

*Shirley Hoffmann
report to WTS*

89

WTS Office Expenses for August 1996

Week of July 31st:

Shirley put in 15 hours bookkeeping
Owe CHA 13 1/2 hours of office help at \$4 per hour 54.00

Week of August 7th:

Shirley put in 8 hours of bookkeeping and
2 hours of mailing list upkeep
Owe CHA 5 hours of computer help at \$5 per hour 25.00
Owe CHA 6 hours of office help at \$4 per hour 24.00
Owe CHA trip to Nicholasville (printers)
at 20 cents per mile for 20 miles 4.00

Week of August 14th:

Shirley put in 10 hours on mailing list upkeep
Owe CHA 9 hours of computer help at \$5 per hour 45.00

Week of August 21st:

Shirley put in 14 hours on mailing list and
getting out WTS mailing
Owe CHA 6 hours of office help at \$4 per hour 24.00
Owe CHA 1 1/2 hours of computer help \$5 per hour 7.50
Owe CHA \$40 for one set of mailing labels 40.00

Week of August 25th:

Shirley put in 3 hours of mailing list upkeep

Total owed CHA on WTS for this period \$223.50

52 hours Shirley worked for WTS this period
15 hours scheduled for WTS this period
37 total hours over

At straight time (\$6.66 per hour) 37 hours is \$246.42
At time and a half (\$9.99 per hour) 37 hours is 369.63

WTS Office Expenses for September 19⁸⁹~~90~~

Week of September 4th:

Shirley put in 4 hours on mailing list upkeep	
Owe CHA for 1 hour of computer work at \$5 per hour	5.00
Owe CHA for 1 set of computer labels	40.00

Week of September 11th:

Shirley put in 1 hour mailing list upkeep
1 hour of getting things together for mailing
7 hours of accounting/banking

Week of September 18th:

Shirley put in 7 hours of bookkeeping
1 hour correspondence
3 hours mailing list upkeep
2 hours typing, copying, folding letter for mailing

Week of September 25th:

Shirley put in 2 hours of mailing list upkeep
7 hours of putting out mailing

Total owed CHA for this period	\$45.00
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29 hours Shirley worked for WTS this period
12 hours scheduled for WTS this period
17 hours over time

At straight time (\$6.66 per hour) 17 hours is	\$113.22
At time and a half (\$9.99 per hour) 17 hours is	169.83

WTS Office Expenses for October 1989

Week of October 2nd:

Shirley put in 5 1/2 hours of bookkeeping & banking
Owe CHA 2 hours of computer time at \$5 per hour \$10

Week of October 9th:

Shirley put in 3 hours of mailing list up keep
Owe CHA for 1 paper computer printout 20

Week of October 16th:

Shirley put in 7 1/2 hours of bookkeeping & banking
and 1 hour of mailing list upkeep

Week of October 23rd:

Shirley put in 4 hours of bookkeeping & banking

Total owed CHA for WTS Expenses this period \$30

20 hours Shirley worked for WTS this period
12 hours scheduled for WTS this period
8 total hours over

At straight time (\$6.66 per hour) 8 hours is \$53.28
At time and a half (\$9.99 per hour) 8 hours is 79.92