

Dec 16

Susanna MacGarva
for the period Dec 1 to 31,2016

Date	Quantity	Description	Rate per hour	Total
Dec 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	1	Meet with Igor for Cheque Signatures call CRA re GST, Call students re deposit 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
Dec 8,16	0.5	Locate info re: preplan and help John with email to that group	\$20.00	\$10.00
Dec 11,16		p/u Mail	\$20.00	\$-
Dec 14,16	1	Update Membership Binder	\$20.00	\$20.00
Dec 14,16	2	read and answered emails, queried Shells EFT email security	\$20.00	\$40.00
Dec 16,16	2	Worked on Nov ,16 Accounting	\$20.00	\$40.00
Dec 16,16	0.5	Mona answered concerns and I sent off scanned paperwork for Direct Deposit	\$20.00	\$10.00
Dec 17,16		D/O Membership binder and p/u mail	\$20.00	\$-
Dec 19,16		Bank Deposit	\$20.00	\$-
Dec 27,16	1	BOD Meeting Minutes	\$20.00	\$20.00
Dec 27,16	1	Change of position holders	\$20.00	\$20.00
Dec 28,16	2	Sort thru BOD Minutes to put in date order	\$20.00	\$40.00
Dec 29,16	3	Work on Nov,16 accounting and PCSAR search expense claims	\$20.00	\$60.00
Dec 30,16	3	Read and answer emails	\$20.00	\$60.00
Dec 30,16	2	Write cheques and envelopes, spoke with Cindy Audit is done	\$20.00	\$40.00
Dec 30,16	2	Sort thru BOD Minutes to put in date order	\$20.00	\$40.00
	29.5			\$590.00
		President		\$-
\$12.50		Secretary	\$20.00	\$250.00
\$11.50		Treasurer	\$20.00	\$230.00

Dec 16

\$4.50	Board	\$20.00	\$90.00
\$1.00	Membership	\$20.00	\$20.00
	Training	\$20.00	\$-
\$29.50			\$590.00

Mileage Breakdown

Board	66*.45	
Secretary	70*.45	198*.225
Treasurer	40*.45	

\$0.08	Copies	228
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Grand Total	\$731.99
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Fixed Mileage	Variable Mileage
70	

66

66

40	66
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66

176

198

Dec 16

\$29.70
\$76.05
\$18.00
\$123.75

\$18.24