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Calendar Reports

2007

TDG Software Innovations

As Of August 31, 2007

January 2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30	31	1	2	3	4

February 2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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March 2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30	31	1
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April 2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
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May 2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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June 2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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25	26	27	28	29	30	1
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Day - Time	Matter Reference	Staff	Resp	With	Description
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JULY - 2007

2 - 9:00 AM	B&B Janitorial Services	RSB	RSB	Theodore Boland	Print pr reports and prepare qtrly returns
- 9:00 AM	Bryce Tech -Comp,Review,Tax Return	AAH	DBH	Sarah Goodrich	Complete Tax Return
- 9:00 AM	Plummer - Payroll and Qtrly return	BEA	DTM	Adrian Plummer	Prepare payroll
- 11:00 AM		RSB			Lunch with daughter at school
- 0:00 PM	Smith, Rachel Tax Return	MBA	MBA	Roger Smith	Pre-tax planning meeting
- 1:00 PM	Hopkins Bus Company	DBH	RSB	Hopkins Bus Company	Meet with client and pickup workpapers
- 3:00 PM	Jones Law Office	ASM	RSB	Angela C. Jones	Install and customize Quickbooks
- 3:00 PM	Freilick Estate - Trust return	DBH	RSB	Sarah Goodrich	Meeting with son to discuss father's estate
3 - 7:00 AM		BEA			State Society of CPA monthly breakfast
- 8:00 AM	Jones Law Office	BEA	RSB	Angela C. Jones	Setup Quickbooks and Time Matters link
- 8:00 AM	Jones Law Office	ASM	RSB	Angela C. Jones	Train client on processing payables and deposits
- 9:00 AM	B&B Janitorial Services	DBH	RSB	Theodore Boland	Print pr reports and prepare qtrly returns
- 9:00 AM	Wruble Investments - Monthly Acct Svcs.	MCC	BEA	Sophia Wruble	Walk through transmitting pr tax via EFTPS
- 9:00 AM	Plummer - Payroll and Qtrly return	BEA	DTM	Adrian Plummer	Prepare payroll
- 9:00 AM	Arthur, Betty Tax Return	RSB	AAH	Betty Arthur	Review year end shareholder bonuses
- 10:00 AM	Lee, Connie Tax Return	MCC	MCC	Connie Lee	Meeting with client to review questionnaire
- 3:00 PM	Fuquay Varina Contractors	MCC	MCC	Therelius Baxter	Continue to work on tax return
5 - 8:00 AM	Brown Apparel Audit	MCC	MCC	Vivian M. Brown	Meeting with client at office to begin planning
- 9:00 AM	B&B Janitorial Services	RSB	RSB	Theodore Boland	Edit and finalize quarterly returns
- 9:00 AM	B&B Janitorial Services	RSB	RSB	Theodore Boland	Prepare payroll
- 9:00 AM	Brubaker, Bruce Compilation Review	RSJ	RSB	Bruce Brubaker	Balance sheet - tie down assets
- 9:00 AM	Brubaker, Bruce Compilation Review	ASM	RSB	Bruce Brubaker	Begin to work on proforma forms
- 9:00 AM	Brubaker, Bruce Compilation Review	MBA	RSB	Bruce Brubaker	Staff to field for sample testing and pro forma
- 9:00 AM	Brubaker, Bruce Compilation Review	RSJ	RSB	Bruce Brubaker	Staff to field for sample testing and pro forma
- 9:00 AM	MegaTech Computer Business Valuation	BEA	RSB	Frederick A. Sherman	Conference with operation manager

July 2007

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August 2007

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September 2007

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October 2007

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November 2007

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December 2007

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2007

TDG Software Innovations

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February 2007

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March 2007

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April 2007

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May 2007

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June 2007

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Day - Time	Matter Reference	Staff	Resp	With	Description
6 - 9:00 AM	Brubaker, Bruce Compilation Review	RSJ	RSB	Bruce Brubaker	Staff to field for sample testing and pro forma
- 9:00 AM	Brubaker, Bruce Compilation Review	ASM	RSB	Bruce Brubaker	Sample Cash Receipts
- 9:00 AM	Brubaker, Bruce Compilation Review	MBA	RSB	Bruce Brubaker	Sample Accounts Payable
- 9:00 AM	Plummer - Payroll and Qtrly return	BEA	DTM	Adrian Plummer	Prepare payroll
- 10:00 AM	Fuquay Varina Contractors	RSB	MCC	Therelius Baxter	Review tax questionnaire with client
- 0:00 PM	Southridge Medical - C Corp Tax Return	RSB	RSB	Teri Freedman	Planning for Next Year; take client to lunch
- 1:00 PM	Hopkins Bus Company	BEA	RSB	Hopkins Bus Company	Send to word processing for first draft
- 2:00 PM		RSB			Signing of Irrevocable Trust Documents
9 - 8:00 AM		LIT			Meet with staff - Plan the week
- 8:00 AM	Finckler Quickbooks	AAH	VCM	Gary Finckler	Begin making reclassification journal entries
- 9:00 AM	Brubaker, Bruce Compilation Review	MBA	RSB	Bruce Brubaker	Staff to field for sample testing and pro forma
- 9:00 AM	City of Hialeah-Compliance Contract Rvw	DBH	RSB	City of Hialeah	Review PBC letter with Manager
- 10:00 AM	Smith, Rachel Tax Return	MBA	MBA	Roger Smith	Client Meeting
- 10:00 AM	Gordon & Hammersmith Inc	ASM	RSB	Larry D. Gordon	Work at clients
- 0:00 PM		MBA			Partner's Meeting
- 0:00 PM		MCC			Partner's Meeting
- 0:00 PM		RSB			Partner's Meeting
- 0:00 PM		PAR			Partner's Meeting
10 - 10:00 AM		MBA			Potential client meeting
- 10:00 AM	Able Consulting Tax Return	RSJ	RSB	Barry B. Able	Pre-Year end tax planning with Barry Able
- 0:00 PM		VCM			Lunch with friend
- 2:00 PM	City of Hialeah-Compliance Contract Rvw	DBH	RSB	City of Hialeah	Phone Call with Client
12 - 9:00 AM	Plummer - Payroll and Qtrly return	BEA	DTM	Adrian Plummer	Review pr records and prepare qtrly return
- 1:00 PM	Gordon & Hammersmith Inc	BEA	RSB	Larry D. Gordon	Review QB chart of accounts and trial balance
13 - 9:00 AM	Brubaker, Bruce Compilation Review	ASM	RSB	Bruce Brubaker	Review Pension plan and calculations
- 4:00 PM		VCM			Meet with potential client

July 2007

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August 2007

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September 2007

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October 2007

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November 2007

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December 2007

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April 2007

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May 2007

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June 2007

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18	19	20	21	22	23	24
25	26	27	28	29	30	1
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Day - Time	Matter Reference	Staff	Resp	With	Description
- 4:00 PM	Finckler Quickbooks	AAH	VCM	Gary Finckler	Finalize journal entries and give to client
16 - 9:00 AM	Wruble Investments - Monthly Acct Svcs.	BEA	BEA	Sophia Wruble	Meeting with client to review financial stmts.
- 2:00 PM	Megatech Money Purchase Pension Plan	DTM	VCM	Frederick A. Sherman	Meeting with human resource director
17 - 0:00 PM		BEA			Lunch with Potential Client
- 1:00 PM	Better Wardrobe Stores, Inc. Fin Statements	BEA	MCC	Sharon Garmony	Meeting with BOD to review sample reports
- 5:00 PM		PAR			Monthly Partner Meeting
- 6:00 PM		BEA			Monthly Partner Meeting
- 6:00 PM		DBH			Monthly Partner Meeting
- 6:00 PM		AAH			Monthly Partner Meeting
- 8:00 PM		VCM			Monthly Partner Meeting
- 8:00 PM		MBA			Monthly Partner Meeting
19 - 9:00 AM		BEA			Begin field work
- 9:00 AM		AAH			Review prior year compliance report
- 9:00 AM	Brown Apparel Audit	MCC	MCC	Vivian M. Brown	Field Work
- 9:00 AM	Brown Apparel Audit	BEA	MCC	Vivian M. Brown	Field Work
20 - 9:00 AM	Brown Apparel Audit	MCC	MCC	Vivian M. Brown	Field Work
- 9:00 AM	Brubaker, Bruce Compilation Review	RSJ	RSB	Bruce Brubaker	Staff to field for sample testing and pro forma
- 9:00 AM	Brubaker, Bruce Compilation Review	MBA	RSB	Bruce Brubaker	Review bank reconciliations
- 9:00 AM	Brubaker, Bruce Compilation Review	ASM	RSB	Bruce Brubaker	Staff to field for sample testing and pro forma
- 2:00 PM	Reed Electronics Compilation	DTM	RSB	Leonard Reed	Meet with staff to discuss assignment
23 - 9:00 AM		MEA			Tie figures on schedule of events
- 9:00 AM		BEA			Sample monthly a/r
- 9:00 AM		MEA			Research compliance contract issues
- 9:00 AM		BEA			Review financial stmts to PBOC
- 9:00 AM	Brown Apparel Audit	MCC	MCC	Vivian M. Brown	Status Conference
- 9:00 AM	Brown Apparel Audit	BEA	MCC	Vivian M. Brown	Field Work

July 2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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August 2007

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September 2007

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October 2007

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February 2007

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March 2007

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April 2007

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26	27	28	29	30	31	1
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May 2007

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June 2007

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25	26	27	28	29	30	1
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Day - Time	Matter Reference	Staff	Resp	With	Description
- 9:00 AM	Brown Apparel Audit	MCC	MCC	Vivian M. Brown	Field Work
- 9:00 AM	Brown Apparel Audit	MCC	MCC	Vivian M. Brown	Field Work
- 9:00 AM	Brown Apparel Audit	BEA	MCC	Vivian M. Brown	Field Work
- 9:00 AM	Plummer - Payroll and Qtrly return	BEA	DTM	Adrian Plummer	Review pr records and prepare qtrly return
24 - 9:00 AM		BEA			Check fees charged internally
- 9:00 AM	Brown Apparel Audit	MCC	MCC	Vivian M. Brown	Field Work
- 9:00 AM	Brown Apparel Audit	BEA	MCC	Vivian M. Brown	Field Work
- 9:00 AM	City of Hialeah-Compliance Contract Rvw	DBH	RSB	City of Hialeah	Field Work
- 11:00 AM	Bryce Tech -Comp,Review,Tax Return	MCC	DBH	Sarah Goodrich	Research tax laws for sale of subsidiary
26 - 9:00 AM	Brown Apparel Audit	BEA	MCC	Vivian M. Brown	Field Work
- 9:00 AM	Brown Apparel Audit	MCC	MCC	Vivian M. Brown	Field Work
- 2:00 PM	Able Consulting Tax Return	MBA	RSB	Barry B. Able	Review final financial stmt for year end
- 3:00 PM	United Builders Inc. Pension	AAH	MBA	Rafael S. Molina	Meeting with Controller to review census #s
27 - 9:00 AM	Gordon & Hammersmith Inc	MBA	RSB	Larry D. Gordon	Plan a schedule for the next few months
- 2:00 PM	Brubaker, Bruce Compilation Review	RSJ	RSB	Bruce Brubaker	Clear review notes
- 3:00 PM	Brown Apparel Audit	MCC	MCC	Vivian M. Brown	Review and sign off on audit notes
30 - 2:00 PM					Meet with Planning Agency
31 - 10:00 AM	Brubaker, Bruce Compilation Review	MBA	RSB	Bruce Brubaker	Review comp with client

AUGUST - 2007

2 - 9:00 AM	Fuquay Varina Contractors	DBH	MCC	Therelius Baxter	Review tax return
7 - 9:00 AM	Plummer - Payroll and Qtrly return	BEA	DTM	Adrian Plummer	Prepare payroll
9 - 9:00 AM	B&B Janitorial Services	RSB	RSB	Theodore Boland	Prepare payroll
10 - 9:00 AM	B&B Janitorial Services	RSB	RSB	Theodore Boland	Prepare payroll
13 - 6:00 AM	Able Consulting Tax Return	RSB	RSB	Barry B. Able	Tax Return Due
24 - 9:00 AM	B&B Janitorial Services	RSB	RSB	Theodore Boland	Prepare payroll
- 9:00 AM	B&B Janitorial Services	RSB	RSB	Theodore Boland	Prepare payroll

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29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

December 2007

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Robert Brown's Calendar

June 01, 2007 - June 30, 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					Jun 01	Jun 02
Jun 03	Jun 04	Jun 05	Jun 06	Jun 07	Jun 08	Jun 09
					10:00 AM Complete Tax Return	
Jun 10	Jun 11	Jun 12	Jun 13	Jun 14	Jun 15	Jun 16
	8:00 AM Meet with client and complete the quarterly 720rpt 9:00 AM - Prepare payroll - B&B Janitorial Services 10:00 AM - Meeting with Betty to review prelim tax return - Arthur, Betty Tax Return 4:00 PM - Initial Client Meeting - Brubaker, Bruce Compilation Review	8:00 AM Prepare payroll	11:00 AM Prepare payroll 3:00 PM - Review reports on Quickbooks - Finckler Quickbooks	10:00 AM Meeting with Bookkeeper re Trial Balance 4:00 PM - Pre-tax meeting with client - Able Consulting Tax Return	11:00 AM Meet to discuss current prototype 3:00 PM - Staff Meeting - 4:00 PM - Czeminiski Closing - City of Hialeah-Compliance Contract Rvw	
Jun 17	Jun 18	Jun 19	Jun 20	Jun 21	Jun 22	Jun 23
	9:00 AM Conference with staff to discuss planning for tax 10:00 AM - Discuss some concerns re cash receipts - MegaTech Internal Procedures Audit 1:00 PM - Conference with client to review census info - United Builders Inc. Pension	9:00 AM Prepare payroll 10:00 AM - Meet with Jeremy Baird - Able Consulting Tax Return	0:00 PM Meeting with assigned staff to plan	9:00 AM Prepare payroll 0:00 PM - Can you meet for lunch? - 4:00 PM - Initial Client Meeting -	10:00 AM Conference with client 4:00 PM - Initial Client Meeting -	
Jun 24	Jun 25	Jun 26	Jun 27	Jun 28	Jun 29	Jun 30
	8:00 AM Begin field work 8:00 AM - Complete returns for October B&O and 720 est. - Sanders FET and B&O Tax Returns 9:00 AM - Prepare payroll - B&B Janitorial Services 1:00 PM - Tax Group - Luncheon; update on LLCs - 2:00 PM - Meet with client to go over tax interview - Arthur, Betty Tax Return	9:00 AM Prepare payroll 9:00 AM - Go to office to prepare 720 and begin on B&O - Sanders FET and B&O Tax Returns 1:00 PM - Meeting with client to go over assets - Fleury v Fleury 8:00 PM - Monthly Partner Meeting -	10:00 AM Review pr records and prepare qtrly return	8:00 AM Complete field work 10:00 AM - Chamber of Commerce Luncheon - 10:00 AM - Client to sign divorce agreement w/attorney - Fleury v Fleury 0:00 PM - Lunch with wife -	9:00 AM Senior review with notes 2:00 PM - Weekly Partners Meeting -	
Jul 01	Jul 02	Jul 03	Jul 04	Jul 05	Jul 06	Jul 07