

**Committee of Experts on the Transport of Dangerous Goods  
and on the Globally Harmonized System of Classification  
and Labelling of Chemicals**

**Sub-Committee of Experts on the Globally Harmonized  
System of Classification and Labelling of Chemicals**

24 October 2011

**Twenty-second session**

Geneva, 7 (p.m) – 9 December 2011

Item 7 of the provisional agenda

**Other business**

**Request for consultative status by the World Federation of  
Building Service Contractors (WFBSC)**

**Note by the secretariat**

The secretariat has received the attached application from WFBSC for consideration at the December 2011 session.

## **I. Aim**

The aim of this application is to obtain consultative status with the Sub-Committee of Experts on the GHS.

## **II. Purpose of the WFBSC**

The World Federation of Building Service Contractors has the following mission statement and general objectives.

## **III. Mission statement**

"The WFBSC is dedicated to achieving universal recognition for the building service contracting industry and to improving the awareness, knowledge and professional competence of its worldwide membership and should compliment regional and national aims."

The World Federation of Building Service Contractors is a dynamic union of national and international associations as well as individual contracting companies, manufacturers and suppliers from around the globe.

The result of this union is an international forum in which contractors, manufacturers and suppliers to the industry can address and solve problems of common concern, exchange new ideas and techniques, and promote the building service contracting industry.

## **IV. General objectives**

- Promote global recognition of the size, scope, role and value of the professional building service contractor.
- Increase the knowledge and improve the professional competence of its members by offering global educational forums.
- Increase member awareness of industry similarities and differences worldwide.
- Generate and maintain a professional and social relationship between its associate members (manufacturing companies) and other WFBSC members (contractors).
- Utilize volunteer and professional staff resources efficiently in order to achieve the aims of the WFBSC and the expectations of member contractors and associates.

## **V. Our interest in the GHS sub-committee**

Our interest in the GHS sub-committee is as a result of the effect that the introduction of GHS rules will have on the classification and labelling of cleaning chemicals. Cleaning chemicals are used by every single cleaning business in the world. The rules that apply to those chemicals will have an impact on all the members of the WFBSC and on all the companies that are members of the national associations. We are greatly concerned that the current rules will lead to a reduction in health and safety for cleaning workers and also an increase in environmental impact. We seek consultative status with the sub-committee so as to understand more about the new regulations and also to improve the understanding of

sub-committee members of the challenges faced by the cleaning industry in implementing these new regulations.

## **V. WFBSC activities**

Full details of the WFBSC's activities can be found on our websites <http://www.wfbsc.org/> and <http://wfbsc2012.com/en/adonai-aires-de-arruda-2.html> . We are active at the international level and are focused on discussions with global institutions.

## **VI. Annual reports and finances**

The WFBSC has only recently been constituted in the United Kingdom, and is yet to present its first annual report. Previously it was constituted in the United States of America (for a copy of the last report from the United States of America see Annex I). A copy of the company registration document in the United Kingdom is also provided (see Annex II). The WFBSC is funded solely by subscriptions from its member associations and companies, and currently receives no government money. Our permanent office is at the address below.

## **VII. Governing Body**

The list of members of the Governing Body can be found on the WFBSC website: <http://www.wfbsc.org/members/board.asp>

## **VIII. Members**

The list of members of the WFBSC is here. <http://www.wfbsc.org/members/bsc.asp>

## **IX. Constitution**

A copy of the rules of the WFBSC is provided in Annex III.

## **X. Publications**

The WFBSC has published a communiqué on sustainability that includes references to the health and safety of cleaning workers. A copy of the communiqué is provided in Annex IV.



## **Annex I**

### **Annual reports and finances**

World Federation of Building Service Contractors  
General Ledger  
As of October 19, 2010

	Type	Date	Num	Name	Memo	Split	Amount	Balance
PNC Checking								0.00
	Check	12/01/2006	1072	BOA Platinum for Business	5472 0690 0020 9018	BOA Platinum Plus for Business	-500.00	-500.00
	Deposit	12/31/2006			Account Opening Balance	Opening Bal Equity	2,117.52	1,617.52
	General Journal	12/31/2006	12		To adjust opening balance to 12/31/06 bank reconc	Opening Bal Equity	-83.70	1,533.82
	Check	01/02/2007			Service Charge	Bank,Credit Card and Other Fees	-20.94	1,512.88
	Deposit	01/03/2007			Deposit	Undeposited Funds	900.00	2,412.88
	Deposit	01/04/2007			Deposit	-SPLIT-	4,980.00	7,392.88
	Check	01/07/2007	1073	BOA Platinum for Business	5472 0690 0020 9018	BOA Platinum Plus for Business	-500.00	6,892.88
	Check	01/07/2007	1074	American Express	3782-091641-52002	AmEx Executive Business Card	-2,202.74	4,690.14
	Transfer	01/08/2007			Funds Transfer	Line of Credit	-14.13	4,676.01
	Deposit	01/16/2007			Deposit	Undeposited Funds	2,467.14	7,143.15
	Check	01/25/2007	1075	BSCAI	VOID:	Accounts Payable Other	0.00	7,143.15
	Deposit	01/30/2007			Deposit	Undeposited Funds	500.00	7,643.15
	Check	01/30/2007	1080	BOA Platinum for Business	5472 0690 0020 9018	BOA Platinum Plus for Business	-1,000.00	6,643.15
	Check	01/30/2007	1076	Syscom		Accounts Payable Other	-109.25	6,533.90
	Check	01/30/2007	1077	Tropical Expressions		Accounts Payable Other	-78.00	6,455.90
	Check	01/30/2007	1078	Carol Dean		Accounts Payable Other	-35.19	6,420.71
	Check	01/30/2007	1079	BSCAI	VOID:	Accounts Payable Other	0.00	6,420.71
	Deposit	02/01/2007			Deposit	Undeposited Funds	17,016.00	23,436.71
	Check	02/01/2007			Service Charge	Bank,Credit Card and Other Fees	-26.09	23,410.62
	Deposit	02/05/2007			Deposit	Undeposited Funds	10,000.00	33,410.62
	Transfer	02/07/2007			Funds Transfer	Line of Credit	-22.84	33,387.78
	Deposit	02/14/2007			Deposit	Undeposited Funds	2,010.00	35,397.78
	Deposit	02/21/2007			Deposit	Undeposited Funds	4,400.00	39,797.78
	Deposit	02/24/2007			Deposit	Undeposited Funds	480.00	40,277.78
	Check	02/26/2007	Fed Wire	Secure-Act		Capitalized Cost - GMP	-1,850.00	38,427.78
	Check	03/01/2007			Service Charge	Bank,Credit Card and Other Fees	-28.47	38,399.31
	Check	03/02/2007	1081	BOA Platinum for Business	5472 0690 0020 9018	BOA Platinum Plus for Business	-2,000.00	36,399.31
	Transfer	03/07/2007			Funds Transfer	Line of Credit	-21.32	36,377.99
	Deposit	03/09/2007			Deposit	Undeposited Funds	1,000.00	37,377.99
	Check	03/18/2007	1084	BOA Platinum for Business	VOID: 5472 0690 0020 9018	BOA Platinum Plus for Business	0.00	37,377.99
	Check	03/19/2007	1082	American Express	VOID: 3782-091641-52002	AmEx Executive Business Card	0.00	37,377.99
	Check	03/19/2007	1083	American Express	3782-091641-52002	AmEx Executive Business Card	-102.79	37,275.20
	Check	03/30/2007	1085	BOA Platinum for Business	5472 0690 0020 9018	BOA Platinum Plus for Business	-350.00	36,925.20
	Check	03/30/2007	1086	Verizon		Telephone	-581.75	36,343.45
	Transfer	04/09/2007			Funds Transfer	Line of Credit	-24.37	36,319.08
	Deposit	04/11/2007			Deposit	-SPLIT-	4,000.00	40,319.08
	Bill Pmt -Check	05/01/2007	1087	Syscom	WFBSCAI	Accounts Payable	-54.15	40,264.93
	Deposit	05/04/2007			Deposit	Undeposited Funds	2,400.00	42,664.93
	Transfer	05/07/2007			Funds Transfer	Line of Credit	-22.84	42,642.09
	Check	05/07/2007	EFT	PNC Bank	Annual LOC Renewal Fee	Bank,Credit Card and Other Fees	-175.00	42,467.09
	Deposit	05/08/2007			Deposit	Undeposited Funds	9,963.00	52,430.09
	Check	05/09/2007	1088	BOA Platinum for Business	5472 0690 0020 9018	BOA Platinum Plus for Business	-446.24	51,983.85
	Check	05/09/2007	1089	American Express	3782-091641-52002	AmEx Executive Business Card	-150.01	51,833.84
	Deposit	05/09/2007			Deposit	-SPLIT-	589.99	52,423.83
	Deposit	05/24/2007			Deposit	Undeposited Funds	10,000.00	62,423.83
	Bill Pmt -Check	06/05/2007	1093	J&S Networks & Computer Services, LLC		Accounts Payable	-1,978.05	60,445.78

World Federation of Building Service Contractors  
General Ledger  
As of October 19, 2010

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill Pmt -Check	06/05/2007	1092	Kotwicki Associates		Accounts Payable	-150.00	60,295.78
Bill Pmt -Check	06/05/2007	1091	Verizon	000973513237 67Y	Accounts Payable	-190.76	60,105.02
Check	06/05/2007	1090	BOA Platinum for Business	5472 0690 0020 9018	BOA Platinum Plus for Business	-445.64	59,659.38
Deposit	06/05/2007			Deposit	Undeposited Funds	10,000.00	69,659.38
Transfer	06/07/2007			Funds Transfer	Line of Credit	-22.07	69,637.31
Bill Pmt -Check	06/19/2007	1095	Carol Dean		Accounts Payable	-297.41	69,339.90
Bill Pmt -Check	06/19/2007	1097	Elizabeth Price		Accounts Payable	-54.00	69,285.90
Bill Pmt -Check	06/19/2007	1098	J&S Networks & Computer Services, LLC	07-0096	Accounts Payable	-356.25	68,929.65
Bill Pmt -Check	06/19/2007	1099	Renita Bridge		Accounts Payable	-75.00	68,854.65
Check	06/19/2007	1094	BOA Platinum for Business	5472 0690 0020 9018	BOA Platinum Plus for Business	-453.65	68,401.00
Check	06/19/2007	1096	American Express	3782-091641-52002	AmEx Executive Business Card	-1,373.38	67,027.62
Deposit	07/05/2007			Deposit	Accounts Receivable Other	229.25	67,256.87
Transfer	07/07/2007			Funds Transfer	Line of Credit	-24.37	67,232.50
Deposit	07/17/2007			Deposit	Gail McCauley	126.09	67,358.59
Bill Pmt -Check	07/17/2007	10000	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-341.59	67,017.00
Bill Pmt -Check	07/17/2007	10001	BSCAI		Accounts Payable	-5,144.83	61,872.17
Bill Pmt -Check	07/17/2007	10002	Carol Dean		Accounts Payable	-386.72	61,485.45
Bill Pmt -Check	07/17/2007	10003	Denise Anderson		Accounts Payable	-591.95	60,893.50
Bill Pmt -Check	07/17/2007	10004	Kotwicki Associates		Accounts Payable	-150.00	60,743.50
Bill Pmt -Check	07/17/2007	10005	Syscom		Accounts Payable	-54.15	60,689.35
Bill Pmt -Check	07/17/2007	10006	Arent Fox		Accounts Payable	-615.30	60,074.05
Deposit	07/27/2007			Deposit	Undeposited Funds	2,382.00	62,456.05
Bill Pmt -Check	08/02/2007	10007	Beach Brothers Printing Inc.	AA003	Accounts Payable	-403.20	62,052.85
Bill Pmt -Check	08/02/2007	10008	Kotwicki Associates		Accounts Payable	-150.00	61,902.85
Bill Pmt -Check	08/02/2007	10009	Renita Bridge		Accounts Payable	-110.00	61,792.85
Bill Pmt -Check	08/02/2007	10010	Verizon	VOID:	Accounts Payable	0.00	61,792.85
Bill Pmt -Check	08/02/2007	10011	Verizon		Accounts Payable	-78.57	61,714.28
Transfer	08/07/2007			Funds Transfer	Line of Credit	-23.60	61,690.68
Deposit	08/27/2007			Deposit	Undeposited Funds	2,380.00	64,070.68
Bill Pmt -Check	09/04/2007	10012	Denise Anderson		Accounts Payable	-500.00	63,570.68
Bill Pmt -Check	09/04/2007	10013	Innovative Projects, Inc.		Accounts Payable	-75.00	63,495.68
Bill Pmt -Check	09/04/2007	10014	Kotwicki Associates		Accounts Payable	-150.00	63,345.68
Bill Pmt -Check	09/04/2007	10015	Verizon	000973513237 67Y	Accounts Payable	-177.77	63,167.91
Check	09/04/2007	10016	American Express	3782-091641-52002	AmEx Executive Business Card	-349.73	62,818.18
Check	09/04/2007	10017	BOA Platinum for Business	5472 0690 0020 9018	BOA Platinum Plus for Business	-15,343.96	47,474.22
Check	09/04/2007	10018	PNC Bank		Line of Credit	-2,697.60	44,776.62
Bill Pmt -Check	09/25/2007	10019	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-272.71	44,503.91
Bill Pmt -Check	09/25/2007	10020	Renita Bridge		Accounts Payable	-340.00	44,163.91
Bill Pmt -Check	09/25/2007	10021	Syscom		Accounts Payable	-94.05	44,069.86
Bill Pmt -Check	09/25/2007	10022	Verizon	000973513237 67Y	Accounts Payable	-207.12	43,862.74
Bill Pmt -Check	09/25/2007	10023	American Express	3782-091641-52002	Accounts Payable	-18.00	43,844.74
Bill Pmt -Check	09/25/2007	10025	Automated Office Products, Inc.	W02237	Accounts Payable	-279.78	43,564.96
Bill Pmt -Check	09/25/2007	10024	Denise Anderson		Accounts Payable	-500.00	43,064.96
Bill Pmt -Check	10/01/2007	10026	BSCAI		Accounts Payable	-4,500.00	38,564.96
Transfer	10/12/2007			Funds Transfer	Line of Credit	-15.99	38,548.97
Bill Pmt -Check	10/16/2007	10027	10201 Fairfax Boulevard, LLC		Accounts Payable	-4,407.32	34,141.65
Bill Pmt -Check	10/16/2007	10028	American Express	3782-091641-52002	Accounts Payable	-149.80	33,991.85

World Federation of Building Service Contractors  
General Ledger  
As of October 19, 2010

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill Pmt -Check	10/16/2007	10029	Denise Anderson		Accounts Payable	-500.00	33,491.85
Bill Pmt -Check	10/16/2007	10030	Kotwicki Associates		Accounts Payable	-150.00	33,341.85
Bill Pmt -Check	10/16/2007	10031	Moody & Associates, Inc.	WORLFE1	Accounts Payable	-2,818.00	30,523.85
Bill Pmt -Check	10/16/2007	10032	Renita Bridge		Accounts Payable	-165.00	30,358.85
Bill Pmt -Check	10/16/2007	10033	BSCAI		Accounts Payable	-755.00	29,603.85
Deposit	10/19/2007			Deposit	Undeposited Funds	1,582.00	31,185.85
Deposit	10/23/2007			Deposit	Undeposited Funds	1,000.00	32,185.85
Bill Pmt -Check	10/23/2007	10035	Syscom		Accounts Payable	-54.15	32,131.70
Check	10/23/2007	10036	BOA Platinum for Business	5472 0690 0020 9018	BOA Platinum Plus for Business	-84.24	32,047.46
Check	11/01/2007	10034	BSCAI		Accounts Payable Other	-4,500.00	27,547.46
Deposit	11/07/2007			Deposit	Undeposited Funds	2,400.00	29,947.46
Bill Pmt -Check	11/07/2007	10042	Greenberg, Grant & Richards, Inc.	911144	Accounts Payable	-298.00	29,649.46
Bill Pmt -Check	11/07/2007	10041	J&S Networks & Computer Services, LLC		Accounts Payable	-380.00	29,269.46
Bill Pmt -Check	11/07/2007	10040	Kotwicki Associates		Accounts Payable	-150.00	29,119.46
Bill Pmt -Check	11/07/2007	10039	Mac Mannes, Inc.		Accounts Payable	-75.00	29,044.46
Bill Pmt -Check	11/07/2007	10038	Renita Bridge		Accounts Payable	-165.00	28,879.46
Bill Pmt -Check	11/07/2007	10037	Verizon	000973513237 67Y	Accounts Payable	-195.62	28,683.84
Deposit	11/09/2007			Deposit	Undeposited Funds	480.00	29,163.84
Deposit	11/14/2007			Deposit	Undeposited Funds	10,000.00	39,163.84
Bill Pmt -Check	11/27/2007	10043	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,803.26	37,360.58
Bill Pmt -Check	11/27/2007	10044	American Express	3782-091641-52002	Accounts Payable	-2,382.31	34,978.27
Bill Pmt -Check	11/27/2007	10045	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-66.95	34,911.32
Bill Pmt -Check	11/27/2007	10046	BSCAI		Accounts Payable	-3,346.07	31,565.25
Bill Pmt -Check	11/27/2007	10047	Denise Anderson		Accounts Payable	-500.00	31,065.25
Bill Pmt -Check	11/27/2007	10048	Innovative Projects, Inc.		Accounts Payable	-423.75	30,641.50
Bill Pmt -Check	11/27/2007	10049	Joseph M. Kotwicki, CPA		Accounts Payable	-2,735.31	27,906.19
Bill Pmt -Check	11/27/2007	10050	Mac Mannes, Inc.		Accounts Payable	-220.63	27,685.56
Bill Pmt -Check	11/27/2007	10051	Sonnenschein Nath & Rosenthal LLP		Accounts Payable	-1,187.50	26,498.06
Bill Pmt -Check	11/27/2007	10052	Syscom		Accounts Payable	-85.50	26,412.56
Bill Pmt -Check	11/27/2007	10053	The Hartford	VOID: 42 12085027	Accounts Payable	0.00	26,412.56
Bill Pmt -Check	11/27/2007	10054	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,101.83	25,310.73
Deposit	11/27/2007			Deposit	Undeposited Funds	900.00	26,210.73
Bill Pmt -Check	12/11/2007	10055	Afzal Haleem		Accounts Payable	-520.00	25,690.73
Bill Pmt -Check	12/11/2007	10056	J&S Networks & Computer Services, LLC	07-0096	Accounts Payable	-237.50	25,453.23
Bill Pmt -Check	12/11/2007	10057	Kotwicki Associates		Accounts Payable	-150.00	25,303.23
Bill Pmt -Check	12/11/2007	10058	North American Office Furniture	WFBS	Accounts Payable	-2,012.50	23,290.73
Bill Pmt -Check	12/11/2007	10059	Verizon	000973513237 67Y	Accounts Payable	-201.79	23,088.94
Deposit	12/17/2007			Deposit	Undeposited Funds	4,400.00	27,488.94
Deposit	12/21/2007			Deposit	-SPLIT-	3,850.00	31,338.94
Bill Pmt -Check	12/21/2007	10060	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,192.83	30,146.11
Bill Pmt -Check	12/21/2007	10061	American Express	3782-091641-52002	Accounts Payable	-3,788.89	26,357.22
Bill Pmt -Check	12/21/2007	10062	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-26.95	26,330.27
Bill Pmt -Check	12/21/2007	10063	BSCAI		Accounts Payable	-700.00	25,630.27
Bill Pmt -Check	12/21/2007	10064	Denise Anderson		Accounts Payable	-500.00	25,130.27
Bill Pmt -Check	12/21/2007	10065	Innovative Projects, Inc.		Accounts Payable	-35.00	25,095.27
Bill Pmt -Check	12/21/2007	10066	J&S Networks & Computer Services, LLC	07-0096	Accounts Payable	-793.26	24,302.01
Bill Pmt -Check	12/21/2007	10067	Syscom		Accounts Payable	-54.15	24,247.86



World Federation of Building Service Contractors  
General Ledger  
As of October 19, 2010

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill Pmt -Check	12/21/2007	10068	Washington Art Services		Accounts Payable	-510.00	23,737.86
Check	12/21/2007	10069		VOID:		0.00	23,737.86
Deposit	12/24/2007			Deposit	Undeposited Funds	9,975.00	33,712.86
General Journal	12/31/2007	58		To clear immaterial difference carried forward from	Bank,Credit Card and Other Fees	83.70	33,796.56
Check	01/02/2008			Service Charge	Bank,Credit Card and Other Fees	-0.16	33,796.40
Deposit	01/08/2008			Deposit	-SPLIT-	950.00	34,746.40
Bill Pmt -Check	01/08/2008	10070	AT&T Mobility	921404884	Accounts Payable	-174.92	34,571.48
Bill Pmt -Check	01/08/2008	10071	Kotwicki Associates		Accounts Payable	-150.00	34,421.48
Bill Pmt -Check	01/08/2008	10072	The Hartford	42 12085027	Accounts Payable	-532.00	33,889.48
Deposit	01/14/2008			Deposit	Undeposited Funds	2,480.00	36,369.48
Bill Pmt -Check	01/29/2008	10073	American Express	3782-091641-52002	Accounts Payable	-111.75	36,257.73
Bill Pmt -Check	01/29/2008	10074	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-26.95	36,230.78
Bill Pmt -Check	01/29/2008	10075	Carol Dean	VOID:	Accounts Payable	0.00	36,230.78
Bill Pmt -Check	01/29/2008	10076	Denise Anderson		Accounts Payable	-500.00	35,730.78
Bill Pmt -Check	01/29/2008	10077	Renita Bridge		Accounts Payable	-100.00	35,630.78
Bill Pmt -Check	01/29/2008	10078	Syscom		Accounts Payable	-54.15	35,576.63
Bill Pmt -Check	01/29/2008	10079	Verizon	000973513237 67Y	Accounts Payable	-825.98	34,750.65
Bill Pmt -Check	01/29/2008	10080	Carol Dean		Accounts Payable	-433.00	34,317.65
Bill Pmt -Check	01/29/2008	10081	The Dean Group		Accounts Payable	-4,000.00	30,317.65
Deposit	02/12/2008			Deposit	Office Rent	450.00	30,767.65
Bill Pmt -Check	02/12/2008	10082	Kotwicki Associates		Accounts Payable	-210.00	30,557.65
Bill Pmt -Check	02/12/2008	10083	Verizon	000973513237 67Y	Accounts Payable	-219.24	30,338.41
Deposit	02/14/2008			Deposit	Undeposited Funds	2,400.00	32,738.41
Check	02/15/2008	10084	10201 Fairfax Boulevard, LLC		Office Rent	-1,170.83	31,567.58
Bill Pmt -Check	02/26/2008	10085	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,170.83	30,396.75
Bill Pmt -Check	02/26/2008	10086	American Express	3782-091641-52002	Accounts Payable	-384.56	30,012.19
Bill Pmt -Check	02/26/2008	10087	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-46.95	29,965.24
Bill Pmt -Check	02/26/2008	10088	Innovative Projects, Inc.		Accounts Payable	-70.00	29,895.24
Bill Pmt -Check	02/26/2008	10089	Renita Bridge		Accounts Payable	-160.00	29,735.24
Bill Pmt -Check	02/26/2008	10090	Syscom		Accounts Payable	-54.15	29,681.09
Bill Pmt -Check	02/26/2008	10091	The Dean Group		Accounts Payable	-4,000.00	25,681.09
Deposit	03/03/2008			Deposit	Accounts Receivable Other	403.66	26,084.75
Check	03/08/2008	10093	Mike Parsons		Office Supplies	-300.00	25,784.75
Deposit	03/18/2008			Deposit	-SPLIT-	1,055.49	26,840.24
Bill Pmt -Check	03/18/2008	10098	American Express	3782-091641-52002	Accounts Payable	-41.00	26,799.24
Bill Pmt -Check	03/18/2008	10097	Denise Anderson		Accounts Payable	-500.00	26,299.24
Bill Pmt -Check	03/18/2008	10096	Kotwicki Associates		Accounts Payable	-210.00	26,089.24
Bill Pmt -Check	03/18/2008	10095	Renita Bridge		Accounts Payable	-30.00	26,059.24
Bill Pmt -Check	03/18/2008	10094	Verizon	VOID: 000973513237 67Y	Accounts Payable	0.00	26,059.24
Bill Pmt -Check	04/01/2008	10099	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,170.83	24,888.41
Bill Pmt -Check	04/01/2008	10100	Kotwicki Associates		Accounts Payable	-210.00	24,678.41
Bill Pmt -Check	04/01/2008	10101	The Dean Group		Accounts Payable	-4,000.00	20,678.41
Deposit	04/15/2008			Deposit	Office Rent	450.00	21,128.41
Bill Pmt -Check	04/15/2008	10102	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,170.83	19,957.58
Bill Pmt -Check	04/15/2008	10103	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-27.95	19,929.63
Bill Pmt -Check	04/15/2008	10104	Denise Anderson		Accounts Payable	-450.00	19,479.63
Bill Pmt -Check	04/15/2008	10105	Renita Bridge		Accounts Payable	-125.00	19,354.63

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Deposit	04/23/2008			Deposit	Undeposited Funds	10,000.00	29,354.63
Deposit	04/23/2008			Deposit	Undeposited Funds	9,963.00	39,317.63
Check	05/01/2008			Service Charge	Bank,Credit Card and Other Fees	-12.59	39,305.04
Bill Pmt -Check	05/07/2008	EFT	PNC Bank		Accounts Payable	-175.00	39,130.04
Deposit	05/12/2008			Deposit	-SPLIT-	950.00	40,080.04
Bill Pmt -Check	05/12/2008	10106	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,170.83	38,909.21
Bill Pmt -Check	05/12/2008	10107	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-46.95	38,862.26
Bill Pmt -Check	05/12/2008	10108	Denise Anderson		Accounts Payable	-550.00	38,312.26
Bill Pmt -Check	05/12/2008	10109	Kotwicki Associates		Accounts Payable	-210.00	38,102.26
Bill Pmt -Check	05/12/2008	10110	Michael Parsons		Accounts Payable	-340.00	37,762.26
Bill Pmt -Check	05/12/2008	10111	The Dean Group		Accounts Payable	-8,000.00	29,762.26
Bill Pmt -Check	05/12/2008	10112	Verizon	000973513237 67Y	Accounts Payable	-203.95	29,558.31
Deposit	05/12/2008			Deposit	Undeposited Funds	500.00	30,058.31
Bill Pmt -Check	05/12/2008	10113	American Express	3782-091641-52002	Accounts Payable	-283.93	29,774.38
Bill Pmt -Check	05/31/2008	10114	BOA Platinum for Business	VOID: 5472 0690 0020 9018	Accounts Payable	0.00	29,774.38
Bill Pmt -Check	05/31/2008	10115	J&S Networks & Computer Services, LLC	VOID: 07-0096	Accounts Payable	0.00	29,774.38
Bill Pmt -Check	05/31/2008	10116	Renita Bridge	VOID:	Accounts Payable	0.00	29,774.38
Bill Pmt -Check	05/31/2008	10117	Syscom	VOID:	Accounts Payable	0.00	29,774.38
Bill Pmt -Check	05/31/2008	10118	Verizon	VOID: 000973513237 67Y	Accounts Payable	0.00	29,774.38
Bill Pmt -Check	05/31/2008	10119	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-46.95	29,727.43
Bill Pmt -Check	05/31/2008	10120	J&S Networks & Computer Services, LLC	07-0096	Accounts Payable	-302.50	29,424.93
Bill Pmt -Check	05/31/2008	10121	Renita Bridge		Accounts Payable	-165.00	29,259.93
Bill Pmt -Check	05/31/2008	10122	Syscom		Accounts Payable	-54.15	29,205.78
Bill Pmt -Check	05/31/2008	10123	Verizon	000973513237 67Y	Accounts Payable	-211.75	28,994.03
Bill Pmt -Check	06/16/2008	10124	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,170.83	27,823.20
Bill Pmt -Check	06/16/2008	10125	Kotwicki Associates		Accounts Payable	-210.00	27,613.20
Bill Pmt -Check	06/16/2008	10126	Renita Bridge		Accounts Payable	-80.00	27,533.20
Bill Pmt -Check	06/16/2008	10127	The Dean Group		Accounts Payable	-8,191.00	19,342.20
Deposit	06/19/2008			Deposit	Undeposited Funds	2,380.00	21,722.20
Check	07/01/2008			Service Charge	Bank,Credit Card and Other Fees	-13.45	21,708.75
Bill Pmt -Check	07/07/2008	10128	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-27.95	21,680.80
Bill Pmt -Check	07/07/2008	10129	Denise Anderson		Accounts Payable	-1,000.00	20,680.80
Bill Pmt -Check	07/07/2008	10130	Kotwicki Associates		Accounts Payable	-210.00	20,470.80
Bill Pmt -Check	07/07/2008	10131	The Dean Group		Accounts Payable	-4,000.00	16,470.80
Bill Pmt -Check	07/07/2008	10132	Verizon	000973513237 67Y	Accounts Payable	-223.28	16,247.52
Deposit	07/07/2008			Deposit	Office Rent	450.00	16,697.52
Deposit	07/07/2008			Deposit	Undeposited Funds	1,000.00	17,697.52
Check	08/01/2008			Service Charge	Bank,Credit Card and Other Fees	-5.80	17,691.72
Deposit	08/04/2008			Deposit	-SPLIT-	1,350.00	19,041.72
Bill Pmt -Check	08/04/2008	10133	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,170.83	17,870.89
Bill Pmt -Check	08/04/2008	10134	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-46.95	17,823.94
Bill Pmt -Check	08/04/2008	10135	J&S Networks & Computer Services, LLC	07-0096	Accounts Payable	-99.95	17,723.99
Bill Pmt -Check	08/04/2008	10136	Kotwicki Associates		Accounts Payable	-210.00	17,513.99
Bill Pmt -Check	08/04/2008	10137	Leadership Directories, Inc.	350363-4	Accounts Payable	-167.50	17,346.49
Bill Pmt -Check	08/04/2008	10138	Syscom		Accounts Payable	-163.40	17,183.09
Bill Pmt -Check	08/04/2008	10139	The Dean Group		Accounts Payable	-2,500.00	14,683.09
Bill Pmt -Check	08/04/2008	10140	Verizon	000973513237 67Y	Accounts Payable	-238.35	14,444.74

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Check	09/02/2008			Service Charge	Bank,Credit Card and Other Fees	-6.83	14,437.91
Deposit	09/16/2008			Deposit	Office Rent	450.00	14,887.91
Bill Pmt -Check	09/16/2008	10141	10201 Fairfax Boulevard, LLC	VOID:	Accounts Payable	0.00	14,887.91
Bill Pmt -Check	09/16/2008	10142	American Express	3782-091641-52002	Accounts Payable	-395.00	14,492.91
Bill Pmt -Check	09/16/2008	10143	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-74.90	14,418.01
Bill Pmt -Check	09/16/2008	10144	Denise Anderson		Accounts Payable	-500.00	13,918.01
Bill Pmt -Check	09/16/2008	10145	Kotwicki Associates		Accounts Payable	-210.00	13,708.01
Bill Pmt -Check	09/16/2008	10146	Renita Bridge		Accounts Payable	-440.00	13,268.01
Bill Pmt -Check	09/16/2008	10147	Syscom		Accounts Payable	-129.00	13,139.01
Bill Pmt -Check	09/16/2008	10148	Verizon	000973513237 67Y	Accounts Payable	-223.37	12,915.64
Bill Pmt -Check	09/16/2008	10149	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,308.83	11,606.81
Bill Pmt -Check	09/30/2008	10150	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,170.83	10,435.98
Check	10/01/2008			Service Charge	Bank,Credit Card and Other Fees	-8.32	10,427.66
Deposit	10/13/2008			Deposit	-SPLIT-	2,850.00	13,277.66
Bill Pmt -Check	10/13/2008	10151	10201 Fairfax Boulevard, LLC	VOID:	Accounts Payable	0.00	13,277.66
Bill Pmt -Check	10/13/2008	10152	Afzal Haleem		Accounts Payable	-220.00	13,057.66
Bill Pmt -Check	10/13/2008	10153	Denise Anderson		Accounts Payable	-1,000.00	12,057.66
Bill Pmt -Check	10/13/2008	10154	Innovative Projects, Inc.		Accounts Payable	-30.00	12,027.66
Bill Pmt -Check	10/13/2008	10155	Kotwicki Associates		Accounts Payable	-210.00	11,817.66
Bill Pmt -Check	10/13/2008	10156	LightWave	033914	Accounts Payable	-149.49	11,668.17
Bill Pmt -Check	10/13/2008	10157	Moody & Associates, Inc.	WORLFE1	Accounts Payable	-2,677.00	8,991.17
Bill Pmt -Check	10/13/2008	10158	Verizon	000973513237 67Y	Accounts Payable	-227.27	8,763.90
Bill Pmt -Check	10/13/2008	10159	10201 Fairfax Boulevard, LLC		Accounts Payable	-824.44	7,939.46
Bill Pmt -Check	10/13/2008	10160	The Hartford	42 12085027	Accounts Payable	-41.85	7,897.61
Check	11/03/2008			Service Charge	Bank,Credit Card and Other Fees	-9.52	7,888.09
Deposit	11/20/2008			Deposit	Undeposited Funds	1,582.00	9,470.09
Deposit	11/21/2008			Deposit	Undeposited Funds	10,000.00	19,470.09
Deposit	11/24/2008			Deposit	-SPLIT-	913.50	20,383.59
Bill Pmt -Check	11/24/2008	10161	10201 Fairfax Boulevard, LLC		Accounts Payable	-2,407.78	17,975.81
Bill Pmt -Check	11/24/2008	10162	American Express	3782-091641-52002	Accounts Payable	-238.11	17,737.70
Bill Pmt -Check	11/24/2008	10163	Beach Brothers Printing Inc.	AA003	Accounts Payable	-173.25	17,564.45
Bill Pmt -Check	11/24/2008	10164	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-198.87	17,365.58
Bill Pmt -Check	11/24/2008	10165	Denise Anderson	VOID:	Accounts Payable	0.00	17,365.58
Bill Pmt -Check	11/24/2008	10166	Kotwicki Associates		Accounts Payable	-210.00	17,155.58
Bill Pmt -Check	11/24/2008	10167	Lee Wayne Corporation	283179	Accounts Payable	-263.72	16,891.86
Bill Pmt -Check	11/24/2008	10168	Mac Mannes, Inc.		Accounts Payable	-585.47	16,306.39
Bill Pmt -Check	11/24/2008	10169	Renita Bridge		Accounts Payable	-100.00	16,206.39
Bill Pmt -Check	11/24/2008	10170	Syscom		Accounts Payable	-299.25	15,907.14
Bill Pmt -Check	11/24/2008	10171	The Hartford	42 12085027	Accounts Payable	-47.65	15,859.49
Bill Pmt -Check	11/24/2008	10172	Verizon	000973513237 67Y	Accounts Payable	-205.48	15,654.01
Bill Pmt -Check	11/24/2008	10173	Denise Anderson		Accounts Payable	-3,810.29	11,843.72
Check	12/01/2008			Service Charge	Bank,Credit Card and Other Fees	-27.53	11,816.19
Deposit	12/30/2008			Deposit	-SPLIT-	2,863.50	14,679.69
Bill Pmt -Check	12/30/2008	10174	10201 Fairfax Boulevard, LLC		Accounts Payable	-2,452.57	12,227.12
Bill Pmt -Check	12/30/2008	10175	American Express	3782-091641-52002	Accounts Payable	-1,632.38	10,594.74
Bill Pmt -Check	12/30/2008	10176	Arent Fox		Accounts Payable	-1,418.70	9,176.04
Bill Pmt -Check	12/30/2008	10177	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-27.95	9,148.09

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Bill Pmt -Check	12/30/2008	10178	Denise Anderson		Accounts Payable	-500.00	8,648.09
Bill Pmt -Check	12/30/2008	10179	Kotwicki Associates		Accounts Payable	-210.00	8,438.09
Bill Pmt -Check	12/30/2008	10180	The Dean Group		Accounts Payable	-2,500.00	5,938.09
Bill Pmt -Check	12/30/2008	10181	The Hartford	42 12085027	Accounts Payable	-462.50	5,475.59
Bill Pmt -Check	12/30/2008	10182	Verizon	000973513237 67Y	Accounts Payable	-195.43	5,280.16
Check	01/02/2009			Service Charge	Bank,Credit Card and Other Fees	-8.58	5,271.58
Deposit	01/21/2009			Deposit	Undeposited Funds	4,400.00	9,671.58
Deposit	01/27/2009			Deposit	Undeposited Funds	10,000.00	19,671.58
Deposit	02/02/2009			Deposit	Undeposited Funds	2,500.00	22,171.58
Check	02/02/2009			Service Charge	Bank,Credit Card and Other Fees	-28.70	22,142.88
Check	02/04/2009	10183	American Express		AmEx Executive Business Card	-45.12	22,097.76
Deposit	02/09/2009			Deposit	Undeposited Funds	885.00	22,982.76
Deposit	02/10/2009			Deposit	Undeposited Funds	9,963.00	32,945.76
Deposit	02/17/2009			Deposit	-SPLIT-	13,406.39	46,352.15
Bill Pmt -Check	02/17/2009	10184	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,196.19	45,155.96
Bill Pmt -Check	02/17/2009	10185	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-46.95	45,109.01
Bill Pmt -Check	02/17/2009	10186	Denise Anderson		Accounts Payable	-1,000.00	44,109.01
Bill Pmt -Check	02/17/2009	10187	Kotwicki Associates		Accounts Payable	-420.00	43,689.01
Bill Pmt -Check	02/17/2009	10188	Syscom		Accounts Payable	-135.85	43,553.16
Bill Pmt -Check	02/17/2009	10189	The Dean Group		Accounts Payable	-8,500.00	35,053.16
Bill Pmt -Check	02/17/2009	10190	Verizon	000973513237 67Y	Accounts Payable	-371.96	34,681.20
Check	02/19/2009	EFT	PNC Bank		Bank,Credit Card and Other Fees	-13.35	34,667.85
Check	03/02/2009			Service Charge	Bank,Credit Card and Other Fees	-32.57	34,635.28
Deposit	03/30/2009			Deposit	-SPLIT-	568.14	35,203.42
Bill Pmt -Check	03/30/2009	10191	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,196.19	34,007.23
Bill Pmt -Check	03/30/2009	10192	American Express	3782-091641-52002	Accounts Payable	-36.50	33,970.73
Bill Pmt -Check	03/30/2009	10193	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-73.90	33,896.83
Bill Pmt -Check	03/30/2009	10194	Denise Anderson		Accounts Payable	-500.00	33,396.83
Bill Pmt -Check	03/30/2009	10195	Kotwicki Associates		Accounts Payable	-210.00	33,186.83
Bill Pmt -Check	03/30/2009	10196	Renita Bridge		Accounts Payable	-150.00	33,036.83
Bill Pmt -Check	03/30/2009	10197	Verizon	000973513237 67Y	Accounts Payable	-185.46	32,851.37
Check	04/01/2009			Service Charge	Bank,Credit Card and Other Fees	-10.09	32,841.28
Bill Pmt -Check	04/07/2009	10198	10201 Fairfax Boulevard, LLC		Accounts Payable	-24.82	32,816.46
Bill Pmt -Check	04/07/2009	10199	Kotwicki Associates		Accounts Payable	-210.00	32,606.46
Bill Pmt -Check	04/07/2009	10200	Syscom		Accounts Payable	-54.15	32,552.31
Bill Pmt -Check	04/07/2009	10201	The Dean Group		Accounts Payable	-8,524.64	24,027.67
Deposit	04/07/2009			Deposit	Office Rent	463.50	24,491.17
Deposit	04/08/2009			Deposit	Undeposited Funds	2,400.00	26,891.17
Bill Pmt -Check	04/28/2009	10202	10201 Fairfax Boulevard, LLC		Accounts Payable	-657.28	26,233.89
Bill Pmt -Check	04/28/2009	10203	American Express	3782-091641-52002	Accounts Payable	-7.50	26,226.39
Bill Pmt -Check	04/28/2009	10204	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-46.95	26,179.44
Bill Pmt -Check	04/28/2009	10205	Denise Anderson		Accounts Payable	-500.00	25,679.44
Bill Pmt -Check	04/28/2009	10206	Kotwicki Associates		Accounts Payable	-210.00	25,469.44
Bill Pmt -Check	04/28/2009	10207	Renita Bridge		Accounts Payable	-145.00	25,324.44
Bill Pmt -Check	04/28/2009	10208	Verizon	000973513237 67Y	Accounts Payable	-189.19	25,135.25
Deposit	04/30/2009			Deposit	Undeposited Funds	2,400.00	27,535.25
Check	05/01/2009			Service Charge	Bank,Credit Card and Other Fees	-43.66	27,491.59

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Bill Pmt -Check	05/07/2009	EFT	PNC Bank		Accounts Payable	-175.00	27,316.59
Bill Pmt -Check	05/18/2009	10209	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,196.19	26,120.40
Bill Pmt -Check	05/18/2009	10210	Innovative Projects, Inc.		Accounts Payable	-145.00	25,975.40
Bill Pmt -Check	05/18/2009	10211	Mac Mannes, Inc.		Accounts Payable	-62.64	25,912.76
Bill Pmt -Check	05/18/2009	10212	Syscom		Accounts Payable	-168.15	25,744.61
Bill Pmt -Check	05/18/2009	10213	Verizon	000973513237 67Y	Accounts Payable	-195.87	25,548.74
Check	05/18/2009	10214	BOA Platinum for Business	5472 0690 0020 9018	BOA Platinum Plus for Business	-46.95	25,501.79
Deposit	05/18/2009			Deposit	Office Rent	463.50	25,965.29
Check	06/01/2009			Service Charge	Bank,Credit Card and Other Fees	-13.07	25,952.22
Deposit	06/25/2009			Deposit	Office Rent	463.50	26,415.72
Bill Pmt -Check	06/25/2009	10215	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,229.05	25,186.67
Bill Pmt -Check	06/25/2009	10216	American Express	3782-091641-52002	Accounts Payable	-70.35	25,116.32
Bill Pmt -Check	06/25/2009	10217	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-27.95	25,088.37
Bill Pmt -Check	06/25/2009	10218	Kotwicki Associates		Accounts Payable	-420.00	24,668.37
Bill Pmt -Check	06/25/2009	10219	Syscom		Accounts Payable	-54.15	24,614.22
Bill Pmt -Check	06/25/2009	10220	Verizon	000973513237 67Y	Accounts Payable	-147.39	24,466.83
Check	07/01/2009			Service Charge	Bank,Credit Card and Other Fees	-13.47	24,453.36
Deposit	07/06/2009			Deposit	Undeposited Funds	6,350.00	30,803.36
Deposit	07/07/2009			Deposit	Office Rent	463.50	31,266.86
Check	07/07/2009	10221	Denise Anderson		Accounts Payable	-1,500.00	29,766.86
Deposit	08/03/2009			Deposit	Undeposited Funds	2,400.00	32,166.86
Bill Pmt -Check	08/03/2009	10222	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,535.72	30,631.14
Bill Pmt -Check	08/03/2009	10223	American Express	3782-091641-52002	Accounts Payable	-35.00	30,596.14
Bill Pmt -Check	08/03/2009	10224	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-46.95	30,549.19
Bill Pmt -Check	08/03/2009	10225	Carol Dean	Expense Reimbursement	Accounts Payable	-112.99	30,436.20
Bill Pmt -Check	08/03/2009	10226	Kotwicki Associates		Accounts Payable	-210.00	30,226.20
Bill Pmt -Check	08/03/2009	10227	Renita Bridge		Accounts Payable	-250.00	29,976.20
Bill Pmt -Check	08/03/2009	10228	Syscom		Accounts Payable	-54.15	29,922.05
Bill Pmt -Check	08/03/2009	10229	Verizon	000973513237 67Y	Accounts Payable	-160.96	29,761.09
Check	08/03/2009			Service Charge	Bank,Credit Card and Other Fees	-22.78	29,738.31
Deposit	08/18/2009			Deposit	Office Rent	463.50	30,201.81
Bill Pmt -Check	08/18/2009	10230	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,493.28	28,708.53
Bill Pmt -Check	08/18/2009	10231	American Express	3782-091641-52002	Accounts Payable	-931.72	27,776.81
Bill Pmt -Check	08/18/2009	10232	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-46.95	27,729.86
Bill Pmt -Check	08/18/2009	10233	Innovative Projects, Inc.	9762	Accounts Payable	-20.00	27,709.86
Bill Pmt -Check	08/18/2009	10234	Renita Bridge		Accounts Payable	-130.00	27,579.86
Bill Pmt -Check	08/18/2009	10235	Verizon	000973513237 67Y	Accounts Payable	-165.10	27,414.76
Check	09/01/2009			Service Charge	Bank,Credit Card and Other Fees	-14.42	27,400.34
Bill Pmt -Check	09/14/2009	10236	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,493.28	25,907.06
Bill Pmt -Check	09/14/2009	10237	American Express	3782-091641-52002	Accounts Payable	-1,938.24	23,968.82
Bill Pmt -Check	09/14/2009	10238	Denise Anderson		Accounts Payable	-500.00	23,468.82
Bill Pmt -Check	09/14/2009	10239	Kotwicki Associates		Accounts Payable	-210.00	23,258.82
Bill Pmt -Check	09/14/2009	10240	Moody & Associates, Inc.	WORLFE1	Accounts Payable	-2,677.00	20,581.82
Bill Pmt -Check	09/14/2009	10241	Verizon	000973513237 67Y	Accounts Payable	-164.79	20,417.03
Deposit	09/14/2009			Deposit	Office Rent	463.50	20,880.53
Deposit	09/28/2009			Deposit	Undeposited Funds	10,000.00	30,880.53
Check	10/01/2009			Service Charge	Bank,Credit Card and Other Fees	-23.85	30,856.68

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Bill Pmt -Check	10/15/2009	10242	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,196.19	29,660.49
Bill Pmt -Check	10/15/2009	10243	American Express	3782-091641-52002	Accounts Payable	-29.99	29,630.50
Bill Pmt -Check	10/15/2009	10244	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-74.90	29,555.60
Bill Pmt -Check	10/15/2009	10245	Kotwicki Associates		Accounts Payable	-210.00	29,345.60
Bill Pmt -Check	10/15/2009	10246	Syscom		Accounts Payable	-54.15	29,291.45
Bill Pmt -Check	10/15/2009	10247	The Hartford	42 12085027	Accounts Payable	-558.00	28,733.45
Bill Pmt -Check	10/15/2009	10248	Verizon	000973513237 67Y	Accounts Payable	-158.72	28,574.73
Deposit	10/15/2009			Deposit	Office Rent	463.50	29,038.23
Check	10/29/2009	Direct DR	ASAP Checks		Office Supplies	-22.60	29,015.63
Check	11/02/2009			Service Charge	Bank,Credit Card and Other Fees	-14.47	29,001.16
Bill Pmt -Check	11/12/2009	10249	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,264.31	27,736.85
Bill Pmt -Check	11/12/2009	10250	Afzal Haleem		Accounts Payable	-180.00	27,556.85
Bill Pmt -Check	11/12/2009	10251	Carol Dean		Accounts Payable	-4.05	27,552.80
Bill Pmt -Check	11/12/2009	10252	Denise Anderson		Accounts Payable	-1,500.00	26,052.80
Bill Pmt -Check	11/12/2009	10253	Kotwicki Associates		Accounts Payable	-210.00	25,842.80
Bill Pmt -Check	11/12/2009	10254	Renita Bridge		Accounts Payable	-160.00	25,682.80
Bill Pmt -Check	11/12/2009	10255	The Hartford	42 12085027	Accounts Payable	-26.00	25,656.80
Deposit	11/12/2009			Deposit	-SPLIT-	977.41	26,634.21
Deposit	11/19/2009			Deposit	Undeposited Funds	9,963.00	36,597.21
Deposit	11/19/2009			Deposit	Undeposited Funds	1,580.00	38,177.21
Check	12/01/2009			Service Charge	Bank,Credit Card and Other Fees	-35.17	38,142.04
Deposit	12/17/2009			Deposit	Undeposited Funds	10,000.00	48,142.04
Deposit	12/22/2009			Deposit	Undeposited Funds	2,400.00	50,542.04
Deposit	12/22/2009			Deposit	Undeposited Funds	2,380.00	52,922.04
Deposit	12/23/2009			Deposit	-SPLIT-	4,503.41	57,425.45
Bill Pmt -Check	12/23/2009	10256	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,230.25	56,195.20
Bill Pmt -Check	12/23/2009	10257	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-114.90	56,080.30
Bill Pmt -Check	12/23/2009	10258	Denise Anderson		Accounts Payable	-500.00	55,580.30
Bill Pmt -Check	12/23/2009	10259	Kotwicki Associates		Accounts Payable	-210.00	55,370.30
Bill Pmt -Check	12/23/2009	10260	Syscom		Accounts Payable	-494.00	54,876.30
Bill Pmt -Check	12/23/2009	10261	Verizon	000973513237 67Y	Accounts Payable	-323.60	54,552.70
Check	01/04/2010			Service Charge	Bank,Credit Card and Other Fees	-42.15	54,510.55
Bill Pmt -Check	01/14/2010	10262	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,230.25	53,280.30
Bill Pmt -Check	01/14/2010	10263	Denise Anderson		Accounts Payable	-500.00	52,780.30
Bill Pmt -Check	01/14/2010	10264	Kotwicki Associates		Accounts Payable	-210.00	52,570.30
Bill Pmt -Check	01/14/2010	10265	Syscom	VOID:	Accounts Payable	0.00	52,570.30
Bill Pmt -Check	01/14/2010	10266	Verizon	000973513237 67Y	Accounts Payable	-159.26	52,411.04
Bill Pmt -Check	01/14/2010	10267	Syscom		Accounts Payable	-185.25	52,225.79
Deposit	01/14/2010			Deposit	Office Rent	477.41	52,703.20
Check	02/01/2010			Service Charge	Bank,Credit Card and Other Fees	-9.91	52,693.29
Deposit	02/23/2010			Deposit	Office Rent	477.41	53,170.70
Bill Pmt -Check	02/23/2010	10268	BOA Platinum for Business	5472 0690 0020 9018	Accounts Payable	-74.90	53,095.80
Bill Pmt -Check	02/23/2010	10269	Carol Dean		Accounts Payable	-0.96	53,094.84
Bill Pmt -Check	02/23/2010	10270	Denise Anderson		Accounts Payable	-500.00	52,594.84
Bill Pmt -Check	02/23/2010	10271	Kotwicki Associates		Accounts Payable	-420.00	52,174.84
Bill Pmt -Check	02/23/2010	10272	Renita Bridge		Accounts Payable	-345.00	51,829.84
Bill Pmt -Check	02/23/2010	10273	The Dean Group	One-time Severance Payment	Accounts Payable	-40,800.00	11,029.84

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Bill Pmt -Check	02/23/2010	10274	Verizon	000973513237 67Y	Accounts Payable	-159.58	10,870.26
Bill Pmt -Check	02/23/2010	10275	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,244.44	9,625.82
Deposit	02/24/2010			Deposit	Undeposited Funds	885.00	10,510.82
Check	03/01/2010			Service Charge	Bank,Credit Card and Other Fees	-14.41	10,496.41
Bill Pmt -Check	03/15/2010	10276	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,234.98	9,261.43
Check	03/18/2010	10283	Syscom		Website	-54.15	9,207.28
Check	03/18/2010	10284	Verizon	000973513237 67Y	Telephone	-159.26	9,048.02
Check	03/18/2010	10285	BOA Platinum for Business		BOA Platinum Plus for Business	-27.95	9,020.07
Deposit	03/18/2010			Deposit	-SPLIT-	1,002.30	10,022.37
Check	04/01/2010			Service Charge	Bank,Credit Card and Other Fees	-20.44	10,001.93
Deposit	04/08/2010			Deposit	Office Rent	477.41	10,479.34
Check	04/13/2010	11286	American Express		AmEx Executive Business Card	-6.86	10,472.48
Bill Pmt -Check	04/15/2010	10277	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,234.98	9,237.50
Check	04/15/2010	11287	PNC Bank		Bank,Credit Card and Other Fees	-175.00	9,062.50
Check	04/15/2010	10288	BOA Platinum for Business		BOA Platinum Plus for Business	-26.95	9,035.55
Check	05/03/2010			Service Charge	Bank,Credit Card and Other Fees	-18.80	9,016.75
Deposit	05/11/2010			Deposit	Office Rent	477.41	9,494.16
Bill Pmt -Check	05/15/2010	10278	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,234.98	8,259.18
Check	06/01/2010			Service Charge	Bank,Credit Card and Other Fees	-18.22	8,240.96
Check	06/11/2010	10289	American Express		AmEx Executive Business Card	-20.99	8,219.97
Check	06/11/2010	10290	BOA Platinum for Business		BOA Platinum Plus for Business	-26.95	8,193.02
Deposit	06/11/2010			Deposit	-SPLIT-	2,996.55	11,189.57
Bill Pmt -Check	06/15/2010	10279	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,234.98	9,954.59
Check	07/01/2010			Service Charge	Bank,Credit Card and Other Fees	-18.60	9,935.99
Bill Pmt -Check	07/15/2010	10280	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,234.98	8,701.01
Deposit	07/15/2010			Deposit	-SPLIT-	2,877.41	11,578.42
Check	07/15/2010	10291	BOA Platinum for Business		BOA Platinum Plus for Business	-93.90	11,484.52
Check	07/15/2010	10292	American Express		AmEx Executive Business Card	-37.26	11,447.26
Bill Pmt -Check	07/15/2010	10293	Kotwicki Associates		Accounts Payable	-257.50	11,189.76
Deposit	07/31/2010			Deposit	Due from Carol Dean	2,141.20	13,330.96
Bill Pmt -Check	07/31/2010	10294	10201 Fairfax Boulevard, LLC		Accounts Payable	-742.80	12,588.16
Bill Pmt -Check	07/31/2010	10295	Adcom Worldwide		Accounts Payable	-1,191.75	11,396.41
Bill Pmt -Check	07/31/2010	10296	American Express	3782-091641-52002	Accounts Payable	-22.39	11,374.02
Bill Pmt -Check	07/31/2010	10297	Kotwicki Associates		Accounts Payable	-446.25	10,927.77
Bill Pmt -Check	07/31/2010	10298	10201 Fairfax Boulevard, LLC		Accounts Payable	-1,234.98	9,692.79
Check	08/02/2010			Service Charge	Bank,Credit Card and Other Fees	-18.74	9,674.05
Deposit	08/11/2010			Deposit	Office Rent	477.41	10,151.46
Check	08/12/2010	10299	Carol Dean		Due from Carol Dean	-133.38	10,018.08
Bill Pmt -Check	08/15/2010	10281	10201 Fairfax Boulevard, LLC	VOID:	Accounts Payable	0.00	10,018.08
Check	09/01/2010			Service Charge	Bank,Credit Card and Other Fees	-24.36	9,993.72
Bill Pmt -Check	09/15/2010	10282	10201 Fairfax Boulevard, LLC	VOID:	Accounts Payable	0.00	9,993.72
Deposit	09/21/2010			Deposit	Office Rent	286.44	10,280.16
General Journal	10/01/2010	218		To record October 2010 PNC Bank fee (for Septem	Bank,Credit Card and Other Fees	-18.13	10,262.03
Deposit	10/12/2010			Deposit	Office Rent	477.41	10,739.44
Check	10/19/2010	10300	The Dean Group		Due from Carol Dean	-14.42	10,725.02
Bill Pmt -Check	10/19/2010	10301	PNC Bank	VOID:Amount changed	Accounts Payable	0.00	10,725.02
Check	10/19/2010	10302	Moody & Associates		Accounts Payable Other	-32.15	10,692.87

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Bill Pmt -Check	10/19/2010	10303	PNC Bank		Accounts Payable	-18.13	10,674.74
Check	10/19/2010	10304	The Dean Group		-SPLIT-	-10,674.74	0.00
Total PNC Checking						0.00	0.00
<b>Accounts Receivable</b>							<b>0.00</b>
Invoice	12/31/2006	21	Korea Association of Building Maintenance		Congress Contribution	17,016.00	17,016.00
Invoice	12/31/2006	22	Korea Association of Building Maintenance		Congress Contribution	2,025.00	19,041.00
Invoice	12/31/2006	24	Korea Association of Building Maintenance		Congress Contribution	357.00	19,398.00
Invoice	01/01/2007	1	Korea Association of Building Maintenance		Associations	2,400.00	21,798.00
Invoice	01/01/2007	2	ABSU/U.G.B.N.		Associations	10,000.00	31,798.00
Invoice	01/01/2007	3	A.D.E.L.		Associations	900.00	32,698.00
Invoice	01/01/2007	4	DOSIM (France)		Associations	10,000.00	42,698.00
Invoice	01/01/2007	5	Japan Building Maintenance Association		Associations	10,000.00	52,698.00
Invoice	01/01/2007	6	Bundesinnungsverband des G-H		Associations	2,500.00	55,198.00
Invoice	01/01/2007	7	Cleaning & Support Services Association		Associations	4,400.00	59,598.00
Invoice	01/01/2007	8	BSA of Australia		Associations	2,400.00	61,998.00
Invoice	01/01/2007	9	Building Managers Assoc of China	VOID:	Associations	0.00	61,998.00
Invoice	01/01/2007	10	Quebec BSCA		Associations	1,600.00	63,598.00
Invoice	01/01/2007	11	OSB		Associations	10,000.00	73,598.00
Invoice	01/01/2007	12	BSC of New Zealand		Associations	2,400.00	75,998.00
Invoice	01/01/2007	13	FEBRAC		Associations	2,400.00	78,398.00
Invoice	01/01/2007	14	Choisy Laboratories	VOID:	Associate Members	0.00	78,398.00
Invoice	01/01/2007	15	ConverPro		Associate Members	500.00	78,898.00
Invoice	01/01/2007	16	Wood Wyant		Associate Members	500.00	79,398.00
Invoice	01/01/2007	17	JohnsonDiversey		Associate Members	1,000.00	80,398.00
Invoice	01/01/2007	18	Truvox International		Associate Members	500.00	80,898.00
Invoice	01/01/2007	19	Ecolab		Associate Members	1,000.00	81,898.00
Invoice	01/01/2007	20	Daniels Associates	VOID:	Associate Members	0.00	81,898.00
Payment	01/03/2007		A.D.E.L.		Undeposited Funds	-900.00	80,998.00
Payment	01/16/2007	W010650 0104	Bundesinnungsverband des G-H		Undeposited Funds	-2,467.14	78,530.86
Discount	01/16/2007	W010650 0104	Bundesinnungsverband des G-H		Undeposited Funds	-32.86	78,498.00
Payment	01/30/2007	005534	ConverPro		Undeposited Funds	-500.00	77,998.00
Payment	01/31/2007	32852489	Ecolab		Undeposited Funds	-1,000.00	76,998.00
Payment	02/01/2007	W002611 0201	Korea Association of Building Maintenance		Undeposited Funds	-17,016.00	59,982.00
Payment	02/05/2007	W005101 0205	OSB		Undeposited Funds	-10,000.00	49,982.00
Payment	02/14/2007	W024265 0214	Korea Association of Building Maintenance		Undeposited Funds	-2,010.00	47,972.00
Discount	02/14/2007	W024265 0214	Korea Association of Building Maintenance		Undeposited Funds	-390.00	47,582.00
Payment	02/21/2007	W021303 0221	Cleaning & Support Services Association		Undeposited Funds	-4,400.00	43,182.00
Payment	02/24/2007	W019493 0223	Truvox International		Undeposited Funds	-480.00	42,702.00
Discount	02/24/2007	W019493 0223	Truvox International		Undeposited Funds	-20.00	42,682.00
Payment	03/20/2007	0552	Quebec BSCA		Undeposited Funds	-1,600.00	41,082.00
Payment	03/20/2007	291484924	BSC of New Zealand		Undeposited Funds	-2,400.00	38,682.00
Payment	05/04/2007	070504005290	FEBRAC		Undeposited Funds	-2,400.00	36,282.00
Payment	05/08/2007	070508001140	DOSIM (France)		Undeposited Funds	-9,963.00	26,319.00
Discount	05/08/2007	070508001140	DOSIM (France)		Undeposited Funds	-37.00	26,282.00
Payment	05/09/2007	080014	Wood Wyant		Undeposited Funds	-500.00	25,782.00
Payment	05/24/2007	070524003003	Japan Building Maintenance Association		Undeposited Funds	-10,000.00	15,782.00



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Payment	06/05/2007	070605001539	ABSU/U.G.B.N.		Undeposited Funds	-10,000.00	5,782.00
Payment	07/27/2007	070727021980	Korea Association of Building Maintenance		Undeposited Funds	-2,382.00	3,400.00
Payment	08/27/2007	070827002882	BSA of Australia		Undeposited Funds	-2,380.00	1,020.00
Discount	08/27/2007	070827002882	BSA of Australia		Undeposited Funds	-20.00	1,000.00
Invoice	10/01/2007	27	ABSU/U.G.B.N.		Deferred Dues Associations	10,000.00	11,000.00
Invoice	10/01/2007	28	DOSIM (France)		Deferred Dues Associations	10,000.00	21,000.00
Invoice	10/01/2007	29	Japan Building Maintenance Association		Deferred Dues Associations	10,000.00	31,000.00
Invoice	10/01/2007	30	OSB		Deferred Dues Associations	10,000.00	41,000.00
Invoice	10/01/2007	31	Bundesinnungsverband des G-H		Deferred Dues Associations	2,500.00	43,500.00
Invoice	10/01/2007	32	Cleaning & Support Services Association		Deferred Dues Associations	4,400.00	47,900.00
Invoice	10/01/2007	33	FEBRAC		Deferred Dues Associations	2,400.00	50,300.00
Invoice	10/01/2007	34	Korea Association of Building Maintenance		Deferred Dues Associations	2,400.00	52,700.00
Invoice	10/01/2007	35	BSC of New Zealand		Deferred Dues Associations	2,400.00	55,100.00
Invoice	10/01/2007	36	Building Managers Assoc of China		Deferred Dues Associations	1,600.00	56,700.00
Invoice	10/01/2007	37	Quebec BSCA		Deferred Dues Associations	1,600.00	58,300.00
Invoice	10/01/2007	38	A.D.E.L.		Deferred Dues Associations	900.00	59,200.00
Invoice	10/01/2007	39	BSA of Australia		Deferred Dues Associations	2,400.00	61,600.00
Invoice	10/01/2007	40	Daniels Associates		Deferred Dues Associate Members	500.00	62,100.00
Invoice	10/01/2007	41	Ecolab		Deferred Dues Associate Members	1,000.00	63,100.00
Invoice	10/01/2007	42	JohnsonDiversey		Deferred Dues Associate Members	1,000.00	64,100.00
Invoice	10/01/2007	43	Choisy Laboratories	VOID:	Deferred Dues Associate Members	0.00	64,100.00
Invoice	10/01/2007	44	Wood Wyant		Deferred Dues Associate Members	500.00	64,600.00
Invoice	10/01/2007	45	Truvox International		Deferred Dues Associate Members	500.00	65,100.00
Invoice	10/01/2007	46	ConverPro		Deferred Dues Associate Members	500.00	65,600.00
Invoice	10/01/2007	47	SERVICES Magazine		Deferred Dues Associate Members	500.00	66,100.00
Invoice	10/01/2007	48	BSCAI Dues		Deferred Dues Associations	10,000.00	76,100.00
Payment	10/19/2007	W003285 1019	Building Managers Assoc of China		Undeposited Funds	-1,582.00	74,518.00
Discount	10/19/2007	W003285 1019	Building Managers Assoc of China		Undeposited Funds	-18.00	74,500.00
Payment	10/23/2007	40042091	Ecolab		Undeposited Funds	-1,000.00	73,500.00
Payment	10/31/2007	332170216	BSC of New Zealand		Undeposited Funds	-2,400.00	71,100.00
General Journal	10/31/2007	62	BSCAI Dues	To apply the BSCAI A/P against the A/R from BSCA/	Accounts Payable Other	-10,000.00	61,100.00
Payment	11/09/2007	021569	Truvox International		Undeposited Funds	-480.00	60,620.00
Discount	11/09/2007	021569	Truvox International		Undeposited Funds	-20.00	60,600.00
Payment	11/14/2007	003157	Japan Building Maintenance Association		Undeposited Funds	-10,000.00	50,600.00
Payment	11/27/2007		A.D.E.L.	Paid at Board meeting in November 2007	Undeposited Funds	-900.00	49,700.00
Payment	12/17/2007	013172	Cleaning & Support Services Association		Undeposited Funds	-4,400.00	45,300.00
Payment	12/21/2007	0582	Quebec BSCA		Undeposited Funds	-1,600.00	43,700.00
Payment	12/24/2007	019719	OSB		Undeposited Funds	-9,975.00	33,725.00
Discount	12/24/2007	019719	OSB		Undeposited Funds	-25.00	33,700.00
Discount	12/31/2007		JohnsonDiversey		Accounts Receivable	-1,000.00	32,700.00
Payment	12/31/2007		JohnsonDiversey		Accounts Receivable	0.00	32,700.00
Discount	12/31/2007		SERVICES Magazine		Associate Members	-500.00	32,200.00
Payment	01/08/2008	080373	Wood Wyant		Undeposited Funds	-500.00	31,700.00
Payment	01/14/2008	002084	Bundesinnungsverband des G-H		Undeposited Funds	-2,480.00	29,220.00
Discount	01/14/2008	002084	Bundesinnungsverband des G-H		Undeposited Funds	-20.00	29,200.00
Payment	02/14/2008		FEBRAC		Undeposited Funds	-2,400.00	26,800.00
Payment	04/23/2008	W0062540423	ABSU/U.G.B.N.		Undeposited Funds	-10,000.00	16,800.00

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Payment	04/23/2008	W0022900423	DOSIM (France)		Undeposited Funds	-9,963.00	6,837.00
Discount	04/23/2008	W0022900423	DOSIM (France)		Undeposited Funds	-37.00	6,800.00
Payment	05/12/2008	006820	ConverPro		Undeposited Funds	-500.00	6,300.00
Payment	05/12/2008	21754	Daniels Associates		Undeposited Funds	-500.00	5,800.00
Payment	06/19/2008	021634	Korea Association of Building Maintenance		Undeposited Funds	-2,380.00	3,420.00
Discount	06/19/2008	021634	Korea Association of Building Maintenance		Undeposited Funds	-20.00	3,400.00
Payment	07/07/2008	00020081894834498	JohnsonDiversey		Undeposited Funds	-1,000.00	2,400.00
Payment	10/13/2008	047461	BSA of Australia		Undeposited Funds	-2,400.00	0.00
Invoice	10/13/2008	49	A.D.E.L.		Associations	900.00	900.00
Invoice	10/13/2008	50	ABSU/U.G.B.N.		Deferred Dues Associations	10,000.00	10,900.00
Invoice	10/13/2008	51	BSA of Australia		Deferred Dues Associations	2,400.00	13,300.00
Invoice	10/13/2008	52	BSC of New Zealand		Deferred Dues Associations	2,400.00	15,700.00
Invoice	10/13/2008	53	Building Managers Assoc of China		Deferred Dues Associations	1,600.00	17,300.00
Invoice	10/13/2008	54	Bundesinnungsverband des G-H		Deferred Dues Associations	2,500.00	19,800.00
Invoice	10/13/2008	55	DOSIM (France)		Deferred Dues Associations	10,000.00	29,800.00
Invoice	10/13/2008	56	FEBRAC		Deferred Dues Associations	2,400.00	32,200.00
Invoice	10/13/2008	57	Japan Building Maintenance Association		Deferred Dues Associations	10,000.00	42,200.00
Invoice	10/13/2008	58	Korea Association of Building Maintenance		Deferred Dues Associations	2,400.00	44,600.00
Invoice	10/13/2008	59	OSB		Deferred Dues Associations	10,000.00	54,600.00
Invoice	10/13/2008	60	Quebec BSCA		Deferred Dues Associations	1,600.00	56,200.00
Invoice	10/13/2008	61	BSCAI Dues		Deferred Dues Associations	10,000.00	66,200.00
Invoice	10/13/2008	62	Cleaning & Support Services Association		Deferred Dues Associations	4,400.00	70,600.00
Invoice	10/13/2008	63	Ecolab		Deferred Dues Associate Members	1,000.00	71,600.00
Invoice	10/13/2008	64	JohnsonDiversey		Deferred Dues Associate Members	1,000.00	72,600.00
Invoice	10/13/2008	65	ConverPro		Deferred Dues Associate Members	500.00	73,100.00
Invoice	10/13/2008	66	Daniels Associates		Deferred Dues Associate Members	500.00	73,600.00
Invoice	10/13/2008	67	Truvox International		Deferred Dues Associate Members	500.00	74,100.00
Invoice	10/13/2008	68	Wood Wyant		Deferred Dues Associate Members	500.00	74,600.00
Payment	11/20/2008		Building Managers Assoc of China		Undeposited Funds	-1,582.00	73,018.00
Discount	11/20/2008		Building Managers Assoc of China		Undeposited Funds	-18.00	73,000.00
Payment	11/21/2008	W003431 1121	Japan Building Maintenance Association		Undeposited Funds	-10,000.00	63,000.00
Invoice	12/01/2008	69	A.D.E.L.		Congress Contribution	6,390.00	69,390.00
Payment	12/30/2008	341896366	BSC of New Zealand		Undeposited Funds	-2,400.00	66,990.00
Payment	01/21/2009	W0081520121	Cleaning & Support Services Association		Undeposited Funds	-4,400.00	62,590.00
Payment	01/27/2009	W0154300127	ABSU/U.G.B.N.		Undeposited Funds	-10,000.00	52,590.00
Payment	02/02/2009	W002509 0202	Bundesinnungsverband des G-H		Undeposited Funds	-2,500.00	50,090.00
Payment	02/09/2009	W015194 0209	A.D.E.L.		Undeposited Funds	-885.00	49,205.00
Discount	02/09/2009	W015194 0209	A.D.E.L.		Undeposited Funds	-15.00	49,190.00
Payment	02/10/2009	W015309 0210	DOSIM (France)		Undeposited Funds	-9,963.00	39,227.00
Discount	02/10/2009	W015309 0210	DOSIM (France)		Undeposited Funds	-37.00	39,190.00
Payment	02/17/2009	0815	Quebec BSCA		Undeposited Funds	-1,600.00	37,590.00
Payment	02/17/2009	0580001597	BSCAI Dues		Undeposited Funds	-10,000.00	27,590.00
Payment	04/08/2009	W022550 0408	FEBRAC		Undeposited Funds	-2,400.00	25,190.00
Payment	04/30/2009	W023254 0430	Korea Association of Building Maintenance		Undeposited Funds	-2,400.00	22,790.00
Payment	07/06/2009	W008091 0706	A.D.E.L.		Undeposited Funds	-6,350.00	16,440.00
Discount	07/06/2009	W008091 0706	A.D.E.L.		Undeposited Funds	-40.00	16,400.00
Payment	08/03/2009	041709	BSA of Australia		Undeposited Funds	-2,400.00	14,000.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Invoice	09/14/2009	70	A.D.E.L.		Deferred Dues Associations	900.00	14,900.00
Invoice	09/14/2009	71	ABSU/U.G.B.N.		Deferred Dues Associations	10,000.00	24,900.00
Invoice	09/14/2009	72	BSA of Australia		Deferred Dues Associations	2,400.00	27,300.00
Invoice	09/14/2009	73	BSC of New Zealand		Deferred Dues Associations	2,400.00	29,700.00
Invoice	09/14/2009	74	BSCAI Dues		Deferred Dues Associations	10,000.00	39,700.00
Invoice	09/14/2009	75	Building Managers Assoc of China		Deferred Dues Associations	1,600.00	41,300.00
Invoice	09/14/2009	76	Bundesinnungsverband des G-H		Deferred Dues Associations	2,500.00	43,800.00
Invoice	09/14/2009	77	Cleaning & Support Services Association	VOID:	-SPLIT-	0.00	43,800.00
Invoice	09/14/2009	78	DOSIM (France)		Deferred Dues Associations	10,000.00	53,800.00
Invoice	09/14/2009	79	FEBRAC		Deferred Dues Associations	2,400.00	56,200.00
Invoice	09/14/2009	80	Japan Building Maintenance Association		Deferred Dues Associations	10,000.00	66,200.00
Invoice	09/14/2009	81	Korea Association of Building Maintenance		Deferred Dues Associations	2,400.00	68,600.00
Invoice	09/14/2009	82	OSB		Deferred Dues Associations	10,000.00	78,600.00
Invoice	09/14/2009	83	Quebec BSCA		Deferred Dues Associations	1,600.00	80,200.00
Invoice	09/14/2009	84	Choisy Laboratories		Deferred Dues Associate Members	500.00	80,700.00
Invoice	09/14/2009	85	ConverPro		Deferred Dues Associate Members	500.00	81,200.00
Invoice	09/14/2009	86	Daniels Associates		Deferred Dues Associate Members	500.00	81,700.00
Invoice	09/14/2009	87	Ecolab		Deferred Dues Associate Members	1,000.00	82,700.00
Invoice	09/14/2009	88	JohnsonDiversey		Deferred Dues Associate Members	1,000.00	83,700.00
Invoice	09/14/2009	89	Truvox International		Deferred Dues Associate Members	500.00	84,200.00
Invoice	09/14/2009	90	Wood Wyant		Deferred Dues Associate Members	500.00	84,700.00
Payment	09/28/2009		OSB		Undeposited Funds	-10,000.00	74,700.00
Payment	11/12/2009	22699	Daniels Associates		Undeposited Funds	-500.00	74,200.00
Payment	11/19/2009	W002707 1119	DOSIM (France)		Undeposited Funds	-9,963.00	64,237.00
Discount	11/19/2009	W002707 1119	DOSIM (France)		Undeposited Funds	-37.00	64,200.00
Payment	11/19/2009	W002615 1119	Building Managers Assoc of China		Undeposited Funds	-1,580.00	62,620.00
Discount	11/19/2009	W002615 1119	Building Managers Assoc of China		Undeposited Funds	-20.00	62,600.00
Payment	12/17/2009	W004373 1217	Japan Building Maintenance Association		Undeposited Funds	-10,000.00	52,600.00
Payment	12/22/2009	W008687 1222	FEBRAC		Undeposited Funds	-2,400.00	50,200.00
Payment	12/22/2009	W023278 1222	Korea Association of Building Maintenance		Undeposited Funds	-2,380.00	47,820.00
Discount	12/22/2009	W023278 1222	Korea Association of Building Maintenance		Undeposited Funds	-20.00	47,800.00
Payment	12/23/2009	0843	Quebec BSCA		Undeposited Funds	-1,600.00	46,200.00
Payment	12/23/2009	341903670	BSC of New Zealand		Undeposited Funds	-2,400.00	43,800.00
Payment	02/24/2010	W010050 0224	A.D.E.L.		Undeposited Funds	-885.00	42,915.00
Discount	02/24/2010	W010050 0224	A.D.E.L.		Undeposited Funds	-15.00	42,900.00
Payment	03/18/2010	22945	Daniels Associates		Undeposited Funds	-500.00	42,400.00
Payment	07/15/2010	014907	BSA of Australia		Undeposited Funds	-2,400.00	40,000.00
Total Accounts Receivable						40,000.00	40,000.00
<b>Accounts Receivable Other</b>							<b>0.00</b>
General Journal	12/31/2006	17		AJE #1 - To record amount due from Leslie Fillebro Travel		229.25	229.25
Deposit	07/05/2007	253		Check from Leslie Fillebrown Memorial Fund for wir PNC Checking		-229.25	0.00
General Journal	12/31/2007	66		Due from Carol Dean for Nov & Dec rent Office Rent		403.66	403.66
General Journal	12/31/2007	67		Credit received from Verizon for 11/29/07 charges (-SPLIT-		515.34	919.00
Credit	02/17/2008		Verizon	Credit received on 02/17/08 Verizon bill on work per Accounts Payable		-515.34	403.66
Deposit	03/03/2008		Carol Dean	November & December 2007 rent payment PNC Checking		-403.66	0.00
General Journal	10/01/2010	211		Overpayment on October rent due to reduction in ta-SPLIT-		86.06	86.06

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Total Accounts Receivable Other						86.06	86.06
<b>Travel Advance</b>							<b>0.00</b>
<b>Carol Dean</b>							<b>0.00</b>
Total Carol Dean							0.00
<b>Gail McCauley</b>							<b>0.00</b>
Deposit	12/31/2006			Account Opening Balance	Opening Bal Equity	126.09	126.09
Deposit	07/17/2007	8894	Gail McCauley	Repayment of unused travel advance from 10/11/06	PNC Checking	-126.09	0.00
Total Gail McCauley						0.00	0.00
<b>Travel Advance - Other</b>							<b>0.00</b>
Total Travel Advance - Other							0.00
Total Travel Advance						0.00	0.00
<b>Due from Carol Dean</b>							<b>0.00</b>
Bill	06/09/2007		Renita Bridge		Accounts Payable	75.00	75.00
Bill	06/16/2007		Elizabeth Price		Accounts Payable		75.00
Bill	06/16/2007		Elizabeth Price	Contract Help	Accounts Payable	54.00	129.00
Bill	07/21/2007		Renita Bridge		Accounts Payable	110.00	239.00
Bill	09/08/2007		Renita Bridge		Accounts Payable	180.00	419.00
Bill	09/22/2007		Renita Bridge		Accounts Payable	160.00	579.00
Bill	10/06/2007		Renita Bridge		Accounts Payable	165.00	744.00
Bill	11/03/2007		Renita Bridge	Board reports	Accounts Payable	165.00	909.00
General Journal	12/31/2007	59		To transfer balance due from Carol Dean to be appl	Management Fees	-909.00	0.00
Bill	01/12/2008		Renita Bridge		Accounts Payable	100.00	100.00
Bill	01/15/2008	WFBSC10	Denise Anderson	January issue of International Dimensions	Accounts Payable	150.00	250.00
General Journal	01/31/2008	68		January rent due from Carol Dean	Office Rent	201.83	451.83
Bill	02/16/2008		Renita Bridge		Accounts Payable	160.00	611.83
Bill	02/27/2008	WFBSC20	Denise Anderson	February International Dimensions - Design	Accounts Payable	150.00	761.83
Bill	02/27/2008		Renita Bridge		Accounts Payable	30.00	791.83
General Journal	02/29/2008	69		Monthly rent due from Carol Dean	Office Rent	201.83	993.66
Deposit	03/18/2008	2931	Carol Dean	January - February 2008 Rent	PNC Checking	-403.86	590.00
Bill	04/12/2008		Renita Bridge		Accounts Payable	125.00	715.00
Bill	04/15/2008		Denise Anderson	March International Dimensions	Accounts Payable	150.00	865.00
Bill	04/25/2008	WFBSC408	Denise Anderson	April issue International Dimensions	Accounts Payable	150.00	1,015.00
General Journal	04/30/2008	82		Monthly rent due from Carol Dean	Office Rent	201.83	1,216.83
Bill	05/17/2008		Renita Bridge	Services Rendered	Accounts Payable	165.00	1,381.83
Bill	05/30/2008	WFBSC508	Denise Anderson	May issue of International Dimensions - Design	Accounts Payable	150.00	1,531.83
General Journal	05/31/2008	85		Monthly rent due from Carol Dean	Office Rent	201.83	1,733.66
Bill	05/31/2008		Renita Bridge		Accounts Payable	80.00	1,813.66
General Journal	06/30/2008	88		Monthly rent due from Carol Dean	Office Rent	201.83	2,015.49
General Journal	07/31/2008	91		Monthly rent due from Carol Dean	Office Rent	201.83	2,217.32
Bill	08/09/2008		Renita Bridge		Accounts Payable	190.00	2,407.32
General Journal	08/31/2008	94		Monthly rent due from Carol Dean	Office Rent	201.83	2,609.15
Bill	09/07/2008		Renita Bridge		Accounts Payable	95.00	2,704.15

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	09/13/2008		Renita Bridge		Accounts Payable	155.00	2,859.15
General Journal	09/30/2008	98R		Monthly rent due from Carol Dean	Office Rent	201.83	3,060.98
Bill	10/07/2008		Afzal Haleem	4 hours @ \$20/hr.	Accounts Payable	80.00	3,140.98
Bill	10/08/2008		Afzal Haleem	7 hours @ \$20/hr.	Accounts Payable	140.00	3,280.98
Bill	10/19/2008		Renita Bridge		Accounts Payable	100.00	3,380.98
General Journal	10/31/2008	103		Monthly rent due from Carol Dean	Office Rent	201.83	3,582.81
General Journal	11/30/2008	114		Monthly rent due from Carol Dean	Office Rent	201.83	3,784.64
General Journal	12/31/2008	115		Monthly rent due from Carol Dean	Office Rent	201.83	3,986.47
Credit	12/31/2008		The Dean Group	To apply balance of amount due from Carol Dean a	Accounts Payable	-3,986.47	0.00
General Journal	01/31/2009	116		Monthly rent due from Carol Dean	Office Rent	201.83	201.83
General Journal	02/28/2009	118		Monthly rent due from Carol Dean	Office Rent	201.83	403.66
General Journal	02/28/2009	120		Carol Dean Personal Cell Phone Usage for WFBSC	Telephone	-11.11	392.55
Bill	02/28/2009		The Dean Group	To set up amount to be paid in A/P	Accounts Payable	11.11	403.66
Bill	03/22/2009		Renita Bridge	Services Rendered	Accounts Payable	150.00	553.66
General Journal	03/22/2009	122		To transfer Renita Bridge fee to proper account (per	Office Services Rendered	-150.00	403.66
General Journal	03/31/2009	124		Monthly rent due from Carol Dean	Office Rent	201.83	605.49
General Journal	04/30/2009	127		Monthly rent due from Carol Dean	Office Rent	207.88	813.37
General Journal	04/30/2009	128		To capture the 3% rent increase that was effective 1	Office Rent	30.25	843.62
General Journal	05/31/2009	138		Monthly rent due from Carol Dean	Office Rent	207.88	1,051.50
General Journal	06/30/2009	142		Monthly rent due from Carol Dean	Office Rent	207.88	1,259.38
General Journal	07/31/2009	149		Monthly rent due from Carol Dean	Office Rent	207.88	1,467.26
General Journal	08/31/2009	150		Monthly rent due from Carol Dean	Office Rent	207.88	1,675.14
General Journal	09/30/2009	153		Monthly rent due from Carol Dean	Office Rent	207.88	1,883.02
General Journal	10/31/2009	158		Monthly rent due from Carol Dean	Office Rent	207.88	2,090.90
General Journal	11/30/2009	162		Monthly rent due from Carol Dean	Office Rent	214.12	2,305.02
General Journal	12/31/2009	165		Monthly rent due from Carol Dean	Office Rent	214.12	2,519.14
General Journal	01/31/2010	173		Monthly rent due from Carol Dean	Office Rent	214.12	2,733.26
General Journal	02/28/2010	182		Monthly rent due from Carol Dean	Office Rent	214.12	2,947.38
General Journal	03/31/2010	183		Monthly rent due from Carol Dean	Office Rent	214.12	3,161.50
General Journal	04/30/2010	184		Monthly rent due from Carol Dean	Office Rent	214.12	3,375.62
General Journal	05/31/2010	185		Monthly rent due from Carol Dean	Office Rent	214.12	3,589.74
General Journal	05/31/2010	187	Carol Dean	To apply A/P against due from Carol Dean	Accounts Payable	-44.44	3,545.30
Deposit	06/11/2010	1083	The Dean Group	2009 Office Rent	PNC Checking	-2,519.14	1,026.16
General Journal	06/30/2010	194		Monthly rent due from Carol Dean	Office Rent	214.12	1,240.28
General Journal	07/31/2010	195		Monthly rent due from Carol Dean	Office Rent	214.12	1,454.40
General Journal	07/31/2010	196		Reimbursable to Carol Dean for 10/13/09-11/12/09	Telephone	-3.30	1,451.10
Deposit	07/31/2010	1089	The Dean Group	Deposit	PNC Checking	-2,141.20	-690.10
Credit	07/31/2010		10201 Fairfax Boulevard, LLC	2009 Operating Expense Reconciliation from Landl	Accounts Payable	-85.64	-775.74
Check	08/12/2010	10299	Carol Dean	Reimbursement of Telephone, Office Supplies and I	PNC Checking	133.38	-642.36
General Journal	08/31/2010	197		Monthly rent due from Carol Dean	Office Rent	214.12	-428.24
General Journal	09/30/2010	198		Monthly rent due from Carol Dean	Office Rent	214.12	-214.12
General Journal	10/01/2010	199		Monthly rent due from Carol Dean	Office Rent	214.12	0.00
General Journal	10/01/2010	211		Overpayment on October rent due to reduction in ta	Accounts Receivable Other	-14.42	-14.42
Check	10/19/2010	10300	The Dean Group	Refund of Rent Overpayment	PNC Checking	14.42	0.00
Total Due from Carol Dean						0.00	0.00
Prepaid Expense							0.00

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<b>Prepaid Expense Other</b>							<b>0.00</b>
General Journal	04/30/2009	132		To setup as prepaid amounts in A/P as debits at 4/3	Accounts Payable	657.28	657.28
General Journal	04/30/2009	133		To setup as prepaid amounts in A/P as debits at 4/3	Accounts Payable	19.14	676.42
General Journal	05/01/2009	134	10201 Fairfax Boulevard, LLC	To reverse JE #132	Accounts Payable	-657.28	19.14
General Journal	05/01/2009	135	American Express	To reverse JE #133	Accounts Payable	-19.14	0.00
General Journal	07/31/2010	203	Kotwicki Associates	To set up Kotwicki Associates August bill paid in Jul	Accounts Payable	446.25	446.25
General Journal	08/01/2010	208	Kotwicki Associates	To reverse 7/31/10 entry	Accounts Payable	-446.25	0.00
Total Prepaid Expense Other							0.00
<b>Prepaid Rent</b>							<b>0.00</b>
Bill	10/10/2007		10201 Fairfax Boulevard, LLC	November rent	Accounts Payable	1,101.83	1,101.83
General Journal	11/30/2007	60		To expense November rent paid in October	Office Rent	-1,101.83	0.00
General Journal	07/31/2010	204	10201 Fairfax Boulevard, LLC	To set up prepaid rent at 7/31/10	Accounts Payable	2,469.96	2,469.96
General Journal	07/31/2010	205	10201 Fairfax Boulevard, LLC	To set up prepaid rent at 7/31/10	Accounts Payable	1,234.98	3,704.94
General Journal	08/01/2010	209	10201 Fairfax Boulevard, LLC	To reverse 7/31/10 entry	Accounts Payable	-2,469.96	1,234.98
General Journal	08/01/2010	210	10201 Fairfax Boulevard, LLC	To reverse 7/31/10 entry	Accounts Payable	-1,234.98	0.00
Total Prepaid Rent							0.00
<b>Prepaid Insurance</b>							<b>0.00</b>
General Journal	10/31/2007	34		Setup prepaid D&O insurance at 10/31/07	Insurance	2,702.19	2,702.19
General Journal	11/30/2007	35		Expense expired D&O insurance at 11/30/07	Insurance	-234.83	2,467.36
General Journal	11/30/2007	51		Set up prepaid business owners insurance at 11/30/07	Insurance	442.75	2,910.11
General Journal	12/31/2007	36		Expense expired D&O insurance at 12/31/07	Insurance	-234.83	2,675.28
General Journal	12/31/2007	52		Expense expired insurance	Insurance	-42.17	2,633.11
General Journal	01/31/2008	65		Expense expired insurance	Insurance	-42.17	2,590.94
General Journal	02/29/2008	76		Expense expired insurance	Insurance	-42.17	2,548.77
General Journal	03/31/2008	78		Expense expired insurance	Insurance	-42.17	2,506.60
General Journal	04/30/2008	81		Expense expired insurance	Insurance	-42.17	2,464.43
General Journal	05/31/2008	84		Expense expired insurance	Insurance	-42.17	2,422.26
General Journal	06/30/2008	87		Expense expired insurance	Insurance	-42.17	2,380.09
General Journal	07/31/2008	90		Expense expired insurance	Insurance	-42.17	2,337.92
General Journal	08/31/2008	93		Expense expired insurance	Insurance	-42.17	2,295.75
General Journal	09/30/2008	97		Expense expired insurance	Insurance	-1,530.50	765.25
Bill	10/08/2008	464870	Moody & Associates, Inc.	D&O/EPL Insurance 10/18/08-10/18/09	Accounts Payable	2,677.00	3,442.25
Bill	10/08/2008		The Hartford	BOP Insurance 10/19/08-10/19/09	Accounts Payable	500.00	3,942.25
General Journal	10/18/2008	100		To expense expired insurance	Insurance	-765.25	3,177.00
General Journal	10/31/2008	101		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-132.38	3,044.62
General Journal	11/30/2008	111		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-264.75	2,779.87
General Journal	12/31/2008	112		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-264.75	2,515.12
General Journal	01/31/2009	113		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-264.75	2,250.37
General Journal	02/28/2009	119		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-264.75	1,985.62
General Journal	03/31/2009	123		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-264.75	1,720.87
General Journal	04/30/2009	130		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-264.75	1,456.12
General Journal	05/31/2009	137		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-264.75	1,191.37
General Journal	06/30/2009	141		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-264.75	926.62
General Journal	07/31/2009	147		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-264.75	661.87
General Journal	08/31/2009	148		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-264.75	397.12

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	09/01/2009	487250	Moody & Associates, Inc.	D&O/EPL Insurance 10/18/09-10/18/10	Accounts Payable	2,677.00	3,074.12
Bill	09/21/2009		The Hartford	Business Owners Policy - 10/19/09-10/19/10	Accounts Payable	500.00	3,574.12
General Journal	09/30/2009	152		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-264.75	3,309.37
General Journal	10/15/2009	155		To expense expired insurance (mid 10/08- mid 10/0	Insurance	-132.37	3,177.00
General Journal	10/31/2009	156		To expense D&O/EPL & BOP Insurance (10/18/09- Insurance		-132.37	3,044.63
General Journal	11/30/2009	161		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-264.75	2,779.88
General Journal	12/31/2009	164		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-264.75	2,515.13
General Journal	01/31/2010	172		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-264.75	2,250.38
General Journal	02/28/2010	178		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-264.75	1,985.63
General Journal	03/31/2010	179		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-264.75	1,720.88
General Journal	04/30/2010	180		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-264.75	1,456.13
General Journal	05/31/2010	181		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-264.75	1,191.38
General Journal	06/30/2010	192		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-264.75	926.63
General Journal	07/31/2010	193		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-264.75	661.88
General Journal	08/31/2010	214		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-264.75	397.13
General Journal	09/30/2010	215		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-264.75	132.38
General Journal	10/14/2010	217		To expense expired insurance (mid 10/09- mid 10/1	Insurance	-132.38	0.00
Total Prepaid Insurance						0.00	0.00
<b>Prepaid Expense 2007</b>							<b>0.00</b>
Deposit	12/31/2006			Account Opening Balance	Opening Bal Equity	12,372.18	12,372.18
General Journal	12/31/2006	40		AJE #7 - To expense meal expense for EMG & SP (Committee Meetings		-2,744.61	9,627.57
General Journal	12/31/2006	41		AJE #8 - To expense travel to Prague related to me Committee Meetings		-3,220.85	6,406.92
General Journal	12/31/2006	42		AJE #9 - To expense cost of brochures that were th Printing/Design		-1,698.27	4,708.65
General Journal	09/30/2007	45		To expense prepaids from 12/31/06	Committee Meetings	-4,591.23	117.42
General Journal	10/31/2007	46		Expense expired insurance for October 2007 from p Insurance		-117.42	0.00
Total Prepaid Expense 2007						0.00	0.00
<b>Prepaid Expense 2008</b>							<b>0.00</b>
Deposit	12/31/2006			Account Opening Balance	Opening Bal Equity	8,723.96	8,723.96
General Journal	12/31/2006	43		AJE #10 - To expense cost of FN Task and EMG cc Committee Meetings		-1,072.46	7,651.50
General Journal	11/06/2007	48		Mac Mannes Inc invoice dated 11/06/07 - 25% of in Plaques		55.16	7,706.66
General Journal	11/30/2008	105		To expense prepaids related to 2008 World Congre:Travel		-7,706.66	0.00
Total Prepaid Expense 2008						0.00	0.00
<b>Prepaid Expense 2009</b>							<b>0.00</b>
General Journal	11/06/2007	49		Mac Mannes Inc invoice dated 11/06/07 - 25% of in Plaques		55.16	55.16
Bill	10/16/2008	1095708	Lee Wayne Corporation	1/5 charge of Executive Pens	Accounts Payable	52.74	107.90
General Journal	10/31/2009	157		To expense 2009 prepaid expenses	Board Meeting	-107.90	0.00
Total Prepaid Expense 2009						0.00	0.00
<b>Prepaid Expense 2010</b>							<b>0.00</b>
Deposit	12/31/2006			Account Opening Balance	Opening Bal Equity	6,699.60	6,699.60
General Journal	11/06/2007	50		Mac Mannes Inc invoice dated 11/06/07 - 25% of in Plaques		55.16	6,754.76
Bill	10/16/2008	1095708	Lee Wayne Corporation	1/5 charge of Executive Pens	Accounts Payable	52.74	6,807.50
General Journal	07/31/2010	201		To expense 2010 prepaid meeting expense	Board Meeting	-6,807.50	0.00
Total Prepaid Expense 2010						0.00	0.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>Prepaid Expense 2011</b>							<b>0.00</b>	
Bill	10/16/2008	1095708	Lee Wayne Corporation	1/5 charge of Executive Pens	Accounts Payable	52.74	52.74	
Total Prepaid Expense 2011							52.74	52.74
<b>Prepaid Expense 2012</b>							<b>0.00</b>	
Deposit	12/31/2006			Account Opening Balance	Opening Bal Equity	9,329.19	9,329.19	
Bill	10/16/2008	1095708	Lee Wayne Corporation	1/5 charge of Executive Pens	Accounts Payable	52.76	9,381.95	
Total Prepaid Expense 2012							9,381.95	9,381.95
<b>Prepaid Expense 2014</b>							<b>0.00</b>	
Deposit	12/31/2006			Account Opening Balance	Opening Bal Equity	745.83	745.83	
Total Prepaid Expense 2014							745.83	745.83
<b>Prepaid Expense 2016</b>							<b>0.00</b>	
Deposit	12/31/2006			Account Opening Balance	Opening Bal Equity	7,461.70	7,461.70	
Total Prepaid Expense 2016							7,461.70	7,461.70
<b>Prepaid Expense - Other</b>							<b>0.00</b>	
Total Prepaid Expense - Other								0.00
Total Prepaid Expense							17,642.22	17,642.22
<b>Promises to Give</b>							<b>0.00</b>	
Deposit	12/31/2006			Account Opening Balance	Opening Bal Equity	5,000.00	5,000.00	
Deposit	01/04/2007			W010650 0104	PNC Checking	-5,000.00	0.00	
Total Promises to Give							0.00	0.00
<b>Undeposited Funds</b>							<b>0.00</b>	
Payment	01/03/2007		A.D.E.L.		Accounts Receivable	900.00	900.00	
Deposit	01/03/2007		A.D.E.L.	Deposit	PNC Checking	-900.00	0.00	
Payment	01/16/2007	W010650 0104	Bundesinnungsverband des G-H		Accounts Receivable	2,467.14	2,467.14	
Deposit	01/16/2007	W010650 0104	Bundesinnungsverband des G-H	Deposit	PNC Checking	-2,467.14	0.00	
Payment	01/30/2007	005534	ConverPro		Accounts Receivable	500.00	500.00	
Deposit	01/30/2007	005534	ConverPro	Deposit	PNC Checking	-500.00	0.00	
Payment	01/31/2007	32852489	Ecolab		Accounts Receivable	1,000.00	1,000.00	
Payment	02/01/2007	W002611 0201	Korea Association of Building Maintenance		Accounts Receivable	17,016.00	18,016.00	
Deposit	02/01/2007	W002611 0201	Korea Association of Building Maintenance	Deposit	PNC Checking	-17,016.00	1,000.00	
Payment	02/05/2007	W005101 0205	OSB		Accounts Receivable	10,000.00	11,000.00	
Deposit	02/05/2007	W005101 0205	OSB	Deposit	PNC Checking	-10,000.00	1,000.00	
Payment	02/14/2007	W024265 0214	Korea Association of Building Maintenance		Accounts Receivable	2,010.00	3,010.00	
Deposit	02/14/2007	W024265 0214	Korea Association of Building Maintenance	Deposit	PNC Checking	-2,010.00	1,000.00	
Payment	02/21/2007	W021303 0221	Cleaning & Support Services Association		Accounts Receivable	4,400.00	5,400.00	
Deposit	02/21/2007	W021303 0221	Cleaning & Support Services Association	Deposit	PNC Checking	-4,400.00	1,000.00	
Payment	02/24/2007	W019493 0223	Truvox International		Accounts Receivable	480.00	1,480.00	
Deposit	02/24/2007	W019493 0223	Truvox International	Deposit	PNC Checking	-480.00	1,000.00	
Deposit	03/09/2007	32852489	Ecolab	Deposit	PNC Checking	-1,000.00	0.00	



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Type	Date	Num	Name	Memo	Split	Amount	Balance
Payment	03/20/2007	0552	Quebec BSCA		Accounts Receivable	1,600.00	1,600.00
Payment	03/20/2007	291484924	BSC of New Zealand		Accounts Receivable	2,400.00	4,000.00
Deposit	04/11/2007	0552	Quebec BSCA	Deposit	PNC Checking	-1,600.00	2,400.00
Deposit	04/11/2007	291484924	BSC of New Zealand	Deposit	PNC Checking	-2,400.00	0.00
Payment	05/04/2007	070504005290	FEBRAC		Accounts Receivable	2,400.00	2,400.00
Deposit	05/04/2007	070504005290	FEBRAC	Deposit	PNC Checking	-2,400.00	0.00
Payment	05/08/2007	070508001140	DOSIM (France)		Accounts Receivable	9,963.00	9,963.00
Deposit	05/08/2007	070508001140	DOSIM (France)	Deposit	PNC Checking	-9,963.00	0.00
Payment	05/09/2007	080014	Wood Wyant		Accounts Receivable	500.00	500.00
Deposit	05/09/2007	080014	Wood Wyant	Deposit	PNC Checking	-500.00	0.00
Payment	05/24/2007	070524003003	Japan Building Maintenance Association		Accounts Receivable	10,000.00	10,000.00
Deposit	05/24/2007	070524003003	Japan Building Maintenance Association	Deposit	PNC Checking	-10,000.00	0.00
Payment	06/05/2007	070605001539	ABSU/U.G.B.N.		Accounts Receivable	10,000.00	10,000.00
Deposit	06/05/2007	070605001539	ABSU/U.G.B.N.	Deposit	PNC Checking	-10,000.00	0.00
Payment	07/27/2007	070727021980	Korea Association of Building Maintenance		Accounts Receivable	2,382.00	2,382.00
Deposit	07/27/2007	070727021980	Korea Association of Building Maintenance	Deposit	PNC Checking	-2,382.00	0.00
Payment	08/27/2007	070827002882	BSA of Australia		Accounts Receivable	2,380.00	2,380.00
Deposit	08/27/2007	070827002882	BSA of Australia	Deposit	PNC Checking	-2,380.00	0.00
Payment	10/19/2007	W003285 1019	Building Managers Assoc of China		Accounts Receivable	1,582.00	1,582.00
Deposit	10/19/2007	W003285 1019	Building Managers Assoc of China	Deposit	PNC Checking	-1,582.00	0.00
Payment	10/23/2007	40042091	Ecolab		Accounts Receivable	1,000.00	1,000.00
Deposit	10/23/2007	40042091	Ecolab	Deposit	PNC Checking	-1,000.00	0.00
Payment	10/31/2007	332170216	BSC of New Zealand		Accounts Receivable	2,400.00	2,400.00
Deposit	11/07/2007	332170216	BSC of New Zealand	Deposit	PNC Checking	-2,400.00	0.00
Payment	11/09/2007	021569	Truvox International		Accounts Receivable	480.00	480.00
Deposit	11/09/2007	021569	Truvox International	Deposit	PNC Checking	-480.00	0.00
Payment	11/14/2007	003157	Japan Building Maintenance Association		Accounts Receivable	10,000.00	10,000.00
Deposit	11/14/2007	003157	Japan Building Maintenance Association	Deposit	PNC Checking	-10,000.00	0.00
Payment	11/27/2007		A.D.E.L.	Paid at Board meeting in November 2007	Accounts Receivable	900.00	900.00
Deposit	11/27/2007		A.D.E.L.	Paid at Board meeting in November 2007	PNC Checking	-900.00	0.00
Payment	12/17/2007	013172	Cleaning & Support Services Association		Accounts Receivable	4,400.00	4,400.00
Deposit	12/17/2007	013172	Cleaning & Support Services Association	Deposit	PNC Checking	-4,400.00	0.00
Payment	12/21/2007	0582	Quebec BSCA		Accounts Receivable	1,600.00	1,600.00
Deposit	12/21/2007	0582	Quebec BSCA	Deposit	PNC Checking	-1,600.00	0.00
Payment	12/24/2007	019719	OSB		Accounts Receivable	9,975.00	9,975.00
Deposit	12/24/2007	019719	OSB	Deposit	PNC Checking	-9,975.00	0.00
Payment	01/08/2008	080373	Wood Wyant		Accounts Receivable	500.00	500.00
Deposit	01/08/2008	080373	Wood Wyant	Deposit	PNC Checking	-500.00	0.00
Payment	01/14/2008	002084	Bundesinnungsverband des G-H		Accounts Receivable	2,480.00	2,480.00
Deposit	01/14/2008	002084	Bundesinnungsverband des G-H	Deposit	PNC Checking	-2,480.00	0.00
Payment	02/14/2008		FEBRAC		Accounts Receivable	2,400.00	2,400.00
Deposit	02/14/2008		FEBRAC	Deposit	PNC Checking	-2,400.00	0.00
Payment	04/23/2008	W0062540423	ABSU/U.G.B.N.		Accounts Receivable	10,000.00	10,000.00
Payment	04/23/2008	W0022900423	DOSIM (France)		Accounts Receivable	9,963.00	19,963.00
Deposit	04/23/2008	W0062540423	ABSU/U.G.B.N.	Deposit	PNC Checking	-10,000.00	9,963.00
Deposit	04/23/2008	W0022900423	DOSIM (France)	Deposit	PNC Checking	-9,963.00	0.00
Payment	05/12/2008	006820	ConverPro		Accounts Receivable	500.00	500.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Deposit	05/12/2008	006820	ConverPro	Deposit	PNC Checking	-500.00	0.00
Payment	05/12/2008	21754	Daniels Associates		Accounts Receivable	500.00	500.00
Deposit	05/12/2008	21754	Daniels Associates	Deposit	PNC Checking	-500.00	0.00
Payment	06/19/2008	021634	Korea Association of Building Maintenance		Accounts Receivable	2,380.00	2,380.00
Deposit	06/19/2008	021634	Korea Association of Building Maintenance	Deposit	PNC Checking	-2,380.00	0.00
Payment	07/07/2008	00020081894834498	JohnsonDiversey		Accounts Receivable	1,000.00	1,000.00
Deposit	07/07/2008	00020081894834498	JohnsonDiversey	2008 Dues	PNC Checking	-1,000.00	0.00
Payment	10/13/2008	047461	BSA of Australia		Accounts Receivable	2,400.00	2,400.00
Deposit	10/13/2008	047461	BSA of Australia	Deposit	PNC Checking	-2,400.00	0.00
Payment	11/20/2008		Building Managers Assoc of China		Accounts Receivable	1,582.00	1,582.00
Deposit	11/20/2008		Building Managers Assoc of China	Deposit	PNC Checking	-1,582.00	0.00
Payment	11/21/2008	W003431 1121	Japan Building Maintenance Association		Accounts Receivable	10,000.00	10,000.00
Deposit	11/21/2008	W003431 1121	Japan Building Maintenance Association	Deposit	PNC Checking	-10,000.00	0.00
Payment	12/30/2008	341896366	BSC of New Zealand		Accounts Receivable	2,400.00	2,400.00
Deposit	12/30/2008	341896366	BSC of New Zealand	Deposit	PNC Checking	-2,400.00	0.00
Payment	01/21/2009	W0081520121	Cleaning & Support Services Association		Accounts Receivable	4,400.00	4,400.00
Deposit	01/21/2009	W0081520121	Cleaning & Support Services Association	Deposit	PNC Checking	-4,400.00	0.00
Payment	01/27/2009	W0154300127	ABSU/U.G.B.N.		Accounts Receivable	10,000.00	10,000.00
Deposit	01/27/2009	W0154300127	ABSU/U.G.B.N.	Deposit	PNC Checking	-10,000.00	0.00
Payment	02/02/2009	W002509 0202	Bundesinnungsverband des G-H		Accounts Receivable	2,500.00	2,500.00
Deposit	02/02/2009	W002509 0202	Bundesinnungsverband des G-H	Deposit	PNC Checking	-2,500.00	0.00
Payment	02/09/2009	W015194 0209	A.D.E.L.		Accounts Receivable	885.00	885.00
Deposit	02/09/2009	W015194 0209	A.D.E.L.	Deposit	PNC Checking	-885.00	0.00
Payment	02/10/2009	W015309 0210	DOSIM (France)		Accounts Receivable	9,963.00	9,963.00
Deposit	02/10/2009	W015309 0210	DOSIM (France)	Deposit	PNC Checking	-9,963.00	0.00
Payment	02/17/2009	0815	Quebec BSCA		Accounts Receivable	1,600.00	1,600.00
Payment	02/17/2009	0580001597	BSCAI Dues		Accounts Receivable	10,000.00	11,600.00
Deposit	02/17/2009	0815	Quebec BSCA	Deposit	PNC Checking	-1,600.00	10,000.00
Deposit	02/17/2009	0580001597	BSCAI Dues	Deposit	PNC Checking	-10,000.00	0.00
Payment	04/08/2009	W022550 0408	FEBRAC		Accounts Receivable	2,400.00	2,400.00
Deposit	04/08/2009	W022550 0408	FEBRAC	Deposit	PNC Checking	-2,400.00	0.00
Payment	04/30/2009	W023254 0430	Korea Association of Building Maintenance		Accounts Receivable	2,400.00	2,400.00
Deposit	04/30/2009	W023254 0430	Korea Association of Building Maintenance	Deposit	PNC Checking	-2,400.00	0.00
Payment	07/06/2009	W008091 0706	A.D.E.L.		Accounts Receivable	6,350.00	6,350.00
Deposit	07/06/2009	W008091 0706	A.D.E.L.	Deposit	PNC Checking	-6,350.00	0.00
Payment	08/03/2009	041709	BSA of Australia		Accounts Receivable	2,400.00	2,400.00
Deposit	08/03/2009	041709	BSA of Australia	Deposit	PNC Checking	-2,400.00	0.00
Payment	09/28/2009		OSB		Accounts Receivable	10,000.00	10,000.00
Deposit	09/28/2009		OSB	Deposit	PNC Checking	-10,000.00	0.00
Payment	11/12/2009	22699	Daniels Associates		Accounts Receivable	500.00	500.00
Deposit	11/12/2009	22699	Daniels Associates	Deposit	PNC Checking	-500.00	0.00
Payment	11/19/2009	W002707 1119	DOSIM (France)		Accounts Receivable	9,963.00	9,963.00
Payment	11/19/2009	W002615 1119	Building Managers Assoc of China		Accounts Receivable	1,580.00	11,543.00
Deposit	11/19/2009	W002707 1119	DOSIM (France)	Deposit	PNC Checking	-9,963.00	1,580.00
Deposit	11/19/2009	W002615 1119	Building Managers Assoc of China	Deposit	PNC Checking	-1,580.00	0.00
Payment	12/17/2009	W004373 1217	Japan Building Maintenance Association		Accounts Receivable	10,000.00	10,000.00
Deposit	12/17/2009	W004373 1217	Japan Building Maintenance Association	Deposit	PNC Checking	-10,000.00	0.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Payment	12/22/2009	W008687 1222	FEBRAC		Accounts Receivable	2,400.00	2,400.00
Deposit	12/22/2009	W008687 1222	FEBRAC	Deposit	PNC Checking	-2,400.00	0.00
Payment	12/22/2009	W023278 1222	Korea Association of Building Maintenance		Accounts Receivable	2,380.00	2,380.00
Deposit	12/22/2009	W023278 1222	Korea Association of Building Maintenance	Deposit	PNC Checking	-2,380.00	0.00
Payment	12/23/2009	0843	Quebec BSCA		Accounts Receivable	1,600.00	1,600.00
Payment	12/23/2009	341903670	BSC of New Zealand		Accounts Receivable	2,400.00	4,000.00
Deposit	12/23/2009	0843	Quebec BSCA	Deposit	PNC Checking	-1,600.00	2,400.00
Deposit	12/23/2009	341903670	BSC of New Zealand	Deposit	PNC Checking	-2,400.00	0.00
Payment	02/24/2010	W010050 0224	A.D.E.L.		Accounts Receivable	885.00	885.00
Deposit	02/24/2010	W010050 0224	A.D.E.L.	Deposit	PNC Checking	-885.00	0.00
Payment	03/18/2010	22945	Daniels Associates		Accounts Receivable	500.00	500.00
Deposit	03/18/2010	22945	Daniels Associates	Deposit	PNC Checking	-500.00	0.00
Payment	07/15/2010	014907	BSA of Australia		Accounts Receivable	2,400.00	2,400.00
Deposit	07/15/2010	014907	BSA of Australia	Deposit	PNC Checking	-2,400.00	0.00
Total Undeposited Funds						0.00	0.00
<b>Property &amp; Equipment</b>							<b>0.00</b>
<b>Leasehold Improvements</b>							<b>0.00</b>
Bill	11/20/2007	World Federation TI	10201 Fairfax Boulevard, LLC		Accounts Payable	1,803.26	1,803.26
Total Leasehold Improvements						1,803.26	1,803.26
<b>Accum Amortization</b>							<b>0.00</b>
General Journal	12/31/2007	61		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-50.09
General Journal	01/31/2008	64		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-100.18
General Journal	02/29/2008	75		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-150.27
General Journal	03/31/2008	77		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-200.36
General Journal	04/30/2008	80		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-250.45
General Journal	05/31/2008	83		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-300.54
General Journal	06/30/2008	86		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-350.63
General Journal	07/31/2008	89		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-400.72
General Journal	08/31/2008	92		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-450.81
General Journal	09/30/2008	96R		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-500.90
General Journal	10/31/2008	102		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-550.99
General Journal	11/30/2008	104		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-601.08
General Journal	12/31/2008	106		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-651.17
General Journal	01/31/2009	107		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-701.26
General Journal	02/28/2009	117		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-751.35
General Journal	03/31/2009	121		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-801.44
General Journal	04/30/2009	129		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-851.53
General Journal	05/31/2009	136		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-901.62
General Journal	06/30/2009	139		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-951.71
General Journal	07/31/2009	140		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,001.80
General Journal	08/31/2009	146		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,051.89
General Journal	09/30/2009	151		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,101.98
General Journal	10/31/2009	154		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,152.07
General Journal	11/30/2009	160		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,202.16
General Journal	12/31/2009	163		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,252.25

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General Journal	01/31/2010	171		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,302.34
General Journal	02/28/2010	174		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,352.43
General Journal	03/31/2010	175		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,402.52
General Journal	04/30/2010	176		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,452.61
General Journal	05/31/2010	177		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,502.70
General Journal	06/30/2010	190		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,552.79
General Journal	07/31/2010	191		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,602.88
General Journal	08/31/2010	212		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,652.97
General Journal	09/30/2010	213		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-50.09	-1,703.06
General Journal	10/14/2010	216		Amortization of leasehold improvements	Amortization of Leasehold Impr.	-100.20	-1,803.26
Total Accum Amortization						-1,803.26	-1,803.26
<b>Property &amp; Equipment - Other</b>							<b>0.00</b>
Total Property & Equipment - Other							0.00
Total Property & Equipment						0.00	0.00
<b>Capitalized Cost - GMP</b>							<b>0.00</b>
General Journal	12/31/2006	2		Account Opening Balance	Opening Bal Equity	35,805.90	35,805.90
Check	02/26/2007	Fed Wire	Secure-Act	Website Redesign Phase 1	PNC Checking	1,850.00	37,655.90
Total Capitalized Cost - GMP						37,655.90	37,655.90
<b>Security Deposit</b>							<b>0.00</b>
Bill	10/10/2007		10201 Fairfax Boulevard, LLC	Security deposit on office lease per lease agreemer	Accounts Payable	3,305.49	3,305.49
Total Security Deposit						3,305.49	3,305.49
<b>Accounts Payable</b>							<b>0.00</b>
Bill	02/04/2007		Carol Dean		Travel	-297.41	-297.41
Bill	03/31/2007	11797	Syscom	WFBSCAI	Website	-54.15	-351.56
Bill	04/04/2007	4599	J&S Networks & Computer Services, LLC	07-0096	Computer/Network Maintenance	-624.63	-976.19
Bill	04/15/2007	4630	J&S Networks & Computer Services, LLC	07-0096	Computer/Network Maintenance	-1,258.42	-2,234.61
Bill	04/30/2007	4719	J&S Networks & Computer Services, LLC	07-0096	Computer/Network Maintenance	-95.00	-2,329.61
Bill Pmt -Check	05/01/2007	1087	Syscom	WFBSCAI	PNC Checking	54.15	-2,275.46
Bill	05/15/2007	4784	J&S Networks & Computer Services, LLC	07-0096	Computer/Network Maintenance	-356.25	-2,631.71
Bill	05/17/2007	May 2207	Verizon	000973513237 67Y	Telephone	-190.76	-2,822.47
Bill	05/31/2007	391	Kotwicki Associates		Audit & Accounting Fees	-150.00	-2,972.47
Bill Pmt -Check	06/05/2007	1093	J&S Networks & Computer Services, LLC		PNC Checking	1,978.05	-994.42
Bill Pmt -Check	06/05/2007	1092	Kotwicki Associates		PNC Checking	150.00	-844.42
Bill Pmt -Check	06/05/2007	1091	Verizon	000973513237 67Y	PNC Checking	190.76	-653.66
Bill	06/09/2007		Renita Bridge		Due from Carol Dean	-75.00	-728.66
Bill	06/16/2007		Elizabeth Price		-SPLIT-	-54.00	-782.66
Credit	06/17/2007		Verizon		Telephone	286.14	-496.52
Bill	06/17/2007		Verizon		Telephone	-181.70	-678.22
Bill Pmt -Check	06/19/2007	1095	Carol Dean		PNC Checking	297.41	-380.81
Bill Pmt -Check	06/19/2007	1097	Elizabeth Price		PNC Checking	54.00	-326.81
Bill Pmt -Check	06/19/2007	1098	J&S Networks & Computer Services, LLC	07-0096	PNC Checking	356.25	-29.44
Bill Pmt -Check	06/19/2007	1099	Renita Bridge		PNC Checking	75.00	104.44

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Bill	06/19/2007	109	BSCAI		Office Rent	-700.00	-595.56
Bill	06/21/2007	4933	J&S Networks & Computer Services, LLC		Computer/Network Maintenance	-23.75	-619.31
Bill	06/27/2007	WFBSC1	Denise Anderson		-SPLIT-	-591.95	-1,211.26
Bill	06/30/2007	408	Kotwicki Associates		Audit & Accounting Fees	-150.00	-1,361.26
Bill	06/30/2007	11998	Syscom		Website	-54.15	-1,415.41
Bill	07/01/2007	110	BSCAI		Office Rent	-350.00	-1,765.41
Bill	07/01/2007		Carol Dean		Accounts Payable Other	-208.99	-1,974.40
Bill	07/01/2007		Carol Dean		Accounts Payable Other	-177.73	-2,152.13
Bill	07/01/2007		BSCAI		Office Rent	-295.00	-2,447.13
Bill	07/01/2007		BSCAI		Accounts Payable Other	-3,799.83	-6,246.96
Bill	07/01/2007		BOA Platinum for Business		BOA Platinum Plus for Business	-341.59	-6,588.55
Bill Pmt -Check	07/17/2007	10000	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	341.59	-6,246.96
Bill Pmt -Check	07/17/2007	10001	BSCAI		PNC Checking	5,144.83	-1,102.13
Bill Pmt -Check	07/17/2007	10002	Carol Dean		PNC Checking	386.72	-715.41
Bill Pmt -Check	07/17/2007	10003	Denise Anderson		PNC Checking	591.95	-123.46
Bill Pmt -Check	07/17/2007	10004	Kotwicki Associates		PNC Checking	150.00	26.54
Bill Pmt -Check	07/17/2007	10005	Syscom		PNC Checking	54.15	80.69
Bill	07/17/2007		Arent Fox		Accounts Payable Other	-615.30	-534.61
Bill Pmt -Check	07/17/2007	10006	Arent Fox		PNC Checking	615.30	80.69
Bill	07/17/2007		Verizon		Telephone	-183.01	-102.32
Bill	07/19/2007	41572	Beach Brothers Printing Inc.		Printing/Design	-403.20	-505.52
Bill	07/21/2007		Renita Bridge		Due from Carol Dean	-110.00	-615.52
Bill	07/31/2007	422	Kotwicki Associates		Audit & Accounting Fees	-150.00	-765.52
Credit	07/31/2007		BSCAI	Credit for overpaid July 2007 rent (see documentati	Office Rent	295.00	-470.52
Bill	08/01/2007	111	BSCAI		Office Rent	-350.00	-820.52
Bill Pmt -Check	08/02/2007	10007	Beach Brothers Printing Inc.	AA003	PNC Checking	403.20	-417.32
Bill Pmt -Check	08/02/2007	10008	Kotwicki Associates		PNC Checking	150.00	-267.32
Bill Pmt -Check	08/02/2007	10009	Renita Bridge		PNC Checking	110.00	-157.32
Bill Pmt -Check	08/02/2007	10010	Verizon	VOID:	PNC Checking	0.00	-157.32
Bill Pmt -Check	08/02/2007	10011	Verizon		PNC Checking	78.57	-78.75
Bill	08/10/2007	WFBSC2	Denise Anderson		-SPLIT-	-500.00	-578.75
Bill	08/10/2007	8824	Innovative Projects, Inc.		Printing/Design	-75.00	-653.75
Bill	08/10/2007	5184	J&S Networks & Computer Services, LLC		Computer/Network Maintenance	-118.75	-772.50
Bill	08/17/2007		Verizon		Telephone	-177.77	-950.27
Bill	08/31/2007	438	Kotwicki Associates		Audit & Accounting Fees	-150.00	-1,100.27
Bill	08/31/2007	12151	Syscom		Newsletter	-94.05	-1,194.32
Bill Pmt -Check	09/04/2007	10012	Denise Anderson		PNC Checking	500.00	-694.32
Bill Pmt -Check	09/04/2007	10013	Innovative Projects, Inc.		PNC Checking	75.00	-619.32
Bill Pmt -Check	09/04/2007	10014	Kotwicki Associates		PNC Checking	150.00	-469.32
Bill Pmt -Check	09/04/2007	10015	Verizon	000973513237 67Y	PNC Checking	177.77	-291.55
Bill	09/05/2007		American Express		AmEx Executive Business Card	-18.00	-309.55
Bill	09/08/2007		Renita Bridge		Due from Carol Dean	-180.00	-489.55
Bill	09/11/2007		BOA Platinum for Business		BOA Platinum Plus for Business	-272.71	-762.26
Bill	09/15/2007	07-0096	J&S Networks & Computer Services, LLC		-SPLIT-	-380.00	-1,142.26
Bill	09/17/2007		Verizon		Telephone	-207.12	-1,349.38
Bill	09/17/2007	WFBSC3	Denise Anderson		-SPLIT-	-500.00	-1,849.38
Bill	09/17/2007		Automated Office Products, Inc.		Office Supplies	-279.78	-2,129.16

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Bill	09/22/2007		Renita Bridge		Due from Carol Dean	-160.00	-2,289.16
Bill Pmt -Check	09/25/2007	10019	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	272.71	-2,016.45
Bill Pmt -Check	09/25/2007	10020	Renita Bridge		PNC Checking	340.00	-1,676.45
Bill Pmt -Check	09/25/2007	10021	Syscom		PNC Checking	94.05	-1,582.40
Bill Pmt -Check	09/25/2007	10022	Verizon	000973513237 67Y	PNC Checking	207.12	-1,375.28
Bill Pmt -Check	09/25/2007	10023	American Express	3782-091641-52002	PNC Checking	18.00	-1,357.28
Bill	09/25/2007		BSCAI		Accounts Payable Other	-4,500.00	-5,857.28
Bill Pmt -Check	09/25/2007	10025	Automated Office Products, Inc.	W02237	PNC Checking	279.78	-5,577.50
Bill Pmt -Check	09/25/2007	10024	Denise Anderson		PNC Checking	500.00	-5,077.50
Bill	09/30/2007	451	Kotwicki Associates		Audit & Accounting Fees	-150.00	-5,227.50
Bill	09/30/2007	12240	Syscom		Newsletter	-54.15	-5,281.65
Bill Pmt -Check	10/01/2007	10026	BSCAI		PNC Checking	4,500.00	-781.65
Bill	10/04/2007		American Express		AmEx Executive Business Card	-149.80	-931.45
Bill	10/04/2007	118	BSCAI		Office Rent	-700.00	-1,631.45
Bill	10/06/2007		Renita Bridge		Due from Carol Dean	-165.00	-1,796.45
Bill	10/08/2007	34089	Moody & Associates, Inc.		Insurance	-2,818.00	-4,614.45
Bill	10/10/2007	WFBSC4	Denise Anderson		-SPLIT-	-500.00	-5,114.45
Bill	10/10/2007		10201 Fairfax Boulevard, LLC		-SPLIT-	-4,407.32	-9,521.77
Bill Pmt -Check	10/16/2007	10027	10201 Fairfax Boulevard, LLC		PNC Checking	4,407.32	-5,114.45
Bill Pmt -Check	10/16/2007	10028	American Express	3782-091641-52002	PNC Checking	149.80	-4,964.65
Bill Pmt -Check	10/16/2007	10029	Denise Anderson		PNC Checking	500.00	-4,464.65
Bill Pmt -Check	10/16/2007	10030	Kotwicki Associates		PNC Checking	150.00	-4,314.65
Bill Pmt -Check	10/16/2007	10031	Moody & Associates, Inc.	WORLFE1	PNC Checking	2,818.00	-1,496.65
Bill Pmt -Check	10/16/2007	10032	Renita Bridge		PNC Checking	165.00	-1,331.65
Bill Pmt -Check	10/16/2007	10033	BSCAI		PNC Checking	755.00	-576.65
Bill	10/17/2007		Verizon		Telephone	-195.62	-772.27
Bill Pmt -Check	10/23/2007	10035	Syscom		PNC Checking	54.15	-718.12
Bill	10/30/2007		Greenberg, Grant & Richards, Inc.		Telephone	-298.00	-1,016.12
Bill	10/30/2007	818802	Mac Mannes, Inc.		Plaques	-75.00	-1,091.12
Bill	10/31/2007	468	Kotwicki Associates		Audit & Accounting Fees	-150.00	-1,241.12
Bill	10/31/2007	12349	Syscom		Newsletter	-85.50	-1,326.62
Bill	11/03/2007		Renita Bridge		Due from Carol Dean	-165.00	-1,491.62
Bill	11/05/2007		American Express		AmEx Executive Business Card	-2,382.31	-3,873.93
Bill	11/05/2007	8937	Innovative Projects, Inc.		Printing/Design	-423.75	-4,297.68
Bill	11/06/2007	818879	Mac Mannes, Inc.		Plaques	-220.63	-4,518.31
Bill Pmt -Check	11/07/2007	10042	Greenberg, Grant & Richards, Inc.	911144	PNC Checking	298.00	-4,220.31
Bill Pmt -Check	11/07/2007	10041	J&S Networks & Computer Services, LLC		PNC Checking	380.00	-3,840.31
Bill Pmt -Check	11/07/2007	10040	Kotwicki Associates		PNC Checking	150.00	-3,690.31
Bill Pmt -Check	11/07/2007	10039	Mac Mannes, Inc.		PNC Checking	75.00	-3,615.31
Bill Pmt -Check	11/07/2007	10038	Renita Bridge		PNC Checking	165.00	-3,450.31
Bill Pmt -Check	11/07/2007	10037	Verizon	000973513237 67Y	PNC Checking	195.62	-3,254.69
Bill	11/07/2007	WFBSC5	Denise Anderson		-SPLIT-	-500.00	-3,754.69
Bill	11/09/2007	WFBSC-01-2007	Joseph M. Kotwicki, CPA		Audit & Accounting Fees	-2,735.31	-6,490.00
Bill	11/11/2007		BOA Platinum for Business		BOA Platinum Plus for Business	-66.95	-6,556.95
Bill	11/12/2007	5719	J&S Networks & Computer Services, LLC		Computer/Network Maintenance	-95.00	-6,651.95
Bill	11/16/2007	992487	Sonnenschein Nath & Rosenthal LLP		Legal Fees/Trademarks	-1,187.50	-7,839.45
Bill	11/17/2007		Verizon		Telephone	-201.79	-8,041.24

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Bill	11/17/2007		Carol Dean		Travel	-433.00	-8,474.24
Bill	11/19/2007		The Hartford		Insurance	-506.00	-8,980.24
Bill	11/20/2007	World Federation TI	10201 Fairfax Boulevard, LLC		Leasehold Improvements	-1,803.26	-10,783.50
Bill Pmt -Check	11/27/2007	10043	10201 Fairfax Boulevard, LLC		PNC Checking	1,803.26	-8,980.24
Bill Pmt -Check	11/27/2007	10044	American Express	3782-091641-52002	PNC Checking	2,382.31	-6,597.93
Bill Pmt -Check	11/27/2007	10045	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	66.95	-6,530.98
Bill Pmt -Check	11/27/2007	10046	BSCAI		PNC Checking	3,346.07	-3,184.91
Bill Pmt -Check	11/27/2007	10047	Denise Anderson		PNC Checking	500.00	-2,684.91
Bill Pmt -Check	11/27/2007	10048	Innovative Projects, Inc.		PNC Checking	423.75	-2,261.16
Bill Pmt -Check	11/27/2007	10049	Joseph M. Kotwicki, CPA		PNC Checking	2,735.31	474.15
Bill Pmt -Check	11/27/2007	10050	Mac Mannes, Inc.		PNC Checking	220.63	694.78
Bill Pmt -Check	11/27/2007	10051	Sonnenschein Nath & Rosenthal LLP		PNC Checking	1,187.50	1,882.28
Bill Pmt -Check	11/27/2007	10052	Syscom		PNC Checking	85.50	1,967.78
Bill Pmt -Check	11/27/2007	10053	The Hartford	VOID: 42 12085027	PNC Checking	0.00	1,967.78
Bill Pmt -Check	11/27/2007	10054	10201 Fairfax Boulevard, LLC		PNC Checking	1,101.83	3,069.61
Bill	11/27/2007		Afzal Haleem		Office Relocation	-120.00	2,949.61
Bill	11/28/2007		Afzal Haleem		Office Relocation	-200.00	2,749.61
Bill	11/29/2007		Afzal Haleem		Office Relocation	-120.00	2,629.61
Bill	11/30/2007	11078	North American Office Furniture		Office Relocation	-2,012.50	617.11
Bill	11/30/2007	12402	Syscom		Newsletter	-54.15	562.96
Bill	11/30/2007	8970	Washington Art Services		Office Relocation	-510.00	52.96
Bill	12/01/2007		10201 Fairfax Boulevard, LLC		Office Rent	-1,101.83	-1,048.87
Bill	12/01/2007		BSCAI		-SPLIT-	-3,346.07	-4,394.94
Bill	12/01/2007		Afzal Haleem		Office Relocation	-80.00	-4,474.94
Bill	12/02/2007	483	Kotwicki Associates		Audit & Accounting Fees	-150.00	-4,624.94
Bill	12/03/2007	8974	Innovative Projects, Inc.		Printing/Design	-35.00	-4,659.94
Bill	12/05/2007	5863	J&S Networks & Computer Services, LLC		Office Relocation	-712.50	-5,372.44
Bill	12/05/2007	5866	J&S Networks & Computer Services, LLC		Office Relocation	-80.76	-5,453.20
Bill	12/05/2007		American Express		AmEx Executive Business Card	-3,788.89	-9,242.09
Bill	12/07/2007	123	BSCAI		Office Rent	-700.00	-9,942.09
Bill	12/10/2007		Denise Anderson		-SPLIT-	-500.00	-10,442.09
Bill Pmt -Check	12/11/2007	10055	Afzal Haleem		PNC Checking	520.00	-9,922.09
Bill Pmt -Check	12/11/2007	10056	J&S Networks & Computer Services, LLC	07-0096	PNC Checking	237.50	-9,684.59
Bill Pmt -Check	12/11/2007	10057	Kotwicki Associates		PNC Checking	150.00	-9,534.59
Bill Pmt -Check	12/11/2007	10058	North American Office Furniture	WFBSC	PNC Checking	2,012.50	-7,522.09
Bill Pmt -Check	12/11/2007	10059	Verizon	000973513237 67Y	PNC Checking	201.79	-7,320.30
Bill	12/11/2007		BOA Platinum for Business		BOA Platinum Plus for Business	-26.95	-7,347.25
Bill	12/12/2007		AT&T Mobility		Board Meeting	-174.92	-7,522.17
Bill	12/17/2007		Verizon		-SPLIT-	-825.98	-8,348.15
Bill Pmt -Check	12/21/2007	10060	10201 Fairfax Boulevard, LLC		PNC Checking	1,192.83	-7,155.32
Bill Pmt -Check	12/21/2007	10061	American Express	3782-091641-52002	PNC Checking	3,788.89	-3,366.43
Bill Pmt -Check	12/21/2007	10062	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	26.95	-3,339.48
Bill Pmt -Check	12/21/2007	10063	BSCAI		PNC Checking	700.00	-2,639.48
Bill Pmt -Check	12/21/2007	10064	Denise Anderson		PNC Checking	500.00	-2,139.48
Bill Pmt -Check	12/21/2007	10065	Innovative Projects, Inc.		PNC Checking	35.00	-2,104.48
Bill Pmt -Check	12/21/2007	10066	J&S Networks & Computer Services, LLC	07-0096	PNC Checking	793.26	-1,311.22
Bill Pmt -Check	12/21/2007	10067	Syscom		PNC Checking	54.15	-1,257.07

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Bill Pmt -Check	12/21/2007	10068	Washington Art Services		PNC Checking	510.00	-747.07
Bill	12/31/2007	12463	Syscom		Newsletter	-54.15	-801.22
Bill	12/31/2007	500	Kotwicki Associates		Audit & Accounting Fees	-150.00	-951.22
Bill	12/31/2007		The Hartford		Bank,Credit Card and Other Fees	-26.00	-977.22
Bill	12/31/2007		The Dean Group		Management Fees	-28,191.00	-29,168.22
Bill	01/01/2008		10201 Fairfax Boulevard, LLC		-SPLIT-	-1,192.83	-30,361.05
Bill	01/01/2008		The Dean Group		Management Fees	-2,500.00	-32,861.05
Bill	01/04/2008		American Express		AmEx Executive Business Card	-111.75	-32,972.80
Bill Pmt -Check	01/08/2008	10070	AT&T Mobility	921404884	PNC Checking	174.92	-32,797.88
Bill Pmt -Check	01/08/2008	10071	Kotwicki Associates		PNC Checking	150.00	-32,647.88
Bill Pmt -Check	01/08/2008	10072	The Hartford	42 12085027	PNC Checking	532.00	-32,115.88
Bill	01/11/2008		BOA Platinum for Business		BOA Platinum Plus for Business	-26.95	-32,142.83
Bill	01/12/2008		Renita Bridge		Due from Carol Dean	-100.00	-32,242.83
Bill	01/15/2008	WFBSC10	Denise Anderson		-SPLIT-	-500.00	-32,742.83
Bill	01/17/2008		Verizon		-SPLIT-	-219.24	-32,962.07
Bill Pmt -Check	01/29/2008	10073	American Express	3782-091641-52002	PNC Checking	111.75	-32,850.32
Bill Pmt -Check	01/29/2008	10074	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	26.95	-32,823.37
Bill Pmt -Check	01/29/2008	10075	Carol Dean	VOID:	PNC Checking	0.00	-32,823.37
Bill Pmt -Check	01/29/2008	10076	Denise Anderson		PNC Checking	500.00	-32,323.37
Bill Pmt -Check	01/29/2008	10077	Renita Bridge		PNC Checking	100.00	-32,223.37
Bill Pmt -Check	01/29/2008	10078	Syscom		PNC Checking	54.15	-32,169.22
Bill Pmt -Check	01/29/2008	10079	Verizon	000973513237 67Y	PNC Checking	825.98	-31,343.24
Bill Pmt -Check	01/29/2008	10080	Carol Dean		PNC Checking	433.00	-30,910.24
Bill Pmt -Check	01/29/2008	10081	The Dean Group		PNC Checking	4,000.00	-26,910.24
Bill	01/31/2008	519	Kotwicki Associates		Audit & Accounting Fees	-210.00	-27,120.24
Bill	01/31/2008	12548	Syscom		Website	-54.15	-27,174.39
Bill	02/01/2008		The Dean Group		Management Fees	-2,500.00	-29,674.39
Bill	02/04/2008	9048	Innovative Projects, Inc.		Printing/Design	-70.00	-29,744.39
Bill	02/05/2008		American Express		AmEx Executive Business Card	-384.56	-30,128.95
Bill	02/11/2008		BOA Platinum for Business		BOA Platinum Plus for Business	-46.95	-30,175.90
Bill Pmt -Check	02/12/2008	10082	Kotwicki Associates		PNC Checking	210.00	-29,965.90
Bill Pmt -Check	02/12/2008	10083	Verizon	000973513237 67Y	PNC Checking	219.24	-29,746.66
Bill	02/16/2008		Renita Bridge		Due from Carol Dean	-160.00	-29,906.66
Credit	02/17/2008		Verizon		Accounts Receivable Other	515.34	-29,391.32
Bill	02/17/2008		Verizon		-SPLIT-	-294.37	-29,685.69
Bill Pmt -Check	02/26/2008	10085	10201 Fairfax Boulevard, LLC		PNC Checking	1,170.83	-28,514.86
Bill Pmt -Check	02/26/2008	10086	American Express	3782-091641-52002	PNC Checking	384.56	-28,130.30
Bill Pmt -Check	02/26/2008	10087	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	46.95	-28,083.35
Bill Pmt -Check	02/26/2008	10088	Innovative Projects, Inc.		PNC Checking	70.00	-28,013.35
Bill Pmt -Check	02/26/2008	10089	Renita Bridge		PNC Checking	160.00	-27,853.35
Bill Pmt -Check	02/26/2008	10090	Syscom		PNC Checking	54.15	-27,799.20
Bill Pmt -Check	02/26/2008	10091	The Dean Group		PNC Checking	4,000.00	-23,799.20
Bill	02/27/2008	WFBSC20	Denise Anderson		-SPLIT-	-500.00	-24,299.20
Bill	02/27/2008		Renita Bridge		Due from Carol Dean	-30.00	-24,329.20
Bill	02/29/2008	538	Kotwicki Associates		Audit & Accounting Fees	-210.00	-24,539.20
Bill	03/01/2008		10201 Fairfax Boulevard, LLC		Office Rent	-1,170.83	-25,710.03
Bill	03/01/2008		The Dean Group		Management Fees	-2,500.00	-28,210.03



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Bill	03/06/2008		American Express		AmEx Executive Business Card	-41.00	-28,251.03
Bill	03/11/2008		BOA Platinum for Business		BOA Platinum Plus for Business	-27.95	-28,278.98
Bill	03/17/2008		Verizon		-SPLIT-	-212.13	-28,491.11
Bill	03/17/2008	WFBSC308 - Rev. 1	Denise Anderson		Newsletter	-50.00	-28,541.11
Bill Pmt -Check	03/18/2008	10098	American Express	3782-091641-52002	PNC Checking	41.00	-28,500.11
Bill Pmt -Check	03/18/2008	10097	Denise Anderson		PNC Checking	500.00	-28,000.11
Bill Pmt -Check	03/18/2008	10096	Kotwicki Associates		PNC Checking	210.00	-27,790.11
Bill Pmt -Check	03/18/2008	10095	Renita Bridge		PNC Checking	30.00	-27,760.11
Bill Pmt -Check	03/18/2008	10094	Verizon	VOID: 000973513237 67Y	PNC Checking	0.00	-27,760.11
Bill	03/31/2008	557	Kotwicki Associates		Audit & Accounting Fees	-210.00	-27,970.11
Bill	04/01/2008		10201 Fairfax Boulevard, LLC		Office Rent	-1,170.83	-29,140.94
Bill Pmt -Check	04/01/2008	10099	10201 Fairfax Boulevard, LLC		PNC Checking	1,170.83	-27,970.11
Bill Pmt -Check	04/01/2008	10100	Kotwicki Associates		PNC Checking	210.00	-27,760.11
Bill Pmt -Check	04/01/2008	10101	The Dean Group		PNC Checking	4,000.00	-23,760.11
Bill	04/01/2008		The Dean Group		Management Fees	-2,500.00	-26,260.11
Bill	04/11/2008		BOA Platinum for Business		BOA Platinum Plus for Business	-46.95	-26,307.06
Bill	04/11/2008		PNC Bank		Bank,Credit Card and Other Fees	-175.00	-26,482.06
Bill	04/12/2008		Renita Bridge		Due from Carol Dean	-125.00	-26,607.06
Bill	04/15/2008		Denise Anderson		-SPLIT-	-450.00	-27,057.06
Bill Pmt -Check	04/15/2008	10102	10201 Fairfax Boulevard, LLC		PNC Checking	1,170.83	-25,886.23
Bill Pmt -Check	04/15/2008	10103	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	27.95	-25,858.28
Bill Pmt -Check	04/15/2008	10104	Denise Anderson		PNC Checking	450.00	-25,408.28
Bill Pmt -Check	04/15/2008	10105	Renita Bridge		PNC Checking	125.00	-25,283.28
Bill	04/17/2008		Verizon		-SPLIT-	-212.79	-25,496.07
Bill	04/25/2008	WFBSC408	Denise Anderson		-SPLIT-	-500.00	-25,996.07
Bill	04/30/2008	572	Kotwicki Associates		Audit & Accounting Fees	-210.00	-26,206.07
Bill	04/30/2008	2145	Michael Parsons		Office Supplies	-340.00	-26,546.07
Bill	05/01/2008		10201 Fairfax Boulevard, LLC		Office Rent	-1,170.83	-27,716.90
Bill	05/01/2008		American Express		AmEx Executive Business Card	-283.93	-28,000.83
Bill	05/01/2008		BOA Platinum for Business		BOA Platinum Plus for Business	-46.95	-28,047.78
Bill	05/01/2008		The Dean Group		Management Fees	-2,500.00	-30,547.78
Bill Pmt -Check	05/07/2008	EFT	PNC Bank		PNC Checking	175.00	-30,372.78
Bill Pmt -Check	05/12/2008	10106	10201 Fairfax Boulevard, LLC		PNC Checking	1,170.83	-29,201.95
Bill Pmt -Check	05/12/2008	10107	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	46.95	-29,155.00
Bill Pmt -Check	05/12/2008	10108	Denise Anderson		PNC Checking	550.00	-28,605.00
Bill Pmt -Check	05/12/2008	10109	Kotwicki Associates		PNC Checking	210.00	-28,395.00
Bill Pmt -Check	05/12/2008	10110	Michael Parsons		PNC Checking	340.00	-28,055.00
Bill Pmt -Check	05/12/2008	10111	The Dean Group		PNC Checking	8,000.00	-20,055.00
Bill Pmt -Check	05/12/2008	10112	Verizon	000973513237 67Y	PNC Checking	203.95	-19,851.05
Bill Pmt -Check	05/12/2008	10113	American Express	3782-091641-52002	PNC Checking	283.93	-19,567.12
Bill	05/15/2008	6686	J&S Networks & Computer Services, LLC		Computer/Network Maintenance	-302.50	-19,869.62
Bill	05/17/2008		Verizon		-SPLIT-	-211.75	-20,081.37
Bill	05/17/2008	12784	Syscom		Website	-54.15	-20,135.52
Bill	05/17/2008		Renita Bridge		Due from Carol Dean	-165.00	-20,300.52
Bill	05/30/2008	WFBSC508	Denise Anderson		-SPLIT-	-500.00	-20,800.52
Bill Pmt -Check	05/31/2008	10114	BOA Platinum for Business	VOID: 5472 0690 0020 9018	PNC Checking	0.00	-20,800.52
Bill Pmt -Check	05/31/2008	10115	J&S Networks & Computer Services, LLC	VOID: 07-0096	PNC Checking	0.00	-20,800.52

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Bill Pmt -Check	05/31/2008	10116	Renita Bridge	VOID:	PNC Checking	0.00	-20,800.52
Bill Pmt -Check	05/31/2008	10117	Syscom	VOID:	PNC Checking	0.00	-20,800.52
Bill Pmt -Check	05/31/2008	10118	Verizon	VOID: 000973513237 67Y	PNC Checking	0.00	-20,800.52
Bill Pmt -Check	05/31/2008	10119	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	46.95	-20,753.57
Bill Pmt -Check	05/31/2008	10120	J&S Networks & Computer Services, LLC	07-0096	PNC Checking	302.50	-20,451.07
Bill Pmt -Check	05/31/2008	10121	Renita Bridge		PNC Checking	165.00	-20,286.07
Bill Pmt -Check	05/31/2008	10122	Syscom		PNC Checking	54.15	-20,231.92
Bill Pmt -Check	05/31/2008	10123	Verizon	000973513237 67Y	PNC Checking	211.75	-20,020.17
Bill	05/31/2008		Renita Bridge		Due from Carol Dean	-80.00	-20,100.17
Bill	05/31/2008	584	Kotwicki Associates		Audit & Accounting Fees	-210.00	-20,310.17
Bill	06/01/2008		10201 Fairfax Boulevard, LLC		Office Rent	-1,170.83	-21,481.00
Bill	06/01/2008		The Dean Group		Management Fees	-2,500.00	-23,981.00
Bill	06/11/2008		BOA Platinum for Business		BOA Platinum Plus for Business	-27.95	-24,008.95
Bill	06/14/2008	7251937	Leadership Directories, Inc.		Bank,Credit Card and Other Fees	-167.50	-24,176.45
Bill Pmt -Check	06/16/2008	10124	10201 Fairfax Boulevard, LLC		PNC Checking	1,170.83	-23,005.62
Bill Pmt -Check	06/16/2008	10125	Kotwicki Associates		PNC Checking	210.00	-22,795.62
Bill Pmt -Check	06/16/2008	10126	Renita Bridge		PNC Checking	80.00	-22,715.62
Bill Pmt -Check	06/16/2008	10127	The Dean Group		PNC Checking	8,191.00	-14,524.62
Bill	06/17/2008		Verizon		-SPLIT-	-223.28	-14,747.90
Bill	06/20/2008	WFBSC608	Denise Anderson		-SPLIT-	-500.00	-15,247.90
Bill	06/30/2008	603	Kotwicki Associates		Audit & Accounting Fees	-210.00	-15,457.90
Bill	06/30/2008	12906	Syscom		-SPLIT-	-163.40	-15,621.30
Bill	07/01/2008		10201 Fairfax Boulevard, LLC		Office Rent	-1,170.83	-16,792.13
Bill	07/01/2008		The Dean Group		Management Fees	-2,500.00	-19,292.13
Bill Pmt -Check	07/07/2008	10128	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	27.95	-19,264.18
Bill Pmt -Check	07/07/2008	10129	Denise Anderson		PNC Checking	1,000.00	-18,264.18
Bill Pmt -Check	07/07/2008	10130	Kotwicki Associates		PNC Checking	210.00	-18,054.18
Bill Pmt -Check	07/07/2008	10131	The Dean Group		PNC Checking	4,000.00	-14,054.18
Bill Pmt -Check	07/07/2008	10132	Verizon	000973513237 67Y	PNC Checking	223.28	-13,830.90
Bill	07/11/2008		BOA Platinum for Business		BOA Platinum Plus for Business	-46.95	-13,877.85
Bill	07/15/2008	6961	J&S Networks & Computer Services, LLC		Website	-99.95	-13,977.80
Bill	07/17/2008		Verizon		-SPLIT-	-238.35	-14,216.15
Bill	07/18/2008	WFBSC708	Denise Anderson		-SPLIT-	-500.00	-14,716.15
Bill	07/31/2008	621	Kotwicki Associates		Audit & Accounting Fees	-210.00	-14,926.15
Bill	08/01/2008		10201 Fairfax Boulevard, LLC		Office Rent	-1,170.83	-16,096.98
Bill	08/01/2008		The Dean Group		Management Fees	-2,500.00	-18,596.98
Bill Pmt -Check	08/04/2008	10133	10201 Fairfax Boulevard, LLC		PNC Checking	1,170.83	-17,426.15
Bill Pmt -Check	08/04/2008	10134	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	46.95	-17,379.20
Bill Pmt -Check	08/04/2008	10135	J&S Networks & Computer Services, LLC	07-0096	PNC Checking	99.95	-17,279.25
Bill Pmt -Check	08/04/2008	10136	Kotwicki Associates		PNC Checking	210.00	-17,069.25
Bill Pmt -Check	08/04/2008	10137	Leadership Directories, Inc.	350363-4	PNC Checking	167.50	-16,901.75
Bill Pmt -Check	08/04/2008	10138	Syscom		PNC Checking	163.40	-16,738.35
Bill Pmt -Check	08/04/2008	10139	The Dean Group		PNC Checking	2,500.00	-14,238.35
Bill Pmt -Check	08/04/2008	10140	Verizon	000973513237 67Y	PNC Checking	238.35	-14,000.00
Bill	08/05/2008		American Express		AmEx Executive Business Card	-395.00	-14,395.00
Bill	08/09/2008		Renita Bridge		Due from Carol Dean	-190.00	-14,585.00
Bill	08/17/2008		Verizon		-SPLIT-	-223.37	-14,808.37

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Bill	08/31/2008	638	Kotwicki Associates		Audit & Accounting Fees	-210.00	-15,018.37
Bill	08/31/2008	13069	Syscom		Website	-129.00	-15,147.37
Bill	08/31/2008	WFBSC808	Denise Anderson		-SPLIT-	-500.00	-15,647.37
Bill	09/01/2008		10201 Fairfax Boulevard, LLC		-SPLIT-	-1,308.83	-16,956.20
Bill	09/01/2008		The Dean Group		Management Fees	-2,500.00	-19,456.20
Bill	09/07/2008		Renita Bridge		Due from Carol Dean	-95.00	-19,551.20
Bill	09/11/2008		BOA Platinum for Business		BOA Platinum Plus for Business	-74.90	-19,626.10
Bill	09/13/2008		Renita Bridge		Due from Carol Dean	-155.00	-19,781.10
Bill	09/15/2008		LightWave		Telephone	-149.49	-19,930.59
Bill Pmt -Check	09/16/2008	10141	10201 Fairfax Boulevard, LLC	VOID:	PNC Checking	0.00	-19,930.59
Bill Pmt -Check	09/16/2008	10142	American Express	3782-091641-52002	PNC Checking	395.00	-19,535.59
Bill Pmt -Check	09/16/2008	10143	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	74.90	-19,460.69
Bill Pmt -Check	09/16/2008	10144	Denise Anderson		PNC Checking	500.00	-18,960.69
Bill Pmt -Check	09/16/2008	10145	Kotwicki Associates		PNC Checking	210.00	-18,750.69
Bill Pmt -Check	09/16/2008	10146	Renita Bridge		PNC Checking	440.00	-18,310.69
Bill Pmt -Check	09/16/2008	10147	Syscom		PNC Checking	129.00	-18,181.69
Bill Pmt -Check	09/16/2008	10148	Verizon	000973513237 67Y	PNC Checking	223.37	-17,958.32
Bill Pmt -Check	09/16/2008	10149	10201 Fairfax Boulevard, LLC		PNC Checking	1,308.83	-16,649.49
Bill	09/16/2008	WFBSC0908	10201 Fairfax Boulevard, LLC		Office Rent	-759.00	-17,408.49
Bill	09/18/2008		10201 Fairfax Boulevard, LLC		Bank,Credit Card and Other Fees	-65.44	-17,473.93
Bill	09/22/2008		Verizon		Telephone	-24.08	-17,498.01
Bill	09/29/2008	WFBSC908	Denise Anderson		-SPLIT-	-500.00	-17,998.01
Bill Pmt -Check	09/30/2008	10150	10201 Fairfax Boulevard, LLC		PNC Checking	1,170.83	-16,827.18
Bill	09/30/2008	659	Kotwicki Associates		Audit & Accounting Fees	-210.00	-17,037.18
Bill	09/30/2008	13140	Syscom		-SPLIT-	-217.55	-17,254.73
Bill	10/01/2008		10201 Fairfax Boulevard, LLC		Office Rent	-1,170.83	-18,425.56
Bill	10/01/2008		The Dean Group		Management Fees	-2,500.00	-20,925.56
Bill	10/05/2008		Verizon		-SPLIT-	-203.19	-21,128.75
Bill	10/06/2008	9390	Innovative Projects, Inc.		Printing/Design	-30.00	-21,158.75
Bill	10/07/2008		Afzal Haleem		Due from Carol Dean	-80.00	-21,238.75
Bill	10/08/2008		Afzal Haleem		Due from Carol Dean	-140.00	-21,378.75
Bill	10/08/2008	464870	Moody & Associates, Inc.		Prepaid Insurance	-2,677.00	-24,055.75
Bill	10/08/2008		The Hartford	42 12085027	Prepaid Insurance	-500.00	-24,555.75
Bill	10/09/2008	821884	Mac Mannes, Inc.		Board Meeting	-214.48	-24,770.23
Bill	10/10/2008		BOA Platinum for Business		BOA Platinum Plus for Business	-27.95	-24,798.18
Bill Pmt -Check	10/13/2008	10151	10201 Fairfax Boulevard, LLC	VOID:	PNC Checking	0.00	-24,798.18
Bill Pmt -Check	10/13/2008	10152	Afzal Haleem		PNC Checking	220.00	-24,578.18
Bill Pmt -Check	10/13/2008	10153	Denise Anderson		PNC Checking	1,000.00	-23,578.18
Bill Pmt -Check	10/13/2008	10154	Innovative Projects, Inc.		PNC Checking	30.00	-23,548.18
Bill Pmt -Check	10/13/2008	10155	Kotwicki Associates		PNC Checking	210.00	-23,338.18
Bill Pmt -Check	10/13/2008	10156	LightWave	033914	PNC Checking	149.49	-23,188.69
Bill Pmt -Check	10/13/2008	10157	Moody & Associates, Inc.	WORLFE1	PNC Checking	2,677.00	-20,511.69
Bill Pmt -Check	10/13/2008	10158	Verizon	000973513237 67Y	PNC Checking	227.27	-20,284.42
Bill Pmt -Check	10/13/2008	10159	10201 Fairfax Boulevard, LLC		PNC Checking	824.44	-19,459.98
Bill Pmt -Check	10/13/2008	10160	The Hartford	42 12085027	PNC Checking	41.85	-19,418.13
Item Receipt	10/15/2008		Carol Dean	Received items (bill to follow)	Office Supplies	-44.44	-19,462.57
Bill	10/16/2008	1095708	Lee Wayne Corporation		-SPLIT-	-263.72	-19,726.29

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Bill	10/17/2008	44224	Beach Brothers Printing Inc.		Printing/Design	-173.25	-19,899.54
Bill	10/19/2008		Renita Bridge		Due from Carol Dean	-100.00	-19,999.54
Bill	10/20/2008	WFBS1008	Denise Anderson		-SPLIT-	-500.00	-20,499.54
Bill	10/24/2008	822015	Mac Mannes, Inc.		Board Meeting	-195.85	-20,695.39
Bill	10/27/2008	822025	Mac Mannes, Inc.		Board Meeting	-175.14	-20,870.53
Bill	10/31/2008	13224	Syscom		-SPLIT-	-81.70	-20,952.23
Bill	10/31/2008	WFBS1008a	Denise Anderson		Travel	-3,310.29	-24,262.52
Bill	10/31/2008		Kotwicki Associates		Audit & Accounting Fees	-210.00	-24,472.52
Bill	11/01/2008		10201 Fairfax Boulevard, LLC		Office Rent	-1,203.89	-25,676.41
Bill	11/01/2008		The Dean Group		Management Fees	-2,500.00	-28,176.41
Bill	11/05/2008		Verizon		-SPLIT-	-205.48	-28,381.89
Bill	11/05/2008		American Express		AmEx Executive Business Card	-1,851.35	-30,233.24
Bill	11/09/2008		The Hartford		Bank,Credit Card and Other Fees	-6.00	-30,239.24
Bill	11/11/2008		BOA Platinum for Business		BOA Platinum Plus for Business	-170.92	-30,410.16
Bill	11/19/2008		The Hartford		-SPLIT-	-32.00	-30,442.16
Bill Pmt -Check	11/24/2008	10161	10201 Fairfax Boulevard, LLC		PNC Checking	2,407.78	-28,034.38
Bill Pmt -Check	11/24/2008	10162	American Express	3782-091641-52002	PNC Checking	238.11	-27,796.27
Bill Pmt -Check	11/24/2008	10163	Beach Brothers Printing Inc.	AA003	PNC Checking	173.25	-27,623.02
Bill Pmt -Check	11/24/2008	10164	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	198.87	-27,424.15
Bill Pmt -Check	11/24/2008	10165	Denise Anderson	VOID:	PNC Checking	0.00	-27,424.15
Bill Pmt -Check	11/24/2008	10166	Kotwicki Associates		PNC Checking	210.00	-27,214.15
Bill Pmt -Check	11/24/2008	10167	Lee Wayne Corporation	283179	PNC Checking	263.72	-26,950.43
Bill Pmt -Check	11/24/2008	10168	Mac Mannes, Inc.		PNC Checking	585.47	-26,364.96
Bill Pmt -Check	11/24/2008	10169	Renita Bridge		PNC Checking	100.00	-26,264.96
Bill Pmt -Check	11/24/2008	10170	Syscom		PNC Checking	299.25	-25,965.71
Bill Pmt -Check	11/24/2008	10171	The Hartford	42 12085027	PNC Checking	47.65	-25,918.06
Bill Pmt -Check	11/24/2008	10172	Verizon	000973513237 67Y	PNC Checking	205.48	-25,712.58
Bill Pmt -Check	11/24/2008	10173	Denise Anderson		PNC Checking	3,810.29	-21,902.29
Bill	11/30/2008	695	Kotwicki Associates		Audit & Accounting Fees	-210.00	-22,112.29
Bill	11/30/2008	WFBS1108	Denise Anderson		-SPLIT-	-500.00	-22,612.29
Bill	12/01/2008		10201 Fairfax Boulevard, LLC		Office Rent	-1,203.89	-23,816.18
Bill	12/01/2008		The Dean Group		Management Fees	-2,500.00	-26,316.18
Bill	12/01/2008		10201 Fairfax Boulevard, LLC		Bank,Credit Card and Other Fees	-60.19	-26,376.37
Bill	12/04/2008		The Hartford		Bank,Credit Card and Other Fees	-14.00	-26,390.37
Bill	12/05/2008		Verizon		-SPLIT-	-195.43	-26,585.80
Bill	12/11/2008		BOA Platinum for Business		BOA Platinum Plus for Business	-27.95	-26,613.75
Bill	12/18/2008	WFBS1208	Denise Anderson		-SPLIT-	-500.00	-27,113.75
Bill	12/23/2008		Arent Fox		-SPLIT-	-1,418.70	-28,532.45
Bill Pmt -Check	12/30/2008	10174	10201 Fairfax Boulevard, LLC		PNC Checking	2,452.57	-26,079.88
Bill Pmt -Check	12/30/2008	10175	American Express	3782-091641-52002	PNC Checking	1,632.38	-24,447.50
Bill Pmt -Check	12/30/2008	10176	Arent Fox		PNC Checking	1,418.70	-23,028.80
Bill Pmt -Check	12/30/2008	10177	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	27.95	-23,000.85
Bill Pmt -Check	12/30/2008	10178	Denise Anderson		PNC Checking	500.00	-22,500.85
Bill Pmt -Check	12/30/2008	10179	Kotwicki Associates		PNC Checking	210.00	-22,290.85
Bill Pmt -Check	12/30/2008	10180	The Dean Group		PNC Checking	2,500.00	-19,790.85
Bill Pmt -Check	12/30/2008	10181	The Hartford	42 12085027	PNC Checking	462.50	-19,328.35
Bill Pmt -Check	12/30/2008	10182	Verizon	000973513237 67Y	PNC Checking	195.43	-19,132.92

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Bill	12/31/2008	717	Kotwicki Associates		Audit & Accounting Fees	-210.00	-19,342.92
Bill	12/31/2008	13340	Syscom		Website	-81.70	-19,424.62
Credit	12/31/2008		The Dean Group		Due from Carol Dean	3,986.47	-15,438.15
Bill	12/31/2008		10201 Fairfax Boulevard, LLC		Office Rent	-24.82	-15,462.97
Bill	01/01/2009		10201 Fairfax Boulevard, LLC		Office Rent	-1,196.19	-16,659.16
Bill	01/05/2009		Verizon		-SPLIT-	-183.63	-16,842.79
Bill	01/09/2009		BOA Platinum for Business		BOA Platinum Plus for Business	-46.95	-16,889.74
Bill	01/16/2009	WFBSC0109	Denise Anderson		-SPLIT-	-500.00	-17,389.74
Bill	01/31/2009	737	Kotwicki Associates		Audit & Accounting Fees	-210.00	-17,599.74
Bill	01/31/2009	13423	Syscom		Website	-54.15	-17,653.89
Bill	02/01/2009		10201 Fairfax Boulevard, LLC		Office Rent	-1,196.19	-18,850.08
Bill	02/05/2009		Verizon		-SPLIT-	-188.33	-19,038.41
Bill Pmt -Check	02/17/2009	10184	10201 Fairfax Boulevard, LLC		PNC Checking	1,196.19	-17,842.22
Bill Pmt -Check	02/17/2009	10185	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	46.95	-17,795.27
Bill Pmt -Check	02/17/2009	10186	Denise Anderson		PNC Checking	1,000.00	-16,795.27
Bill Pmt -Check	02/17/2009	10187	Kotwicki Associates		PNC Checking	420.00	-16,375.27
Bill Pmt -Check	02/17/2009	10188	Syscom		PNC Checking	135.85	-16,239.42
Bill Pmt -Check	02/17/2009	10189	The Dean Group		PNC Checking	8,500.00	-7,739.42
Bill Pmt -Check	02/17/2009	10190	Verizon	000973513237 67Y	PNC Checking	371.96	-7,367.46
Bill	02/26/2009	WFBSC_02_09	Denise Anderson		-SPLIT-	-500.00	-7,867.46
Bill	02/28/2009		Kotwicki Associates		Audit & Accounting Fees	-210.00	-8,077.46
Bill	02/28/2009		The Dean Group		Due from Carol Dean	-11.11	-8,088.57
Bill	03/01/2009		10201 Fairfax Boulevard, LLC		Office Rent	-1,196.19	-9,284.76
Bill	03/05/2009		Verizon		-SPLIT-	-185.46	-9,470.22
Bill	03/06/2009		American Express		AmEx Executive Business Card	-36.50	-9,506.72
Bill	03/11/2009		BOA Platinum for Business		BOA Platinum Plus for Business	-73.90	-9,580.62
Bill	03/20/2009	WFBSC0309	Denise Anderson		-SPLIT-	-500.00	-10,080.62
Bill	03/22/2009		Renita Bridge		Due from Carol Dean	-150.00	-10,230.62
Bill	03/24/2009		American Express		AmEx Executive Business Card	-7.50	-10,238.12
Bill Pmt -Check	03/30/2009	10191	10201 Fairfax Boulevard, LLC		PNC Checking	1,196.19	-9,041.93
Bill Pmt -Check	03/30/2009	10192	American Express	3782-091641-52002	PNC Checking	36.50	-9,005.43
Bill Pmt -Check	03/30/2009	10193	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	73.90	-8,931.53
Bill Pmt -Check	03/30/2009	10194	Denise Anderson		PNC Checking	500.00	-8,431.53
Bill Pmt -Check	03/30/2009	10195	Kotwicki Associates		PNC Checking	210.00	-8,221.53
Bill Pmt -Check	03/30/2009	10196	Renita Bridge		PNC Checking	150.00	-8,071.53
Bill Pmt -Check	03/30/2009	10197	Verizon	000973513237 67Y	PNC Checking	185.46	-7,886.07
Bill	03/31/2009	775	Kotwicki Associates		Audit & Accounting Fees	-210.00	-8,096.07
Bill	03/31/2009	13561	Syscom		Website	-54.15	-8,150.22
Bill	04/01/2009		10201 Fairfax Boulevard, LLC		Office Rent	-1,196.19	-9,346.41
Bill	04/05/2009		Verizon		-SPLIT-	-189.19	-9,535.60
Bill Pmt -Check	04/07/2009	10198	10201 Fairfax Boulevard, LLC		PNC Checking	24.82	-9,510.78
Bill Pmt -Check	04/07/2009	10199	Kotwicki Associates		PNC Checking	210.00	-9,300.78
Bill Pmt -Check	04/07/2009	10200	Syscom		PNC Checking	54.15	-9,246.63
Bill Pmt -Check	04/07/2009	10201	The Dean Group		PNC Checking	8,524.64	-721.99
Bill	04/10/2009		PNC Bank		Bank,Credit Card and Other Fees	-175.00	-896.99
Bill	04/11/2009		BOA Platinum for Business		BOA Platinum Plus for Business	-46.95	-943.94
Bill	04/26/2009		Renita Bridge		Office Services Rendered	-145.00	-1,088.94

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	04/27/2009	823407	Mac Mannes, Inc.		Plaques	-62.64	-1,151.58
Bill	04/28/2009	776	Kotwicki Associates		Audit & Accounting Fees	-210.00	-1,361.58
Bill Pmt -Check	04/28/2009	10202	10201 Fairfax Boulevard, LLC		PNC Checking	657.28	-704.30
Bill Pmt -Check	04/28/2009	10203	American Express	3782-091641-52002	PNC Checking	7.50	-696.80
Bill Pmt -Check	04/28/2009	10204	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	46.95	-649.85
Bill Pmt -Check	04/28/2009	10205	Denise Anderson		PNC Checking	500.00	-149.85
Bill Pmt -Check	04/28/2009	10206	Kotwicki Associates		PNC Checking	210.00	60.15
Bill Pmt -Check	04/28/2009	10207	Renita Bridge		PNC Checking	145.00	205.15
Bill Pmt -Check	04/28/2009	10208	Verizon	000973513237 67Y	PNC Checking	189.19	394.34
Bill	04/30/2009	13668	Syscom		Website	-168.15	226.19
General Journal	04/30/2009	132	10201 Fairfax Boulevard, LLC	To setup as prepaid amounts in A/P as debits at 4/3	Prepaid Expense Other	-657.28	-431.09
General Journal	04/30/2009	133	American Express	To setup as prepaid amounts in A/P as debits at 4/3	Prepaid Expense Other	-19.14	-450.23
Item Receipt	04/30/2009		Denise Anderson	Received items (bill to follow)	-SPLIT-	-500.00	-950.23
Bill	05/01/2009		10201 Fairfax Boulevard, LLC		-SPLIT-	-657.28	-1,607.51
General Journal	05/01/2009	134	10201 Fairfax Boulevard, LLC	To reverse JE #132	Prepaid Expense Other	657.28	-950.23
General Journal	05/01/2009	135	American Express	To reverse JE #133	Prepaid Expense Other	19.14	-931.09
Bill	05/04/2009	9648	Innovative Projects, Inc.		-SPLIT-	-145.00	-1,076.09
Bill	05/05/2009		Verizon		-SPLIT-	-195.87	-1,271.96
Bill	05/05/2009		American Express		AmEx Executive Business Card	-70.35	-1,342.31
Bill Pmt -Check	05/07/2009	EFT	PNC Bank		PNC Checking	175.00	-1,167.31
Bill	05/13/2009		10201 Fairfax Boulevard, LLC		Bank,Credit Card and Other Fees	-32.86	-1,200.17
Bill Pmt -Check	05/18/2009	10209	10201 Fairfax Boulevard, LLC		PNC Checking	1,196.19	-3.98
Bill Pmt -Check	05/18/2009	10210	Innovative Projects, Inc.		PNC Checking	145.00	141.02
Bill Pmt -Check	05/18/2009	10211	Mac Mannes, Inc.		PNC Checking	62.64	203.66
Bill Pmt -Check	05/18/2009	10212	Syscom		PNC Checking	168.15	371.81
Bill Pmt -Check	05/18/2009	10213	Verizon	000973513237 67Y	PNC Checking	195.87	567.68
Bill	05/31/2009	13728	Syscom		Website	-54.15	513.53
Bill	05/31/2009	810	Kotwicki Associates		Audit & Accounting Fees	-210.00	303.53
Item Receipt	05/31/2009		Denise Anderson	Received items (bill to follow)	-SPLIT-	-500.00	-196.47
Bill	06/01/2009		10201 Fairfax Boulevard, LLC		Office Rent	-1,196.19	-1,392.66
Bill	06/05/2009		Verizon		-SPLIT-	-147.39	-1,540.05
Bill	06/11/2009		BOA Platinum for Business		BOA Platinum Plus for Business	-27.95	-1,568.00
Bill Pmt -Check	06/25/2009	10215	10201 Fairfax Boulevard, LLC		PNC Checking	1,229.05	-338.95
Bill Pmt -Check	06/25/2009	10216	American Express	3782-091641-52002	PNC Checking	70.35	-268.60
Bill Pmt -Check	06/25/2009	10217	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	27.95	-240.65
Bill Pmt -Check	06/25/2009	10218	Kotwicki Associates		PNC Checking	420.00	179.35
Bill Pmt -Check	06/25/2009	10219	Syscom		PNC Checking	54.15	233.50
Bill Pmt -Check	06/25/2009	10220	Verizon	000973513237 67Y	PNC Checking	147.39	380.89
Bill	06/30/2009	811	Kotwicki Associates		Audit & Accounting Fees	-210.00	170.89
Item Receipt	06/30/2009		Denise Anderson	Received items (bill to follow)	-SPLIT-	-500.00	-329.11
Bill	06/30/2009	13804	Syscom		Website	-54.15	-383.26
Bill	06/30/2009		Carol Dean	Expense Reimbursement	-SPLIT-	-112.99	-496.25
Bill	07/01/2009		10201 Fairfax Boulevard, LLC		Office Rent	-1,196.19	-1,692.44
Bill	07/05/2009		Verizon		-SPLIT-	-160.96	-1,853.40
Bill	07/06/2009		American Express		AmEx Executive Business Card	-35.00	-1,888.40
Check	07/07/2009	10221	Denise Anderson	April, May & June International Dimensions	PNC Checking	1,500.00	-388.40
Bill	07/11/2009		BOA Platinum for Business		BOA Platinum Plus for Business	-46.95	-435.35

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Bill	07/12/2009		Renita Bridge		Office Services Rendered	-130.00	-565.35
Bill	07/16/2009	67336722	10201 Fairfax Boulevard, LLC		Office Rent	-339.53	-904.88
Bill	07/26/2009	WFBCS0709	Denise Anderson		-SPLIT-	-500.00	-1,404.88
Bill	07/31/2009	845	Kotwicki Associates		Audit & Accounting Fees	-210.00	-1,614.88
Bill	08/01/2009		10201 Fairfax Boulevard, LLC		Office Rent	-1,196.19	-2,811.07
Bill	08/02/2009		Renita Bridge		Office Services Rendered	-120.00	-2,931.07
Bill Pmt -Check	08/03/2009	10222	10201 Fairfax Boulevard, LLC		PNC Checking	1,535.72	-1,395.35
Bill Pmt -Check	08/03/2009	10223	American Express	3782-091641-52002	PNC Checking	35.00	-1,360.35
Bill Pmt -Check	08/03/2009	10224	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	46.95	-1,313.40
Bill Pmt -Check	08/03/2009	10225	Carol Dean	Expense Reimbursement	PNC Checking	112.99	-1,200.41
Bill Pmt -Check	08/03/2009	10226	Kotwicki Associates		PNC Checking	210.00	-990.41
Bill Pmt -Check	08/03/2009	10227	Renita Bridge		PNC Checking	250.00	-740.41
Bill Pmt -Check	08/03/2009	10228	Syscom		PNC Checking	54.15	-686.26
Bill Pmt -Check	08/03/2009	10229	Verizon	000973513237 67Y	PNC Checking	160.96	-525.30
Bill	08/04/2009	Job #72105	Innovative Projects, Inc.	9762	Printing/Design	-20.00	-545.30
Bill	08/05/2009		Verizon		-SPLIT-	-165.10	-710.40
Bill	08/05/2009		American Express		AmEx Executive Business Card	-931.72	-1,642.12
Bill	08/06/2009	68404866	10201 Fairfax Boulevard, LLC		Office Rent	-297.09	-1,939.21
Bill	08/06/2009	68934511	10201 Fairfax Boulevard, LLC		Office Rent	-297.09	-2,236.30
Bill	08/11/2009		BOA Platinum for Business		BOA Platinum Plus for Business	-46.95	-2,283.25
Bill	08/16/2009		Renita Bridge		Office Services Rendered	-130.00	-2,413.25
Bill Pmt -Check	08/18/2009	10230	10201 Fairfax Boulevard, LLC		PNC Checking	1,493.28	-919.97
Bill Pmt -Check	08/18/2009	10231	American Express	3782-091641-52002	PNC Checking	931.72	11.75
Bill Pmt -Check	08/18/2009	10232	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	46.95	58.70
Bill Pmt -Check	08/18/2009	10233	Innovative Projects, Inc.	9762	PNC Checking	20.00	78.70
Bill Pmt -Check	08/18/2009	10234	Renita Bridge		PNC Checking	130.00	208.70
Bill Pmt -Check	08/18/2009	10235	Verizon	000973513237 67Y	PNC Checking	165.10	373.80
Bill	08/24/2009	WFBCS0809	Denise Anderson		-SPLIT-	-500.00	-126.20
Bill	08/28/2009		Carol Dean		Telephone	-4.05	-130.25
Bill	08/31/2009	861	Kotwicki Associates		Audit & Accounting Fees	-210.00	-340.25
Bill	09/01/2009		10201 Fairfax Boulevard, LLC		Office Rent	-1,196.19	-1,536.44
Bill	09/01/2009	487250	Moody & Associates, Inc.		Prepaid Insurance	-2,677.00	-4,213.44
Bill	09/04/2009		American Express		AmEx Executive Business Card	-1,938.24	-6,151.68
Bill	09/05/2009		Verizon		-SPLIT-	-164.79	-6,316.47
Bill Pmt -Check	09/14/2009	10236	10201 Fairfax Boulevard, LLC		PNC Checking	1,493.28	-4,823.19
Bill Pmt -Check	09/14/2009	10237	American Express	3782-091641-52002	PNC Checking	1,938.24	-2,884.95
Bill Pmt -Check	09/14/2009	10238	Denise Anderson		PNC Checking	500.00	-2,384.95
Bill Pmt -Check	09/14/2009	10239	Kotwicki Associates		PNC Checking	210.00	-2,174.95
Bill Pmt -Check	09/14/2009	10240	Moody & Associates, Inc.	WORLFE1	PNC Checking	2,677.00	502.05
Bill Pmt -Check	09/14/2009	10241	Verizon	000973513237 67Y	PNC Checking	164.79	666.84
Bill	09/21/2009		The Hartford	42BSAVK1921	-SPLIT-	-558.00	108.84
Bill	09/27/2009	WFBCS0909	Denise Anderson		-SPLIT-	-500.00	-391.16
Bill	09/30/2009	883	Kotwicki Associates		Audit & Accounting Fees	-210.00	-601.16
Bill	09/30/2009	14023	Syscom		Website	-54.15	-655.31
Bill	10/01/2009		10201 Fairfax Boulevard, LLC		Office Rent	-1,196.19	-1,851.50
Bill	10/05/2009		Verizon		-SPLIT-	-158.72	-2,010.22
Bill	10/05/2009		American Express		AmEx Executive Business Card	-29.99	-2,040.21

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Bill	10/11/2009		BOA Platinum for Business		BOA Platinum Plus for Business	-74.90	-2,115.11
Bill Pmt -Check	10/15/2009	10242	10201 Fairfax Boulevard, LLC		PNC Checking	1,196.19	-918.92
Bill Pmt -Check	10/15/2009	10243	American Express	3782-091641-52002	PNC Checking	29.99	-888.93
Bill Pmt -Check	10/15/2009	10244	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	74.90	-814.03
Bill Pmt -Check	10/15/2009	10245	Kotwicki Associates		PNC Checking	210.00	-604.03
Bill Pmt -Check	10/15/2009	10246	Syscom		PNC Checking	54.15	-549.88
Bill Pmt -Check	10/15/2009	10247	The Hartford	42 12085027	PNC Checking	558.00	8.12
Bill Pmt -Check	10/15/2009	10248	Verizon	000973513237 67Y	PNC Checking	158.72	166.84
Bill	10/19/2009		The Hartford		Bank,Credit Card and Other Fees	-26.00	140.84
Bill	10/30/2009	WFBSC1009	Denise Anderson		-SPLIT-	-500.00	-359.16
Bill	10/31/2009	901	Kotwicki Associates		Audit & Accounting Fees	-210.00	-569.16
Bill	10/31/2009	14118	Syscom		Website	-163.40	-732.56
Bill	11/01/2009		10201 Fairfax Boulevard, LLC		Office Rent	-1,230.25	-1,962.81
Bill	11/05/2009		Verizon		-SPLIT-	-158.72	-2,121.53
Bill	11/08/2009		Afzal Haleem		Office Relocation	-180.00	-2,301.53
Bill	11/08/2009		Renita Bridge		Office Services Rendered	-160.00	-2,461.53
Bill	11/11/2009		BOA Platinum for Business		BOA Platinum Plus for Business	-67.95	-2,529.48
Bill Pmt -Check	11/12/2009	10249	10201 Fairfax Boulevard, LLC		PNC Checking	1,264.31	-1,265.17
Bill Pmt -Check	11/12/2009	10250	Afzal Haleem		PNC Checking	180.00	-1,085.17
Bill Pmt -Check	11/12/2009	10251	Carol Dean		PNC Checking	4.05	-1,081.12
Bill Pmt -Check	11/12/2009	10252	Denise Anderson		PNC Checking	1,500.00	418.88
Bill Pmt -Check	11/12/2009	10253	Kotwicki Associates		PNC Checking	210.00	628.88
Bill Pmt -Check	11/12/2009	10254	Renita Bridge		PNC Checking	160.00	788.88
Bill Pmt -Check	11/12/2009	10255	The Hartford	42 12085027	PNC Checking	26.00	814.88
Bill	11/12/2009		Carol Dean		Telephone	-0.96	813.92
Bill	11/16/2009	WFBSC1109	Denise Anderson		-SPLIT-	-500.00	313.92
Bill	11/30/2009	920	Kotwicki Associates		Audit & Accounting Fees	-210.00	103.92
Bill	11/30/2009	14180	Syscom		-SPLIT-	-162.45	-58.53
Bill	12/01/2009		10201 Fairfax Boulevard, LLC		Office Rent	-1,230.25	-1,288.78
Bill	12/01/2009	12688	Syscom		Website	-85.50	-1,374.28
Bill	12/01/2009	12996	Syscom		Website	-245.10	-1,619.38
Bill	12/05/2009		Verizon		-SPLIT-	-164.88	-1,784.26
Bill	12/11/2009		BOA Platinum for Business		BOA Platinum Plus for Business	-46.95	-1,831.21
Bill Pmt -Check	12/23/2009	10256	10201 Fairfax Boulevard, LLC		PNC Checking	1,230.25	-600.96
Bill Pmt -Check	12/23/2009	10257	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	114.90	-486.06
Bill Pmt -Check	12/23/2009	10258	Denise Anderson		PNC Checking	500.00	13.94
Bill Pmt -Check	12/23/2009	10259	Kotwicki Associates		PNC Checking	210.00	223.94
Bill Pmt -Check	12/23/2009	10260	Syscom		PNC Checking	494.00	717.94
Bill Pmt -Check	12/23/2009	10261	Verizon	000973513237 67Y	PNC Checking	323.60	1,041.54
Bill	12/26/2009	WFBSC1209	Denise Anderson		-SPLIT-	-500.00	541.54
Credit	12/30/2009		Syscom		Website	31.35	572.89
Bill	12/31/2009	938	Kotwicki Associates		Audit & Accounting Fees	-210.00	362.89
Bill	12/31/2009	14224	Syscom		Website	-54.15	308.74
Bill	01/01/2010		10201 Fairfax Boulevard, LLC		Office Rent	-1,230.25	-921.51
Bill	01/05/2010		Verizon		-SPLIT-	-159.26	-1,080.77
Bill	01/11/2010		BOA Platinum for Business		BOA Platinum Plus for Business	-27.95	-1,108.72
Bill Pmt -Check	01/14/2010	10262	10201 Fairfax Boulevard, LLC		PNC Checking	1,230.25	121.53



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Bill Pmt -Check	01/14/2010	10263	Denise Anderson		PNC Checking	500.00	621.53
Bill Pmt -Check	01/14/2010	10264	Kotwicki Associates		PNC Checking	210.00	831.53
Bill Pmt -Check	01/14/2010	10265	Syscom	VOID:	PNC Checking	0.00	831.53
Bill Pmt -Check	01/14/2010	10266	Verizon	000973513237 67Y	PNC Checking	159.26	990.79
Bill Pmt -Check	01/14/2010	10267	Syscom		PNC Checking	185.25	1,176.04
Bill	01/16/2010		Renita Bridge		Office Services Rendered	-120.00	1,056.04
Bill	01/23/2010		Renita Bridge		Office Services Rendered	-160.00	896.04
Bill	01/26/2010	WFBC0110	Denise Anderson		-SPLIT-	-500.00	396.04
Bill	01/31/2010		The Dean Group	One-time Severance Payment	-SPLIT-	-40,800.00	-40,403.96
Bill	01/31/2010	960	Kotwicki Associates		Audit & Accounting Fees	-210.00	-40,613.96
Bill	02/01/2010		10201 Fairfax Boulevard, LLC		Office Rent	-1,230.25	-41,844.21
Bill	02/05/2010		Verizon		-SPLIT-	-159.58	-42,003.79
Bill	02/11/2010		BOA Platinum for Business		BOA Platinum Plus for Business	-46.95	-42,050.74
Bill	02/20/2010		Renita Bridge		Office Services Rendered	-65.00	-42,115.74
Bill	02/22/2010	962	Kotwicki Associates		Audit & Accounting Fees	-210.00	-42,325.74
Bill Pmt -Check	02/23/2010	10268	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	74.90	-42,250.84
Bill Pmt -Check	02/23/2010	10269	Carol Dean		PNC Checking	0.96	-42,249.88
Bill Pmt -Check	02/23/2010	10270	Denise Anderson		PNC Checking	500.00	-41,749.88
Bill Pmt -Check	02/23/2010	10271	Kotwicki Associates		PNC Checking	420.00	-41,329.88
Bill Pmt -Check	02/23/2010	10272	Renita Bridge		PNC Checking	345.00	-40,984.88
Bill Pmt -Check	02/23/2010	10273	The Dean Group	One-time Severance Payment	PNC Checking	40,800.00	-184.88
Bill Pmt -Check	02/23/2010	10274	Verizon	000973513237 67Y	PNC Checking	159.58	-25.30
Bill Pmt -Check	02/23/2010	10275	10201 Fairfax Boulevard, LLC		PNC Checking	1,244.44	1,219.14
Bill	03/01/2010		10201 Fairfax Boulevard, LLC		-SPLIT-	-1,244.44	-25.30
Bill Pmt -Check	03/15/2010	10276	10201 Fairfax Boulevard, LLC		PNC Checking	1,234.98	1,209.68
Bill	04/01/2010		10201 Fairfax Boulevard, LLC		Office Rent	-1,234.98	-25.30
Bill Pmt -Check	04/15/2010	10277	10201 Fairfax Boulevard, LLC		PNC Checking	1,234.98	1,209.68
Bill	05/01/2010		10201 Fairfax Boulevard, LLC		Office Rent	-1,234.98	-25.30
Bill Pmt -Check	05/15/2010	10278	10201 Fairfax Boulevard, LLC		PNC Checking	1,234.98	1,209.68
Bill	05/17/2010	935000722	Adcom Worldwide		Freight & Shipping	-1,191.75	17.93
General Journal	05/31/2010	186	American Express	To remove credit balance in A/P	Bank,Credit Card and Other Fees	-19.14	-1.21
General Journal	05/31/2010	187	Carol Dean	To apply A/P against due from Carol Dean	Due from Carol Dean	44.44	43.23
Bill	06/01/2010		10201 Fairfax Boulevard, LLC		Office Rent	-1,234.98	-1,191.75
Bill Pmt -Check	06/15/2010	10279	10201 Fairfax Boulevard, LLC		PNC Checking	1,234.98	43.23
Bill	06/30/2010	1044	Kotwicki Associates		Audit & Accounting Fees	-257.50	-214.27
Bill	07/01/2010		10201 Fairfax Boulevard, LLC		Office Rent	-1,234.98	-1,449.25
Bill Pmt -Check	07/15/2010	10280	10201 Fairfax Boulevard, LLC		PNC Checking	1,234.98	-214.27
Bill Pmt -Check	07/15/2010	10293	Kotwicki Associates		PNC Checking	257.50	43.23
Credit	07/31/2010		10201 Fairfax Boulevard, LLC		-SPLIT-	492.18	535.41
Bill Pmt -Check	07/31/2010	10294	10201 Fairfax Boulevard, LLC		PNC Checking	742.80	1,278.21
Bill Pmt -Check	07/31/2010	10295	Adcom Worldwide		PNC Checking	1,191.75	2,469.96
Bill Pmt -Check	07/31/2010	10296	American Express	3782-091641-52002	PNC Checking	22.39	2,492.35
Bill Pmt -Check	07/31/2010	10297	Kotwicki Associates		PNC Checking	446.25	2,938.60
Bill Pmt -Check	07/31/2010	10298	10201 Fairfax Boulevard, LLC		PNC Checking	1,234.98	4,173.58
General Journal	07/31/2010	202	American Express	To offset A/P AmEx charge paid in July 2010 again:AmEx Executive Business Card		-22.39	4,151.19
General Journal	07/31/2010	203	Kotwicki Associates	To set up Kotwicki Associates August bill paid in Jul/Prepaid Expense Other		-446.25	3,704.94
General Journal	07/31/2010	204	10201 Fairfax Boulevard, LLC	To set up prepaid rent at 7/31/10	Prepaid Rent	-2,469.96	1,234.98

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Type	Date	Num	Name	Memo	Split	Amount	Balance
General Journal	07/31/2010	205	10201 Fairfax Boulevard, LLC	To set up prepaid rent at 7/31/10	Prepaid Rent	-1,234.98	0.00
Bill	08/01/2010		10201 Fairfax Boulevard, LLC		Office Rent	-1,234.98	-1,234.98
General Journal	08/01/2010	207	American Express	To reverse 7/31/10 entry	AmEx Executive Business Card	22.39	-1,212.59
General Journal	08/01/2010	208	Kotwicki Associates	To reverse 7/31/10 entry	Prepaid Expense Other	446.25	-766.34
General Journal	08/01/2010	209	10201 Fairfax Boulevard, LLC	To reverse 7/31/10 entry	Prepaid Rent	2,469.96	1,703.62
General Journal	08/01/2010	210	10201 Fairfax Boulevard, LLC	To reverse 7/31/10 entry	Prepaid Rent	1,234.98	2,938.60
Bill	08/08/2010		American Express		AmEx Executive Business Card	-22.39	2,916.21
Bill	08/12/2010	1073	Kotwicki Associates		Audit & Accounting Fees	-446.25	2,469.96
Bill Pmt -Check	08/15/2010	10281	10201 Fairfax Boulevard, LLC	VOID:	PNC Checking	0.00	2,469.96
Bill	09/01/2010		10201 Fairfax Boulevard, LLC		Office Rent	-1,234.98	1,234.98
Bill Pmt -Check	09/15/2010	10282	10201 Fairfax Boulevard, LLC	VOID:	PNC Checking	0.00	1,234.98
Bill	10/01/2010		10201 Fairfax Boulevard, LLC		Office Rent	-1,234.98	0.00
Bill	10/19/2010		PNC Bank		Bank,Credit Card and Other Fees	-18.13	-18.13
Bill Pmt -Check	10/19/2010	10301	PNC Bank	VOID:Amount changed	PNC Checking	0.00	-18.13
Bill Pmt -Check	10/19/2010	10303	PNC Bank		PNC Checking	18.13	0.00
Total Accounts Payable						0.00	0.00
<b>BOA Platinum Plus for Business</b>							<b>0.00</b>
Check	12/01/2006	1072	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	500.00	500.00
Credit Card Charge	12/11/2006			Account Opening Balance	Opening Bal Equity	-17,379.35	-16,879.35
Check	01/07/2007	1073	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	500.00	-16,379.35
Credit Card Charge	01/08/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-49.00	-16,428.35
Credit Card Charge	01/10/2007	5241	United Airlines	See 2/2/07-2/4/07 Dean Expense Report	Travel	-15.00	-16,443.35
Credit Card Charge	01/10/2007	5510	United Airlines	See 2/2/07-2/4/07 Dean Expense Report	Travel	-236.30	-16,679.65
Credit Card Charge	01/11/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-221.77	-16,901.42
Check	01/30/2007	1080	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	1,000.00	-15,901.42
Credit Card Charge	02/05/2007		Firkin and Fox	See 2/2/07-2/4/07 Dean Expense Report	Travel	-13.03	-15,914.45
Credit Card Charge	02/05/2007		Disney Resort Beach	See 2/2/07-2/4/07 Dean Expense Report	Travel	-380.26	-16,294.71
Credit Card Charge	02/06/2007		Disney Resort Beach	See 2/2/07-2/4/07 Dean Expense Report	Travel	-25.57	-16,320.28
Credit Card Charge	02/06/2007		Disney Resort Beach	See 2/2/07-2/4/07 Dean Expense Report	Travel	-115.47	-16,435.75
Credit Card Charge	02/12/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-224.00	-16,659.75
Credit Card Charge	02/23/2007		Disney Resort Yacht		Committee Meetings	-548.48	-17,208.23
Check	03/02/2007	1081	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	2,000.00	-15,208.23
Credit Card Charge	03/09/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-182.77	-15,391.00
Check	03/18/2007	1084	BOA Platinum for Business	VOID: 5472 0690 0020 9018	PNC Checking	0.00	-15,391.00
Check	03/30/2007	1085	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	350.00	-15,041.00
Credit Card Charge	04/05/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-49.00	-15,090.00
Credit Card Charge	04/10/2007		Crystal Tech Web		Website	-26.95	-15,116.95
Credit Card Charge	04/11/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-197.07	-15,314.02
Credit Card Charge	05/04/2007		Verizon	Phone Charge Fee	Bank,Credit Card and Other Fees	-3.50	-15,317.52
Credit Card Charge	05/04/2007		Verizon	Verizon Pay by Phone	Telephone	-629.99	-15,947.51
Credit Card Charge	05/07/2007		BOA Platinum for Business	Late Payment Fee	Bank,Credit Card and Other Fees	-49.00	-15,996.51
Credit Card Charge	05/07/2007		Crystal Tech Web	Web hosting	Website	-26.95	-16,023.46
Check	05/09/2007	1088	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	446.24	-15,577.22
Credit Card Charge	05/11/2007		BOA Platinum for Business	Finance Charge	Bank,Credit Card and Other Fees	-191.87	-15,769.09
Check	06/05/2007	1090	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	445.64	-15,323.45
Credit Card Charge	06/05/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-49.00	-15,372.45

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Credit Card Charge	06/07/2007		Crystal Tech Web		Website	-26.95	-15,399.40
Credit Card Charge	06/11/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-201.66	-15,601.06
Check	06/19/2007	1094	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	453.65	-15,147.41
Credit Card Charge	06/25/2007		Crystal Tech Web	17474405350000547517506	Website	-26.95	-15,174.36
Bill	07/01/2007		BOA Platinum for Business		Accounts Payable	341.59	-14,832.77
Credit Card Charge	07/11/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-189.85	-15,022.62
Credit Card Charge	07/27/2007		Network Solutions		Website	-99.95	-15,122.57
Credit Card Charge	08/07/2007		Crystal Tech Web		Website	-26.95	-15,149.52
Credit Card Charge	08/10/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-194.44	-15,343.96
Check	09/04/2007	10017	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	15,343.96	0.00
Credit Card Charge	09/05/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-49.00	-49.00
Credit Card Charge	09/07/2007		Crystal Tech Web		Website	-26.95	-75.95
Credit Card Charge	09/11/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-196.76	-272.71
Bill	09/11/2007		BOA Platinum for Business		Accounts Payable	272.71	0.00
Credit Card Charge	10/08/2007		Crystal Tech Web		Website	-26.95	-26.95
Credit Card Charge	10/11/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-57.29	-84.24
Check	10/23/2007	10036	BOA Platinum for Business	5472 0690 0020 9018	PNC Checking	84.24	0.00
Credit Card Charge	11/01/2007		BOA Platinum for Business		Bank,Credit Card and Other Fees	-40.00	-40.00
Credit Card Charge	11/07/2007		Crystal Tech Web		Website	-26.95	-66.95
Bill	11/11/2007		BOA Platinum for Business		Accounts Payable	66.95	0.00
Credit Card Charge	12/07/2007	973949	Crystal Tech Web		Website	-26.95	-26.95
Bill	12/11/2007		BOA Platinum for Business		Accounts Payable	26.95	0.00
Credit Card Charge	01/07/2008		Crystal Tech Web		Website	-26.95	-26.95
Bill	01/11/2008		BOA Platinum for Business		Accounts Payable	26.95	0.00
Credit Card Charge	02/05/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-19.00
Credit Card Charge	02/06/2008		Crystal Tech Web		Website	-26.95	-45.95
Credit Card Charge	02/11/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-1.00	-46.95
Bill	02/11/2008		BOA Platinum for Business		Accounts Payable	46.95	0.00
Credit Card Charge	03/07/2008		Crystal Tech Web		Website	-26.95	-26.95
Credit Card Charge	03/11/2008			Service Charge	Bank,Credit Card and Other Fees	-1.00	-27.95
Bill	03/11/2008		BOA Platinum for Business		Accounts Payable	27.95	0.00
Credit Card Charge	04/07/2008		Crystal Tech Web		Website	-26.95	-26.95
Credit Card Charge	04/07/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-45.95
Credit Card Charge	04/11/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-1.00	-46.95
Bill	04/11/2008		BOA Platinum for Business		Accounts Payable	46.95	0.00
Credit Card Charge	05/01/2008			Service Charge	Bank,Credit Card and Other Fees	-1.00	-1.00
Bill	05/01/2008		BOA Platinum for Business		Accounts Payable	46.95	45.95
Credit Card Charge	05/06/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	26.95
Credit Card Charge	05/07/2008		Crystal Tech Web		Website	-26.95	0.00
Credit Card Charge	06/08/2008		Crystal Tech Web		Website	-26.95	-26.95
Credit Card Charge	06/11/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-1.00	-27.95
Bill	06/11/2008		BOA Platinum for Business		Accounts Payable	27.95	0.00
Credit Card Charge	07/07/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-19.00
Credit Card Charge	07/07/2008		Crystal Tech Web		Website	-26.95	-45.95
Credit Card Charge	07/11/2008			Service Charge	Bank,Credit Card and Other Fees	-1.00	-46.95
Bill	07/11/2008		BOA Platinum for Business		Accounts Payable	46.95	0.00
Credit Card Charge	08/05/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-19.00

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Credit Card Charge	08/07/2008		Crystal Tech Web		Website	-26.95	-45.95
Credit Card Charge	08/11/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-1.00	-46.95
Credit Card Charge	09/07/2008		Crystal Tech Web		Website	-26.95	-73.90
Credit Card Charge	09/11/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-1.00	-74.90
Bill	09/11/2008		BOA Platinum for Business		Accounts Payable	74.90	0.00
Credit Card Charge	10/07/2008		Crystal Tech Web		Website	-26.95	-26.95
Credit Card Charge	10/10/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-1.00	-27.95
Bill	10/10/2008		BOA Platinum for Business		Accounts Payable	27.95	0.00
Credit Card Charge	10/17/2008		Crystal Lake Engravers		Board Meeting	-73.50	-73.50
Credit Card Charge	11/01/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-40.00	-113.50
Credit Card Charge	11/05/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-29.00	-142.50
Credit Card Charge	11/07/2008		Crystal Tech Web		Website	-26.95	-169.45
Credit Card Charge	11/11/2008		BOA Platinum for Business		Bank,Credit Card and Other Fees	-1.47	-170.92
Bill	11/11/2008		BOA Platinum for Business		Accounts Payable	170.92	0.00
Credit Card Charge	12/07/2008		Crystal Tech Web		Website	-26.95	-26.95
Credit Card Charge	12/11/2008			Service Charge	Bank,Credit Card and Other Fees	-1.00	-27.95
Bill	12/11/2008		BOA Platinum for Business		Accounts Payable	27.95	0.00
Credit Card Charge	01/09/2009		Crystal Tech Web		Website	-26.95	-26.95
Credit Card Charge	01/09/2009			Service Charge	Bank,Credit Card and Other Fees	-20.00	-46.95
Bill	01/09/2009		BOA Platinum for Business		Accounts Payable	46.95	0.00
Credit Card Credit	01/12/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	1.00	1.00
Credit Card Charge	02/05/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-18.00
Credit Card Charge	02/10/2009		Crystal Tech Web		Website	-26.95	-44.95
Credit Card Charge	02/11/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	-1.00	-45.95
Credit Card Charge	03/10/2009		Crystal Tech Web		Website	-26.95	-72.90
Credit Card Charge	03/11/2009			Service Charge	Bank,Credit Card and Other Fees	-1.00	-73.90
Bill	03/11/2009		BOA Platinum for Business		Accounts Payable	73.90	0.00
Credit Card Charge	04/06/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-19.00
Credit Card Charge	04/08/2009		Crystal Tech Web		Website	-26.95	-45.95
Credit Card Charge	04/11/2009			Service Charge	Bank,Credit Card and Other Fees	-1.00	-46.95
Bill	04/11/2009		BOA Platinum for Business		Accounts Payable	46.95	0.00
Credit Card Charge	05/06/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-19.00
Credit Card Charge	05/08/2009		Crystal Tech Web		Website	-26.95	-45.95
Credit Card Charge	05/11/2009			Service Charge	Bank,Credit Card and Other Fees	-1.00	-46.95
Check	05/18/2009	10214	BOA Platinum for Business	05/11/09 Statement	PNC Checking	46.95	0.00
Credit Card Charge	06/09/2009		Newtek Technology Serv		Website	-26.95	-26.95
Credit Card Charge	06/11/2009			Service Charge	Bank,Credit Card and Other Fees	-1.00	-27.95
Bill	06/11/2009		BOA Platinum for Business		Accounts Payable	27.95	0.00
Credit Card Charge	07/06/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-19.00
Credit Card Charge	07/09/2009		Newtek Technology Serv		Website	-26.95	-45.95
Credit Card Charge	07/10/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	-1.00	-46.95
Bill	07/11/2009		BOA Platinum for Business		Accounts Payable	46.95	0.00
Credit Card Charge	08/05/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-19.00
Credit Card Charge	08/08/2009		Newtek Technology Serv		Website	-26.95	-45.95
Credit Card Charge	08/11/2009			Service Charge	Bank,Credit Card and Other Fees	-1.00	-46.95
Bill	08/11/2009		BOA Platinum for Business		Accounts Payable	46.95	0.00
Credit Card Charge	09/09/2009		Newtek Technology Serv		Website	-26.95	-26.95

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Credit Card Charge	09/10/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	-1.00	-27.95
Credit Card Charge	10/06/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-46.95
Credit Card Charge	10/09/2009		Newtek Technology Serv		Website	-26.95	-73.90
Credit Card Charge	10/09/2009			Service Charge	Bank,Credit Card and Other Fees	-1.00	-74.90
Bill	10/11/2009		BOA Platinum for Business		Accounts Payable	74.90	0.00
Credit Card Charge	11/02/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	-40.00	-40.00
Credit Card Charge	11/09/2009		Newtek Technology Serv		Website	-26.95	-66.95
Credit Card Charge	11/11/2009			Service Charge	Bank,Credit Card and Other Fees	-1.00	-67.95
Bill	11/11/2009		BOA Platinum for Business		Accounts Payable	67.95	0.00
Credit Card Charge	12/07/2009		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-19.00
Credit Card Charge	12/09/2009		Newtek Technology Serv		Website	-26.95	-45.95
Credit Card Charge	12/11/2009			Service Charge	Bank,Credit Card and Other Fees	-1.00	-46.95
Bill	12/11/2009		BOA Platinum for Business		Accounts Payable	46.95	0.00
Credit Card Charge	01/08/2010		Newtek Technology Serv		Website	-26.95	-26.95
Credit Card Charge	01/11/2010			Service Charge	Bank,Credit Card and Other Fees	-1.00	-27.95
Bill	01/11/2010		BOA Platinum for Business		Accounts Payable	27.95	0.00
Credit Card Charge	02/05/2010		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-19.00
Credit Card Charge	02/08/2010		Newtek Technology Serv		Website	-26.95	-45.95
Credit Card Charge	02/11/2010			Service Charge	Bank,Credit Card and Other Fees	-1.00	-46.95
Bill	02/11/2010		BOA Platinum for Business		Accounts Payable	46.95	0.00
Credit Card Charge	03/08/2010		Newtek Technology Serv		Website	-26.95	-26.95
Credit Card Charge	03/11/2010			Service Charge	Bank,Credit Card and Other Fees	-1.00	-27.95
Check	03/18/2010	10285	BOA Platinum for Business		PNC Checking	27.95	0.00
Credit Card Charge	04/08/2010		Newtek Technology Serv		Website	-26.95	-26.95
Check	04/15/2010	10288	BOA Platinum for Business		PNC Checking	26.95	0.00
Credit Card Charge	05/08/2010		Newtek Technology Serv		Website	-26.95	-26.95
Credit Card Charge	06/07/2010		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-45.95
Credit Card Charge	06/07/2010		Newtek Technology Serv		Website	-26.95	-72.90
Check	06/11/2010	10290	BOA Platinum for Business		PNC Checking	26.95	-45.95
Credit Card Charge	06/11/2010			Service Charge	Bank,Credit Card and Other Fees	-1.00	-46.95
Credit Card Charge	07/07/2010		Newtek Technology Serv		Website	-26.95	-73.90
Credit Card Charge	07/08/2010		BOA Platinum for Business		Bank,Credit Card and Other Fees	-19.00	-92.90
Credit Card Charge	07/09/2010			Service Charge	Bank,Credit Card and Other Fees	-1.00	-93.90
Check	07/15/2010	10291	BOA Platinum for Business		PNC Checking	93.90	0.00
Total BOA Platinum Plus for Business						0.00	0.00
<b>AmEx Executive Business Card</b>							<b>-1,192.18</b>
General Journal	12/31/2006	14		To adjust AmEx to year-end balance per Gail McCa Opening Bal Equity		-2,202.72	-3,394.90
General Journal	12/31/2006	29		AJE #3 - To properly record overpayment made in Opening Bal Equity		57.82	-3,337.08
General Journal	12/31/2006	33		To adjust to correct balance	Reconciliation Discrepancies	0.05	-3,337.03
Check	01/07/2007	1074	American Express	3782-091641-52002	PNC Checking	2,202.74	-1,134.29
Credit Card Charge	02/18/2007		Best Buy		Office Supplies	-160.63	-1,294.92
Credit Card Charge	03/15/2007		Staples		Office Supplies	-129.02	-1,423.94
Check	03/19/2007	1082	American Express	VOID: 3782-091641-52002	PNC Checking	0.00	-1,423.94
Check	03/19/2007	1083	American Express	3782-091641-52002	PNC Checking	102.79	-1,321.15
Credit Card Charge	05/01/2007		American Express		Travel	-20.99	-1,342.14
Credit Card Charge	05/04/2007		Network Solutions		Website	-99.95	-1,442.09

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Credit Card Charge	05/05/2007		Network Solutions		Website	-20.00	-1,462.09
Check	05/09/2007	1089	American Express	3782-091641-52002	PNC Checking	150.01	-1,312.08
Credit Card Charge	06/05/2007		American Express		-SPLIT-	-61.25	-1,373.33
Credit Card Charge	06/19/2007		ASAP Checks		Office Supplies	-54.73	-1,428.06
Check	06/19/2007	1096	American Express	3782-091641-52002	PNC Checking	1,373.38	-54.68
Credit Card Credit	07/04/2007		Network Solutions		Website	99.95	45.27
Credit Card Charge	08/05/2007		American Express		Bank,Credit Card and Other Fees	-395.00	-349.73
Credit Card Charge	08/06/2007		Network Solutions		Website	-18.00	-367.73
Check	09/04/2007	10016	American Express	3782-091641-52002	PNC Checking	349.73	-18.00
Bill	09/05/2007		American Express		Accounts Payable	18.00	0.00
Credit Card Charge	09/11/2007		USPS		First Class Postage	-99.24	-99.24
Credit Card Charge	09/12/2007		USPS		First Class Postage	-36.10	-135.34
Credit Card Charge	10/03/2007		USPS		First Class Postage	-14.46	-149.80
Bill	10/04/2007		American Express		Accounts Payable	149.80	0.00
Credit Card Charge	10/05/2007		United Airlines		Board Meeting	-15.00	-15.00
Credit Card Charge	10/05/2007		United Airlines		Board Meeting	-15.00	-30.00
Credit Card Charge	10/05/2007		United Airlines		Travel	-2,050.20	-2,080.20
Credit Card Charge	10/09/2007		American Express		Board Meeting	-24.99	-2,105.19
Credit Card Charge	10/19/2007		STB International Diaries		Office Supplies	-56.85	-2,162.04
Credit Card Charge	10/22/2007		USPS		First Class Postage	-220.27	-2,382.31
Bill	11/05/2007		American Express		Accounts Payable	2,382.31	0.00
Credit Card Charge	11/08/2007		USPS		First Class Postage	-41.00	-41.00
Credit Card Charge	11/08/2007		USPS		First Class Postage	-61.36	-102.36
Credit Card Charge	11/10/2007		Tidewater Landing		Board Meeting	-11.46	-113.82
Credit Card Charge	11/10/2007		United Airlines		Board Meeting	-300.00	-413.82
Credit Card Charge	11/17/2007		Hotel Sheraton		Board Meeting	-173.66	-587.48
Credit Card Charge	11/17/2007		Hotel Sheraton		Board Meeting	-731.60	-1,319.08
Credit Card Charge	11/17/2007		Hotel Sheraton		Board Meeting	-357.09	-1,676.17
Credit Card Charge	11/17/2007		Hotel Sheraton		Board Meeting	-609.00	-2,285.17
Credit Card Charge	11/17/2007		Hotel Sheraton		Board Meeting	-420.68	-2,705.85
Credit Card Charge	11/17/2007		Hotel Sheraton		Board Meeting	-263.10	-2,968.95
Credit Card Charge	11/17/2007		United Airlines		Board Meeting	-205.97	-3,174.92
Credit Card Charge	11/17/2007		Hotel Sheraton		Board Meeting	-588.98	-3,763.90
Credit Card Charge	11/19/2007		American Express		Board Meeting	-24.99	-3,788.89
Bill	12/05/2007		American Express		Accounts Payable	3,788.89	0.00
Credit Card Charge	12/07/2007		Stamp-Connection.com		Office Supplies	-111.75	-111.75
Bill	01/04/2008		American Express		Accounts Payable	111.75	0.00
Credit Card Charge	01/08/2008		Hotel Sheraton		Travel	-97.86	-97.86
Credit Card Charge	01/08/2008		Hotel Sheraton		Travel	-286.70	-384.56
Bill	02/05/2008		American Express		Accounts Payable	384.56	0.00
Credit Card Charge	02/15/2008		USPS		First Class Postage	-41.00	-41.00
Bill	03/06/2008		American Express		Accounts Payable	41.00	0.00
Credit Card Charge	04/07/2008	8889994747	HP Home Store		Office Supplies	-187.94	-187.94
Credit Card Charge	04/24/2008	8886429675	Network Solutions		Website	-75.00	-262.94
Credit Card Charge	05/01/2008		American Express		Bank,Credit Card and Other Fees	-20.99	-283.93
Bill	05/01/2008		American Express		Accounts Payable	283.93	0.00
Credit Card Charge	08/05/2008		American Express		Bank,Credit Card and Other Fees	-395.00	-395.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	08/05/2008		American Express		Accounts Payable	395.00	0.00
Credit Card Charge	10/10/2008		The UPS Store		Board Meeting	-122.92	-122.92
Credit Card Charge	10/11/2008		The UPS Store		Board Meeting	-1,378.90	-1,501.82
Credit Card Charge	10/14/2008		Staples		Office Supplies	-55.75	-1,557.57
Credit Card Charge	10/22/2008		HP Home Store		Office Supplies	-280.34	-1,837.91
Credit Card Charge	11/03/2008		USPS		First Class Postage	-13.44	-1,851.35
Bill	11/05/2008		American Express		Accounts Payable	1,851.35	0.00
Credit Card Charge	01/05/2009		American Express		Bank,Credit Card and Other Fees	-39.26	-39.26
Credit Card Charge	02/04/2009			Service Charge	Bank,Credit Card and Other Fees	-5.86	-45.12
Check	02/04/2009	10183	American Express		PNC Checking	45.12	0.00
Credit Card Charge	03/04/2009		USPS		First Class Postage	-36.50	-36.50
Bill	03/06/2009		American Express		Accounts Payable	36.50	0.00
Credit Card Charge	03/24/2009		USPS		First Class Postage	-7.50	-7.50
Bill	03/24/2009		American Express		Accounts Payable	7.50	0.00
Credit Card Charge	04/27/2009		USPS		First Class Postage	-49.36	-49.36
Credit Card Charge	05/01/2009		American Express		Board Meeting	-20.99	-70.35
Bill	05/05/2009		American Express		Accounts Payable	70.35	0.00
Credit Card Charge	06/25/2009		American Express		Bank,Credit Card and Other Fees	-35.00	-35.00
Bill	07/06/2009		American Express		Accounts Payable	35.00	0.00
Credit Card Charge	07/16/2009		USPS		First Class Postage	-91.52	-91.52
Credit Card Charge	07/24/2009		Staples		-SPLIT-	-442.79	-534.31
Credit Card Charge	08/05/2009		American Express		Bank,Credit Card and Other Fees	-395.00	-929.31
Credit Card Charge	08/05/2009			Service Charge	Bank,Credit Card and Other Fees	-2.41	-931.72
Bill	08/05/2009		American Express		Accounts Payable	931.72	0.00
Credit Card Charge	08/13/2009		USPS		First Class Postage	-5.99	-5.99
Credit Card Credit	08/26/2009		The UPS Store		Board Meeting	37.81	31.82
Credit Card Charge	08/26/2009		The UPS Store		Board Meeting	-1,970.06	-1,938.24
Bill	09/04/2009		American Express		Accounts Payable	1,938.24	0.00
Credit Card Charge	09/16/2009		Sprint PCS		Telephone	-29.99	-29.99
Bill	10/05/2009		American Express		Accounts Payable	29.99	0.00
Credit Card Charge	03/09/2010		USPS		First Class Postage	-6.86	-6.86
Check	04/13/2010	11286	American Express		PNC Checking	6.86	0.00
Credit Card Charge	05/01/2010		American Express		Bank,Credit Card and Other Fees	-20.99	-20.99
Check	06/11/2010	10289	American Express		PNC Checking	20.99	0.00
Credit Card Charge	06/29/2010		USPS		First Class Postage	-37.26	-37.26
Check	07/15/2010	10292	American Express		PNC Checking	37.26	0.00
Credit Card Charge	07/15/2010		The UPS Store		First Class Postage	-22.39	-22.39
General Journal	07/31/2010	202	American Express	To offset A/P AmEx charge paid in July 2010 against	Accounts Payable	22.39	0.00
General Journal	08/01/2010	207	American Express	To reverse 7/31/10 entry	Accounts Payable	-22.39	-22.39
Bill	08/08/2010		American Express	Payment	Accounts Payable	22.39	0.00
Total AmEx Executive Business Card						1,192.18	0.00
<b>Severance Due Carol Dean</b>							<b>0.00</b>
General Journal	07/31/2010	200		Severance& Management Fee due Carol Dean	Severance Payments	-20,000.00	-20,000.00
Check	10/19/2010	10304	The Dean Group	Jan & Feb 2010 Management Fees	PNC Checking	5,000.00	-15,000.00
Check	10/19/2010	10304	The Dean Group	Payment against \$15,000 severance voted by Board	PNC Checking	5,674.74	-9,325.26
Total Severance Due Carol Dean						-9,325.26	-9,325.26

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Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Accrued Expenses</b>							<b>0.00</b>
General Journal	05/31/2007	24		Accrue May 2007 rent	Office Rent	-350.00	-350.00
General Journal	06/30/2007	25		Accrue June 2007 rent	Office Rent	-350.00	-700.00
General Journal	07/01/2007	26		Reverse May & June accrual for rent	Office Rent	700.00	0.00
General Journal	09/30/2007	37		Accrue September 2007 office rent	Office Rent	-350.00	-350.00
General Journal	10/01/2007	38		Reverse accrual of September 2007 office rent	Office Rent	350.00	0.00
General Journal	10/31/2007	53		Accrue Sonnenschein fees to review lease	Legal Fees/Trademarks	-1,187.50	-1,187.50
General Journal	11/01/2007	54		Reverse Sonnenschein fees accrual	Legal Fees/Trademarks	1,187.50	0.00
General Journal	11/30/2007	55		Accrue November 2007 rent	Office Rent	-350.00	-350.00
General Journal	11/30/2007	56		Accrue November 2007 accounting services	Audit & Accounting Fees	-150.00	-500.00
General Journal	11/30/2007	57		Accrue Innovative Projects 12/3/07 invoice - service	Printing/Design	-35.00	-535.00
General Journal	12/01/2007	55R		Reverse November 2007 rent accrual	Office Rent	350.00	-185.00
General Journal	12/01/2007	56R		Reverse accrual of November 2007 accounting fees	Audit & Accounting Fees	150.00	-35.00
General Journal	12/01/2007	57R		To reverse accrual of Innovative Projects invoice	Printing/Design	35.00	0.00
General Journal	12/31/2007	72		Hotel Sheraton (01/08/08 AmEx charge)	Travel	-384.56	-384.56
General Journal	01/01/2008	72-R		To reverse accrual of Hotel Sheraton expense (01/0-SPLIT-		384.56	0.00
General Journal	01/31/2008	70		To accrue Innovative Projects, Inc invoice #9048: D	Printing/Design	-70.00	-70.00
General Journal	02/01/2008	70-R		To reverse JE #70	Printing/Design	70.00	0.00
General Journal	07/04/2008	95		HVAC OT Fee for 07/04/08	Office Rent	-138.00	-138.00
General Journal	08/31/2008	99		HVAC Overtime Charge 08/30/08-08/31/08	Office Rent	-345.00	-483.00
General Journal	09/01/2008	95R		To reverse accrual of HVAC OT fee for 07/04/08	Office Rent	138.00	-345.00
General Journal	09/01/2008	99R		To reverse accrual of HVAC OT charges for 08/30/08	Office Rent	345.00	0.00
General Journal	12/31/2008	108		To accrue Verizon Online for 12/10/08-01/09/09	Telephone	-42.39	-42.39
General Journal	01/01/2009	109		To reverse accrual of Verizon Online from 12/10/08	Telephone	42.39	0.00
General Journal	07/16/2009	144		To accrue 08/04/09 invoice from Innovative Projects	Printing/Design	-20.00	-20.00
General Journal	08/01/2009	145		To reverse accrual of 08/04/09 invoice from Innovat	Printing/Design	20.00	0.00
General Journal	12/31/2009	168		To accrue Verizon Online services for period 12/10/	Telephone	-47.99	-47.99
General Journal	12/31/2009	170		To accrue 2009 management fee due to The Dean	Management Fees	-30,000.00	-30,047.99
General Journal	01/01/2010	169		To reverse accrual of Verizon Online services for pe	Telephone	47.99	-30,000.00
Bill	01/31/2010		The Dean Group	One-time Severance Payment	Accounts Payable	30,000.00	0.00
Total Accrued Expenses							0.00
<b>Accounts Payable Other</b>							<b>0.00</b>
General Journal	12/31/2006	3		Account Opening Balance	Opening Bal Equity	-43,397.53	-43,397.53
General Journal	12/31/2006	15		To adjust amount in Suspense against A/P Other & Suspense		4,000.00	-39,397.53
General Journal	12/31/2006	16		To adjust A/P Other to tie in with Gail McCauley's yr	Opening Bal Equity	2,642.53	-36,755.00
General Journal	12/31/2006	27		AJE #2 - Arent Fox invoice - for services rendered tl	Opening Bal Equity	-615.30	-37,370.30
Check	01/25/2007	1075	BSCAI	VOID:	PNC Checking	0.00	-37,370.30
Check	01/30/2007	1076	Syscom		PNC Checking	109.25	-37,261.05
Check	01/30/2007	1077	Tropical Expressions		PNC Checking	78.00	-37,183.05
Check	01/30/2007	1078	Carol Dean		PNC Checking	35.19	-37,147.86
Check	01/30/2007	1079	BSCAI	VOID:	PNC Checking	0.00	-37,147.86
Bill	07/01/2007		Carol Dean	Settlement of Expense Report for 01/14/06 - 01/26/06	Accounts Payable	208.99	-36,938.87
Bill	07/01/2007		Carol Dean	Settlement of Expense Reimbursement for 04/16/06	Accounts Payable	177.73	-36,761.14
Bill	07/01/2007		BSCAI	Reissue checks # 1075 & 1079 that were voided du	Accounts Payable	3,799.83	-32,961.31
Bill	07/17/2007		Arent Fox	Services rendered through 12/31/06 (per Doug Busl)	Accounts Payable	615.30	-32,346.01



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Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	09/25/2007		BSCAI	Installment towards amount due	Accounts Payable	4,500.00	-27,846.01
General Journal	09/30/2007	39		To reduce amount payable to BSCAI by 2007 WFBSC Associations		10,000.00	-17,846.01
General Journal	10/31/2007	62		To apply the BSCAI A/P against the A/R from BSCAI	Accounts Receivable	10,000.00	-7,846.01
Check	11/01/2007	10034	BSCAI		PNC Checking	4,500.00	-3,346.01
Bill	12/01/2007		BSCAI	Last installment on amount due to BSCAI	Accounts Payable	3,346.01	0.00
General Journal	10/01/2010	211		Moody Associates - Overpayment on October rent c	Accounts Receivable Other	-32.15	-32.15
Check	10/19/2010	10302	Moody & Associates	Refund of October Overpayment	PNC Checking	32.15	0.00
Total Accounts Payable Other						0.00	0.00
<b>Suspense</b>							<b>0.00</b>
General Journal	12/31/2006	5		Account Opening Balance	Opening Bal Equity	5,156.16	5,156.16
General Journal	12/31/2006	15		To adjust amount in Suspense against A/P Other & Accounts Payable Other		-4,000.00	1,156.16
General Journal	12/31/2006	44		AJE #13 - To write off suspense balance as there is Travel		-1,156.16	0.00
Total Suspense						0.00	0.00
<b>Deferred Dues</b>							<b>0.00</b>
<b>Deferred Dues Associate Members</b>							<b>0.00</b>
General Journal	12/31/2006	4		Account Opening Balance	Deferred Dues Associations	-500.00	-500.00
General Journal	01/01/2007	7	Daniels Associates	Recognize deferred dues	-SPLIT-	500.00	0.00
Invoice	10/01/2007	40	Daniels Associates	2008 WFBSC Annual Associate Member Dues	Accounts Receivable	-500.00	-500.00
Invoice	10/01/2007	41	Ecolab	2008 WFBSC Annual Associate Member Dues	Accounts Receivable	-1,000.00	-1,500.00
Invoice	10/01/2007	42	JohnsonDiversey	2008 WFBSC Annual Associate Member Dues	Accounts Receivable	-1,000.00	-2,500.00
Invoice	10/01/2007	43	Choisy Laboratories	2008 WFBSC Annual Associate Member Dues	Accounts Receivable	0.00	-2,500.00
Invoice	10/01/2007	44	Wood Wyant	2008 WFBSC Annual Associate Member Dues	Accounts Receivable	-500.00	-3,000.00
Invoice	10/01/2007	45	Truvox International	2008 WFBSC Annual Associate Member Dues	Accounts Receivable	-500.00	-3,500.00
Invoice	10/01/2007	46	ConverPro	2008 WFBSC Annual Associate Member Dues	Accounts Receivable	-500.00	-4,000.00
Invoice	10/01/2007	47	SERVICES Magazine	2008 WFBSC Annual Associate Member Dues	Accounts Receivable	-500.00	-4,500.00
General Journal	01/01/2008	74		To recognize 2008 dues	-SPLIT-	4,500.00	0.00
Invoice	10/13/2008	63	Ecolab	2009 Associate Member Dues	Accounts Receivable	-1,000.00	-1,000.00
Invoice	10/13/2008	64	JohnsonDiversey	2009 Associate Member Dues	Accounts Receivable	-1,000.00	-2,000.00
Invoice	10/13/2008	65	ConverPro	2009 Associate Member Dues	Accounts Receivable	-500.00	-2,500.00
Invoice	10/13/2008	66	Daniels Associates	2009 Associate Member Dues	Accounts Receivable	-500.00	-3,000.00
Invoice	10/13/2008	67	Truvox International	2009 Associate Member Dues	Accounts Receivable	-500.00	-3,500.00
Invoice	10/13/2008	68	Wood Wyant	2009 Associate Member Dues	Accounts Receivable	-500.00	-4,000.00
Invoice	09/14/2009	84	Choisy Laboratories	2010 Associate Member Dues	Accounts Receivable	-500.00	-4,500.00
Invoice	09/14/2009	85	ConverPro	2010 Associate Member Dues	Accounts Receivable	-500.00	-5,000.00
Invoice	09/14/2009	86	Daniels Associates	2010 Associate Member Dues	Accounts Receivable	-500.00	-5,500.00
Invoice	09/14/2009	87	Ecolab	2010 Associate Member Dues	Accounts Receivable	-1,000.00	-6,500.00
Invoice	09/14/2009	88	JohnsonDiversey	2010 Associate Member Dues	Accounts Receivable	-1,000.00	-7,500.00
Invoice	09/14/2009	89	Truvox International	2010 Associate Member Dues	Accounts Receivable	-500.00	-8,000.00
Invoice	09/14/2009	90	Wood Wyant	2010 Associate Member Dues	Accounts Receivable	-500.00	-8,500.00
General Journal	11/12/2009	159		To recognize Daniels Associates dues paid 11/12/0	Associate Members	500.00	-8,000.00
General Journal	03/18/2010	189		To recognize dues received from Daniels Assoc.	Associate Members	500.00	-7,500.00
Total Deferred Dues Associate Members						-7,500.00	-7,500.00
<b>Deferred Dues Associations</b>							<b>0.00</b>
General Journal	12/31/2006	4		Account Opening Balance	-SPLIT-	-1,600.00	-1,600.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
General Journal	01/01/2007	7	Building Managers Assoc of China	Recognize deferred dues	Deferred Dues Associate Members	1,600.00	0.00
Invoice	10/01/2007	27	ABSU/U.G.B.N.	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-10,000.00	-10,000.00
Invoice	10/01/2007	28	DOSIM (France)	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-10,000.00	-20,000.00
Invoice	10/01/2007	29	Japan Building Maintenance Association	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-10,000.00	-30,000.00
Invoice	10/01/2007	30	OSB	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-10,000.00	-40,000.00
Invoice	10/01/2007	31	Bundesinnungsverband des G-H	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-2,500.00	-42,500.00
Invoice	10/01/2007	32	Cleaning & Support Services Association	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-4,400.00	-46,900.00
Invoice	10/01/2007	33	FEBRAC	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-2,400.00	-49,300.00
Invoice	10/01/2007	34	Korea Association of Building Maintenance	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-2,400.00	-51,700.00
Invoice	10/01/2007	35	BSC of New Zealand	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-2,400.00	-54,100.00
Invoice	10/01/2007	36	Building Managers Assoc of China	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-1,600.00	-55,700.00
Invoice	10/01/2007	37	Quebec BSCA	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-1,600.00	-57,300.00
Invoice	10/01/2007	38	A.D.E.L.	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-900.00	-58,200.00
Invoice	10/01/2007	39	BSA of Australia	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-2,400.00	-60,600.00
Invoice	10/01/2007	48	BSCAI Dues	2008 WFBSC Annual Member Association Dues	Accounts Receivable	-10,000.00	-70,600.00
General Journal	01/01/2008	74		To recognize 2008 dues	Deferred Dues Associate Members	70,600.00	0.00
Invoice	10/13/2008	50	ABSU/U.G.B.N.	2009 Association Dues	Accounts Receivable	-10,000.00	-10,000.00
Invoice	10/13/2008	51	BSA of Australia	2009 Association Dues	Accounts Receivable	-2,400.00	-12,400.00
Invoice	10/13/2008	52	BSC of New Zealand	2009 Association Dues	Accounts Receivable	-2,400.00	-14,800.00
Invoice	10/13/2008	53	Building Managers Assoc of China	2009 Association Dues	Accounts Receivable	-1,600.00	-16,400.00
Invoice	10/13/2008	54	Bundesinnungsverband des G-H	2009 Association Dues	Accounts Receivable	-2,500.00	-18,900.00
Invoice	10/13/2008	55	DOSIM (France)	2009 Association Dues	Accounts Receivable	-10,000.00	-28,900.00
Invoice	10/13/2008	56	FEBRAC	2009 Association Dues	Accounts Receivable	-2,400.00	-31,300.00
Invoice	10/13/2008	57	Japan Building Maintenance Association	2009 Association Dues	Accounts Receivable	-10,000.00	-41,300.00
Invoice	10/13/2008	58	Korea Association of Building Maintenance	2009 Association Dues	Accounts Receivable	-2,400.00	-43,700.00
Invoice	10/13/2008	59	OSB	2009 Association Dues	Accounts Receivable	-10,000.00	-53,700.00
Invoice	10/13/2008	60	Quebec BSCA	2009 Association Dues	Accounts Receivable	-1,600.00	-55,300.00
Invoice	10/13/2008	61	BSCAI Dues	2009 Association Dues	Accounts Receivable	-10,000.00	-65,300.00
Invoice	10/13/2008	62	Cleaning & Support Services Association	2009 Association Dues	Accounts Receivable	-4,400.00	-69,700.00
General Journal	03/31/2009	126		Recognize 2009 dues paid as of 3/31/09	Associations	53,350.00	-16,350.00
General Journal	04/30/2009	131		To recognize 2009 dues paid through 4/30/09	Associations	4,850.00	-11,500.00
General Journal	08/03/2009	143		To recognize August 2009 dues payment	Associations	2,400.00	-9,100.00
Invoice	09/14/2009	70	A.D.E.L.	2010 Association Member Dues	Accounts Receivable	-900.00	-10,000.00
Invoice	09/14/2009	71	ABSU/U.G.B.N.	2010 Association Member Dues	Accounts Receivable	-10,000.00	-20,000.00
Invoice	09/14/2009	72	BSA of Australia	2010 Association Member Dues	Accounts Receivable	-2,400.00	-22,400.00
Invoice	09/14/2009	73	BSC of New Zealand	2010 Association Member Dues	Accounts Receivable	-2,400.00	-24,800.00
Invoice	09/14/2009	74	BSCAI Dues	2010 Association Member Dues	Accounts Receivable	-10,000.00	-34,800.00
Invoice	09/14/2009	75	Building Managers Assoc of China	2010 Association Member Dues	Accounts Receivable	-1,600.00	-36,400.00
Invoice	09/14/2009	76	Bundesinnungsverband des G-H	2010 Association Member Dues	Accounts Receivable	-2,500.00	-38,900.00
Invoice	09/14/2009	77	Cleaning & Support Services Association	2010 Association Member Dues	Accounts Receivable	0.00	-38,900.00
Invoice	09/14/2009	78	DOSIM (France)	2010 Association Member Dues	Accounts Receivable	-10,000.00	-48,900.00
Invoice	09/14/2009	79	FEBRAC	2010 Association Member Dues	Accounts Receivable	-2,400.00	-51,300.00
Invoice	09/14/2009	80	Japan Building Maintenance Association	2010 Association Member Dues	Accounts Receivable	-10,000.00	-61,300.00
Invoice	09/14/2009	81	Korea Association of Building Maintenance	2010 Association Member Dues	Accounts Receivable	-2,400.00	-63,700.00
Invoice	09/14/2009	82	OSB	2010 Association Member Dues	Accounts Receivable	-10,000.00	-73,700.00
Invoice	09/14/2009	83	Quebec BSCA	2010 Association Member Dues	Accounts Receivable	-1,600.00	-75,300.00
General Journal	09/28/2009	166		To recognize remainder of dues paid in 2009	Associations	9,100.00	-66,200.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
General Journal	01/01/2010	167		To recognize dues revenue for those members that	-SPLIT-	30,400.00	-35,800.00
General Journal	02/24/2010	188		To recognize dues received from Argentina	Associations	900.00	-34,900.00
General Journal	07/15/2010	206		To recognize payment of dues by BSC of Australia	Associations	2,400.00	-32,500.00
Total Deferred Dues Associations						-32,500.00	-32,500.00
<b>Deferred Dues - Other</b>							<b>0.00</b>
Total Deferred Dues - Other							0.00
Total Deferred Dues						-40,000.00	-40,000.00
<b>Line of Credit</b>							<b>0.00</b>
General Journal	12/31/2006	1		Account Opening Balance	Opening Bal Equity	-2,684.68	-2,684.68
General Journal	12/31/2006	22		AJE #5 - To record November 2006 finance charge	Bank,Credit Card and Other Fees	-3.45	-2,688.13
Transfer	01/08/2007			Funds Transfer	PNC Checking	14.13	-2,674.00
General Journal	01/12/2007	6		PNC Bank LOC Finance Charge	Bank,Credit Card and Other Fees	-22.84	-2,696.84
Transfer	02/07/2007			Funds Transfer	PNC Checking	22.84	-2,674.00
General Journal	02/09/2007	19		PNC Bank LOC Finance Charge	Bank,Credit Card and Other Fees	-21.32	-2,695.32
Transfer	03/07/2007			Funds Transfer	PNC Checking	21.32	-2,674.00
General Journal	03/13/2007	20		PNC Bank LOC Finance Charge	Bank,Credit Card and Other Fees	-24.37	-2,698.37
Transfer	04/09/2007			Funds Transfer	PNC Checking	24.37	-2,674.00
General Journal	04/09/2007	21		PNC Bank LOC Finance Charge	Bank,Credit Card and Other Fees	-22.84	-2,696.84
Transfer	05/07/2007			Funds Transfer	PNC Checking	22.84	-2,674.00
General Journal	05/11/2007	8		PNC LOC Finance Charge	Bank,Credit Card and Other Fees	-22.07	-2,696.07
Transfer	06/07/2007			Funds Transfer	PNC Checking	22.07	-2,674.00
General Journal	06/12/2007	23		PNC Bank LOC Finance Charge	Bank,Credit Card and Other Fees	-24.37	-2,698.37
Transfer	07/07/2007			Funds Transfer	PNC Checking	24.37	-2,674.00
General Journal	07/13/2007	30		PNC Bank LOC Finance Charge	Bank,Credit Card and Other Fees	-23.60	-2,697.60
Transfer	08/07/2007			Funds Transfer	PNC Checking	23.60	-2,674.00
General Journal	08/13/2007	31		PNC Bank LOC Finance Charge	Bank,Credit Card and Other Fees	-23.60	-2,697.60
Check	09/04/2007	10018	PNC Bank		PNC Checking	2,697.60	0.00
General Journal	09/12/2007	32		PNC Bank LOC Finance Charge	Bank,Credit Card and Other Fees	-15.99	-15.99
Transfer	10/12/2007			Funds Transfer	PNC Checking	15.99	0.00
Total Line of Credit						0.00	0.00
<b>Payroll Liabilities</b>							<b>0.00</b>
Total Payroll Liabilities							0.00
<b>Security Deposits Held</b>							<b>0.00</b>
Deposit	12/21/2007	41383	Moody & Associates, Inc.	Deposit	PNC Checking	-1,350.00	-1,350.00
Total Security Deposits Held						-1,350.00	-1,350.00
<b>Opening Bal Equity</b>							<b>0.00</b>
Credit Card Charge	12/11/2006			Account Opening Balance	BOA Platinum Plus for Business	17,379.35	17,379.35
General Journal	12/31/2006	1		Account Opening Balance	Line of Credit	2,684.68	20,064.03
General Journal	12/31/2006	2		Account Opening Balance	Capitalized Cost - GMP	-35,805.90	-15,741.87
Deposit	12/31/2006			Account Opening Balance	Promises to Give	-5,000.00	-20,741.87
Deposit	12/31/2006			Account Opening Balance	Prepaid Expense 2007	-12,372.18	-33,114.05

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Deposit	12/31/2006			Account Opening Balance	Prepaid Expense 2008	-8,723.96	-41,838.01
Deposit	12/31/2006			Account Opening Balance	Prepaid Expense 2010	-6,699.60	-48,537.61
Deposit	12/31/2006			Account Opening Balance	Prepaid Expense 2012	-9,329.19	-57,866.80
Deposit	12/31/2006			Account Opening Balance	Prepaid Expense 2014	-745.83	-58,612.63
Deposit	12/31/2006			Account Opening Balance	Prepaid Expense 2016	-7,461.70	-66,074.33
General Journal	12/31/2006	3		Account Opening Balance	Accounts Payable Other	43,397.53	-22,676.80
General Journal	12/31/2006	4		Account Opening Balance	Deferred Dues Associations	2,100.00	-20,576.80
General Journal	12/31/2006	5		Account Opening Balance	Suspense	-5,156.16	-25,732.96
Deposit	12/31/2006			Account Opening Balance	PNC Checking	-2,117.52	-27,850.48
General Journal	12/31/2006	12		To adjust opening balance to 12/31/06 bank reconc	PNC Checking	83.70	-27,766.78
Deposit	12/31/2006			Account Opening Balance	Gail McCauley	-126.09	-27,892.87
General Journal	12/31/2006	14		To adjust AmEx to year-end balance per Gail McCauley's yr	AmEx Executive Business Card	2,202.72	-25,690.15
General Journal	12/31/2006	16		To adjust A/P Other to tie in with Gail McCauley's yr	Accounts Payable Other	-2,642.53	-28,332.68
General Journal	12/31/2006	27		AJE #2 - Arent Fox invoice - for services rendered th	Accounts Payable Other	615.30	-27,717.38
General Journal	12/31/2006	29		AJE #3 - To properly record overpayment made in L	AmEx Executive Business Card	-57.82	-27,775.20
General Journal	01/01/2007	47		To Combine accounts	Unrestricted Net Assets	<u>27,775.20</u>	<u>0.00</u>
Total Opening Bal Equity						0.00	0.00
<b>Perm. Restricted Net Assets</b>							<b>0.00</b>
Total Perm. Restricted Net Assets							0.00
<b>Temp. Restricted Net Assets</b>							<b>0.00</b>
Total Temp. Restricted Net Assets							0.00
<b>Unrestricted Net Assets</b>							<b>1,192.18</b>
Closing Entry	12/31/2006					-9,731.70	-8,539.52
General Journal	01/01/2007	47		To Combine accounts	Opening Bal Equity	-27,775.20	-36,314.72
Closing Entry	12/31/2007					-1,887.28	-38,202.00
Closing Entry	12/31/2008					-12,699.02	-50,901.02
Closing Entry	12/31/2009					-13,158.82	-64,059.84
Total Unrestricted Net Assets						-65,252.02	-64,059.84
<b>Congress Contribution</b>							<b>0.00</b>
Total Congress Contribution							0.00
<b>Dues</b>							<b>0.00</b>
<b>Associations</b>							<b>0.00</b>
General Journal	01/01/2010	167		To recognize dues revenue for China - paid dues b	Deferred Dues Associations	-1,600.00	-1,600.00
General Journal	01/01/2010	167		To recognize dues revenue for Japan - paid dues b	Deferred Dues Associations	-10,000.00	-11,600.00
General Journal	01/01/2010	167		To recognize dues revenue for Febrac/Brazil - paid	Deferred Dues Associations	-2,400.00	-14,000.00
General Journal	01/01/2010	167		To recognize dues revenue for Korea - paid dues b	Deferred Dues Associations	-2,400.00	-16,400.00
General Journal	01/01/2010	167		To recognize dues revenue for Canada/Quebec - p	Deferred Dues Associations	-1,600.00	-18,000.00
General Journal	01/01/2010	167		To recognize dues revenue for New Zealand - paid	Deferred Dues Associations	-2,400.00	-20,400.00
General Journal	01/01/2010	167		To recognize dues revenue for DOSIM/France - pa	Deferred Dues Associations	-10,000.00	-30,400.00
General Journal	02/24/2010	188		To recognize dues received from Argentina	Deferred Dues Associations	-900.00	-31,300.00
General Journal	07/15/2010	206		To recognize payment of dues by BSC of Australia	Deferred Dues Associations	-2,400.00	-33,700.00
Total Associations						-33,700.00	-33,700.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>Associate Members</b>							<b>0.00</b>	
General Journal	03/18/2010	189		To recognize dues received from Daniels Assoc.	Deferred Dues Associate Members	-500.00	-500.00	
Total Associate Members							-500.00	-500.00
<b>Dues - Other</b>							<b>0.00</b>	
Total Dues - Other							0.00	0.00
Total Dues							-34,200.00	-34,200.00
<b>Sponsorships</b>							<b>0.00</b>	
Total Sponsorships							0.00	0.00
<b>Website Advertising</b>							<b>0.00</b>	
Total Website Advertising							0.00	0.00
<b>Miscellaneous Revenue</b>							<b>0.00</b>	
Total Miscellaneous Revenue							0.00	0.00
<b>Reconciliation Discrepancies</b>							<b>0.00</b>	
Total Reconciliation Discrepancies							0.00	0.00
<b>Amortization of Leasehold Impr.</b>							<b>0.00</b>	
General Journal	01/31/2010	171		Amortization of leasehold improvements	Accum Amortization	50.09	50.09	
General Journal	02/28/2010	174		Amortization of leasehold improvements	Accum Amortization	50.09	100.18	
General Journal	03/31/2010	175		Amortization of leasehold improvements	Accum Amortization	50.09	150.27	
General Journal	04/30/2010	176		Amortization of leasehold improvements	Accum Amortization	50.09	200.36	
General Journal	05/31/2010	177		Amortization of leasehold improvements	Accum Amortization	50.09	250.45	
General Journal	06/30/2010	190		Amortization of leasehold improvements	Accum Amortization	50.09	300.54	
General Journal	07/31/2010	191		Amortization of leasehold improvements	Accum Amortization	50.09	350.63	
General Journal	08/31/2010	212		Amortization of leasehold improvements	Accum Amortization	50.09	400.72	
General Journal	09/30/2010	213		Amortization of leasehold improvements	Accum Amortization	50.09	450.81	
General Journal	10/14/2010	216		Amortization of leasehold improvements	-SPLIT-	50.09	500.90	
General Journal	10/14/2010	216		To write off remaining leasehold improvements with Amortization of Leasehold Impr.		50.11	551.01	
Total Amortization of Leasehold Impr.							551.01	551.01
<b>Audit &amp; Accounting Fees</b>							<b>0.00</b>	
Bill	01/31/2010	960	Kotwicki Associates	01/10 Services Rendered	Accounts Payable	210.00	210.00	
Bill	02/22/2010	962	Kotwicki Associates	02/10 Services Rendered	Accounts Payable	210.00	420.00	
Bill	06/30/2010	1044	Kotwicki Associates	04/10 & 06/10 Services Rendered	Accounts Payable	257.50	677.50	
Bill	08/12/2010	1073	Kotwicki Associates	08/10 Services Rendered	Accounts Payable	446.25	1,123.75	
Total Audit & Accounting Fees							1,123.75	1,123.75
<b>Bad Debt</b>							<b>0.00</b>	
Total Bad Debt							0.00	0.00
<b>Bank,Credit Card and Other Fees</b>							<b>0.00</b>	

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	01/04/2010			Service Charge	PNC Checking	42.15	42.15
Credit Card Charge	01/11/2010			Service Charge	BOA Platinum Plus for Business	1.00	43.15
Check	02/01/2010			Service Charge	PNC Checking	9.91	53.06
Credit Card Charge	02/05/2010		BOA Platinum for Business	Late Payment Fee	BOA Platinum Plus for Business	19.00	72.06
Credit Card Charge	02/11/2010			Service Charge	BOA Platinum Plus for Business	1.00	73.06
Payment	02/24/2010	W010050 0224	A.D.E.L.		Undeposited Funds	15.00	88.06
Check	03/01/2010			Service Charge	PNC Checking	14.41	102.47
Credit Card Charge	03/11/2010			Service Charge	BOA Platinum Plus for Business	1.00	103.47
Deposit	03/18/2010	71793060	American Express	Credit Balance Refund	PNC Checking	-24.89	78.58
Check	04/01/2010			Service Charge	PNC Checking	20.44	99.02
Check	04/15/2010	11287	PNC Bank	Annual Fee Assessed on LOC Renewal	PNC Checking	175.00	274.02
Credit Card Charge	05/01/2010		American Express	Air Flight Insurance Annual Premium	AmEx Executive Business Card	20.99	295.01
Check	05/03/2010			Service Charge	PNC Checking	18.80	313.81
General Journal	05/31/2010	186	American Express	To remove credit balance in A/P	Accounts Payable	19.14	332.95
Check	06/01/2010			Service Charge	PNC Checking	18.22	351.17
Credit Card Charge	06/07/2010		BOA Platinum for Business	Late Payment Fee	BOA Platinum Plus for Business	19.00	370.17
Credit Card Charge	06/11/2010			Service Charge	BOA Platinum Plus for Business	1.00	371.17
Check	07/01/2010			Service Charge	PNC Checking	18.60	389.77
Credit Card Charge	07/08/2010		BOA Platinum for Business	Late Payment Charge	BOA Platinum Plus for Business	19.00	408.77
Credit Card Charge	07/09/2010			Service Charge	BOA Platinum Plus for Business	1.00	409.77
Check	08/02/2010			Service Charge	PNC Checking	18.74	428.51
Check	09/01/2010			Service Charge	PNC Checking	24.36	452.87
General Journal	10/01/2010	218		To record October 2010 PNC Bank fee (for Septem	PNC Checking	18.13	471.00
Bill	10/19/2010		PNC Bank	Estimated November 2010 fee (for October activity)	Accounts Payable	18.13	489.13
Total Bank,Credit Card and Other Fees						489.13	489.13
<b>Board Meeting</b>							<b>0.00</b>
General Journal	07/31/2010	201		To expense 2010 prepaid meeting expense	Prepaid Expense 2010	6,807.50	6,807.50
Total Board Meeting						6,807.50	6,807.50
<b>Committee Meetings</b>							<b>0.00</b>
Total Committee Meetings							0.00
<b>Computer/Network Maintenance</b>							<b>0.00</b>
Total Computer/Network Maintenance							0.00
<b>Copier</b>							<b>0.00</b>
Total Copier							0.00
<b>Delivery</b>							<b>0.00</b>
Total Delivery							0.00
<b>Dues Expense</b>							<b>0.00</b>
Total Dues Expense							0.00
<b>First Class Postage</b>							<b>0.00</b>
Credit Card Charge	03/09/2010		USPS		AmEx Executive Business Card	6.86	6.86

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Credit Card Charge	06/29/2010		USPS	WFBCS Board Report	AmEx Executive Business Card	37.26	44.12
Credit Card Charge	07/15/2010		The UPS Store		AmEx Executive Business Card	22.39	66.51
Total First Class Postage						66.51	66.51
<b>Freight &amp; Shipping</b>							<b>0.00</b>
Bill	05/17/2010	935000722	Adcom Worldwide	Shipment to WFBCS, UK; 478-480 Salisbury House	Accounts Payable	1,191.75	1,191.75
Total Freight & Shipping						1,191.75	1,191.75
<b>Global Market Place</b>							<b>0.00</b>
Total Global Market Place							0.00
<b>Insurance</b>							<b>0.00</b>
General Journal	01/31/2010	172		To expense expired D&O/EPL insurance	-SPLIT-	223.08	223.08
General Journal	01/31/2010	172		To expense expired BOP insurance	Insurance	41.67	264.75
General Journal	02/28/2010	178		To expense expired D&O/EPL insurance	-SPLIT-	223.08	487.83
General Journal	02/28/2010	178		To expense expired BOP insurance	Insurance	41.67	529.50
General Journal	03/31/2010	179		To expense expired D&O/EPL insurance	-SPLIT-	223.08	752.58
General Journal	03/31/2010	179		To expense expired BOP insurance	Insurance	41.67	794.25
General Journal	04/30/2010	180		To expense expired D&O/EPL insurance	-SPLIT-	223.08	1,017.33
General Journal	04/30/2010	180		To expense expired BOP insurance	Insurance	41.67	1,059.00
General Journal	05/31/2010	181		To expense expired D&O/EPL insurance	-SPLIT-	223.08	1,282.08
General Journal	05/31/2010	181		To expense expired BOP insurance	Insurance	41.67	1,323.75
General Journal	06/30/2010	192		To expense expired D&O/EPL insurance	-SPLIT-	223.08	1,546.83
General Journal	06/30/2010	192		To expense expired BOP insurance	Insurance	41.67	1,588.50
General Journal	07/31/2010	193		To expense expired D&O/EPL insurance	-SPLIT-	223.08	1,811.58
General Journal	07/31/2010	193		To expense expired BOP insurance	Insurance	41.67	1,853.25
General Journal	08/31/2010	214		To expense expired D&O/EPL insurance	-SPLIT-	223.08	2,076.33
General Journal	08/31/2010	214		To expense expired BOP insurance	Insurance	41.67	2,118.00
General Journal	09/30/2010	215		To expense expired D&O/EPL insurance	-SPLIT-	223.08	2,341.08
General Journal	09/30/2010	215		To expense expired BOP insurance	Insurance	41.67	2,382.75
General Journal	10/14/2010	217		To expense expired D&O/EPL insurance	-SPLIT-	111.53	2,494.28
General Journal	10/14/2010	217		To expense expired BOP insurance	Insurance	20.85	2,515.13
Total Insurance						2,515.13	2,515.13
<b>Interest Expense</b>							<b>0.00</b>
Total Interest Expense							0.00
<b>Legal Fees/Trademarks</b>							<b>0.00</b>
Total Legal Fees/Trademarks							0.00
<b>Management Fees</b>							<b>0.00</b>
General Journal	07/31/2010	200		Jan & Feb 2010 Management Fees	Severance Payments	5,000.00	5,000.00
Total Management Fees						5,000.00	5,000.00
<b>Newsletter</b>							<b>0.00</b>
Bill	01/26/2010	WFBCS0110	Denise Anderson	01/10 Issue of International Dimensions - Research	Accounts Payable	350.00	350.00
Bill	01/26/2010	WFBCS0110	Denise Anderson	01/10 Issue of International Dimensions - Design	Accounts Payable	150.00	500.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Total Newsletter						500.00	500.00
<b>Office Relocation</b>							<b>0.00</b>
Total Office Relocation							0.00
<b>Office Rent</b>							<b>0.00</b>
Bill	01/01/2010		10201 Fairfax Boulevard, LLC		Accounts Payable	1,230.25	1,230.25
Deposit	01/14/2010	45738	Moody & Associates, Inc.	01/10 Rent	PNC Checking	-477.41	752.84
General Journal	01/31/2010	173		Monthly rent due from Carol Dean	Due from Carol Dean	-214.12	538.72
Bill	02/01/2010		10201 Fairfax Boulevard, LLC		Accounts Payable	1,230.25	1,768.97
Deposit	02/23/2010	45919	Moody & Associates, Inc.	02/10 Rent	PNC Checking	-477.41	1,291.56
General Journal	02/28/2010	182		Monthly rent due from Carol Dean	Due from Carol Dean	-214.12	1,077.44
Bill	03/01/2010		10201 Fairfax Boulevard, LLC	03/10	Accounts Payable	1,234.98	2,312.42
Bill	03/01/2010		10201 Fairfax Boulevard, LLC	01/10 RE:Tax Recovery	Accounts Payable	4.73	2,317.15
Bill	03/01/2010		10201 Fairfax Boulevard, LLC	02/10 RE:Tax Recovery	Accounts Payable	4.73	2,321.88
Deposit	03/18/2010	46073	Moody & Associates, Inc.	03/10 Rent	PNC Checking	-477.41	1,844.47
General Journal	03/31/2010	183		Monthly rent due from Carol Dean	Due from Carol Dean	-214.12	1,630.35
Bill	04/01/2010		10201 Fairfax Boulevard, LLC	04/10	Accounts Payable	1,234.98	2,865.33
Deposit	04/08/2010	46281	Moody & Associates, Inc.	04/10 Rent	PNC Checking	-477.41	2,387.92
General Journal	04/30/2010	184		Monthly rent due from Carol Dean	Due from Carol Dean	-214.12	2,173.80
Bill	05/01/2010		10201 Fairfax Boulevard, LLC	05/10	Accounts Payable	1,234.98	3,408.78
Deposit	05/11/2010	46454	Moody & Associates, Inc.	05/10	PNC Checking	-477.41	2,931.37
General Journal	05/31/2010	185		Monthly rent due from Carol Dean	Due from Carol Dean	-214.12	2,717.25
Bill	06/01/2010		10201 Fairfax Boulevard, LLC	06/10	Accounts Payable	1,234.98	3,952.23
Deposit	06/11/2010	46620	Moody & Associates, Inc.	06/10 Rent	PNC Checking	-477.41	3,474.82
General Journal	06/30/2010	194		Monthly rent due from Carol Dean	Due from Carol Dean	-214.12	3,260.70
Bill	07/01/2010		10201 Fairfax Boulevard, LLC	07/10	Accounts Payable	1,234.98	4,495.68
Deposit	07/15/2010	46800	Moody & Associates, Inc.	07/10 Rent	PNC Checking	-477.41	4,018.27
General Journal	07/31/2010	195		Monthly rent due from Carol Dean	Due from Carol Dean	-214.12	3,804.15
Credit	07/31/2010		10201 Fairfax Boulevard, LLC	2009 Operating Expense Reconciliation from Landk	Accounts Payable	-215.57	3,588.58
Credit	07/31/2010		Moody & Associates	2009 Operating Expense Reconciliation from Landk	Accounts Payable	-190.97	3,397.61
Bill	08/01/2010		10201 Fairfax Boulevard, LLC	08/10	Accounts Payable	1,234.98	4,632.59
Deposit	08/11/2010	46984	Moody & Associates, Inc.	08/10 Rent	PNC Checking	-477.41	4,155.18
General Journal	08/31/2010	197		Monthly rent due from Carol Dean	Due from Carol Dean	-214.12	3,941.06
Bill	09/01/2010		10201 Fairfax Boulevard, LLC	09/10	Accounts Payable	1,234.98	5,176.04
Deposit	09/21/2010	047131	Moody & Associates	09/10 Rent	PNC Checking	-286.44	4,889.60
General Journal	09/30/2010	198		Monthly rent due from Carol Dean	Due from Carol Dean	-214.12	4,675.48
Bill	10/01/2010		10201 Fairfax Boulevard, LLC	10/10	Accounts Payable	1,234.98	5,910.46
General Journal	10/01/2010	199		Monthly rent due from Carol Dean	Due from Carol Dean	-214.12	5,696.34
General Journal	10/01/2010	211		Overpayment on October rent due to reduction in ta	Accounts Receivable Other	-39.49	5,656.85
Deposit	10/12/2010	047303	Moody & Associates	10/10 Rent	PNC Checking	-477.41	5,179.44
Total Office Rent						5,179.44	5,179.44
<b>Office Setup Reimbursement</b>							<b>0.00</b>
Bill	01/31/2010		The Dean Group	One-time Severance Payment	Accounts Payable	10,800.00	10,800.00
Total Office Setup Reimbursement						10,800.00	10,800.00



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Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Office Services Rendered</b>							<b>0.00</b>
Bill	01/16/2010		Renita Bridge	6 hours	Accounts Payable	120.00	120.00
Bill	01/23/2010		Renita Bridge	8 hours	Accounts Payable	160.00	280.00
Bill	02/20/2010		Renita Bridge	3.25 hours	Accounts Payable	65.00	345.00
Total Office Services Rendered						345.00	345.00
<b>Office Supplies</b>							<b>0.00</b>
Total Office Supplies							0.00
<b>Payroll Expenses</b>							<b>0.00</b>
Total Payroll Expenses							0.00
<b>Plaques</b>							<b>0.00</b>
Total Plaques							0.00
<b>Pre-Meeting Expenses</b>							<b>0.00</b>
Total Pre-Meeting Expenses							0.00
<b>Presentations</b>							<b>0.00</b>
Total Presentations							0.00
<b>Printing/Design</b>							<b>0.00</b>
Total Printing/Design							0.00
<b>Severance Payments</b>							<b>0.00</b>
General Journal	07/31/2010	200		Severance due Carol Dean	-SPLIT-	15,000.00	15,000.00
Total Severance Payments						15,000.00	15,000.00
<b>Telephone</b>							<b>0.00</b>
General Journal	01/01/2010	169		To reverse accrual of Verizon Online services for pe	Accrued Expenses	-47.99	-47.99
Bill	01/05/2010		Verizon	Verizon - 01/05/10-02/04/10	Accounts Payable	100.78	52.79
Bill	01/05/2010		Verizon	Verizon Online - 12/10/09-01/09/10	Accounts Payable	47.99	100.78
Bill	01/05/2010		Verizon	Verizon Enterprise Solutions - 01/05/10-02/04/10	Accounts Payable	10.49	111.27
Bill	02/05/2010		Verizon	Verizon - 02/05/10-03/04/10	Accounts Payable	101.10	212.37
Bill	02/05/2010		Verizon	Verizon Online - 01/10/10-02/09/10	Accounts Payable	47.99	260.36
Bill	02/05/2010		Verizon	Verizon Enterprise - 02/05/10-03/04/10	Accounts Payable	10.49	270.85
Check	03/18/2010	10284	Verizon	03/05/10 Verizon Bill	PNC Checking	159.26	430.11
General Journal	07/31/2010	196		Reimburseable to Carol Dean for 10/13/09-11/12/09	-SPLIT-	1.92	432.03
General Journal	07/31/2010	196		Reimburseable to Carol Dean for 01/29/10-02/28/10	Telephone	1.38	433.41
Total Telephone						433.41	433.41
<b>Translations</b>							<b>0.00</b>
Total Translations							0.00
<b>Travel</b>							<b>0.00</b>
Total Travel							0.00

World Federation of Building Service Contractors  
**General Ledger**  
 As of October 19, 2010

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>UPS/Federal Express</b>							<b>0.00</b>	
Total UPS/Federal Express							0.00	
<b>Website</b>							<b>0.00</b>	
Credit Card Charge	01/08/2010		Newtek Technology Serv	12/07/09-01/07/10 - ASP/ASP.NET 1.1 Advanced PBOA Platinum Plus for Business		26.95	26.95	
Credit Card Charge	02/08/2010		Newtek Technology Serv	01/07/10-02/07/10 - ASP/ASP.NET 1.1 Advanced PBOA Platinum Plus for Business		26.95	53.90	
Credit Card Charge	03/08/2010		Newtek Technology Serv		BOA Platinum Plus for Business	26.95	80.85	
Check	03/18/2010	10283	Syscom	Post WFBSC January newsletter to site	PNC Checking	54.15	135.00	
Credit Card Charge	04/08/2010		Newtek Technology Serv		BOA Platinum Plus for Business	26.95	161.95	
Credit Card Charge	05/08/2010		Newtek Technology Serv		BOA Platinum Plus for Business	26.95	188.90	
Credit Card Charge	06/07/2010		Newtek Technology Serv	6/7/10-7/7/10 - ASP/ASP.NET 1.1 Advanced Plan FBOA Platinum Plus for Business		26.95	215.85	
Credit Card Charge	07/07/2010		Newtek Technology Serv	7/7/10-8/7/10 - ASP/ASP.NET 1.1 Advanced Plan FBOA Platinum Plus for Business		26.95	242.80	
Total Website							242.80	242.80
<b>No acct</b>							<b>0.00</b>	
Total no acct							0.00	
<b>TOTAL</b>							<b>0.00</b>	<b>0.00</b>



## **Annex II**

### **Company registration document**



**CERTIFICATE OF INCORPORATION  
ON CHANGE OF NAME**

Company No. 2712612

The Registrar of Companies for England and Wales hereby certifies that

**THE SUPPORT SERVICES ASSOCIATION**

having changed its name, is now incorporated under the name of

**THE WORLD FEDERATION OF BUILDING SERVICE  
CONTRACTORS (2009)**

Given at Companies House on **8th January 2010**.



*Companies House*  
— for the record —



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES



## **Annex III**

### **Rules of the WFBSC**





## RULES OF THE WORLD FEDERATION OF BUILDING SERVICE CONTRACTORS

### ARTICLE I

#### NAME AND LOCATION

Section 1. The name of this organization shall be the World Federation of Building Service Contractors.

Section 2. The principal office of the Federation shall be known as the Secretariat. This office may move to any member association which is equipped to provide adequate administrative management, and, on the approval of the Board of Directors, this office may move.

### ARTICLE II

#### MISSION STATEMENT

“The WFBSC is dedicated to achieving universal recognition for the building service contracting industry and to improving the awareness, knowledge and professional competence of its worldwide membership and should complement regional and national aims.”

#### OBJECTIVES

- A. Promote global recognition of the size, scope, role and value of the professional building service contractor.
- B. Increase the knowledge and improve the professional competence of its members by offering global educational forums.
- C. Increase member awareness of industry similarities and differences worldwide.
- D. Generate and maintain a professional and social relationship between its Associate members and other WFBSC members (contractors).
- E. Utilize volunteer and professional staff resources efficiently in order to achieve the aims of the WFBSC and the expectations of member contractors and associates.

### ARTICLE III

#### MEMBERSHIP

Section 1. Categories of Membership. The categories of membership in the Federation shall be:

- A. **Full Member.** Those associations representing the building service contracting industry in their respective country. Membership is restricted to one association from each country. Admission in or expulsion from the Federation is entirely at the discretion of the WFBSC Board of Directors.
- B. **Associate Members.** Those companies engaged in the manufacturing, converting or supplying of products or services needed in the building service contracting industry. Associate members may enjoy all of the privileges and rights of membership in the Federation except the right to place a representative on the Board of Directors;

- C. **Affiliate Members.** Those associations or companies engaged in allied industries. Affiliate members may enjoy all of the privileges and rights of membership in the Federation. Each affiliate member will be entitled to nominate one representative from their particular industry group to serve on the Board of Directors; however, with no voting rights;
- D. **Subscribing Members.** Those institutions or organizations engaged in research, education and training and similar activities, building service contracting companies or individuals and others who are interested in the activities of the building service contracting industry and are not eligible for membership under any other category. A Subscribing member may enjoy all of the privileges and rights of membership except the right to place a representative on the Board of Directors;
- E. **Honorary Members.** Any person, firm, corporation, or organization not otherwise eligible for membership in the Federation who has rendered distinctive service or assistance to the Federation and whom the Board of Directors determines merits special recognition by the Federation. Nominations may be made by any member of the Board of Directors. A nominee will be elected to Honorary membership upon the affirmative vote of two-thirds of the Board of Directors.

Section 2. **Requirements of Membership.** Application for membership in the Federation shall be in writing to the Secretariat. To qualify for membership in the Federation in the Member Association Category, an association must demonstrate, upon request, that its Constitution and Rules requirements comport with generally accepted standards of conduct and practice found in the building service contracting industry.

Section 3. **Admission of Members.** The Secretariat shall consult by email with the Board of Directors about all applications. Board members have 14 days from the date of consultation to express a view on the application. If no objections have been received within 14 days then the new member is accepted. Admission into the Federation automatically constitutes acceptance of the Rules of the Federation. If an objection has been expressed, then admission shall be by a majority of responses within 28 days.

Section 4. **Duration of Membership.** Membership in the Federation may terminate by voluntary withdrawal as herein provided, or otherwise pursuant to these Rules. All rights, privileges and interests of a member in or to the Federation shall cease upon the termination of membership. Any member may, by giving written notice of such intention, withdraw from membership. Withdrawal from the Federation, however, does not absolve a member of its financial obligations. No association, firm, or individual withdrawing from the Federation shall be entitled thereafter to use or display any Federation insignia in any way whatsoever.

Section 5. **Suspension or Expulsion.** Membership in the Federation may be suspended or terminated by the Board of Directors for cause. Sufficient cause for such suspension or termination of membership shall be the violation of the Rules or any other lawful rule or practice duly adopted by the Federation, or by any conduct prejudicial to the interests of the Federation. Suspension or termination shall be by two-thirds vote of the entire membership of the Board of Directors: PROVIDED THAT a statement of the charges shall have been mailed by registered mail to the last recorded address of the member at least 60 days before final action is taken. The statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which time the charges shall be considered and the member shall have the opportunity to appear in person or by his representative and present any defense to such charges before action is taken thereon.

Section 6. Reinstatement. An expelled former member may, upon application to the Board of Directors, be reinstated by a two-thirds vote of the entire Board of Directors. Such application may not be presented to the Board until at least one year has passed since such member has been expelled.

## **ARTICLE IV**

### **DUES AND REVENUE**

Section 1. The annual dues for each class of membership in the Federation shall be determined by the Board of Directors. There shall be no annual dues for Honorary members.

Section 2. The fiscal period for the Federation is January 1 to December 31. Any changes shall be determined by a unanimous vote of the Board of Directors. Annual dues shall be due and payable within the first two months of the calendar year. At least subsequent to each Congress, a duly authorized audit shall be conducted and the results presented to the Board of Directors at its next meeting.

Section 3. The revenues of the Federation shall comprise at least the following:

- A. Annual dues paid by all Member Associations, Associate Members, Affiliate Members and Subscribing Members
- B. Proceeds from the publications of the Federation;
- C. Donations from private persons, corporate bodies, associations, or public institutions;
- D. Proceeds from the property of the Federation;
- E. Proceeds from the World Congresses of Building Service Contractors and other activities conducted by the Federation.

The income and property of the Federation shall be applied solely towards the promotion of the objectives and purposes of the Federation and no part of said income or property shall inure or be distributed to the members of the Federation except as provided in Article XIII, Section 5. All sums received shall be deposited by the Treasurer or the Executive Vice President in the bank or banks approved by the Board of Directors.

Section 4. Members who fail to pay their entrance fees or dues within 30 days from the time the same shall become due shall be notified by the Federation Treasurer or the Executive Vice President. If payment is not made within the next succeeding 30 days, non-payment shall be reported to the Board of Directors as in arrears, and, if so ordered by a majority vote of the Directors present and voting thereon such delinquent members shall, without further notice and without hearing, be dropped from the rolls and thereupon forfeit all rights and privileges of membership.

Section 5. No dues shall be refunded to any Member Association whose membership terminates for any reason. No dues shall be refunded to the other membership categories whose membership terminates for any reason.

## **ARTICLE V**

### **BOARD OF DIRECTORS**

- Section 1. Authority. The governing body of the Federation shall be the Board of Directors. The Board of Directors shall have supervision, control, and direction of the affairs of the Federation, its committees and publications; shall determine its policies and changes therein; shall actively prosecute its objectives and purposes; shall elect the Officers of the Federation. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed necessary, and may, in the execution of the power granted, delegate certain of its authority and responsibility to a sub-committee.
- Section 2. Composition. There shall be no predetermined number of Directors serving on the Board of Directors. The Board shall consist of the President, the President-elect, the four Vice Presidents, the Treasurer, the immediate Past President and one Director appointed by each Member Association, all of whom shall have voting rights. In addition, all Past Presidents, Honorary Vice Presidents, Honorary Members and one representative of each Affiliate Member industry group are eligible to attend Board meetings but shall not have any voting rights.
- Section 3. Eligibility. To be eligible to serve on the Board of Directors, and to have voting rights, one must be an officer of the Federation or an official representative of a Member Association and be duly appointed by it to serve in that capacity.
- Section 4. Terms. There shall be no fixed terms of office for Directors. However, each Member Association shall nominate its official representative on an annual basis.
- Section 5. Regular Meetings. There shall be an annual meeting of the Board of Directors at such time and at such place as the Board may prescribe. Notice of such meeting shall be given to the Directors not less than 60 days prior to the meeting date.
- Section 6. Special Meetings. Special meetings of the Board of Directors may be called by the President or shall be called by the President upon the written request of 40 percent of the duly appointed Directors at such time and at such place as he may prescribe. Notice of special meetings of the Board shall be given to the Directors not less than 60 days before the meeting is held.
- Section 7. Quorum. Half of the members of the Board of Directors who have voting rights shall constitute a quorum at any meeting of that Board, provided, however, that representatives from Member Associations in at least two continents are in attendance.
- Section 8. Voting. Any official action by the Board of Directors shall be by voice or roll call vote. All members of the Board are entitled to one vote. Except where otherwise specified in these Rules, any action must be approved by a majority of those attending the meeting. It is provided, however, that any action involving the increase of annual dues must be approved by a vote of 2/3 of the Directors present; however, that representatives from Member Associations in at least three continents are in attendance. Voting rights of a Director shall not be delegated or exercised by another unless authorized in writing signed by the Director

delegating the exercise of his vote to another. No member of the Board shall, however, be entitled to represent more than one other Director.

- Section 9. Voting by Mail or Email. Action taken by mail or email ballot vote by members of the Board of Directors, in which at least a majority of such Directors, in writing, indicate themselves in agreement, shall constitute a valid action of the Board if reported at the next regular meeting of the Board, but in no event will any mail or email vote be valid unless at least 40 percent of the Board responds in such mail or email vote. All requests for mail or email ballot shall be accompanied by sufficient explanation and documentation to ensure that Directors are fully and fairly informed concerning the propositions being voted upon by mail or email.
- Section 10. Absence. Any member of the Board unable to attend a meeting shall, in a letter addressed to the President, state the reason for his absence. If any member of the Board is absent from three (3) consecutive meetings, his/her resignation shall be deemed tendered and accepted. The association the Director represents shall be advised of this resignation and requested to nominate another representative.
- Section 11. Vacancies. Any vacancy that may occur on the Board of Directors by reason of death, resignation or otherwise shall be filled by the appointment of a Director by the Member Association which has lost its representation on the Board.
- Section 12. Removal. Any member of the Board of Directors may be removed from office for cause at any time by the affirmative vote of two-thirds of the entire Board of Directors and after notification of the national association involved.
- Section 13. Compensation. The duly appointed Directors of the Board of Directors shall not receive any compensation for their services.

## **ARTICLE VI**

### **OFFICERS**

- Section 1. Officers. The elected officers of the Federation shall be a President, a President-elect, four Vice Presidents, and a Treasurer and any other officers as may from time to time be designated by the Board of Directors.
- Section 2. Eligibility. To be eligible to serve as an officer of the Federation one must be the official representative of a Member Association and must have served at least one year as a member of the Board of Directors of the Federation. At no time may there be more than two officers from any one Member Association. Each candidate for office must be sponsored by one member of the Board of Directors. Current members of the Board are eligible to run for elected office.
- Section 3. Elections. Officers shall be elected at the Congress meeting of the Board of Directors. The ballot shall contain the names of all the candidates who have been sponsored by one member of the Board of Directors. A Director may sponsor only one candidate for each elected office. Members of the Board who are running for office may also cast one vote for each office. A candidate will be elected if he receives the greatest number of votes tallied for that office, be it a majority or a plurality. If a tie results between any two or more candidates for

any elected office, there shall be a run off election between such candidates. A teller appointed by the President shall record and announce the election results.

Section 4. Terms. All officers shall hold office until their successors are elected and assume office. All elected officers shall be eligible for re-election. Terms of office will normally be the period between World Congresses.

Section 5. Duties. All elected officers shall serve concurrently as members of the Board of Directors and as members of the Executive Committee and are to have one vote each on both the Board and on the Executive Committee. Additionally, the officers shall individually have the following duties:

- A. The PRESIDENT must be the CEO or equivalent of a building service contracting firm and shall be responsible for the determination of Federation policy between meetings of the Board of Directors and the Executive Committee and shall also preside as chairman of both the Board and the Executive Committee. He shall also serve as a member, ex officio, with the right to vote on all committees. He shall perform all other duties as are incidental to the office of President or as may be prescribed by the Board of Directors. The President shall report to the Board on the progress of the Federation.
- B. The PRESIDENT-ELECT shall have automatic succession to the Presidency at the end of the President's term. He shall also preside over meetings in the absence of the President.
- C. The four VICE PRESIDENTS shall be responsible for the orderly and business-like conduct of such duties as are individually assigned to them by the President. In the event of the temporary disability or absence of the President or the President-elect from meetings they shall act in his stead.
- D. The TREASURER shall keep an accurate account of all monies received and expended for the use of the Federation and shall make disbursements as authorized by the Board and/or Executive Committee. He shall also report on the financial condition of the Federation to the Board of Directors every six (6) months and at any other time when called upon by the President. The Annual Report by the Treasurer under authority of the Board of Directors may be assigned in whole or in part to the paid Executive Vice President appointed by the Board to manage the Federation.

Section 6. Honorary Officers. Any person who has rendered outstanding and distinguished service to the Federation and whom the Board of Directors determines merits special recognition by the Federation. Nominations may be made by any member of the Board of Directors. A nominee will be elected to Honorary Officer upon the affirmative vote of two-thirds of the Board of Directors. An Honorary Officer may enjoy all of the privileges and rights of membership including attendance at Board meetings but shall have no voting rights.

Section 7. Executive Vice President. The administration and management of the Federation shall be vested in a remunerated staff head appointed by the President and approved by the Board of Directors. He/she shall have the title of Executive Vice President or such other title as the Board shall from time to time deem desirable. Said salaried head of the Federation shall

employ and may terminate the employees necessary to carry out the work of the Federation. He/she shall manage and direct the functions as may be defined by the Board. He/she shall serve as secretary for the Federation, and in such capacity he/she shall give notice and attend meetings of the Federation; keep a list of the membership, keep a record of the proceedings of the meetings of the Federation; notify members of their suspension and expulsion, acknowledge any withdrawals and notify such members of the acceptance thereof. He/she may also be authorized to sign singly on behalf of the Federation within the limits of these instructions.

- Section 8. Vacancies and Removal. Vacancies in any elective office by reason of death, resignation or otherwise, may be filled for the balance of the term thereof by the Board of Directors at any special meeting or by mail ballot. The Board, in its discretion, by two-thirds vote of all of its members, may remove any officer for cause.
- Section 9. Authority to Sign. Authority to sign singly on behalf of the Federation shall be limited to the President, the President-elect, the Treasurer and the Executive Vice President, except that the President may authorize other members of the Executive Committee to sign singly on the behalf of the Federation.
- Section 10. Compensation. Elected officials of the Federation shall not receive any compensation for their services.

## **ARTICLE VII**

### STANDING AND SPECIAL COMMITTEES

- Section 1. Special Committees. The President, with the approval of the Board of Directors, shall appoint such other committees, sub-committees, or task forces as are necessary and which are not in conflict with other provisions of these Rules, and the duties of any such committees shall be prescribed by the Board of Directors upon their appointment.

## **ARTICLE VII**

### AUDITORS

At least after every Congress, an independent non-member auditor shall be appointed by the Board of Directors. The independent auditor shall inspect the accounts of the Federation and submit to the Board a written report of the audit.

## **ARTICLE IX**

### DISPUTES

Any dispute over professional or industrial problems arising between Member Associations or any dispute between individual members of different Member Associations may be submitted to the Board of Directors for an opinion. This opinion will not be legally binding upon either party to the dispute.

## **ARTICLE X**

### LIABILITY FOR DEBTS

- A. The WFBSC will budget to at worst breakeven financially in any give year and shall be managed to achieve this aim. However, in the event that unavoidable expenditure is incurred over an above the income of the WFBSC, then the following procedure shall apply.
- B. The Board of Directors alone by a vote of two-thirds of the whole Board of Directors shall have the authority to place special assignments on dues paying members to settle deficits in the payment of unforeseen costs. No assessment shall exceed, in proportion, a Member Association's average annual dues for the past five (5) years.
- C. In order to avoid such deficits, the annual dues level shall be established so as to create and maintain a reserve equal to at least one year of anticipated budget expenses by the end of 2015.
- D. No expenditures in excess of US \$5,000.00 shall be allowed except upon the authority of not less than two (2) authorized officers of the Federation or one (1) authorized officer and the Executive Vice President. Additionally, wire transfers in excess of US \$5,000.00 must be approved by the Board of Directors.

## **ARTICLE XI**

### MODIFICATION OF RULES

The amendment, modification or revocation of these Rules, in whole or in part, requires the affirmative vote of two-thirds of the entire Board of Directors either at an annual or special meeting or by mail (including email) vote.

Amendment, modification, or revocation of these Rules may be proposed by any member of the Board of Directors and must be voted upon by the Board within six months.

## **ARTICLE XII**

### DISSOLUTION AND LIQUIDATION

- Section 1. The dissolution and liquidation of the Federation may be proposed by not less than one-third of the members of the Board of Directors.
- Section 2. A resolution on the dissolution and liquidation of the Federation requires the affirmative vote of eight tenths of the members of the Board of Directors.
- Section 3. In the event of the dissolution of the Federation having been decided, a liquidation committee appointed by the Board of Directors shall be responsible for the liquidation.
- Section 4. In case of dissolution of the Federation, the current administration expenses shall be paid first, then the liquidation expenses and after those such remaining expenses as may have been agreed to by the Board.



Section 5. The Board of Directors shall dispose of any assets left over after all the liabilities of the Federation have been met. Such assets will be refunded to the dues paying members in proportion to their average annual dues over the preceding five (5) years.

### **ARTICLE XIII**

#### LANGUAGE

The official language of the Federation shall be English. Publications and correspondence of the Federation shall be in the official language. However, necessary translation facilities shall be provided at Congresses for groups of fifty (50) or more persons, upon request.

### **ARTICLE XIV**

#### EMBLEM

The Federation shall have an emblem of such design as the Board of Directors may adopt, and such emblem shall be available only to members of the Federation in good standing.

### **ARTICLE XV**

#### GOVERNING LAW

These Rules shall in all respects be read and construed in conformity with the laws of the United Kingdom. In the event of dispute, only the English version of the Rules shall be deemed authentic.

### **ARTICLE XVI**

#### WAIVER

Any article may be waived by unanimous vote of the Board of Directors at a Board meeting, provided that four-fifths of the total voting strength of the Board participates in the vote.

Any rule and any policy may be waived by a unanimous vote of the Board of Directors at a Board meeting, provided that two-thirds of the total voting strength of the Board participates in the vote.

### **ARTICLE XVII**

#### PROXY VOTES

Members unable to attend the annual meetings should give a proxy vote to another Board member or notify the Executive Vice President in writing of their voting intentions.

Board members are entitled to present those proxies to a maximum of one (1).

REVISED AND AGREED TO BY THE WFBSC BOARD OF DIRECTORS AT ITS MEETING HELD ON OCTOBER 16, 2006, IN SEOUL, SOUTH KOREA.

<b>DUES STRUCTURE</b>	
<b>Entrance Fee (Full Member Only)</b>	US \$ 250.00
<b><u>Membership Categories</u></b>	<b><u>Annual Dues (in US Dollars)</u></b>
<b>Full Member</b>	
Annual Budget of under US \$25,000	US \$ 900.00
Annual Budget of US \$25,000 - \$50,000	US \$ 1,600.00
Annual Budget of US \$50,000 - \$99,999	US \$ 2,400.00
Annual Budget of US \$100,000 - \$299,999	US \$ 4,400.00
Annual Budget of US \$300,000 - \$499,999	US \$ 6,400.00
Annual Budget of US \$500,000 and over	US \$10,000.00
<b>Associate Member</b>	
National Based	US \$ 500.00
International Based	US \$1,000.00
<b>Affiliate Member</b>	US \$1,000.00
<b>Subscribing Member</b>	US \$ 500.00
Subscribing BSC	US \$ 2,500.00
Subscribing BSC (WFBSC member)	US \$ 1,000.00

**Annex IV:**  
**Publications**



2011 WFBSC World Congress  
Building a Sustainable Industry  
Protecting the Planet, Developing People, Maximizing Profit

(Auckland, New Zealand, 6 – 10 February 2011)

COMMUNIQUE  
(10 February 2011)

## **Preamble**

1. We the participants of the 2011 WFBSC World Congress, held from 6 to 10 February 2011 in Auckland, New Zealand, recognizing the importance of sustainability for the building service contracting industry and the importance of the building service contracting industry for sustainability, taking into account the debates and outcomes of the World Congresses in Seoul and Buenos Aires and in this Congress, adopt the present communiqué.
2. We believe in the importance of sustainability. We subscribe to the view that sustainability is more than environmentalism; it is the integration of the three factors People, Planet and Profit. Any economic activity that does not have a positive impact on all three of these factors is not sustainable in the long term.
3. The recession in the US and EU caused by the 2008 financial crisis presents an opportunity for a review of future activity to determine its sustainability and for the recovery phase of the economic cycle to prioritize activities to support and enhance the sustainability of the building service contractor sector.
4. Given the current position of the economic cycle, it is the right time to consider new investment in the development and promotion of sustainability for building service contractors.
5. Building service contractors are closely linked to sustainable development. It is a transverse sector that is linked to all other sectors; it is a trade that is largely dependent on human resources rather than capital and it is a trade that consumes energy and other resources and creates pollution. The global building service contractor agenda should reflect these realities.

## **Protecting the Planet**

6. Protecting the planet is a key issue for building service contractors.
7. We recognize that building service contractors have the following environmental impacts
8. They produce waste and need to manage that waste appropriately
9. They use cleaning chemicals, products and equipment that impact on the environment

10. They consume energy and fuel that produce carbon dioxide that contributes to climate change, as well as adding costs to business.
11. They consume water in the delivery of their services, which is an increasingly scarce resource.
12. They are also positioned in the supply chain between suppliers and clients and can act to influence both parts of that chain.

### **Developing People**

13. The building service contracting industry is a labour intensive sector, with workforce costs amounting to up to 80%. The social side of sustainable development is especially important in this industry.
14. We recognize that the building service contracting industry has the following priorities to improve its social sustainability:
  15. The development of equal opportunities for all and the integration of disadvantaged groups into the workforce;
  16. The improvement of work conditions to prevent accidents and reduce risks to worker health and safety
  17. The development of employment terms and conditions that fairly reward staff
  18. The provision of training opportunities for all staff, which may lead to formal qualifications
  19. The recognition of workers' representatives, where appropriate
  20. The development of partnership with clients and suppliers and external stakeholders to the building service contractor

### **Maximizing Profit**

21. The building service contracting industry has suffered from low margins for many years. This has a direct and negative impact on its ability to invest in new products and services for its clients and benefits for its workers.
22. We recognize the following priorities for the building service contracting industry to improve its profitability.

23. The sector needs to grow its margins to provide a satisfactory return on investment for its capital providers
24. The sector should focus on reversing the “race to the bottom” and engaging in vigorous competition based on value and service and not just price alone
25. The sector needs to improve the quality of the work it provides and also the perception that the client base has of that work.
26. Building Service Contractors also need to have the business tools to enable them to quantify the business benefits of all sustainability initiatives.

### **Call For Action: Building Service Contractors**

Recognizing the factors set out above, the building service contractors that sign this communiqué agree to undertake the following actions:

1. Increase the % of workers with a recognized vocational qualification
2. Increase the % of workers within an apprenticeship system
3. Increase the % of female managers and executives
4. Review working patterns to reduce social impacts
5. All workers to be trained to reduce musculoskeletal disorders
6. Increase the use of automatic dosing systems for cleaning machines and train workers in their proper use
7. Increase the use of concentrated chemicals
8. Reduce the volume of paper and consumables used
9. Use cleaning products designed for sustainability as well as safety
10. Reduce consumption of electricity on their own and on customer premises
11. Reduce volume of fuel consumed in vehicles
12. Increase usage of micro fibre cleaning technology
13. Include sustainability information in all bids for work
14. Include specific social and environmental criteria in all contracts with suppliers and sub-contractors
15. Join a recognized trade association
16. Publish a company sustainable development charter
17. Develop a risk management process for key social and environmental risks
18. Publish an annual report on sustainability actions
19. Quantify the financial benefits of the sustainability actions

### **Call For Action: Industry Suppliers**

Recognizing the factors set out above, the building service industry suppliers that sign this communiqué agree to undertake the following actions:

1. Reduce the volume of packaging used
2. Increase the use of concentrated chemical products
3. Increase the percentage of products that can be recycled
4. Reduce the energy consumed by cleaning machines in use
5. Reduce the embodied energy in their products
6. Quantify their carbon footprint
7. Work with their customers to implement the above

### **Call For Action: Trade Associations**

Recognizing the factors set out above, the trade associations that sign this communiqué agree to undertake the following actions:

1. Promote sustainable development to their members
2. Establish member forums to ensure that discussions on sustainability are relevant and take into account member needs
3. Ensure that sustainability is a standing item on their Board agendas
4. Translate the agreements in this communiqué into their own national context.
5. Develop positive relationships with their Government interlocutors and will promote sustainable policies within the building service contracting sector
6. Develop sustainable development projects for the benefits of their members
7. Seek grants available from national and supranational Governments and other funding sources to fund these projects
8. Collate reports from their members on their progress against their commitments under this communiqué and will provide those to the WFBSC. They will also report on their own activities.

### **Reporting**

The WFBSC will report on the progress made against these calls for actions at its World Congress in Curitiba, Brazil, which takes place on 10 – 14 October 2012.

### **Signed By:**

TBA