

Table 1

	<b>Organization:</b>	Adams Morgan Forget Me Not Fund						
	<b>PayPeriod:</b>	10/09 - 10/19						
	<b>Contracted Accountant:</b>	Michael Howard						
		<b>Accounting Services - Billing Invoice</b>						
	<b>Activity</b>	<b>Hours Spent</b>						
1	Further Review & Analysis of Money Market Account Documents and there tax implications	4						
2	Update and Organized a record keeping folder for both expenses ands foundation sensitive documents	0.5						
3	Correspondence (Emails & Phone Calls)	2.7						
4	Foundation Board Meeting	2						
5	990PF Background Research and Document Compilation	4						
6	990PF Completion and Review	9						
7	Research of Necessary Tools Needed for Job	8						
8	Outreach to potential grantees on Funds Behalf	3.8						
9	Tax Filing Research as it relates to information from form 990pf	6						
10	<b>Taxes Prepared</b>	<u>5</u>						
	<b>Total Hours Earned</b>	<b>45</b>						
	<b>Hourly Rate</b>	<u>\$19.00</u>						
	<b>Total Invoice Amount Billed/ Check Requested</b>	<b>\$855.00</b>						