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INVOICE

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January 19, 2023

Accounting services for the period Dec. 7/22 – Jan. 18/23.
As per attached time sheet.

88.75 hours x \$75/hour	\$ 6,656.25
13% HST (BN 867822454)	<u>865.32</u>
Total	\$ 7,521.57
Less: Dec 23/22 advance	<u>(4,520.00)</u>
Balance	<u>\$3,001.57</u>

Prepared by	Reviewed by

Date	Staff/ Work Code Activity	Client	Quantity	Rate	Amount	Status	Reference
12/7/2022	101 Accounting services	DERRICK SP DERRICK SPEAKM	0.50	250.00	125.00	Billed	CDA ELECTION
12/7/2022	101 Accounting services	SHERWOOD R SHERWOOD REA	1.00	250.00	250.00	Billed	Y/E W/P FILE
12/8/2022	101 Accounting services	SHERWOOD R SHERWOOD REA	1.75	250.00	437.50	Billed	Y/E W/P FILE
12/8/2022	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	0.50	250.00	125.00		PREPARE ENG LI
	prepare eng letter						
12/8/2022	101 Accounting services	JET TRANSP JET TRANSPORTA	1.50	250.00	375.00		CLEAR REVIEW N
	clear review notes for group						
12/9/2022	101 Accounting services	JET TRANSP JET TRANSPORTA	0.50	250.00	125.00		REVIEW S/H & IN
	review s/h & inter-co loan balances						
12/9/2022	101 Accounting services	SHERWOOD R SHERWOOD REA	1.00	250.00	250.00	Billed	Y/E W/P FILE
12/9/2022	301 Personal Tax return:	TAKEFMAN, TAKEFMAN, PAMEL	1.00	250.00	250.00		T1135 VOLUNTAF
	T1135 voluntary disclosure						
12/12/2022	101 Accounting services	VAN MIL ST VAN MIL STUDIO LTI	0.50	250.00	125.00		RESPOND TO CL
	respond to client email re: S/H						
	loan & excess cash in company						
12/12/2022	102 Bookkeeping service	LOWE LABEL LOWE LABEL LIMIT	0.50	250.00	125.00		NOV PAYROLL SI
	Nov payroll summary						
12/13/2022	101 Accounting services	SHERWOOD R SHERWOOD REA	0.50	250.00	125.00	Billed	CDA ELECTION
12/13/2022	102 Bookkeeping service	OUTLOOK EY OUTLOOK EYEWE	0.75	250.00	187.50		NOVEMBER MON
	November month-end						
12/13/2022	603 Professional Develo		0.50	250.00	125.00		PRINT/COPY CAC
	print/copy Cadesky materials						
12/14/2022	101 Accounting services	SHERWOOD R SHERWOOD REA	0.50	250.00	125.00	Billed	REPLY TO CLIE
	reply to client queries re: y/e						
	adjustments						
12/14/2022	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	0.75	250.00	187.50		Y/E W/P FILE
12/14/2022	603 Professional Develo		2.00	250.00	500.00		CADESKY COUR
12/15/2022	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	1.25	250.00	312.50		Y/E W/P FILE
12/15/2022	301 Personal Tax return:	COLLIAG COLLIA, GIUSEPPE & A	0.25	250.00	62.50		PHONE CALLS RI
	phone calls re: CRA letters &						
	Toronto vacant housing declaration						
12/16/2022	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	2.25	250.00	562.50		Y/E W/P FILE
12/16/2022	201 T3 - Trust & Estate	DEMETRICK, ESTATE OF ALLAN	0.25	250.00	62.50		EMAILS WITH DA
	emails with Dawn re: payouts to						
	beneficiaries						
12/19/2022	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	1.75	250.00	437.50		Y/E W/P FILE
12/20/2022	102 Bookkeeping service	OUTLOOK EY OUTLOOK EYEWE	4.75	250.00	1,187.50		NOVEMBER MON
	November month-end						

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Date	Staff/ Work Code Activity	Client	Quantity	Rate	Amount	Status	Reference
12/21/2022	102 Bookkeeping service November month -end	OUTLOOK EY OUTLOOK EYEWE	2.75	250.00	687.50		NOVEMBER MON
12/21/2022	201 T3 - Trust & Estate emails re: balance of funds available to distribute	DEMETRICK, ESTATE OF ALLAN	0.25	250.00	62.50		EMAILS RE: BALA
12/21/2022	301 Personal Tax return: emails re: 2022 income & instalments	TATTLE, JO TATTLE, DAWN	0.25	250.00	62.50		EMAILS RE: 2022
12/22/2022	102 Bookkeeping service November month-end	OUTLOOK EY OUTLOOK EYEWE	1.75	250.00	437.50		NOVEMBER MON
12/23/2022	101 Accounting services prepare y/e HST & QST schedules, call with Jim Owen re: Bay consignment receipts	OUTLOOK EY OUTLOOK EYEWE	2.25	250.00	562.50		PREPARE Y/E HS
12/23/2022	102 Bookkeeping service November HST filing	OUTLOOK EY OUTLOOK EYEWE	0.50	250.00	125.00		NOVEMBER HST
12/23/2022	301 Personal Tax return: phone calls with Suzanne and Alexis Kelly	APOTEX INC APOTEX INC.	0.50	250.00	125.00		PHONE CALLS W
12/28/2022	301 Personal Tax return: phone calls with clients & investment broker	ZIVE, MAX ZIVE, MAX & HARRIE	0.75	250.00	187.50		PHONE CALLS W
12/29/2022	301 Personal Tax return: 2020 & 2021 invest write-up re: vol disclosure	TAKEFMAN, TAKEFMAN, PAMEL	4.50	250.00	1,125.00		2020 & 2021 VOL
1/2/2023	301 Personal Tax return: 2020 Betterment a/c write-up	TAKEFMAN, TAKEFMAN, PAMEL	1.75	250.00	437.50		2020 BETTERME
1/3/2023	101 Accounting services 2023 payroll calcs	BERG PROPE BERG PROPERTY	0.50	250.00	125.00		2023 PAYROLL C
1/3/2023	301 Personal Tax return: 2021 Betterment invest a/c write-up	TAKEFMAN, TAKEFMAN, PAMEL	3.75	250.00	937.50		2021 BETTERME
1/4/2023	102 Bookkeeping service 2023 payroll calcs	LOWE LABEL LOWE LABEL LIMI	0.50	250.00	125.00		2023 PAYROLL C
1/4/2023	301 Personal Tax return: 2021 investmt accounts write-up	TAKEFMAN, TAKEFMAN, PAMEL	2.50	250.00	625.00		2021 INVESTMEN
1/5/2023	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	1.75	250.00	437.50		Y/E W/P FILE
1/5/2023	301 Personal Tax return:	TAKEFMAN, TAKEFMAN, PAMEL	1.25	250.00	312.50		2021 T1135

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Date	Staff/ Work Code Activity	Client	Quantity	Rate	Amount	Status	Reference
1/6/2023	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	4.50	250.00	1,125.00		Y/E W/P FILE
1/6/2023	301 Personal Tax returns: 2020 & 2021 T1 adjustments	TAKEFMAN, TAKEFMAN, PAMEL	0.75	250.00	187.50		2020 & 2021 TAX
1/9/2023	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	4.50	250.00	1,125.00		Y/E W/P FILE
1/9/2023	101 Accounting services: phone calls with Neil	JET TRANSP JET TRANSPORTA	0.25	250.00	62.50		PHONE CALLS W
1/9/2023	301 Personal Tax returns: 2020 & 2021 tax adjustments	TAKEFMAN, TAKEFMAN, PAMEL	0.50	250.00	125.00		2020 & 2021 TAX
1/10/2023	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	3.75	250.00	937.50		Y/E W/P FILE
1/10/2023	301 Personal Tax returns: file 2020 & 2021 HST returns, close HST account, email to client	DOSHI, CHE DOSHI, CHETAN & F	0.50	250.00	125.00		FILE 2020 & 202
1/10/2023	301 Personal Tax returns: 2020 & 2021 T1 adjustments	TAKEFMAN, TAKEFMAN, PAMEL	0.50	250.00	125.00		2020 & 2021 T1
1/11/2023	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	3.50	250.00	875.00		Y/E W/P FILE
1/11/2023	101 Accounting services: emails with client re: bank reconciliations	SHERWOOD R SHERWOOD REA	0.50	250.00	125.00	Billed	EMAILS WITH CLI
1/11/2023	301 Personal Tax returns: prepare 2023 payroll schedule for caregiver	GROSSMA GROSSMAN, SUSAN	0.25	250.00	62.50		PREPARE 2023 P
1/12/2023	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	5.25	250.00	1,312.50		Y/E W/P FILE
1/13/2023	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	3.25	250.00	812.50		Y/E W/P FILE
1/16/2023	102 Bookkeeping service: Nov/Dec bookkeeping	LOWE LABEL LOWE LABEL LIMIT	1.25	250.00	312.50		NOV/DEC BOOKK
1/16/2023	201 T3 - Trust & Estate: prepare clearance cert request	DEMETRICK, ESTATE OF ALLAN	0.75	250.00	187.50		PREPARE CLEAR
1/17/2023	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	2.25	250.00	562.50		Y/E W/P FILE
1/17/2023	101 Accounting services: U.S. tax info for Vijay	SHERWOOD R SHERWOOD REA	0.25	250.00	62.50		U.S. TAX INFO F
1/17/2023	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	0.50	250.00	125.00		
1/17/2023	301 Personal Tax returns: voluntary disclosure	TAKEFMAN, TAKEFMAN, PAMEL	0.75	250.00	187.50		VOLUNTARY DISC
1/18/2023	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	1.25	250.00	312.50		Y/E W/P FILE
1/18/2023	301 Personal Tax returns: voluntary disclosure	TAKEFMAN, TAKEFMAN, PAMEL	0.25	250.00	62.50		VOLUNTARY DISC
1/18/2023	601 Office administratio: update client contact spreadsheet		0.75	250.00	187.50		UPDATE CLIENT

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1/18/2023	603 Professional Develo		3.00	250.00	750.00		AJAG COURSE
		Billable	82.50		20,625.00		
		Non-billable	6.25		1,562.50		
		Time	88.75		22,187.50		