Date	Time	Description	Duties/Notes
2019-09-18	2	Board	Casino Report
2019-09-18	0.5	Secretary	email, mail
2019-09-18	0.5	Secretary	scanning
2019-09-18	0.5	Board	OFC follow up
2019-09-19	0.75	Board	OFC follow up
2019-09-20	0.75	Secretary	email for OFC
2019-09-23	0.5	Treasurer	cheque writing
2019-09-23	0.5	Secretary	email, mail,
2019-09-25	0.5	Secretary	email, mail
2019-09-25	1.25	Treasurer	cheque writing
2019-09-28	1	President	insurance
2019-09-28	1	Treasurer	budget
2019-09-29	1.5	Treasurer	financials
2019-09-30	1.5	Treasurer	financials
2019-09-30	1.75	Secretary	uploading to Wiki
2019-10-02	1	Secretary	uploading to Wiki
2019-10-03	0.5	Secretary	email, mail
2019-10-04	1.25	Secretary	uploading to Wiki
2019-10-08	0.75	Secretary	email, mail
2019-10-08	1	Secretary	meeting prep
2019-10-08	1.5	Secretary	board meeting
2019-10-08	0.75	Board	meeting logistics with conference calling
2019-10-08	2.5	Treasurer	financials
2019-10-09	0.25	Secretary	email
2019-10-09	0.5	Treasurer	Casino Report
2019-10-09	1.5	Secretary	board meeting follow-up
2019-10-09	0.75	Treasurer	Budgeting
2019-10-10	0.5	Board	AGM planning
2019-10-10	1	Treasurer	preparing and mailing cheques
2019-10-10	0.5	Treasurer	year end
2019-10-10	0.5	Secretary	email, mail
2019-10-11	4	Board	Casino Report
2019-10-11	0.5	President	AGM planning
2019-10-11	2.5	Treasurer	Casino Report
2019-10-11	1.5	Secretary	Casino Report
2019-10-12	0.5	Secretary	email, mail
2019-10-12	0.5	Board	AGM planning
2019-10-14	0.5	President	Casino Report
2019-10-14	0.5	Board	AGM planning
2019-10-15	2.25	Membership Committ	Member binder update

Total Hours	42
Amount for Hrs	$1,050.00
Pages of Printing	116
Print Bill	$9.28
Total Billable	**$1,112.24**

Date	Pages Printed
2019-09-18	2
2019-09-28	3
2019-09-29	10
2019-09-30	5
2019-10-08	34
2019-10-09	5
2019-10-11	53
2019-10-10	4

Sabrina Ryans Time Tracking

Sept 1 - 15

Date	Time	Description	Duties/Notes
2019-09-02	1.5	President	meeting prep
2019-09-02	1	Treasurer	finances
2019-09-03	1.5	Secretary	board meeting
2019-09-03	1.5	Secretary	board meeting follow-up
2019-09-03	0.25	Treasurer	cheque writing
2019-09-05	0.5	Secretary	mail, email, etc.
2019-09-05	1	Secretary	scanning
2019-09-05	0.5	Treasurer	expense claims
2019-09-06	0.5	Board	meeting prep and cancellation
2019-09-06	0.5	President	insurance
2019-09-06	0.5	Secretary	scanning & filing
2019-09-06	1.5	Training Committee	OFC Follow up
2019-09-06	1.5	Treasurer	finances
2019-09-06	2	Treasurer	finances
2019-09-06	0.25	Treasurer	cheque writing
2019-09-07	1.5	Training Committee	OFC Follow up
2019-09-07	1	Treasurer	Grant meeting
2019-09-07	2.5	Treasurer	Casino Report
2019-09-08	3	Treasurer	Casino Report
2019-09-09	1	Training Committee	OFC Follow up

Total Hours	23.5
Amount for Hrs	$587.50
Pages of Printing	150
Print Bill	$12.00
Total Billable	**$629.48**

2019-09-05	28
2019-09-02	34
2019-09-06	21
2019-09-07	35
2019-09-08	9
2019-09-09	23

QB 2020-01-08

Westwind Interiors
Box 2818
Pincher Creek AB T0K 1W0
scott.korbett@gmail.com
GST/HST Registration No.: 898786488

INVOICE

INVOICE TO
Pincher Creek Search and Rescue
Box 1705
Pincher Creek Alberta T0K 1W0

INVOICE # 1155
DATE 22-10-2019
DUE DATE 22-10-2019
TERMS Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT	TAX
RiverRock:Administration Administration September 1-15, 2019	23.50	25.00	587.50	GST
RiverRock:Printing/Office Expenses Printing September 1-15, 2019	150	0.08	12.00	GST
RiverRock:Administration Administration September 15 - October 15, 2019	42	25.00	1,050.00	GST
RiverRock:Printing/Office Expenses Printing September 15-October 15, 2019	116	0.08	9.28	GST

SUBTOTAL	1,658.78
GST @ 5%	82.94
TOTAL	1,741.72
BALANCE DUE	**$1,741.72**

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	82.94	1,658.78