Susanna MacGarva for the period Dec 1 to 31,2016

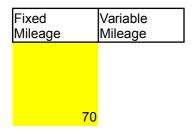
Date	Quantity	Description	Rate per hour	Total
Dog 1 16	1	P/U Insurance Slips from Town for Vehicles over to registries to purchase license plates, back to firehall to put stickers on and put new pink slips in vehicles.	\$20.00	¢20.00
Dec 1,16	<u>'</u>	Meet with Igor for Cheque Signatures call CRA re GST, Call students re deposit	\$20.00	\$20.00
Dec 1,16		cheques	\$20.00	\$20.00
Dec 3,16	2.5	Input Budget figures	\$20.00	\$50.00
Dec 5,16	2	Review Emails and answer them	\$20.00	\$40.00
Dec 6,16	0.5	Prepare A/P invoices and cheques for signature at meeting	\$20.00	\$10.00
Dec 6,16	2.5	Prep for Board meeting, and taking minutes at meeting, p/u mail	\$20.00	\$50.00
5 0 40		Locate info re: preplan and help John with		
Dec 8,16 Dec 11,16	0.5	email to that group	\$20.00 \$20.00	\$10.00 \$-
		p/u Mail	·	•
Dec 14,16	1	Update Membership Binder	\$20.00	\$20.00
Dec 14,16	2	read and anwsered emails, queried Shells EFT email security	\$20.00	\$40.00
Dec 16,16		Worked on Nov ,16 Accounting	\$20.00	\$40.00
D 40.40	0.5	Mona anwsered concerns and I sent off	# 00.00	0.40.00
Dec 16,16 Dec 17,16	0.5	scanned paperwork for Direct Deposit D/O Membership binder and p/u mail	\$20.00 \$20.00	\$10.00 \$-
Dec 17,16		Bank Deposit	\$20.00	φ- \$-
	1			•
Dec 27,16 Dec 27,16		BOD Meeting Minutes Change of position holders	\$20.00 \$20.00	\$20.00 \$20.00
Dec 27, 10		Sort thru BOD Minutes to put in date	Ψ20.00	Ψ20.00
Dec 28,16	2	order	\$20.00	\$40.00
Dog 20 16	2	Work on Nov,16 accounting and PCSAR	\$20.00	\$60.00
Dec 29,16		search expense claims		
Dec 30,16	3	Read and answer emails	\$20.00	\$60.00
Dec 30,16	2	Write cheques and envelops, spoke with Cindy Audit is done	\$20.00	\$40.00
ŕ		Sort thru BOD Minutes to put in date	·	•
Dec 30,16		order	\$20.00	\$40.00
	29.5		ı	\$590.00
	\$12.50	President Secretary	\$20.00	\$- \$250.00
		Treasurer	\$20.00	\$230.00

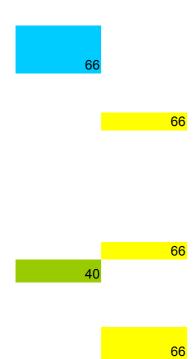
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Grand Total

	Board Membership Training	\$20.00 \$20.00 \$20.00	\$90.00 \$20.00 \$- \$590.00
	Mileage Breakdown Board Secretary Treasurer	66*.45 70*.45 40*.45	198*.225
\$0.08	Copies	228	ı

\$731.99





176 198

\$29.70 \$76.05 \$18.00

\$123.75

\$18.24