

Monthly Time Sheet

Rose Bonertz

Street Address: <u>Box 2288</u>	Pay Period Start Date: <u>2017-06-01</u>
Address 2: _____	Pay Period End Date: <u>2017-06-31</u>
City, State ZIP: <u>Pincher Creek, AB T0K 1W0</u>	
Employee: <u>Rose Bonertz</u>	Employee Phone: _____
Manager: <u>Brett Wuth</u>	Employee Email: _____

Day	Date	Regular Hours	Description	Duties	Column1	Total
Friday	2017-06-02	1.00	Train	Training Grant		1.00
						0.00
Tuesday	2017-06-04	1.00	Board	Prepared for Board Meeting		1.00
		2.50	Board	Board Meeting, took Minutes		2.50
Wednesday	2017-06-07	2.00	Secretary	Hand Delivered some payments, mailed chq's, picked up supplies at Walmart,		2.00
Thursday	2017-06-08	2.00	President	Brett Wuth came out for some training		2.00
Saturday	2017-06-10	2.00	Treasurer	Reconciled Quickbooks		2.00
		0.45	Membership	Printed New Member package, tried to enter a new member		0.45
		1.00	Train	Scanned and emailed Training Grant		1.00
Monday	2017-06-12	1.50	Train	Training Grant would not email so I mailed it		1.50
Wednesday	2017-06-14	0.45	Secretary	Picked up mail and member binder		0.45
		1.00	Membership	Set up new members in Wiki		1.00
Friday	2017-06-16	1.00	Membership	Updated member binder		1.00
		2.00	Secretary	Entered Minutes into Wiki		2.00
Tuesday	2017-06-20	3.50	Treasurer	AGLC Seminar		3.50
Printed Pages	96					
	Total Hours	21.40	0.00	0.00	0.00	21.40
	Rate Per Hour	\$20.00	\$0.00	\$20.00	\$20.00	
	Total Pay	\$428.00	\$0.00	\$0.00	\$0.00	\$428.00

Employee Signature

Manager Signature

