



TRINITY

| date activity | Client | Employee | Department                             | Worktype                      | Description                      | Comment                                                                                       | Qtrs | Fee   | Chd | Amount  |       |
|---------------|--------|----------|----------------------------------------|-------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------|------|-------|-----|---------|-------|
| 4.11.2013     | NC\$U  | JZA      | ACCOUNTING                             | Banking & Treasury            | Bank Statements                  | bookkeeping statement,matching invoices FY2012/13                                             | 32   | 375   | Yes | 12 000  |       |
| 5.11.2013     | NC\$U  | JZA      | ACCOUNTING                             | Accounting                    | Bank                             | bank statements FY2012/13                                                                     | 10   | 375   | Yes | 3 750   |       |
| 5.11.2013     | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | review/input purchase invoices   | FY 2012/13                                                                                    | 5    | 375   | Yes | 1 875   |       |
| 5.11.2013     | NC\$U  | SNO      | ACCOUNTING NON STANDARD                | Set up                        | Chart of accounts                | setting up the new GL accounts                                                                | 1    | 500   | Yes | 500     |       |
| 6.11.2013     | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | FY2012/2013                                                                                   | 10   | 375   | Yes | 3 750   |       |
| 6.11.2013     | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | review/input purchase invoices   | FY2012/2013                                                                                   | 10   | 375   | Yes | 3 750   |       |
| 7.11.2013     | NC\$U  | JZA      | ACCOUNTING                             | petty cash                    | calling with Mr.Tesinsky         | FY2012/2013                                                                                   | 11   | 375   | Yes | 4 125   |       |
| 11.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | Bank Statements                  | FY 2012/2013 statements+printing accounting documents FY2013/14                               | 11   | 375   | Yes | 4 125   |       |
| 12.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | Bank Statements                  | review/input purchase invoices                                                                | 12   | 375   | Yes | 4 500   |       |
| 12.11.2013    | NC\$U  | ANO      | ACCOUNTING                             | Bookkeeping                   | review/input purchase invoices   | payroll recurring entries, questions/calls, report                                            | 3    | 250   | Yes | 750     |       |
| 13.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | payroll recurring entries, questions/calls, report                                            | 8    | 500   | Yes | 4 000   |       |
| 13.11.2013    | NC\$U  | ANO      | ACCOUNTING                             | Bookkeeping                   | review/input purchase invoices   | other                                                                                         | 1    | 250   | Yes | 250     |       |
| 14.11.2013    | NC\$U  | JZA      | ACCOUNTING NON STANDARD                | Other issues                  | other                            | calling with Mr.Tesinsky                                                                      | 6    | 375   | Yes | 2 250   |       |
| 14.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Banking & Treasury            | Bank Statements                  | FY2013/14                                                                                     | 10   | 375   | Yes | 3 750   |       |
| 14.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | payroll 3-10/2013, review of Kooperativa 3q2013+r, Kooperativa 4q2010-4q2012, GL review, call | 24   | 500   | Yes | 12 000  |       |
| 14.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | review and bookkeeping                                                                        | 12   | 500   | Yes | 6 000   |       |
| 15.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | meeting                          | meeting for documents                                                                         | 4    | 375   | Yes | 1 500   |       |
| 18.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | Bank Statements                  | Bank Statements                                                                               | 7.13 | 12    | 375 | Yes     | 4 500 |
| 18.11.2013    | NC\$U  | TST      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | petty cash (PC SVE)                                                                           | 6    | 300   | Yes | 1 800   |       |
| 18.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | meeting                          | call with Tesinsky                                                                            | 4    | 375   | Yes | 1 500   |       |
| 18.11.2013    | NC\$U  | ANO      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | petty cash                                                                                    | 4    | 250   | Yes | 1 000   |       |
| 18.11.2013    | NC\$U  | SNO      | ACCOUNTING NON STANDARD                | Other issues                  | other                            | call KSB, Dottie/Jakub, PC BAR, CZK                                                           | 18   | 500   | Yes | 9 000   |       |
| 19.11.2013    | NC\$U  | TST      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | petty cash (PC BAR-Dana)                                                                      | 12   | 300   | Yes | 3 600   |       |
| 19.11.2013    | NC\$U  | TST      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | petty cash (other cash receipts)                                                              | 3    | 200   | Yes | 600     |       |
| 19.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | CZK-EUR FY2013/14                                                                             | 15   | 375   | Yes | 5 625   |       |
| 19.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | resolution of outstanding issues | Final-work, Synchronization P / L accounts FY2012/                                            | 10   | 375   | Yes | 3 750   |       |
| 19.11.2013    | NC\$U  | ANO      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | petty cash                                                                                    | 16   | 250   | Yes | 4 000   |       |
| 19.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | PC REK, 4/2013 BAR, recon of PC, contractors                                                  | 24   | 500   | Yes | 12 000  |       |
| 20.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Accounting                    | transfer of documents            | sort documents,Deadline expense accounts                                                      | 16   | 375   | Yes | 6 000   |       |
| 20.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | checking balances                                                                             | 3    | 375   | Yes | 1 125   |       |
| 20.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Accounting                    | transfer of documents            | copying documents FY2013/14                                                                   | 4    | 375   | Yes | 1 500   |       |
| 20.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | payroll bank account, GL review, payroll entries                                              | 23   | 500   | Yes | 11 500  |       |
| 21.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Accounting                    | transfer of documents            | sort of new documents 2013/2014                                                               | 8    | 375   | Yes | 3 000   |       |
| 21.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Banking & Treasury            | Standing Data                    | setting up the payroll templates, reminders for PC                                            | 4    | 500   | Yes | 2 000   |       |
| 21.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | petty cash books                                                                              | 4    | 500   | Yes | 2 000   |       |
| 22.11.2013    | NC\$U  | TST      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | petty cash SVE,REK,BAR                                                                        | 24   | 300   | Yes | 7 200   |       |
| 22.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | petty cash                                                                                    | 14   | 250   | Yes | 3 500   |       |
| 22.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | payroll, petty cash recons BAR,SED                                                            | 4    | 500   | Yes | 2 000   |       |
| 22.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | list of contractors, rollo payment issue                                                      | 4    | 500   | Yes | 2 000   |       |
| 22.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | call with HQ + Mr. Tesinsky                                                                   | 3    | 500   | Yes | 1 500   |       |
| 22.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | PC recons, PC Transfers sent to Mr. Tesinsky for R                                            | 8    | 500   | Yes | 4 000   |       |
| 22.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | petty cash                                                                                    | 10   | 375   | Yes | 3 750   |       |
| 22.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | 2012/2014                                                                                     | 6    | 375   | Yes | 2 250   |       |
| 22.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | review/input purchase invoices   | review/input purchase invoices                                                                | 6    | 375   | Yes | 2 250   |       |
| 22.11.2013    | NC\$U  | ANO      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | 2013/2014                                                                                     | 8    | 375   | Yes | 3 000   |       |
| 25.11.2013    | NC\$U  | ANO      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | petty cash                                                                                    | 5    | 250   | Yes | 1 250   |       |
| 25.11.2013    | NC\$U  | ANO      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | review-correction of accounts                                                                 | 2    | 250   | No  | 0       |       |
| 25.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | Janota - payroll issue 4/4/2013, FA and depre                                                 | 6    | 500   | Yes | 3 000   |       |
| 25.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | invoice money transfer, call Mr. Tesinsky (payroll)                                           | 2    | 500   | Yes | 1 000   |       |
| 25.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | recon of employees, contractor, s+h insurance                                                 | 16   | 500   | Yes | 8 000   |       |
| 25.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | 10.13                                                                                         | 6    | 375   | Yes | 2 250   |       |
| 25.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | Bank Statements                  | 7-11/2013 + matching invoices                                                                 | 22   | 375   | Yes | 8 250   |       |
| 26.11.2013    | NC\$U  | ANO      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | resolution of outstanding issues                                                              | 4    | 250   | Yes | 1 000   |       |
| 26.11.2013    | NC\$U  | ANO      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | stamping of doc.                                                                              | 1    | 250   | No  | 0       |       |
| 26.11.2013    | NC\$U  | ANO      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | review-corrections of posting                                                                 | 1    | 250   | Yes | 250     |       |
| 26.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | updating of PC review, PC SVE, scanning of records                                            | 10   | 500   | Yes | 5 000   |       |
| 26.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | call Mr. Tesinsky - status of PC,PCards                                                       | 4    | 500   | Yes | 2 000   |       |
| 26.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | petty cash                       | checking balances,bookkeeping documents                                                       | 19   | 375   | Yes | 7 125   |       |
| 26.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | review/input purchase invoices   | foreign invoices FY2012/13                                                                    | 6    | 375   | Yes | 2 250   |       |
| 27.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | updating of SEG, comm. to HQ test money transfer                                              | 3    | 500   | Yes | 1 500   |       |
| 27.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | comm. Dottie/Michael - PCards/CZK                                                             | 1    | 500   | Yes | 500     |       |
| 27.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | settings of journals                                                                          | 2    | 500   | No  | 0       |       |
| 27.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | advance documents,controlpairing with bank FY2013                                             | 8    | 375   | Yes | 3 000   |       |
| 28.11.2013    | NC\$U  | ANO      | ACCOUNTING                             | Bookkeeping                   | resolution of outstanding issues | checking of payment order                                                                     | 1    | 250   | No  | 0       |       |
| 28.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Accounting                    | transfer of documents            | correction,transfer of costs FY2012/13                                                        | 13   | 375   | Yes | 4 875   |       |
| 28.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | updating of payroll 1-6/2013 Janota, bookin of SEG                                            | 4    | 500   | Yes | 2 000   |       |
| 28.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | payroll 11/2013, payment order                                                                | 12   | 500   | Yes | 6 000   |       |
| 28.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | FA depre NC\$U                                                                                | 2    | 500   | Yes | 1 000   |       |
| 28.11.2013    | NC\$U  | SNO      | ACCOUNTING NON STANDARD                | Other issues                  | other                            | money movement (grp. of invoice)                                                              | 5    | 500   | Yes | 2 500   |       |
| 28.11.2013    | NC\$U  | SNO      | ACCOUNTING NON STANDARD                | Other issues                  | other                            | money movement - training JZA                                                                 | 2    | 500   | No  | 0       |       |
| 29.11.2013    | NC\$U  | JZA      | ACCOUNTING                             | Accounting                    | transfer of documents            | correction,transfer of costs FY2012/13                                                        | 4    | 375   | Yes | 1 500   |       |
| 29.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | call Mr. Tesinsky                                                                             | 2    | 500   | Yes | 1 000   |       |
| 29.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | call Mr. Tesinsky                                                                             | 2    | 500   | Yes | 1 000   |       |
| 29.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | PC REK,SEG adjustments, DOK BAR, EUR BAR, recons                                              | 14   | 500   | Yes | 7 000   |       |
| 29.11.2013    | NC\$U  | SNO      | ACCOUNTING                             | Bookkeeping                   | review and bookkeeping           | recon of all PCs                                                                              | 12   | 500   | Yes | 6 000   |       |
|               |        |          |                                        |                               |                                  | total                                                                                         |      |       |     | 252 825 |       |
| 28.11.2013    | NC\$U  | JMC      | Payroll                                | Payroll                       | other                            | Working agreement x amendment                                                                 | 2    | 212.5 | Yes | 425     |       |
| 22.11.2013    | NC\$U  | JMC      | Payroll                                | Payroll                       | other                            | VDP issue payment USA D.Barlet, call EY, email US                                             | 8    | 212.5 | Yes | 1 700   |       |
|               |        |          |                                        |                               |                                  | total                                                                                         |      |       |     | 2 125   |       |
| 14.11.2013    | NC\$U  | GPT      | Corporate Secretarial & Administrative | Corporate Secretarial Project | power of attorney                | for bank account set up                                                                       | 4    | 500   | Yes | 2 000   |       |
| 14.11.2013    | NC\$U  | GPT      | Corporate Secretarial & Administrative | Corporate Secretarial Project | other                            | emails to client re: bank account set up                                                      | 4    | 500   | Yes | 2 000   |       |
| 15.11.2013    | NC\$U  | GPT      | Corporate Secretarial & Administrative | Corporate Secretarial Project | other                            | communication with Mrs.Haynes, gpt PoA                                                        | 4    | 500   | Yes | 2 000   |       |
| 21.11.2013    | NC\$U  | GPT      | Corporate Secretarial & Administrative | Corporate Secretarial Project | other                            | setting up bank acces for Mr.Tesinsky                                                         | 6    | 500   | Yes | 3 000   |       |
| 28.11.2013    | NC\$U  | GPT      | Corporate Secretarial & Administrative | Corporate Secretarial Project | other                            | employment amendment review                                                                   | 6    | 500   | Yes | 3 000   |       |
|               |        |          |                                        |                               |                                  | total                                                                                         |      |       |     | 12 000  |       |