

FRS Equity Strategies

A Consulting, Outsourcing, and Educational Institute for Equity Compensation

Using EASi: For Quarter- End Reporting

Stock Administration plays a vital role in the internal reporting process. The stock administrator's internal clients are typically Payroll, Human Resources, Tax and Accounting/Finance. Requirements will vary slightly from company to company, however there should be a list of predetermined monthly, quarterly and year-end report requirements to be produced by the stock administration department for its internal clients. Listed below are those reports that are most often required by each department.

Payroll Department

1. For a report of other income and taxes withheld for NQ exercises:
 - A. **Payroll Tax Report**
 - i) Date range will be fiscal period in question

Human Resources Department

1. Human Resources may require information to enable compensation analysis or benchmarking against peer companies. International managers may require information on stock options in order to meet local regulatory filing requirements.
 - A. **Participant Summary**
 - i) Date range will be fiscal period in question

Tax Department

EASi has multiple deferred tax reports for use in calculating deferred taxes for Disqualifying Dispositions, Forfeitures, Exercises, Vestings, and Expirations.

Accounting/Finance Department

For Standard Quarter/Month-End:

1. **Options Granted**
 - A. Date range will be fiscal period in question
2. **Option Exercises**
 - A. Date range will be fiscal period in question
3. **Option Forfeitures**
 - A. Date range will be fiscal period in question
4. **Options Outstanding**
 - A. As of the end date

For SEC Disclosures:

5. **A240 Disclosure Report** – summary of full disclosure items required in 10-Q and 10-K
 - A. Date range will be fiscal period in question
6. **Weighted Average Fair Value**
 - B. Date range will be fiscal period in question
7. **Weighted Average Exercise Price**
 - C. Date range will be fiscal period in question
8. **Weighted Average Option Contractual Lives**
 - A. Date range will be fiscal period in question