

Time & Expense Journal

February 1, 2007 - February 28, 2007

zStaff	Client	Name	Engagement	Project	Activity	Type	Date	Rate	Description	Hrs/Units	Amount	Comment
CAG	11246	Lightyear Handyman Services	WRITEUP		1010	Time	02/01/07	Accounting Rate		0.50	45.00	Monthly bank rec.
CAG	11246	Lightyear Handyman Services	WRITEUP		1030	Time	02/01/07	Accounting Rate		1.00	90.00	
CAG	11246	Lightyear Handyman Services	WRITEUP		1020	Time	02/01/07	Accounting Rate		1.00	90.00	
JAB	11247	Aladin's Lamp Factory	AUDIT		3010	Time	02/02/07	Standard Rate		2.25	202.50	Field Work
JAB	11247	Aladin's Lamp Factory	AUDIT		3010	Time	02/02/07	Standard Rate		1.10	99.00	Additional Field Research
SLC	11247	Aladin's Lamp Factory	TAXCORP		2000	Time	02/03/07	Tax Rate		1.00	100.00	2nd meeting - discussed prep for taxes
SLC	11247	Aladin's Lamp Factory	TAXCORP		2010	Time	02/03/07	Tax Rate		2.65	265.00	Return prep
JAB	11247	Aladin's Lamp Factory	PAYROLLLIVE		1505	Time	02/04/07	Accounting Rate		2.25	157.50	Gather and Enter Payroll Information
JAB	11247	Aladin's Lamp Factory	PAYROLLLIVE		1505	Time	02/04/07	Accounting Rate		0.75	52.50	Process Payroll
JAB	11247	Aladin's Lamp Factory	WRITEUP		1010	Time	02/04/07	Accounting Rate		2.75	192.50	Bank Rec
JAB	11247	Aladin's Lamp Factory	WRITEUP		1010	Time	02/04/07	Accounting Rate		0.25	17.50	Received new bank statement - entered additional checks
SLC	11248	Simba's Real Estate	AUDIT		3010	Time	02/07/07	Standard Rate		5.50	550.00	Field Work
WCH	11248	Simba's Real Estate	CONSULTING		4000	Time	02/07/07	Standard Rate		4.00	472.00	Implementation of new real estate agent
WCH	11249	Bugs Pest Control	AUDIT		3000	Time	02/07/07	Standard Rate		1.00	118.00	Discuss Audit Engagement Letter
WCH	11249	Bugs Pest Control	AUDIT		3000	Time	02/07/07	Standard Rate		0.25	29.50	Revise Engagement Letter
JAB	11247	Aladin's Lamp Factory	WRITEUP		1030	Time	02/07/07	Accounting Rate		4.00	280.00	
JAB	11247	Aladin's Lamp Factory	WRITEUP		1030	Time	02/07/07	Accounting Rate		3.10	217.00	
JAB	11249	Bugs Pest Control	WRITEUP		1010	Time	02/08/07	Accounting Rate		0.80	56.00	Reconcile bank balances
JAB	11249	Bugs Pest Control	WRITEUP		1020	Time	02/08/07	Accounting Rate		1.50	105.00	General bookkeeping
JAB	11249	Bugs Pest Control	WRITEUP		1030	Time	02/08/07	Accounting Rate		1.00	70.00	Enter data
SLC	11250	Woody's Toy Box	TAXCORP		2010	Time	02/08/07	Tax Rate		4.00	400.00	Tax return prep - depreciation schedule analysis
SLC	11250	Woody's Toy Box	TAXCORP		2010	Time	02/08/07	Tax Rate		2.75	275.00	Return Prep
WCH	11247	Aladin's Lamp Factory	AUDIT		3000	Time	02/08/07	Standard Rate		6.00	708.00	
JAB	11252	Peter Pan Flight School	TAXCORP		2010	Time	02/09/07	Tax Rate		2.25	202.50	return preparation
JAB	11252	Peter Pan Flight School	PAYROLLLIVE		1505	Time	02/09/07	Accounting Rate		1.20	84.00	generate payroll
JAB	11252	Peter Pan Flight School	WRITEUP		1010	Time	02/09/07	Accounting Rate		1.00	70.00	

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JAB	11252	Peter Pan Flight School	WRITEUP		1030	Time	02/09/07	Accounting Rate	0.75	52.50	
CAG	11253	Aristocats Repo Service	AUDIT		3000	Time	02/09/07	Standard Rate	1.00	90.00	Audit planning
WCH	11253	Aristocats Repo Service	CONSULTING		4000	Time	02/09/07	Standard Rate	1.25	147.50	general consulting services provided
SLC	11253	Aristocats Repo Service	TAXPTNR		2010	Time	02/10/07	Tax Rate	6.00	600.00	Source document analysis and sort
SLC	11253	Aristocats Repo Service	TAXPTNR		2010	Time	02/10/07	Tax Rate	1.60	160.00	Start prep of tax return
JAB	11253	Aristocats Repo Service	WRITEUP		1010	Time	02/10/07	Accounting Rate	1.50	105.00	bank rec
JAB	11253	Aristocats Repo Service	WRITEUP		1030	Time	02/10/07	Accounting Rate	1.00	70.00	enter monthly data
JAB	11254	Wonderland Travel Services	TAXCORP		2000	Time	02/10/07	Tax Rate	0.75	67.50	client conference
JAB	11254	Wonderland Travel Services	TAXCORP		2010	Time	02/10/07	Tax Rate	1.75	157.50	return prep
WCH	11247	Aladin's Lamp Factory	AUDIT		3010	Time	02/10/07	Standard Rate	8.50	1,003.00	
CAG	11249	Bugs Pest Control	WRITEUP		1040	Time	02/10/07	Accounting Rate	1.75	157.50	
CAG	11249	Bugs Pest Control	WRITEUP		1050	Time	02/10/07	Accounting Rate	0.10	9.00	
CAG	11249	Bugs Pest Control	WRITEUP		1070	Time	02/10/07	Accounting Rate	0.10	9.00	
SLC	11250	Woody's Toy Box	PAYROLLLIVE		1505	Time	02/10/07	Accounting Rate	3.00	270.00	Prep Payroll
SLC	11254	Wonderland Travel Services	TAXCORP		2020	Time	02/11/07	Tax Rate	0.50	50.00	review return - send back to JAB for corrections
JAB	11254	Wonderland Travel Services	TAXCORP		2010	Time	02/11/07	Tax Rate	0.30	27.00	make corrections as specified in return review
JAB	11254	Wonderland Travel Services	WRITEUP		1010	Time	02/11/07	Accounting Rate	0.50	35.00	monthly writeup work
JAB	11254	Wonderland Travel Services	WRITEUP		1030	Time	02/11/07	Accounting Rate	0.50	35.00	enter data
JAB	11251	Hood's Tree Service	REVIEW		3000	Time	02/14/07	Standard Rate	4.00	360.00	Initial Planning Stages
SLC	11252	Peter Pan Flight School	PAYROLLLIVE		1505	Time	02/14/07	Accounting Rate	3.25	292.50	Complete Payroll that JAB started - Done!
SLC	11252	Peter Pan Flight School	WRITEUP		1020	Time	02/14/07	Accounting Rate	2.00	180.00	Complete Writeup work for client - JAB completed bank rec portion
CAG	11254	Wonderland Travel Services	WRITEUP		1010	Time	02/14/07	Accounting Rate	0.30	27.00	Review JAB's Bank Rec work
CAG	11254	Wonderland Travel Services	WRITEUP		1020	Time	02/14/07	Accounting Rate	3.00	270.00	Reconcile the books
CAG	11254	Wonderland Travel Services	PAYROLLLIVE		1505	Time	02/14/07	Accounting Rate	4.20	378.00	Process Payroll - complicated run due to new employees and setting up accounts
WCH	11258	Poppins Child Care	PAYROLLLIVE		1505	Time	02/14/07	Accounting Rate	1.75	201.25	

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JAB	11259	Ichabod Stables	WRITEUP		1010	Time	02/14/07	Accounting Rate	1.25	87.50	Reconcile
JAB	11259	Ichabod Stables	WRITEUP		1020	Time	02/14/07	Accounting Rate	1.00	70.00	
JAB	11259	Ichabod Stables	WRITEUP		1030	Time	02/14/07	Accounting Rate	1.75	122.50	
JAB	11259	Ichabod Stables	WRITEUP		1010	Time	02/14/07	Accounting Rate	1.00	70.00	Correction to Bank Rec
JAB	11259	Ichabod Stables	WRITEUP		1020	Time	02/14/07	Accounting Rate	0.25	17.50	Extra Time for corrections
JAB	11259	Ichabod Stables	WRITEUP		1030	Time	02/14/07	Accounting Rate	0.20	14.00	
SLC	11255	Tortoise & Hare Aftermarket Ra	TAXCORP		2000	Time	02/15/07	Tax Rate	1.50	150.00	Meet with client
SLC	11255	Tortoise & Hare Aftermarket Ra	TAXCORP		2010	Time	02/15/07	Tax Rate	7.50	750.00	
SLC	11255	Tortoise & Hare Aftermarket Ra	TAXCORP		2020	Time	02/15/07	Tax Rate	0.50	50.00	Review Entries - WCH will fully review return
JAB	11257	Animal Shelter 101	WRITEUP		1010	Time	02/16/07	Accounting Rate	2.00	140.00	
JAB	11257	Animal Shelter 101	WRITEUP		1020	Time	02/16/07	Accounting Rate	1.50	105.00	
JAB	11257	Animal Shelter 101	WRITEUP		1030	Time	02/16/07	Accounting Rate	0.80	56.00	
WCH	11254	Wonderland Travel Services	TAXCORP		2020	Time	02/18/07	Tax Rate	2.00	240.00	Reviewed - sent back to Steve for final adjustments
SLC	11254	Wonderland Travel Services	TAXCORP		2010	Time	02/21/07	Tax Rate	0.50	50.00	Made adjustments per WCH's review
SLC	11254	Wonderland Travel Services	TAXCORP		2030	Time	02/21/07	Tax Rate	0.10	10.00	
CAG	11256	Beauty & The Beast Dating Serv	PAYROLLLIVE		1505	Time	02/21/07	Accounting Rate	4.10	369.00	Prep Payroll
WCH	11263	Pinocchio's Prosthetics	WRITEUP		1010	Time	02/21/07	Accounting Rate	1.00	115.00	
WCH	11263	Pinocchio's Prosthetics	WRITEUP		1030	Time	02/21/07	Accounting Rate	1.25	143.75	
SLC	11255	Tortoise & Hare Aftermarket Ra	WRITEUP		1020	Time	02/22/07	Accounting Rate	4.20	378.00	
CAG	11260	Hercules Gym	PAYROLLAFT		1505	Time	02/22/07	Accounting Rate	4.90	441.00	
CAG	11260	Hercules Gym	WRITEUP		1030	Time	02/22/07	Accounting Rate	5.20	468.00	
CAG	11261	Little Mermaid Swim Instructio	WRITEUP		1030	Time	02/22/07	Accounting Rate	5.50	495.00	
WCH	20005	Bing, Sally	TAXINDIV		2000	Time	02/22/07	Tax Rate	0.50	60.00	Met with Sally to discuss tax scenario for this year
WCH	20005	Bing, Sally	TAXINDIV		2010	Time	02/22/07	Tax Rate	1.50	180.00	Prep Return
WCH	20005	Bing, Sally	TAXINDIV		2020	Time	02/22/07	Tax Rate	0.10	12.00	Review

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WCH	20005	Bing, Sally	TAXINDIV		2030	Time	02/22/07	Tax Rate	0.10	12.00	Sign-Prep-Deliver
CAG	11254	Wonderland Travel Services	TAXCORP		2040	Time	02/23/07	Tax Rate	0.25	21.25	Copy/File Prep return for client
SLC	11265	Hunchback Bell Ringing	PAYROLLLIVE		1505	Time	02/23/07	Accounting Rate	2.75	247.50	
SLC	11265	Hunchback Bell Ringing	WRITEUP		1010	Time	02/23/07	Accounting Rate	2.20	198.00	
SLC	11265	Hunchback Bell Ringing	WRITEUP		1030	Time	02/23/07	Accounting Rate	2.90	261.00	
SLC	11256	Beauty & The Beast Dating Serv	WRITEUP		1020	Time	02/24/07	Accounting Rate	4.50	405.00	
SLC	11256	Beauty & The Beast Dating Serv	WRITEUP		1030	Time	02/24/07	Accounting Rate	2.60	234.00	
SLC	11256	Beauty & The Beast Dating Serv	WRITEUP		1030	Time	02/24/07	Accounting Rate	1.60	144.00	
WCH	ZFIRM	ZZ Firm Administrative	ADMIN		9180	Time	02/25/07	Fixed	25.00	0.00	
WCH	11251	Hood's Tree Service	REVIEW		3000	Time	02/28/07	Standard Rate	2.00	236.00	
WCH	ZFIRM	ZZ Firm Administrative	ADMIN		9110	Time	02/28/07	Standard Rate	1.00	118.00	
WCH	11262	Mulan Martial Arts	TAXCORP		2000	Time	02/28/07	Tax Rate	0.50	60.00	
Report Total									198.70	16,233.75	
									198.70	16,233.75	