

MacCourt Financial Planning Ltd / MacCourt Trustees Ltd

Timesheet Balance at:
31-Dec-09

Client : Sample client

Date	Employee	Activity	Description	Time Spent (Minutes)	Days Charge €	Outlay €	Description of outlay	Running Total
09/01/2009	AC	Admin	V2	10	30.83	0.00		€ 30.83
09/01/2009	GMC	Consultancy	V2	1	7.25	0.00		€ 38.08
12/01/2009	AC	Admin	R3	10	30.83	0.00		€ 68.91
12/01/2009	GMC	Consultancy	F2	2	14.50	0.00		€ 83.41
16/01/2009	GMC	Consultancy	T1 N1	31	224.75	0.00		€ 308.16
16/01/2009	ZG	Consultancy	F2 V1	3	14.25	0.00		€ 322.41
19/01/2009	ZG	Consultancy	V1	2	9.50	0.00		€ 331.91
20/01/2009	GMC	Consultancy	V1	2	14.50	0.00		€ 346.41
20/01/2009	ZG	Consultancy	V1 F2	3	14.25	0.00		€ 360.66
28/01/2009	AM	Secretarial	R4	12	15.00	0.00		€ 375.66
28/01/2009	AM	Secretarial	N1	-6	-7.50	0.00		€ 368.16
29/01/2009	AM	Secretarial	R3	22	27.50	0.00		€ 395.66
29/01/2009	AM	Secretarial	N1	-11	-13.75	0.00		€ 381.91
09/02/2009	AC	Admin	N1	25	77.08	0.00		€ 458.99
16/02/2009	AC	Admin	R3 R3	50	154.17	0.00		€ 613.16
17/02/2009	ZG	Consultancy	S6	1	4.75	0.00		€ 617.91
18/02/2009	AC	Admin	R3	1	3.08	0.00		€ 620.99
18/02/2009	GMC	Consultancy	R3 R2	18	130.50	0.00		€ 751.49
23/02/2009	GMC	Consultancy	T1	10	72.50	0.00		€ 823.99
13/03/2009	GMC	Consultancy	P4	4	29.00	0.00		€ 852.99
26/03/2009	AC	Admin	R3	2	6.17	0.00		€ 859.16
30/03/2009	ZG	Consultancy	S6	2	9.50	0.00		€ 868.66
01/04/2009	GMC	Consultancy	F2	2	14.50	0.00		€ 883.16
01/04/2009	AC	Admin	N1	4	12.33	0.00		€ 895.49
06/04/2009	ZG	Consultancy	S6	2	9.50	0.00		€ 904.99
07/04/2009	ZG	Consultancy	V1	2	9.50	0.00		€ 914.49
08/04/2009	GMC	Consultancy	V1	2	14.50	0.00		€ 928.99
08/04/2009	ZG	Consultancy	F2 V1	3	14.25	0.00		€ 943.24
09/04/2009	AC	Admin	R3	2	6.17	0.00		€ 949.41
14/04/2009	AC	Admin	R3	2	6.17	0.00		€ 955.58
20/04/2009	AC	Admin	R3	3	9.25	0.00		€ 964.83
12/05/2009	AC	Admin	N1	4	12.33	0.00		€ 977.16
20/05/2009	AC	Admin	P4 R3	6	18.50	0.00		€ 995.66
21/05/2009	AC	Admin	P4	47	144.92	0.00		€ 1,140.58
03/06/2009	GMC	Consultancy	V1	2	14.50	0.00		€ 1,155.08
04/06/2009	ZG	Consultancy	V1	2	9.50	0.00		€ 1,164.58
26/06/2009	AC	Admin	P4	30	92.50	0.00		€ 1,257.08
01/07/2009	GMC	Consultancy	F2	2	14.50	0.00		€ 1,271.58
01/07/2009	ZG	Consultancy	V1	2	9.50	0.00		€ 1,281.08
02/07/2009	GMC	Consultancy	V1	2	14.50	0.00		€ 1,295.58
02/07/2009	ZG	Consultancy	F1 V1	2	9.50	0.00		€ 1,305.08
13/07/2009	GMC	Consultancy	V2	2	14.50	0.00		€ 1,319.58
22/07/2009	AC	Admin	P4	7	21.58	0.00		€ 1,341.16
27/07/2009	AC	Admin	P4	4	12.33	0.00		€ 1,353.49
04/08/2009	ZG	Consultancy	S6	2	9.50	0.00		€ 1,362.99
05/08/2009	AC	Admin	R3	1	3.08	0.00		€ 1,366.07
10/08/2009	AC	Admin	T4	3	9.25	0.00		€ 1,375.32
11/08/2009	AC	Admin	P4	10	30.83	0.00		€ 1,406.15
15/09/2009	AC	Admin	N1	15	46.25	0.00		€ 1,452.40
17/09/2009	AC	Admin	R3	1	3.08	0.00		€ 1,455.48
22/09/2009	AC	Admin	N1	5	15.42	0.00		€ 1,470.90
22/09/2009	GMC	Consultancy	T1	12	87.00	0.00		€ 1,557.90
23/09/2009	AC	Admin	P3 T4 N1	33	101.75	0.00		€ 1,659.65
30/09/2009	ZG	Consultancy	V1	2	9.50	0.00		€ 1,669.15
01/10/2009	GMC	Consultancy	F2	2	14.50	0.00		€ 1,683.65
05/10/2009	GMC	Consultancy	V1	2	14.50	0.00		€ 1,698.15
05/10/2009	ZG	Consultancy	V1	1	4.75	0.00		€ 1,702.90
07/10/2009	ZG	Consultancy	V1	2	9.50	0.00		€ 1,712.40
21/10/2009	ZG	Consultancy	V1	2	9.50	0.00		€ 1,721.90
02/12/2009	AC	Admin	P3	5	15.42	0.00		€ 1,737.32
14/12/2009	AC	Admin	R3	3	9.25	0.00		€ 1,746.57
17/12/2009	AM	Secretarial	R3	4	5.00	0.00		€ 1,751.57

Account Reconciliation

Total consultancy	€852.75	
Administration Charges	€872.57	
Secretarial Charges	€26.25	
Outlay total	€0.00	
Less commission & fee credits	-€5,024.38	
Adjustment for previous year	€2,066.85	
Final account balance	-€1,205.96	This account is in credit

Supporting Business / commissions can be offset against amounts owing (by agreement), a negative figure indicates a credit balance
Please note that this is not an invoice, instead it is a record of the current condition of your fee account with this office for information only.

Fee description codes

	Category	subcategory code	subcategory description
Compliance / personnel / software	C	C1	Compliance issues, Central Bank etc
Compliance / personnel / software	C	C2	Personnel issues management
Compliance / personnel / software	C	C3	Personnel issues staff
Compliance / personnel / software	C	C4	Personnel issues, work monitoring & delegation
Compliance / personnel / software	C	C5	Software issues
Fees / commissions	F	F1	Fees, collection of outstanding
Fees / commissions	F	F2	Fees / commissions accounting
Meetings	M	M1	Meeting (client) MCFP office
Meetings	M	M2	Meeting (client) outside office
Meetings	M	M3	Meeting third party advisor MCFP office
Meetings	M	M4	Meeting third party advisor outside office
Meetings	M	M5	Meeting, Pensions clinic
Meetings	M	M6	Meeting, other
Non specified	N	N1	Non specified / multiple category activity
Processing	P	P1	Processing of insurance / investment application
Processing	P	P2	Processing of claim
Processing	P	P3	Processing of encashment / fund transfer
Processing	P	P4	Processing of pensions
Reports / records /quotes	R	R1	Quotations new business / replacing existing business
Reports / records /quotes	R	R2	Report preparation CFA
Reports / records /quotes	R	R3	Records updating, schedules, database etc
Reports / records /quotes	R	R4	Research, market / product development
Self Adminstered Pensions / shares	S	S1	Self administered pension
Self Adminstered Pensions / shares	S	S2	Self administered pension audit
Self Adminstered Pensions / shares	S	S3	Self administered pension comm with Revenue / P Board
Self Adminstered Pensions / shares	S	S4	Self administered pension fund movements / payments out
Self Adminstered Pensions / shares	S	S5	Self administered Scheme, valuations
Self Adminstered Pensions / shares	S	S6	Shares, purchase / sale of
Telephone	T	T1	Telephone discussion client
Telephone	T	T2	Telephone discussion client, progress report / enquiry
Telephone	T	T3	Telephone discussion third party solicitor, accountant etc.
Telephone	T	T4	Telephone discussion insurer/ bank, progress report / enquiry
Valuations	V	V1	Valuations, personal portfolio
Valuations	V	V2	Valuations, pensions portfolio

Outlay description codes

	Category	subcategory code	outlay description
Outlay	O	O1	Self administered pension audit fees
Outlay	O	O2	Third party professional fees
Outlay	O	O3	Commission discount
Outlay	O	O4	Stockbroking fees
Outlay	O	O5	Courier costs
Outlay	O	O6	Pensions board fees
Outlay	O	O7	Trustee fees
Outlay	O	O8	Other costs / fees

Commission Income for credit to client account

Sample Client

2009

	Anglo	Cale	Canl	Davys	ESTAR	Fee direct	Friends	Hib	ILAC	Invesco	Merrion	Quilter	New Irl	Scottish	SLAC	Wealth Options	Grand Total
Jan-09															€ 27.17		€ 27.17
Feb-09	€ 187.95																€ 187.95
Mar-09	€ 208.08														€ 143.86		€ 351.94
Apr-09	€ 201.37																€ 201.37
May-09	€ 208.08																€ 208.08
Jun-09	€ 201.37														€ 145.47		€ 346.84
Jul-09	€ 208.08																€ 208.08
Aug-09	€ 208.08							€2,066.85									€2,274.93
Sep-09	€ 188.03														€ 147.07		€ 335.10
Oct-09	€ 148.63														€ 78.22		€ 226.85
Nov-09	€ 143.84												€ 363.60				€ 507.44
Dec-09	€ 148.63																€ 148.63
																Total	€5,024.38

Staff member	Gervase MacCourt	Zoë Giltrap	Anne Costello
Role:	Managing Director	Compliance Director	Administration manager
Qualifications	QFA FLIA	QFA LCOI	LIA Foundation
Experience	30 years, (Caledonian Life, Coyle Hamilton , MacCourt Financial Planning)	18 years, (MacCourt Financial Planning)	22 years, (Goodbody Stockbrokers, Allied Irish Banks, National Deposit Brokers, MacCourt Financial Planning)
Specialist role	Wealth Management, Retirement Planning, Estate Planning	Self Administered Pension Schemes, Central Bank and Revenue compliance, Audits	Investments, Group Pensions, Personal Insurance applications
Rate per hour €	€435.00	€285.00	€185.00
Average consultancy	€360.00		
Average administration	€185.00		
Average secretarial	€75.00		

The above are hourly charge out rates for MacCourt Financial Planning Ltd. from January 2008