

Timesheet



Date activity	Client	Employee	Department	Worktype	Description	Comment	Qtrs	Fee	Chbl	Amount
27.9.2013	NCSU	ANO	ACCOUNTING	Bookkeeping	resolution of outstanding issues	establishment of folders,supp.cards, sorting of do	18	250	Yes	4 500
27.9.2013	NCSU	ANO	ACCOUNTING	Bookkeeping	resolution of outstanding issues	discuss.with Ms.Michalickova-list of employees	1	250	No	0
2.9.2013	NCSU	SNO	ACCOUNTING NON STANDARD	Transfer of books	Transfer of books	meeting Mr. Tesinsky, documentation take over	5	500	Yes	2 500
10.9.2013	NCSU	SNO	ACCOUNTING NON STANDARD	Set up	resolution of outstanding issues	aces for shared drives, instr. to Mr. Tesinsky	2	400	Yes	800
16.9.2013	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	other	contract review Kutinova, comm. to Mr. Tesinsky	8	500	Yes	4 000
17.9.2013	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	other	PoA, contract, comm. to Mr. Tesinsky and HQ	4	500	Yes	2 000
24.9.2013	NCSU	SNO	ACCOUNTING NON STANDARD	Other issues	other	reminder Mr. Tesinsky - PoA, call Ms. Kutinova	2	400	Yes	800
26.9.2013	NCSU	SNO	ACCOUNTING	EXACT	EXACT	setting up the dtb - financial years, docs review	2	400	Yes	800
27.9.2013	NCSU	SNO	ACCOUNTING	Bookkeeping	balance reconciliation	com. to Mr. Tesinsky - request of PL details	2	400	Yes	800
27.9.2013	NCSU	SNO	ACCOUNTING	EXACT	EXACT	opening balances, review of KSB memo	30	500	Yes	15 000
30.9.2013	NCSU	SNO	ACCOUNTING	Bookkeeping	review and booking	payroll review, comm. to EY and Mr.Tesinsky	15	500	Yes	7 500

total CZK
total to be charged (minimum fee 7000) **38 700**

17.9.2013	NCSU	GPT	Corporate Secretarial & Administrative	Corporate Secretarial Project	power of attorney	preparation of PoA for the Tax office	1	500	Yes	500
-----------	------	-----	--	-------------------------------	-------------------	---------------------------------------	---	-----	-----	-----

500