

Prepared by	Reviewed by

Date	Staff/ Work Code Activity	Client	Quantity	Rate	Amount	Status	Reference
2/1/2018	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	1.25	150.00	187.50	Y/E W/P FILE	
2/1/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	2.50	150.00	375.00	Y/E W/P FILE	
2/2/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	2.25	150.00	337.50	Y/E W/P FILE	
2/3/2018	101 Accounting services	JENED HOLD JENED HOLDINGS	5.00	150.00	750.00	2015 Y/E W/P FI	
	2015 y/e w/p file						
2/5/2018	101 Accounting services	JENED HOLD JENED HOLDINGS	2.25	150.00	337.50	2015 Y/E W/P FI	
2/5/2018	601 Office administratio T4/T5 preparation		2.50	150.00	375.00	T4/T5 PREPARAT	
2/6/2018	101 Accounting services	JENED HOLD JENED HOLDINGS	1.75	150.00	262.50	2015 Y/E W/P FI	
	2015 y/e w/p file						
2/6/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	1.25	150.00	187.50	Y/E W/P FILE	
2/6/2018	301 Personal Tax returns	MACEDO, SA MACEDO, SANDRA	1.50	150.00	225.00	REVIEW CRA BEI	
	review CRA benefit clawback notices/discuss with CRA & Sandra						
2/7/2018	101 Accounting services	JENED HOLD JENED HOLDINGS	0.75	150.00	112.50	2015 Y/E W/P FI	
	2015 y/e w/p file						
2/7/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	1.25	150.00	187.50	Y/E W/P FILE	
2/7/2018	102 Bookkeeping service	LOWE LABEL LOWE LABEL LIMIT	1.25	150.00	187.50	NOV/DEC BOOKK	
	Nov/Dec bookkeeping						
2/7/2018	601 Office administratio T4/T5 preparation		1.75	150.00	262.50	T4/T5 PREPARTIC	
2/8/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	1.25	150.00	187.50	Y/E W/P FILE	
2/8/2018	101 Accounting services	JENED HOLD JENED HOLDINGS	2.25	150.00	337.50	2015 Y/E W/P FI	
	2015 y/e w/p file						
2/8/2018	601 Office administratio T4/T5 preparation		0.75	150.00	112.50	T4/T5 PREPARAT	
2/9/2018	102 Bookkeeping service	OUTLOOK EY OUTLOOK EYEWE	7.50	150.00	1,125.00	JANUARY MONTH	
	January month-end						
2/10/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	1.25	150.00	187.50	Y/E W/P FILE	
2/10/2018	102 Bookkeeping service	OUTLOOK EY OUTLOOK EYEWE	1.50	150.00	225.00	JANUARY MONTH	
	January month-end						
2/11/2018	101 Accounting services	ARCHITECTU ARCHITECTURAL I	1.00	150.00	150.00	Y/E W/P FILE	
2/12/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	1.00	150.00	150.00	Y/E W/P FILE	
2/12/2018	101 Accounting services	JENED HOLD JENED HOLDINGS	0.75	150.00	112.50	2015 Y/E W/P FI	
	2015 y/e w/p file						

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2/12/2018	102 Bookkeeping service January bookkeeping.	LOWE LABEL LOWE LABEL LIMIT	1.00	150.00	150.00	JANUARY BOOKK	
2/12/2018	102 Bookkeeping service January month-end	OUTLOOK EY OUTLOOK EYEWE	0.75	150.00	112.50	JANUARY MONT	
2/13/2018	101 Accounting services	ARCHITECTU ARCHITECTURAL I	2.50	150.00	375.00	Y/E W/P FILE	
2/13/2018	305 Tax Planning compile info for meeting with Neil Nefsky re: new income-splitting rules	JET TRANSP JET TRANSPORTAT	1.00	150.00	150.00	COMPILE INFO F	
2/14/2018	101 Accounting services convert caseware file to NTR	DOLVIN MEC DOLVIN MECHANIC	0.75	150.00	112.50	CONVERT CASEV	
2/14/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	0.75	150.00	112.50	Y/E W/P FILE	
2/14/2018	102 Bookkeeping service January month-end	OUTLOOK EY OUTLOOK EYEWE	1.00	150.00	150.00	JANUARY MONT	
2/14/2018	601 Office administratio T4/T5 preparation		0.75	150.00	112.50	T4/T5 PREPARAT	
2/15/2018	102 Bookkeeping service January month-end	OUTLOOK EY OUTLOOK EYEWE	0.50	150.00	75.00	JANUARY MONT	
2/15/2018	112 Meeting - General meet with Neil Nefsky & Phil re: dividend stategy	JET TRANSP JET TRANSPORTAT	1.00	150.00	150.00	MEET WITH NEIL	
2/15/2018	305 Tax Planning tax consequences of increased dividends to S/H's	JET TRANSP JET TRANSPORTAT	0.75	150.00	112.50	TAX CONSEQUEN	
2/15/2018	601 Office administratio T4/T5 preparation		0.50	150.00	75.00	T4/T5 PREPARAT	
		Billable	47.50		7,125.00		
		Non-billable	6.25		937.50		
		Time	53.75		8,062.50		

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Date	Staff/ Work Code Activity	Client	Quantity	Rate	Amount	Status	Reference
2/16/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	1.75	150.00	262.50	Y/E W/P FILE	
2/16/2018	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	0.25	150.00	37.50	COMPOSE EMAIL	
	compose email to CPA practice						
	advisory service re: change from						
	review to NTR						
2/16/2018	102 Bookkeeping services	OUTLOOK EY OUTLOOK EYEWE	0.50	150.00	75.00	JANUARY MONTH	
	January month-end						
2/16/2018	601 Office administratio		0.25	150.00	37.50	T4/T5 PREPARAT	
	T4/T5 preparation						
2/17/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	2.00	150.00	300.00	Y/E W/P FILE	
2/17/2018	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	2.00	150.00	300.00	2017 NTR FILE	
2/19/2018	101 Accounting services	JENED HOLD JENED HOLDINGS	1.75	150.00	262.50	REVIEW CLIENT'S	
	review client's records and compile						
	info on purchases/sales of						
	properties						
2/19/2018	101 Accounting services	JENED HOLD JENED HOLDINGS	2.25	150.00	337.50	2015 Y/E W/P FI	
	2015 Y/E W/P FILE						
2/19/2018	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	0.75	150.00	112.50	2017 NTR FILE	
2/20/2018	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	3.75	150.00	562.50	2017 NTR FILE	
2/20/2018	101 Accounting services	JENED HOLD JENED HOLDINGS	1.00	150.00	150.00	2015 T2	
2/21/2018	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	0.50	150.00	75.00	2017 NTR FILE	
2/21/2018	101 Accounting services	JENED HOLD JENED HOLDINGS	1.25	150.00	187.50	SEARCH OF CLIE	
	Search client's files for property						
	purchase paperwork and old tax						
	returns						
2/21/2018	101 Accounting services	JENED HOLD JENED HOLDINGS	1.50	150.00	225.00	2015 Y/E W/P FI	
	2015 y/e w/p file						
2/22/2018	101 Accounting services	JEMDA HOLD JEMDA HOLDINGS	3.25	150.00	487.50	2015 Y/E W/P FI	
	2015 y/e w/p file & T2						
2/22/2018	101 Accounting services	T.J.C. CON T.J.C. CONSULTING I	0.75	150.00	112.50	2015 W/P FILE	
2/23/2018	101 Accounting services	T.J.C. CON T.J.C. CONSULTING I	1.00	150.00	150.00	2015 Y/E W/P FI	
	2015 y/e w/p file						
2/23/2018	601 Office administratio		1.50	150.00	225.00	T4/T5 PREPARAT	
	T4/T5 preparation						
2/24/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	1.75	150.00	262.50	Y/E W/P FILE	
2/24/2018	101 Accounting services	ARCHITECTU ARCHITECTURAL I	1.50	150.00	225.00	Y/E W/P FILE	

Date	Staff/ Work Code Activity	Client	Quantity	Rate	Amount	Status	Reference
2/26/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	0.50	150.00	75.00	DISCUSS O/S ITE	
	discuss o/s items with jim owen						
2/26/2018	101 Accounting services	ARCHITECTU ARCHITECTURAL I	0.50	150.00	75.00	Y/E W/P FILE	
2/26/2018	305 Tax Planning	JET TRANSP JET TRANSPORTA1	0.75	150.00	112.50	DISCUSS DIVIDEI	
	discuss dividend alternatives with						
	Neil						
2/26/2018	601 Office administratio		0.75	150.00	112.50	T4/T5 PREPARAT	
	T4/T5 preparation						
2/27/2018	101 Accounting services	OUTLOOK EY OUTLOOK EYEWE	0.75	150.00	112.50	Y/E W/P FILE	
2/27/2018	101 Accounting services	ARCHITECTU ARCHITECTURAL I	2.25	150.00	337.50	Y/E W/P FILE	
2/27/2018	601 Office administratio		0.75	150.00	112.50	T4/T5 PREPARAT	
	T4/T5 preparation						
2/28/2018	101 Accounting services	DOLVIN MEC DOLVIN MECHANIC	1.75	150.00	262.50	Y/E W/P FILE	
2/28/2018	101 Accounting services	ARCHITECTU ARCHITECTURAL I	0.50	150.00	75.00	Y/E W/P FILE	
2/28/2018	112 Meeting - General	JENED HOLD JENED HOLDINGS	0.75	150.00	112.50	Y/E MEETING - J	
	y/e meeting - Jeff, Ed and clients						
		Billable	35.25		5,287.50		
		Non-billable	3.25		487.50		
		Time	38.50		5,775.00		