

All WIP Transactions for period:
1/01/2022 to 31/12/2022



Timesheet End Date	Code Type	Task Code	Emp Name	Comment	Total Hours	Charge	Billed	Written Off	Unbilled
Brian Jack									
SAM999 Sample Company Limited									
Sample Company Limited,/Annual Accounts & Tax Returns									
23/03/2022	Time	Time	Allpress Abbey	Preliminary, set up files for 2022 year	0.40	80.00	80.00	0.00	0.00
23/11/2022	Time	Time	Brian Jack	2022 information	0.20	68.00	68.00	0.00	0.00
24/11/2022	Time	Time	Allpress Abbey	Drafting accounts	1.00	200.00	200.00	0.00	0.00
24/11/2022	Time	Time	Allpress Abbey	Drafting accounts - continuing	2.90	580.00	580.00	0.00	0.00
24/11/2022	Time	Time	Brian Jack	Drafting	0.10	34.00	34.00	0.00	0.00
24/11/2022	Time	Time	Brian Jack	Review of information and instructions	0.30	102.00	102.00	0.00	0.00
28/11/2022	Time	Time	Allpress Abbey	Drafting accounts - continuing	2.00	400.00	400.00	0.00	0.00
1/12/2022	Time	Time	Allpress Abbey	Drafting accounts - continuing	3.50	700.00	700.00	0.00	0.00
2/12/2022	Time	Time	Allpress Abbey	Drafting accounts - continuing	2.20	440.00	440.00	0.00	0.00
5/12/2022	Time	Time	Allpress Abbey	Drafting accounts - continuing	2.50	500.00	500.00	0.00	0.00
7/12/2022	Time	Time	Brian Jack	Review and finalise 2022 Accounts and Income Tax Returns	1.30	442.00	442.00	0.00	0.00
20/12/2022	Time	Time	Brian Jack	Meeting with client. Review and sign 2022 Accounts and Returns. Lodge Returns with Inland Revenue	0.90	306.00	306.00	0.00	0.00
Assignment Total					17.30	3852.00	3852.00	0.00	0.00
Sample Company Limited,/Company Records									
11/02/2022	Time	Time	Brian Jack	February 2022 annual return	0.10	34.00	34.00	0.00	0.00
11/02/2022	Time	Time	Hotchin Gael	Prepare Feb 2022 annual return documents	0.20	54.00	54.00	0.00	0.00
16/02/2022	Time	Time	Hotchin Gael	Lodge annual return with Companies Office; update records	0.20	54.00	54.00	0.00	0.00
19/10/2022	Time	Time	Brian Jack	Consider declaration of dividend. Calculate proposed dividend. Make recommendation	0.80	272.00	272.00	0.00	0.00
21/10/2022	Time	Time	Brian Jack	Prepare dividend documents and publish to portal for signature	0.40	136.00	34.00	102.00	0.00
10/11/2022	Time	Time	Brian Jack	Prepare IR4K for payment on 20 December 2022. Email. Update minute book	0.50	170.00	170.00	0.00	0.00
Assignment Total					2.20	720.00	618.00	102.00	0.00
Sample Company Limited,/Income Tax Administration									
17/03/2022	Time	Time	Brian Jack	2021 terminal tax notice	0.10	34.00	34.00	0.00	0.00
14/04/2022	Time	Time	Brian Jack	Advising of final instalment of 2022 provisional tax	0.30	102.00	102.00	0.00	0.00
1/06/2022	Time	Time	Hotchin Gael	Enter summary of earnings	0.10	27.00	27.00	0.00	0.00
3/08/2022	Time	Time	Brian Jack	2023 P1 Tax Notice for 28/08/2022	0.30	102.00	102.00	0.00	0.00
23/08/2022	Time	Time	Brian Jack	2023 P1 payment. Check client's response and email	0.10	34.00	34.00	0.00	0.00
8/12/2022	Time	Time	Brian Jack	Tax Notice. 2023 P2 due 15 January 2023	0.30	102.00	102.00	0.00	0.00
Assignment Total					1.20	401.00	401.00	0.00	0.00
Client Total					20.70	4,973.00			