

Career Street Hours
Marcia D. Stokes
March 27th-April 25th

Subject	Date	Start Time	End Time	Length
Bank Reconcilliations	4/2/2014	12:00:00 PM	1:30:00 PM	1.5
Draft Minutes, post approved minues	4/25/2014	9:00:00 AM	10:00:00 AM	1
Process Checks, Prepare Reports, Update Agenda	4/23/2014	10:00:00 AM	11:00:00 AM	1
Enter Bills, Reports, update Spreadsheet	4/22/2014	1:00:00 PM	2:00:00 PM	1
Career Street Bills Training	4/22/2014	11:30:00 AM	12:00:00 PM	0.5
Post deposits to Quickbooks	4/9/2014	10:00:00 AM	10:15:00 AM	0.25
Quickbooks Training with Aldo	4/9/2014	12:00:00 PM	1:00:00 PM	1
Quickbooks trouble shooting with Greg Ruban	4/9/2014	8:30:00 AM	10:00:00 AM	1.5
CS Reimbursement form development-emails to JP	3/31/2014	12:00:00 PM	1:00:00 PM	1
Research Mini Grant applications, ratings examples	3/27/2014	12:30:00 PM	12:45:00 PM	0.25
Enter Bill, minutes for March, post minutes to website	3/28/2014	9:00:00 AM	9:45:00 AM	0.75
Budget Mtg	4/11/2014	1:00:00 PM	2:00:00 PM	1
CS Budget meeting-JP	3/27/2014	11:00:00 AM	12:15:00 PM	1.25
TOTAL HOURS				12