by Paypal or Credit Card January: 0 February: \$3,050 March: 0 April: 0 May:0 June:0 July: 0 August: 0 September: 0	0	3,050.00	4,200.00
3. Refundable Test Card Deposit for Loaner Set.	0	0	0
TOTAL INCOME	\$4,000.00	\$7,050.00	\$16,200.00

EXPENSE

	\$ PAID Q3	CUM \$ PAID 2022	CUM \$ PAID 2021
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: 100 Q2: 0 Q3:0	0	100.00	200
3. Test card postage (Fedex). (Credit card payment executed in the month after shipment.) Q1: 50.00 Q2: 0 Q3: 0	0	50.00	54
4. Credit card processing fees. Q1: 0 Q2:0 Q3:0	0	0	85
5. Taxes / other fees. Q1: 0 Q2: 0 Q3: Sales Tax \$308.00, \$150 Sales Tax Return Preparation	458.00	458.00	812
6. Bank Fees for wiring of dues/fees, and account fee. Q1: 15.00 Q2: 0 Q3: 15.00	15.00	30.00	84
7. Website hosting, maintenance, administration, accounting and office expenses \$1,300 per month	3,900.00	11,700.00	15,600
TOTAL EXPENSE	\$4,373.00	\$12,338.00	\$16,835.00

All amounts shown in US \$

ACCOUNT BALANCES

September 30, 2021	\$24,924.15
December 31, 2021	\$26,069.21
March 31, 2022	\$24,513.05
June 30, 2022	\$20,463.05
September 30, 2022	\$20,548.05

PC/SC Workgroup Administration

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