

Sample Tech, Inc.
Action Items
December 2010

Matters Discussed that Might Affect Finance/Accounting							
Decisions Made							
Action Items							
Client	Ord	Responsibility	Date Assigned	Description	Due Date	Completed	Notes
Sample Tech	1	Sarah	9.24.10	Provide feedback on QB per adobe	12.15.10	xx	
Sample Tech	2	David, Amanda	9.24.10	work in Salesmarket to provide comission sharing between reps	01.31.11		Contingent on findings above
Sample Tech	3	David	1.16.11	Confirm full day billing is reflected in time reporting for < full days worked. If only adjusted in billing, we wont have accurate reflection of utilization or avg rev per hour	01.31.11		
Sample Tech	4	Mike	2.17.10	Continue to accrue bonuses, but these will not be paid until after Accumulate, Breen and QuicButton are current in AP	03.13.11		OK.
Sample Tech	5	Sarah	8.21.10	Discuss with David:The mileage that we have been paying to Mike George has been over \$1K for the last several months. (May=\$1,441, Jun=\$1,529, Jul=\$1,060) Would it make more sense to rent a car rather than pay him mileage?	08.25.10		
Sample Tech	6	Laura	8.26.10	Consider modifying/simplifying commission payout on sale or realization instead of collection.	09.18.10	xx	They will also need a payback clause in the event client does not pay
Sample Tech	7	David	12.15.10	For the YTD our net ordinary loss is \$4K but we've still incurred almost \$30K in profit sharing expense. This method of profit sharing doesn't make sense from a cash flow/working capital standpoint. Please discuss possible revision to plan with David	02.10.11		
Sample Tech	8	David	12.15.10	Call ADP and conference in Beanstalk to discuss plan for running the car allowance through payroll	12.31.10	xx	