

S GREYSTY TIMESHEET AS RFO AFTER LEAVE DATE OF 7.3.20

	TIME	postage/ mileage exp	time in minutes
BALANCE C/F			-45
10/03/2020 s/s/ banking/account update/emails/invoices/budget	2.15-4.25		130
16/03/2020 emails/post mins on website/post 92@61p)	2.15-3.45	1.22	90
planning comment	18.30-18.45		30
26/03/2020 email to LALC regarding contact details	4.10-4.30		20
clean files on laptop/retrieve old archive files, disinfect			
01/04/2020 equipment and files	3-3.45		45
02/04/2020 deliver laptop, printer and files to Richard Foster	9.50-10.25		35
02/04/2020 mileage cost 14.5 miles at 45p per mile		6.52	
13/04/2020 preparation of accounts and files	10-Dec		120
27/04/2020 completion of AGAR and submission to auditor	2-3.45		105
08/05/2020 contact with auditor and follow up questions	3.30-4pm		30
15/05/2020 contact with auditor	12.40-12.50		10
collating files for next agenda, finalising agar and producing			
18/05/2020 checklist, delivering files to Strrton	9-12.30		210
mileage cost 14.5 miles at 45p per mile		6.52	

14.26

780 minutes or 13 hours

Chayna
100463
for Expenses

[Signature]
17.7.20

(8)