

Westwind Interiors

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Pincher Creek AB T0K 1W0
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GST/HST Registration No.: 898786488

PD-2019-05-09
QB-2019-05-14

INVOICE

INVOICE TO

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

INVOICE # 1122

DATE 15-04-2019

DUE DATE 15-04-2019

TERMS Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT	TAX
RiverRock:Administration Administration	38.25	25.00	956.25	GST

March 22 - April 15 hours for Sabrina Ryans

SUBTOTAL	956.25
GST @ 5%	47.81
TOTAL	1,004.06
BALANCE DUE	\$1,004.06

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	47.81	956.25

Date	Time	Description	Duties/Notes	Total Hours	38.25
				Total Billable	\$1,004.06
2019-03-22	2	Board	Onboarding		
2019-03-27	0.25	Board	Training - getting files from Igor		
2019-03-29	1.5	Board	Training with Brett		
2019-03-29	0.45	Board	Technology & Letterhead		
2019-04-02	1.25	Board	Training - Wiki & Intake		
2019-04-04	2	Board	Training with Brett		
2019-04-08	1	Board	Volunteer Brochures - printing & folding		
2019-04-08	1	Membership Committe	New Member forms		
2019-04-05	0.5	President	follow up on emails		
2019-04-15	1.5	President	Casino Follow-up		
2019-04-01	1.3	Secretary	AGLC & CRA updating		
2019-04-02	2	Secretary	Board Meeting - prep & attending		
2019-04-04	2.5	Secretary	Filing		
2019-04-05	0.5	Secretary	Filing/sorting info		
2019-04-08	0.5	Secretary	Filing & sorting		
2019-04-08	0.5	Secretary	email backlog		
2019-04-09	1	Secretary	tracking down paperwork associated with grants/payments/etc.		
2019-04-09	0.75	Secretary	meeting minutes		
2019-04-12	0.25	Secretary	Email communication/postoffice		
2019-03-24	0.5	Treasurer	Signing Authority		
2019-03-24	1.4	Treasurer	Quickbooks - Entering Financials		
2019-03-29	0.25	Treasurer	Signing Authority		
2019-04-01	2.1	Treasurer	Financials - QB		
2019-04-02	0.5	Treasurer	Cheque Issuing & mailing		
2019-04-05	1	Treasurer	Change of Signing Authority		
2019-04-08	0.5	Treasurer	financials		
2019-04-08	1.5	Treasurer	Financial backlog		
2019-04-09	4	Treasurer	Financial backlog		
2019-04-09	0.25	Treasurer	phone meeting to discuss financials		
2019-04-12	1	Treasurer	QB familiarization		
2019-04-13	2	Treasurer	Financial backlog		
2019-04-14	2	Treasurer	GST Rebates & 2018 Donations		
2019-04-15	0.5	Treasurer	Banking/Deposits/Entering to QB		