

| Prepared by | Reviewed by |
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| | |

| Date | Staff/ Work Code Activity | Client | Quantity | Rate | Amount | Status | Reference |
|--------------|--|----------------------------|----------|--------|----------|--------|-----------------|
| 11/22/2019 | 101 Accounting services provide info to Frank De Lisio for valuation | DOLVIN MEC DOLVIN MECHANIC | 0.50 | 175.00 | 87.50 | | PROVIDE INFO TO |
| 11/22/2019 | 101 Accounting services | DOLVIN MEC DOLVIN MECHANIC | 1.75 | 175.00 | 306.25 | | Y/E W/P FILE |
| 11/22/2019 | 101 Accounting services proof read restructuring memo for Ed | DERRICK SP DERRICK SPEAKM | 0.25 | 175.00 | 43.75 | | PROOF READ RE |
| 11/22/2019 | 102 Bookkeeping services October HST filing | OUTLOOK EY OUTLOOK EYEWE | 0.25 | 175.00 | 43.75 | | OCTOBER HST F |
| 11/25/2019 | 101 Accounting services meet with Barb Demetrick re: dividend payouts | DEMETRICK, ESTATE OF ALLAN | 0.50 | 175.00 | 87.50 | | MEET WITH BARI |
| 11/25/2019 | 101 Accounting services | DOLVIN MEC DOLVIN MECHANIC | 1.75 | 175.00 | 306.25 | | Y/E W/P FILE |
| 11/26/2019 | 101 Accounting services | DOLVIN MEC DOLVIN MECHANIC | 7.50 | 175.00 | 1,312.50 | | Y/E W/P FILE |
| 11/27/2019 | 101 Accounting services | DOLVIN MEC DOLVIN MECHANIC | 6.75 | 175.00 | 1,181.25 | | Y/E W/P FILE |
| 11/27/2019 | 101 Accounting services emails with RBC Dominion re: RRIF rollovers | DEMETRICK, ESTATE OF ALLAN | 0.25 | 175.00 | 43.75 | | EMAILS WITH RB |
| 11/28/2019 | 101 Accounting services discussions with RBC and Dawn Tattle re: RRIF's and capital dividend payments | DEMETRICK, ESTATE OF ALLAN | 0.50 | 175.00 | 87.50 | | DISCUSSIONS W |
| 11/28/2019 | 101 Accounting services | DOLVIN MEC DOLVIN MECHANIC | 2.75 | 175.00 | 481.25 | | Y/E W/P FILE |
| 11/29/2019 | 101 Accounting services | DOLVIN MEC DOLVIN MECHANIC | 1.50 | 175.00 | 262.50 | | Y/E W/P FILE |
| 11/29/2019 | 101 Accounting services call with Frank DiLisio and send info to same | DERRICK SP DERRICK SPEAKM | 0.75 | 175.00 | 131.25 | | CALL WITH FRAN |
| 11/29/2019 | 101 Accounting services set-up 2019 caseware file and import Quickbooks | SHERWOOD R SHERWOOD RE/ | 0.75 | 175.00 | 131.25 | | SET-UP 2019 CA |
| 12/1/2019 | 101 Accounting services | SHERWOOD R SHERWOOD RE/ | 1.00 | 175.00 | 175.00 | | Y/E W/P FILE |
| 12/2/2019 | 101 Accounting services | SHERWOOD R SHERWOOD RE/ | 2.00 | 175.00 | 350.00 | | Y/E W/P FILE |
| 12/2/2019 | 101 Accounting services | DOLVIN MEC DOLVIN MECHANIC | 2.25 | 175.00 | 393.75 | | Y/E W/P FILE |
| 12/3/2019 | 101 Accounting services | SHERWOOD R SHERWOOD RE/ | 4.50 | 175.00 | 787.50 | | Y/E W/P FILE |
| 12/4/2019 | 101 Accounting services | SHERWOOD R SHERWOOD RE/ | 4.75 | 175.00 | 831.25 | | Y/E W/P FILE |
| 12/4/2019 | 301 Personal Tax return discuss pension options a 2019 tax estimate | BARBEAU, R BARBEAU, RICHA | 0.25 | 175.00 | 43.75 | | DISCUSS PENSIC |
| 12/5/2019 | 101 Accounting services | DOLVIN MEC DOLVIN MECHANIC | 6.75 | 175.00 | 1,181.25 | | Y/E W/P FILE |
| Billable | | | 47.25 | | 8,268.75 | | |
| Non-billable | | | 0.00 | | 0.00 | | |
| Time | | | 47.25 | | 8,268.75 | | |

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| Date | Staff/ Work Code Activity | Client | Quantity | Rate | Amount | Status | Reference |
|------------|---|------------------------------|---------------------|--------------|-----------------|--------|-----------------|
| 12/6/2019 | 101 Accounting services | DOLVIN MEC DOLVIN MECHANIC | 0.75 | 175.00 | 131.25 | | Y/E W/P FILE |
| 12/6/2019 | 101 Accounting services | SHERWOOD R SHERWOOD RE/ | 0.50 | 175.00 | 87.50 | | Y/E W/P FILE |
| 12/9/2019 | 102 Bookkeeping service | OUTLOOK EY OUTLOOK EYEWE | 7.50 | 175.00 | 1,312.50 | | NOVEMNER MON |
| | November month-end | | | | | | |
| 12/10/2019 | 102 Bookkeeping service | OUTLOOK EY OUTLOOK EYEWE | 1.00 | 175.00 | 175.00 | | NOVEMBER MON |
| | November month-end | | | | | | |
| 12/10/2019 | 603 Professional Develo | | 3.00 | 175.00 | 525.00 | | CLIENTTRACK SE |
| | Client Track seminar | | | | | | |
| 12/11/2019 | 102 Bookkeeping service | LOWE LABEL LOWE LABEL LIM | 0.50 | 175.00 | 87.50 | | NOVEMBER PAYI |
| | November payroll summary | | | | | | |
| 12/11/2019 | 102 Bookkeeping service | OUTLOOK EY OUTLOOK EYEWE | 2.50 | 175.00 | 437.50 | | NOVEMBER MON |
| | November month-end | | | | | | |
| 12/13/2019 | 102 Bookkeeping service | OUTLOOK EY OUTLOOK EYEWE | 1.00 | 175.00 | 175.00 | | NOVEMBER MON |
| | November month-end | | | | | | |
| 12/16/2019 | 101 Accounting services | DOLVIN MEC DOLVIN MECHANIC | 3.50 | 175.00 | 612.50 | | Y/E W/P FILE |
| 12/17/2019 | 101 Accounting services | GOLD DISPO GOLD DISPOSAL II | 0.75 | 175.00 | 131.25 | | Y/E W/P FILE |
| 12/17/2019 | 101 Accounting services | VAN MIL ST VAN MIL STUDIO LT | 3.50 | 175.00 | 612.50 | | Y/E W/P FILE |
| 12/18/2019 | 101 Accounting services | VAN MIL ST VAN MIL STUDIO LT | 3.25 | 175.00 | 568.75 | | Y/E W/P FILE |
| 12/18/2019 | 101 Accounting services | OUTLOOK EY OUTLOOK EYEWE | 1.50 | 175.00 | 262.50 | | Y/E PREP WORK |
| 12/19/2019 | 101 Accounting services | OUTLOOK EY OUTLOOK EYEWE | 4.50 | 175.00 | 787.50 | | Y/E PREP WORK |
| 12/20/2019 | 102 Bookkeeping service | OUTLOOK EY OUTLOOK EYEWE | 1.25 | 175.00 | 218.75 | | NOVEMBER HST |
| | November HST filing & yearly reconciliation | | | | | | |
| 12/30/2019 | 101 Accounting services | GOLD DISPO GOLD DISPOSAL II | 2.00 | 175.00 | 350.00 | | 2018 Y/E W/P FI |
| | 2018 y/e w/p file | | | | | | |
| | | | Billable | 34.00 | 5,950.00 | | |
| | | | Non-billable | 3.00 | 525.00 | | |
| | | | Time | 37.00 | 6,475.00 | | |