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**INVOICE**

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January 20, 2022

Accounting services for the period January 3 - 19, 2022  
As per attached time sheet.

68.75 hours x \$70/hour **\$ 4,812.50**

13% HST (BN 867822454) **625.63**

Total **\$ 5,438.13**

Prepared by	Reviewed by

Date	Staff/ Work Code Activity	Client	Quantity	Rate	Amount	Status	Reference
1/3/2022	101 Accounting services	BERG PROPE BERG PROPERTY	0.50	200.00	100.00		2022 PAYROLL C
	2022 payroll calcs for client						
1/3/2022	101 Accounting services	ARCHITECTU ARCHITECTURAL I	0.50	200.00	100.00		CALL WITH CLIE
	call with client, follow-up on CRA						
	submission re: 2020 CDA, file 2						
	2021 quarterly HST returns						
1/3/2022	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	1.25	200.00	250.00		Y/E W/P FILE
1/3/2022	101 Accounting services	W.I. FITNE W. I. FITNESS INC.	0.50	200.00	100.00		Y/E W/P FILE
1/3/2022	101 Accounting services	SOLID GROU SOLID GROUND A	0.75	200.00	150.00		Y/E W/P FILE
1/3/2022	301 Personal Tax return:	SPINO, MIC SPINO, MICHAEL & C	1.00	200.00	200.00		REVIEW CRA PO
	review CRA post-assessment &						
	matching letters, prepare & submit						
	donation receipts						
1/4/2022	101 Accounting services	559185 559185 ONTARIO LIMITEI	3.25	200.00	650.00		2020 Y/E W/P FI
	2020 y/e w/p file						
1/4/2022	301 Personal Tax return:	BARBEAU, R BARBEAU, RICHA	0.25	200.00	50.00		PHONE CALL WIT
	phone call with client to discuss						
	CRA 2019 review letter received						
1/4/2022	601 Office administratio		3.00	200.00	600.00		COVID BOOSTER
	COVID booster shot						
1/5/2022	101 Accounting services	559185 559185 ONTARIO LIMITEI	3.50	200.00	700.00		2020 Y/E W/P FI
	2020 y/e w/p file						
1/5/2022	101 Accounting services	BERG PROPE BERG PROPERTY	0.25	200.00	50.00		PHONE CALL WIT
	phone call with Daniel re: payroll						
	& home office expenses						
1/5/2022	101 Accounting services	UNIFONDS I UNIFONDS INC	0.50	200.00	100.00		DISCUSSIONS W
	discussions with Phil re: Dawn's						
	Anderson Ave calculations						
1/5/2022	301 Personal Tax return:	BARBEAU, R BARBEAU, RICHA	0.25	200.00	50.00		PREPARE/SUBMI
	prepare/submit info to CRA re:						
	2019 review						
1/6/2022	101 Accounting services	559185 559185 ONTARIO LIMITEI	3.75	200.00	750.00		2020 Y/E W/P FI
	2020 y/e w/p file						
1/6/2022	102 Bookkeeping service	LOWE LABEL LOWE LABEL LIMIT	0.50	200.00	100.00		PREPARE 2022 P
	2022 weekly payroll calcs						
1/6/2022	301 Personal Tax return:	GROSSMA GROSSMAN, SUSAN	0.50	200.00	100.00		EMAILS & PREPA
	emails & prepare 2022 payroll &						
	ETD schedule for caregiver						

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1/6/2022	301 Personal Tax returns: phone call/emails with Blake McMacken & 2021 tax estimate	SPEAKMAN SPEAKMAN, DERRIC	0.50	200.00	100.00		PHONE CALL WIT
1/7/2022	101 Accounting services 2020 y/e w/p file	559185 559185 ONTARIO LIMITEI	5.25	200.00	1,050.00		2020 Y/E W/P FI
1/7/2022	101 Accounting services send email to client requesting additional info for y/e	DOLVIN MEC DOLVIN MECHANIC	0.25	200.00	50.00		SEND EMAIL TO C
1/7/2022	599 T1 Preparation phone call with new T1 client Matt Mok		0.50	200.00	100.00		PHONE CALL WIT
1/10/2022	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	0.50	200.00	100.00		Y/E W/P FILE
1/10/2022	101 Accounting services 2020 y/e w/p file	559185 559185 ONTARIO LIMITEI	3.75	200.00	750.00		2020 Y/E W/P FI
1/10/2022	102 Bookkeeping service December payroll summary	LOWE LABEL LOWE LABEL LIMIT	0.75	200.00	150.00		DECEMBER PAYF
1/11/2022	101 Accounting services 2020 y/e w/p file	559185 559185 ONTARIO LIMITEI	4.25	200.00	850.00		2020 Y/E W/P FI
1/11/2022	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	0.75	200.00	150.00		Y/E W/P FILE
1/11/2022	102 Bookkeeping service Jan 15 payroll calcs	CCPC CORP CCPC CORPORATI	0.50	200.00	100.00		JAN 15 PAYROLL
1/12/2022	101 Accounting services 2020 y/e w/p file	559185 559185 ONTARIO LIMITEI	3.25	200.00	650.00		2020 Y/E W/P FI
1/12/2022	102 Bookkeeping service info to client for Dec WSIB filing	LOWE LABEL LOWE LABEL LIMIT	0.25	200.00	50.00		DEC WSIB FILING
1/12/2022	301 Personal Tax returns: emails with Jason Fischer re: 2021 RRSP limit	APOTEX INC APOTEX INC.	0.25	200.00	50.00		EMAIL TO JASON
1/12/2022	301 Personal Tax returns: emails with Jordan Berman re: RPP contributions	APOTEX INC APOTEX INC.	0.25	200.00	50.00		EMAILS WITH JOI
1/12/2022	301 Personal Tax returns: check CRA for amended T4, email to former employer re: matching issue	SPINO, MIC SPINO, MICHAEL & C	0.50	200.00	100.00		CHECK CRA FOR
1/13/2022	101 Accounting services 2020 y/e w/p file	559185 559185 ONTARIO LIMITEI	5.75	200.00	1,150.00		2020 Y/E W/P FI
1/14/2022	101 Accounting services 2020 y/e w/p file	559185 559185 ONTARIO LIMITEI	4.50	200.00	900.00		2020 Y/E W/P FI

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1/14/2022	101 Accounting services	SHERWOOD R SHERWOOD REA	0.75	200.00	150.00		Y/E W/P FILE
1/14/2022	601 Office administratio setup Teams on home computer		0.25	200.00	50.00		SETUP TEAMS OI
1/17/2022	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	4.75	200.00	950.00		Y/E W/P FILE
1/17/2022	603 Professional Develo investment write-up session		1.25	200.00	250.00		INVESTMENT WR
1/18/2022	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	4.25	200.00	850.00		Y/E W/P FILE
1/18/2022	101 Accounting services 2020 y/e w/p file	559185 559185 ONTARIO LIMITEI	0.50	200.00	100.00		2020 Y/E W/P FI
1/19/2022	101 Accounting services emails with client re: addl info requests	DOLVIN MEC DOLVIN MECHANIC	0.25	200.00	50.00		EMAILS WITH CLI
1/19/2022	101 Accounting services	SHERWOOD R SHERWOOD REA	2.75	200.00	550.00		Y/E W/P FILE
1/19/2022	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	0.50	200.00	100.00		Y/E W/P FILE
1/19/2022	603 Professional Develo CSRS 4200 seminar		1.50	200.00	300.00		CSRS 4200 SEMII
			<b>Billable</b>	<b>62.25</b>	<b>12,450.00</b>		
			<b>Non-billable</b>	<b>6.50</b>	<b>1,300.00</b>		
			<b>Time</b>	<b>68.75</b>	<b>13,750.00</b>		