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**Engineering/Architecture Firm  
Journal  
December 1 - 15, 2011**

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
60	Check	12/5/2011	5298	Women's Shelter Women's Shelter	donation donation	Company Checking Account Contributions	2,500.00	2,500.00
							2,500.00	2,500.00
96	Check	12/4/2011	5296	Company Bank Company Bank	Interest on Line of... Interest on Credit ...	Company Checking Account Interest Expense	54.21	54.21
							54.21	54.21
107	Check	12/4/2011	5297	Gretton Insurance Co. Gretton Insurance Co. Gretton Insurance Co.	Dec 07 WC Policy... -MULTIPLE- Policy #14B09	Company Checking Account Worker's Compensation General Liability Insurance	231.84 230.00	461.84
							461.84	461.84
118	Check	12/3/2011	5295	Landmark Property Landmark Property	Dec Rent Office Rent	Company Checking Account Rent	583.75	583.75
							583.75	583.75
234	Check	12/7/2011	5299	Local Gas & Electric Company Local Gas & Electric Company	ACCT# 098703 ACCT# 098703	Company Checking Account Utilities	75.60	75.60
							75.60	75.60
353	Paycheck	12/3/2011	3043	Jonathan Graham Internal:Company Meetings Bowden Boutiques:Main Street, Middlefield Jonathan Graham Jonathan Graham Jonathan Graham Jonathan Graham Jonathan Graham Jonathan Graham Jonathan Graham Jonathan Graham		Company Checking Account Wages-Office & Staff Meetings Wages - Draftsperson/Engineer Sick/Holiday & Vacation Pay SEC125 Payable Employee Bonus Mileage Payroll Taxes Payable Payroll Tax Expenses Payroll Taxes Payable	113.63 113.64 2,272.73 50.00 0.00 0.00 1,554.30 176.13 0.00	1,071.83
							2,676.13	2,676.13
354	Paycheck	12/3/2011	3044	Vicki King Vicki King Vicki King Vicki King		Company Checking Account Wages - Office Staff Payroll Taxes Payable Payroll Tax Expenses	216.00 32.87	130.64 118.23
							248.87	248.87
379	Bill Pmt -Che...	12/10/2011	5300	Natalie Chapman Consulting Natalie Chapman Consulting	(11/01/2007 - 11/3... (11/01/2007 - 11/3...	Company Checking Account Accounts Payable	2,800.00	2,800.00
							2,800.00	2,800.00
390	Bill	12/12/2011		Express Delivery Express Delivery -MULTIPLE-	INV# 124-90874-0... INV# 124-90874-0... Overnight Mail/Fe...	Accounts Payable Postage and Delivery Reimburseable Project Costs	96.00 66.00	162.00
							162.00	162.00

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463	Invoice	12/1/2011	100153	Bowden Boutiques:Main Street, Middlefield Bowden Boutiques:Main Street, Middlefield Bowden Boutiques:Main Street, Middlefield Bowden Boutiques:Main Street, Middlefield	-MULTIPLE- -MULTIPLE- Markup on Reimb...	Accounts Receivable Engineering Revenue Reimbursed Exp. (Income) Markup Income	11,320.40	11,140.00 164.00 16.40
							11,320.40	11,320.40
487	Check	12/14/2011	5301	Automobile Loan Company Automobile Loan Company	Car lease Car lease	Company Checking Account Car Lease	563.00	563.00
							563.00	563.00
527	Payment	12/10/2011	4658	Weeks, Matt Weeks, Matt:Middlefield Tire Shop		Undeposited Funds Accounts Receivable	2,605.80	2,605.80
							2,605.80	2,605.80
533	Payment	12/14/2011	68421	Bowden Boutiques Bowden Boutiques:Main Street, Middlefield		Undeposited Funds Accounts Receivable	17,161.70	17,161.70
							17,161.70	17,161.70
602	Deposit	12/14/2011		-MULTIPLE-	Deposit Deposit	Company Checking Account Undeposited Funds	19,767.50	19,767.50
							19,767.50	19,767.50
689	Paycheck	12/3/2011		Deborah Wood Deborah Wood -MULTIPLE- Deborah Wood Deborah Wood		Payroll Clearing (Owner's time) Sick/Holiday & Vacation Pay Deborah Wood's Time to Jobs Deborah Wood's Time to Jobs Payroll Taxes Payable	0.00 0.00 8,200.00 0.00	8,200.00
							8,200.00	8,200.00
769	Invoice	12/10/2011	100160	National Burger:National Burger, Middlefield National Burger:National Burger, Middlefield	-MULTIPLE-	Accounts Receivable Engineering Revenue	4,625.00	4,625.00
							4,625.00	4,625.00
770	Paycheck	12/15/2011		Deborah Wood Deborah Wood -MULTIPLE- Deborah Wood Deborah Wood		Company Checking Account Sick/Holiday & Vacation Pay Deborah Wood's Time to Jobs Deborah Wood's Time to Jobs Payroll Taxes Payable	0.00 0.00 7,700.00 0.00	7,700.00
							7,700.00	7,700.00
771	Paycheck	12/15/2011		Vicki King Vicki King Vicki King Vicki King Vicki King		Company Checking Account Wages - Office Staff Payroll Tax Expenses Payroll Taxes Payable Payroll Taxes Payable	480.00 66.27 0.00	382.91 163.36
							546.27	546.27

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772	Paycheck	12/15/2011		Jonathan Graham		Company Checking Account		995.82
				Jonathan Graham		Sick/Holiday & Vacation Pay	1,250.00	
				Jonathan Graham		Wages-Unbillable	1,250.00	
				Jonathan Graham		Mileage	0.00	
				Jonathan Graham		SEC125 Payable		50.00
				Jonathan Graham		Employee Bonus	0.00	
				Jonathan Graham		Payroll Tax Expenses	905.89	
				Jonathan Graham		Payroll Taxes Payable	0.00	
				Jonathan Graham		Payroll Taxes Payable		2,360.07
							<u>3,405.89</u>	<u>3,405.89</u>
773	Paycheck	12/15/2011		Vicki King		Company Checking Account		749.02
				Vicki King		Wages - Office Staff	960.00	
				Vicki King		Payroll Tax Expenses	108.00	
				Vicki King		Payroll Taxes Payable		318.98
				Vicki King		Payroll Taxes Payable	0.00	
							<u>1,068.00</u>	<u>1,068.00</u>
<b>TOTAL</b>							<b><u>86,525.96</u></b>	<b><u>86,525.96</u></b>