

12:15 AM

12/15/11

Accrual Basis

Engineering/Architecture Firm
General Ledger
As of November 30, 2011

| Type | Date | Num | Adj | Name | Memo | Split | Debit | Credit | Balance |
|--|------------|--------|-----|--|---------------------------------------|------------------------|-----------|-----------|-----------|
| Company Checking Account | | | | | | | | | |
| Check | 11/1/2011 | 5270 | | Landmark Property | Nov Rent | Rent | | 583.75 | 10,444.86 |
| Paycheck | 11/2/2011 | 3039 | | Jonathan Graham | | -SPLIT- | | 1,071.83 | 9,861.11 |
| Paycheck | 11/2/2011 | 3040 | | Vicki King | | -SPLIT- | | 130.64 | 8,789.28 |
| Deposit | 11/2/2011 | | | | Deposit | -SPLIT- | 16,114.50 | | 8,658.64 |
| Transfer | 11/2/2011 | | | | Funds Transfer | Line of Credit | | 10,000.00 | 24,773.14 |
| Check | 11/5/2011 | 5271 | | Company Bank | Interest on Line of Credit Oct 07 | Interest Expense | | 99.56 | 14,773.14 |
| Check | 11/5/2011 | 5272 | | Gretton Insurance Co. | Nov 07 WC Policy # 87023, Gen Liab... | -SPLIT- | | 461.84 | 14,673.58 |
| Check | 11/7/2011 | 5273 | | Local Gas & Electric Company | ACCT# 098703 | Utilities | | 67.08 | 14,211.74 |
| Bill Pmt -Check | 11/12/2011 | 5274 | | Natalie Chapman Consulting | (10/01/2007 - 10/31/2007) | Accounts Payable | | 5,000.00 | 14,144.66 |
| Check | 11/15/2011 | 5278 | | Automobile Loan Company | Car lease | Car Lease | | 563.00 | 9,144.66 |
| Liability Check | 11/15/2011 | 5275 | | Local Bank | 94-4555555 | -SPLIT- | | 2,431.42 | 8,581.66 |
| Liability Check | 11/15/2011 | 5276 | | State Payroll Taxes | 5012683 | -SPLIT- | | 913.64 | 6,150.24 |
| Liability Check | 11/15/2011 | 5277 | | Sec125 Administrator | Acct# 870547 | SEC125 Payable | | 100.00 | 5,236.60 |
| Paycheck | 11/16/2011 | 3041 | | Jonathan Graham | | -SPLIT- | | 1,071.83 | 5,136.60 |
| Paycheck | 11/16/2011 | 3042 | | Vicki King | | -SPLIT- | | 130.64 | 4,064.77 |
| Deposit | 11/16/2011 | | | | Deposit | -SPLIT- | 24,494.10 | | 3,934.13 |
| Transfer | 11/16/2011 | | | | Funds Transfer | Line of Credit | | 5,000.00 | 28,428.23 |
| Check | 11/22/2011 | 5280 | | Cell Phone Company | Cell | Telephone | | 100.45 | 23,428.23 |
| Check | 11/22/2011 | 5281 | | Local Phone and Internet | 6503221414 | Telephone | | 203.03 | 23,327.78 |
| Check | 11/22/2011 | 5279 | | Jonathan Graham. | 93003 Expense Report | -SPLIT- | | 187.53 | 23,124.75 |
| Check | 11/22/2011 | 5283 | | Deborah Wood. | Petty Cash | -SPLIT- | | 435.26 | 22,937.22 |
| Check | 11/22/2011 | 5284 | | Postmaster | postage | Postage and Delivery | | 54.00 | 22,501.96 |
| Check | 11/22/2011 | 5282 | | Express Delivery | ACCT# 256044025 | Postage and Delivery | | 78.00 | 22,447.96 |
| Check | 11/23/2011 | 5285 | | Office Supply Company | Acct# 27804 | Supplies | | 123.23 | 22,369.96 |
| Deposit | 11/23/2011 | | | | Deposit | Undeposited Funds | 16,409.00 | | 22,246.73 |
| Check | 11/26/2011 | 5288 | | Health Insurance Company | Employee Health Insurance Policy#2... | -SPLIT- | | 543.83 | 38,655.73 |
| Check | 11/26/2011 | 5286 | | Postage Supply Company | Acct# 45980 | Office Equipment | | 25.00 | 38,111.90 |
| Check | 11/26/2011 | 5289 | | Payroll Service Co. | Payroll Service Co. | Payroll Service Fees | | 123.08 | 37,963.82 |
| Check | 11/26/2011 | 5287 | | Deborah Wood. | Owner's Draw | Deborah Wood Draws | | 10,750.00 | 27,213.82 |
| Check | 11/30/2011 | 5293 | | Jeff's Janitorial | Monthly Fees | Maintenance/Janitorial | | 200.00 | 27,013.82 |
| Check | 11/30/2011 | 5292 | | State Auto Assc. | Auto Insurance Policy # 14906 | Insurance-Auto | | 120.00 | 26,893.82 |
| Check | 11/30/2011 | 5294 | | Major Credit Card Company | ACCT# 3786401297855001 | Master Card Payable | | 232.69 | 26,661.13 |
| Bill Pmt -Check | 11/30/2011 | 5290 | | Express Delivery | INV# 124-90874-000 | Accounts Payable | | 196.00 | 26,465.13 |
| Bill Pmt -Check | 11/30/2011 | 5291 | | Printing Shop | Inv# | Accounts Payable | | 197.00 | 26,268.13 |
| Total Company Checking Account | | | | | | | 57,017.60 | 41,194.33 | 26,268.13 |
| Company Savings Account | | | | | | | | | |
| Total Company Savings Account | | | | | | | | | 0.00 |
| Payroll Clearing (Owner's time) | | | | | | | | | |
| Paycheck | 11/1/2011 | | | Deborah Wood | | -SPLIT- | 0.00 | | 0.00 |
| Total Payroll Clearing (Owner's time) | | | | | | | 0.00 | 0.00 | 0.00 |
| Petty Cash Account | | | | | | | | | |
| Total Petty Cash Account | | | | | | | | | 500.00 |
| Accounts Receivable | | | | | | | | | |
| Payment | 11/12/2011 | 68329 | | Bowden Boutiques:Main Street, Middlefield | | Undeposited Funds | | 14,214.80 | 31,188.30 |
| Payment | 11/16/2011 | 4599 | | Weeks, Matt:Middlefield Tire Shop | | Undeposited Funds | | 10,279.30 | 20,909.00 |
| Payment | 11/20/2011 | 32201 | | National Burger:National Burger, Middlefield | | Undeposited Funds | | 16,409.00 | 4,500.00 |
| Invoice | 11/30/2011 | 100150 | | National Burger:National Burger, Middlefield | | -SPLIT- | 236.50 | | 4,736.50 |
| Invoice | 11/30/2011 | 100151 | | Weeks, Matt:Middlefield Tire Shop | | -SPLIT- | 2,605.80 | | 7,342.30 |
| Invoice | 11/30/2011 | 100152 | | Bowden Boutiques:Main Street, Middlefield | | -SPLIT- | 17,161.70 | | 24,504.00 |
| Total Accounts Receivable | | | | | | | 20,004.00 | 40,903.10 | 24,504.00 |

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Engineering/Architecture Firm
General Ledger
 As of November 30, 2011

| Type | Date | Num | Adj | Name | Memo | Split | Debit | Credit | Balance |
|--|------------|---------|-----|----------------------------|---------------------------|----------------------------|-----------|-----------|-----------|
| Employee Advances | | | | | | | | | 0.00 |
| Total Employee Advances | | | | | | | | | 0.00 |
| Prepays | | | | | | | | | 1,250.00 |
| Prepaid Insurance | | | | | | | | | 1,250.00 |
| General Journal | 11/30/2011 | PPDI... | | | Nov 03 Ins. Expense | Professional Liability ... | | 625.00 | 625.00 |
| Total Prepaid Insurance | | | | | | | | | 625.00 |
| Prepaid Taxes | | | | | | | | | 0.00 |
| Total Prepaid Taxes | | | | | | | | | 0.00 |
| Prepays - Other | | | | | | | | | 0.00 |
| Total Prepays - Other | | | | | | | | | 0.00 |
| Total Prepays | | | | | | | | | 625.00 |
| Security Deposit | | | | | | | | | 0.00 |
| Total Security Deposit | | | | | | | | | 0.00 |
| Undeposited Funds | | | | | | | | | 21,114.50 |
| Deposit | 11/2/2011 | 375 | | -MULTIPLE- | Deposit | Company Checking ... | | 16,114.50 | 5,000.00 |
| Payment | 11/12/2011 | 68329 | | Bowden Boutiques | | Accounts Receivable | 14,214.80 | | 19,214.80 |
| Payment | 11/16/2011 | 4599 | | Weeks, Matt | | Accounts Receivable | 10,279.30 | | 29,494.10 |
| Deposit | 11/16/2011 | 68329 | | -MULTIPLE- | Deposit | Company Checking ... | | 24,494.10 | 5,000.00 |
| Payment | 11/20/2011 | 32201 | | National Burger | | Accounts Receivable | 16,409.00 | | 21,409.00 |
| Deposit | 11/23/2011 | 32201 | | National Burger | Deposit | Company Checking ... | | 16,409.00 | 5,000.00 |
| Total Undeposited Funds | | | | | | | | | 5,000.00 |
| Accumulated Depreciation | | | | | | | | | -769.20 |
| General Journal | 11/30/2011 | DEP... | | | Nov03 Depr Expense | Depreciation Expense | | 76.92 | -846.12 |
| Total Accumulated Depreciation | | | | | | | | | -846.12 |
| Automobiles & Trucks | | | | | | | | | 0.00 |
| Total Automobiles & Trucks | | | | | | | | | 0.00 |
| Computer & Office Equipment | | | | | | | | | 2,500.00 |
| Total Computer & Office Equipment | | | | | | | | | 2,500.00 |
| Office Equipment (Over \$500) | | | | | | | | | 0.00 |
| Total Office Equipment (Over \$500) | | | | | | | | | 0.00 |
| Accounts Payable | | | | | | | | | -5,197.00 |
| Bill | 11/11/2011 | | | Express Delivery | INV# 124-90874-000 | -SPLIT- | | 196.00 | -5,393.00 |
| Bill Pmt -Check | 11/12/2011 | 5274 | | Natalie Chapman Consulting | (10/01/2007 - 10/31/2007) | Company Checking ... | 5,000.00 | | -393.00 |
| Bill | 11/28/2011 | | | Printing Shop | Inv# | -SPLIT- | | 340.00 | -733.00 |
| Bill | 11/30/2011 | | | Natalie Chapman Consulting | (11/01/2007 - 11/30/2007) | -SPLIT- | | 2,800.00 | -3,533.00 |
| Bill Pmt -Check | 11/30/2011 | 5290 | | Express Delivery | INV# 124-90874-000 | Company Checking ... | 196.00 | | -3,337.00 |
| Bill Pmt -Check | 11/30/2011 | 5291 | | Printing Shop | Inv# | Company Checking ... | 197.00 | | -3,140.00 |
| Total Accounts Payable | | | | | | | | | -3,140.00 |

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 As of November 30, 2011

| Type | Date | Num | Adj | Name | Memo | Split | Debit | Credit | Balance |
|------------------------------------|------------|---------|-----|---------------------------|------------------------|-------------------------|-----------|-----------|------------|
| Master Card Payable | | | | | | | | | |
| Credit Card Cha... | 11/4/2011 | | | Electronic Store | computer supplies | Supplies | | 39.58 | -1,314.33 |
| Credit Card Cha... | 11/24/2011 | | | Local Coffee Shoppe | coffee for office | Supplies | | 23.90 | -1,353.91 |
| Credit Card Cha... | 11/24/2011 | | | Randy's Floral | holiday decorations | Supplies | | 78.00 | -1,377.81 |
| Credit Card Cha... | 11/26/2011 | 2356... | | Locksmith | new keys | Supplies | | 26.00 | -1,455.81 |
| Check | 11/30/2011 | 5294 | | Major Credit Card Company | ACCT# 3786401297855001 | Company Checking ... | 232.69 | | -1,481.81 |
| Total Master Card Payable | | | | | | | 232.69 | 167.48 | -1,249.12 |
| Visa Card Payable | | | | | | | | | |
| Total Visa Card Payable | | | | | | | | | 0.00 |
| Customer Deposits | | | | | | | | | |
| Total Customer Deposits | | | | | | | | | 0.00 |
| Line of Credit | | | | | | | | | |
| Transfer | 11/2/2011 | | | | Funds Transfer | Company Checking ... | 10,000.00 | | -59,093.66 |
| Transfer | 11/16/2011 | | | | Funds Transfer | Company Checking ... | 5,000.00 | | -49,093.66 |
| General Journal | 11/30/2011 | DEPR | | | | Interest Expense | | 54.21 | -44,093.66 |
| Total Line of Credit | | | | | | | 15,000.00 | 54.21 | -44,147.87 |
| Payroll Liabilities | | | | | | | | | |
| 401K Payable | | | | | | | | | |
| Total 401K Payable | | | | | | | | | 3,845.78 |
| Payroll Taxes Payable | | | | | | | | | |
| Paycheck | 11/1/2011 | | | Deborah Wood | | Payroll Clearing (Ow... | 0.00 | | 0.00 |
| Paycheck | 11/2/2011 | 3039 | | Jonathan Graham | | Company Checking ... | | 1,554.30 | 3,845.78 |
| Paycheck | 11/2/2011 | 3039 | | Jonathan Graham | | Company Checking ... | 0.00 | | 2,291.48 |
| Paycheck | 11/2/2011 | 3040 | | Vicki King | | Company Checking ... | | 118.23 | 2,291.48 |
| Liability Check | 11/15/2011 | 5275 | | Local Bank | 94-4555555 | Company Checking ... | 2,431.42 | | 2,173.25 |
| Liability Check | 11/15/2011 | 5276 | | State Payroll Taxes | 5012683 | Company Checking ... | 913.64 | | 4,604.67 |
| Paycheck | 11/16/2011 | 3041 | | Jonathan Graham | | Company Checking ... | | 1,554.30 | 5,518.31 |
| Paycheck | 11/16/2011 | 3041 | | Jonathan Graham | | Company Checking ... | 0.00 | | 3,964.01 |
| Paycheck | 11/16/2011 | 3042 | | Vicki King | | Company Checking ... | | 118.23 | 3,964.01 |
| Total Payroll Taxes Payable | | | | | | | 3,345.06 | 3,345.06 | 3,845.78 |
| SEC125 Payable | | | | | | | | | |
| Paycheck | 11/2/2011 | 3039 | | Jonathan Graham | | Company Checking ... | | 50.00 | 0.00 |
| Liability Check | 11/15/2011 | 5277 | | Sec125 Administrator | Acct# 870547 | Company Checking ... | 100.00 | | -50.00 |
| Paycheck | 11/16/2011 | 3041 | | Jonathan Graham | | Company Checking ... | | 50.00 | 50.00 |
| Total SEC125 Payable | | | | | | | 100.00 | 100.00 | 0.00 |
| Payroll Liabilities - Other | | | | | | | | | |
| Total Payroll Liabilities - Other | | | | | | | | | 0.00 |
| Total Payroll Liabilities | | | | | | | 3,445.06 | 3,445.06 | 3,845.78 |
| Auto Loan | | | | | | | | | |
| Total Auto Loan | | | | | | | | | 0.00 |
| Deborah Wood Capital | | | | | | | | | |
| Deborah Wood's Time to Jobs | | | | | | | | | 112,250.00 |
| Paycheck | 11/1/2011 | | | -MULTIPLE- | | Payroll Clearing (Ow... | 12,000.00 | | 0.00 |
| Paycheck | 11/1/2011 | | | Deborah Wood | | Payroll Clearing (Ow... | | 12,000.00 | 12,000.00 |
| Total Deborah Wood's Time to Jobs | | | | | | | 12,000.00 | 12,000.00 | 0.00 |

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General Ledger
As of November 30, 2011**

| Type | Date | Num | Adj | Name | Memo | Split | Debit | Credit | Balance |
|--|------------|--------|-----|--|---------------------------------|----------------------|-----------|-----------|-------------|
| Deborah Wood Draws | | | | | | | | | 112,250.00 |
| Check | 11/26/2011 | 5287 | | Deborah Wood. | Owner's Draw | Company Checking ... | 10,750.00 | | 123,000.00 |
| Total Deborah Wood Draws | | | | | | | 10,750.00 | 0.00 | 123,000.00 |
| Deborah Wood Investment | | | | | | | | | 0.00 |
| Total Deborah Wood Investment | | | | | | | | | 0.00 |
| Deborah Wood Capital - Other | | | | | | | | | 0.00 |
| Total Deborah Wood Capital - Other | | | | | | | | | 0.00 |
| Total Deborah Wood Capital | | | | | | | 22,750.00 | 12,000.00 | 123,000.00 |
| Opening Bal Equity | | | | | | | | | 0.00 |
| Total Opening Bal Equity | | | | | | | | | 0.00 |
| Retained Earnings | | | | | | | | | 365.36 |
| Total Retained Earnings | | | | | | | | | 365.36 |
| Engineering Revenue | | | | | | | | | -305,015.00 |
| Invoice | 11/30/2011 | 100151 | | Weeks, Matt:Middlefield Tire Shop | -MULTIPLE- | Accounts Receivable | | 2,520.00 | -307,535.00 |
| Invoice | 11/30/2011 | 100152 | | Bowden Boutiques:Main Street, Middlefield | -MULTIPLE- | Accounts Receivable | | 17,000.00 | -324,535.00 |
| Total Engineering Revenue | | | | | | | 0.00 | 19,520.00 | -324,535.00 |
| Markup Income | | | | | | | | | -379.15 |
| Invoice | 11/30/2011 | 100150 | | National Burger:National Burger, Middlefield | Markup on Reimbursable Expenses | Accounts Receivable | | 21.50 | -400.65 |
| Invoice | 11/30/2011 | 100151 | | Weeks, Matt:Middlefield Tire Shop | Markup on Reimbursable Expenses | Accounts Receivable | | 7.80 | -408.45 |
| Invoice | 11/30/2011 | 100152 | | Bowden Boutiques:Main Street, Middlefield | Markup on Reimbursable Expenses | Accounts Receivable | | 14.70 | -423.15 |
| Total Markup Income | | | | | | | 0.00 | 44.00 | -423.15 |
| Other Revenue | | | | | | | | | 0.00 |
| Total Other Revenue | | | | | | | | | 0.00 |
| Reimbursed Exp. (Income) | | | | | | | | | -3,791.50 |
| Invoice | 11/30/2011 | 100150 | | National Burger:National Burger, Middlefield | -MULTIPLE- | Accounts Receivable | | 215.00 | -4,006.50 |
| Invoice | 11/30/2011 | 100151 | | Weeks, Matt:Middlefield Tire Shop | -MULTIPLE- | Accounts Receivable | | 78.00 | -4,084.50 |
| Invoice | 11/30/2011 | 100152 | | Bowden Boutiques:Main Street, Middlefield | -MULTIPLE- | Accounts Receivable | | 147.00 | -4,231.50 |
| Total Reimbursed Exp. (Income) | | | | | | | 0.00 | 440.00 | -4,231.50 |
| Vendor Refunds | | | | | | | | | 0.00 |
| Total Vendor Refunds | | | | | | | | | 0.00 |
| Direct Labor | | | | | | | | | 41,635.54 |
| Wages - Draftsperson/Engineer | | | | | | | | | 41,635.54 |
| Paycheck | 11/2/2011 | 3039 | | -MULTIPLE- | | Company Checking ... | 2,291.67 | | 43,927.21 |
| Paycheck | 11/16/2011 | 3041 | | -MULTIPLE- | | Company Checking ... | 2,272.73 | | 46,199.94 |
| Total Wages - Draftsperson/Engineer | | | | | | | 4,564.40 | 0.00 | 46,199.94 |
| Wages - Office Staff (Billable) | | | | | | | | | 0.00 |
| Total Wages - Office Staff (Billable) | | | | | | | | | 0.00 |
| Direct Labor - Other | | | | | | | | | 0.00 |
| Total Direct Labor - Other | | | | | | | | | 0.00 |
| Total Direct Labor | | | | | | | 4,564.40 | 0.00 | 46,199.94 |

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As of November 30, 2011**

| Type | Date | Num | Adj | Name | Memo | Split | Debit | Credit | Balance |
|------------------------------------|------------|------|-----|-------------------------|-------------------------------------|----------------------|----------|--------|-----------|
| Project Outside Consultants | | | | | | | | | 43,170.00 |
| Bill | 11/30/2011 | | | -MULTIPLE- | -MULTIPLE- | Accounts Payable | 2,800.00 | | 45,970.00 |
| Total Project Outside Consultants | | | | | | | 2,800.00 | 0.00 | 45,970.00 |
| Reimbursable Project Costs | | | | | | | | | 4,992.22 |
| Bill | 11/11/2011 | | | -MULTIPLE- | Overnight Mail/Fed Ex/Airborne etc. | Accounts Payable | 100.00 | | 5,092.22 |
| Bill | 11/28/2011 | | | -MULTIPLE- | Blue Prints | Accounts Payable | 340.00 | | 5,432.22 |
| Total Reimbursable Project Costs | | | | | | | 440.00 | 0.00 | 5,432.22 |
| Advertising Expense | | | | | | | | | 2,000.00 |
| Total Advertising Expense | | | | | | | | | 2,000.00 |
| Bank Service Charges | | | | | | | | | 0.00 |
| Total Bank Service Charges | | | | | | | | | 0.00 |
| Business License & Fees | | | | | | | | | 710.23 |
| Total Business License & Fees | | | | | | | | | 710.23 |
| Car/Truck Expense | | | | | | | | | 9,977.59 |
| Car Lease | | | | | | | | | 5,630.00 |
| Check | 11/15/2011 | 5278 | | Automobile Loan Company | Car lease | Company Checking ... | 563.00 | | 6,193.00 |
| Total Car Lease | | | | | | | 563.00 | 0.00 | 6,193.00 |
| Gas & Oil | | | | | | | | | 705.04 |
| Check | 11/22/2011 | 5279 | | Jonathan Graham. | 93003 Exp Rpt | Company Checking ... | 113.34 | | 818.38 |
| Check | 11/22/2011 | 5283 | | Deborah Wood. | Petty Cash | Company Checking ... | 89.26 | | 907.64 |
| Total Gas & Oil | | | | | | | 202.60 | 0.00 | 907.64 |
| Insurance-Auto | | | | | | | | | 1,200.00 |
| Check | 11/30/2011 | 5292 | | State Auto Assc. | Policy # 14906 | Company Checking ... | 120.00 | | 1,320.00 |
| Total Insurance-Auto | | | | | | | 120.00 | 0.00 | 1,320.00 |
| Mileage | | | | | | | | | 196.32 |
| Paycheck | 11/2/2011 | 3039 | | Jonathan Graham | | Company Checking ... | 0.00 | | 196.32 |
| Paycheck | 11/16/2011 | 3041 | | Jonathan Graham | | Company Checking ... | 0.00 | | 196.32 |
| Total Mileage | | | | | | | 0.00 | 0.00 | 196.32 |
| Registration & License | | | | | | | | | 546.00 |
| Total Registration & License | | | | | | | | | 546.00 |
| Repairs & Maintenance | | | | | | | | | 1,700.23 |
| Total Repairs & Maintenance | | | | | | | | | 1,700.23 |
| Car/Truck Expense - Other | | | | | | | | | 0.00 |
| Total Car/Truck Expense - Other | | | | | | | | | 0.00 |
| Total Car/Truck Expense | | | | | | | 885.60 | 0.00 | 10,863.19 |
| Conferences and Seminars | | | | | | | | | 4,700.00 |
| Total Conferences and Seminars | | | | | | | | | 4,700.00 |
| Contributions | | | | | | | | | 0.00 |
| Total Contributions | | | | | | | | | 0.00 |

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**Engineering/Architecture Firm
General Ledger
As of November 30, 2011**

| Type | Date | Num | Adj | Name | Memo | Split | Debit | Credit | Balance |
|--|------------|---------|-----|--------------------------|---------------------|------------------------|----------|--------|-----------|
| Depreciation Expense | | | | | | | | | 769.20 |
| General Journal | 11/30/2011 | DEP... | | | Nov03 Depr Expense | Accumulated Depreci... | 76.92 | | 846.12 |
| Total Depreciation Expense | | | | | | | 76.92 | 0.00 | 846.12 |
| Dues and Subscriptions | | | | | | | | | 3,400.00 |
| Total Dues and Subscriptions | | | | | | | | | 3,400.00 |
| Insurance | | | | | | | | | 13,803.40 |
| Auto Insurance | | | | | | | | | 0.00 |
| Total Auto Insurance | | | | | | | | | 0.00 |
| Disability Insurance | | | | | | | | | 0.00 |
| Total Disability Insurance | | | | | | | | | 0.00 |
| General Liability Insurance | | | | | | | | | 2,300.00 |
| Check | 11/5/2011 | 5272 | | Gretton Insurance Co. | Policy #14B09 | Company Checking ... | 230.00 | | 2,530.00 |
| Total General Liability Insurance | | | | | | | 230.00 | 0.00 | 2,530.00 |
| Life Insurance | | | | | | | | | 0.00 |
| Total Life Insurance | | | | | | | | | 0.00 |
| Owner's Health Insurance | | | | | | | | | 3,560.00 |
| Check | 11/26/2011 | 5288 | | Health Insurance Company | Nov07 | Company Checking ... | 356.00 | | 3,916.00 |
| Total Owner's Health Insurance | | | | | | | 356.00 | 0.00 | 3,916.00 |
| Professional Liability Insuranc | | | | | | | | | 5,625.00 |
| General Journal | 11/30/2011 | PPDI... | | | Nov 03 Ins. Expense | Prepaid Insurance | 625.00 | | 6,250.00 |
| Total Professional Liability Insuranc | | | | | | | 625.00 | 0.00 | 6,250.00 |
| Worker's Compensation | | | | | | | | | 2,318.40 |
| Check | 11/5/2011 | 5272 | | Gretton Insurance Co. | -MULTIPLE- | Company Checking ... | 231.84 | | 2,550.24 |
| Total Worker's Compensation | | | | | | | 231.84 | 0.00 | 2,550.24 |
| Insurance - Other | | | | | | | | | 0.00 |
| Total Insurance - Other | | | | | | | | | 0.00 |
| Total Insurance | | | | | | | 1,442.84 | 0.00 | 15,246.24 |
| Licenses and Permits | | | | | | | | | 0.00 |
| Total Licenses and Permits | | | | | | | | | 0.00 |
| Maintenance/Janitorial | | | | | | | | | 2,441.95 |
| Check | 11/30/2011 | 5293 | | Jeff's Janitorial | Nov07 | Company Checking ... | 200.00 | | 2,641.95 |
| Total Maintenance/Janitorial | | | | | | | 200.00 | 0.00 | 2,641.95 |
| Marketing Expense | | | | | | | | | 4,500.00 |
| Total Marketing Expense | | | | | | | | | 4,500.00 |
| Meals and Entertainment | | | | | | | | | 0.00 |
| Total Meals and Entertainment | | | | | | | | | 0.00 |
| Meals, Local | | | | | | | | | 943.16 |
| Check | 11/22/2011 | 5279 | | Jonathan Graham. | 93003 Exp Rpt | Company Checking ... | 58.96 | | 1,002.12 |
| Check | 11/22/2011 | 5283 | | Deborah Wood. | Petty Cash | Company Checking ... | 96.14 | | 1,098.26 |
| Total Meals, Local | | | | | | | 155.10 | 0.00 | 1,098.26 |

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Accrual Basis

**Engineering/Architecture Firm
General Ledger
As of November 30, 2011**

| Type | Date | Num | Adj | Name | Memo | Split | Debit | Credit | Balance |
|----------------------------------|------------|------|-----|------------------------|----------------------|----------------------|--------|--------|----------|
| Office Equipment | | | | | | | | | 1,050.00 |
| Check | 11/26/2011 | 5286 | | Postage Supply Company | postage meter rental | Company Checking ... | 25.00 | | 1,075.00 |
| Total Office Equipment | | | | | | | 25.00 | 0.00 | 1,075.00 |
| Payroll Expenses | | | | | | | | | 0.00 |
| Total Payroll Expenses | | | | | | | | | 0.00 |
| Postage and Delivery | | | | | | | | | 1,826.00 |
| Bill | 11/11/2011 | | | Express Delivery | INV# 124-90874-000 | Accounts Payable | 96.00 | | 1,922.00 |
| Check | 11/22/2011 | 5284 | | Postmaster | postage | Company Checking ... | 54.00 | | 1,976.00 |
| Check | 11/22/2011 | 5282 | | Express Delivery | ACCT# 256044025 | Company Checking ... | 78.00 | | 2,054.00 |
| Total Postage and Delivery | | | | | | | 228.00 | 0.00 | 2,054.00 |
| Printing and Reproduction | | | | | | | | | 0.00 |
| Total Printing and Reproduction | | | | | | | | | 0.00 |
| Professional Development | | | | | | | | | 0.00 |
| Total Professional Development | | | | | | | | | 0.00 |
| Professional Fees | | | | | | | | | 4,202.08 |
| Accounting Fees | | | | | | | | | 2,319.00 |
| Total Accounting Fees | | | | | | | | | 2,319.00 |
| Legal Fees | | | | | | | | | 600.00 |
| Total Legal Fees | | | | | | | | | 600.00 |
| Payroll Service Fees | | | | | | | | | 1,283.08 |
| Check | 11/26/2011 | 5289 | | Payroll Service Co. | Payroll Fee | Company Checking ... | 123.08 | | 1,406.16 |
| Total Payroll Service Fees | | | | | | | 123.08 | 0.00 | 1,406.16 |
| Professional Fees - Other | | | | | | | | | 0.00 |
| Total Professional Fees - Other | | | | | | | | | 0.00 |
| Total Professional Fees | | | | | | | 123.08 | 0.00 | 4,325.16 |
| Promotional Expense | | | | | | | | | 355.00 |
| Total Promotional Expense | | | | | | | | | 355.00 |
| Rent | | | | | | | | | 5,837.50 |
| Check | 11/1/2011 | 5270 | | Landmark Property | Office Rent | Company Checking ... | 583.75 | | 6,421.25 |
| Total Rent | | | | | | | 583.75 | 0.00 | 6,421.25 |
| Repairs | | | | | | | | | 390.00 |
| Computer Repairs | | | | | | | | | 390.00 |
| Total Computer Repairs | | | | | | | | | 390.00 |
| Equipment Repairs | | | | | | | | | 0.00 |
| Total Equipment Repairs | | | | | | | | | 0.00 |
| Repairs - Other | | | | | | | | | 0.00 |
| Total Repairs - Other | | | | | | | | | 0.00 |
| Total Repairs | | | | | | | | | 390.00 |

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12/15/11

Accrual Basis

Engineering/Architecture Firm
General Ledger
 As of November 30, 2011

| Type | Date | Num | Adj | Name | Memo | Split | Debit | Credit | Balance |
|--|------------|---------|-----|------------------------------|---------------------|----------------------|--------|--------|-----------|
| Supplies | | | | | | | | | 4,980.75 |
| Credit Card Cha... | 11/4/2011 | | | Electronic Store | computer supplies | Master Card Payable | 39.58 | | 5,020.33 |
| Check | 11/22/2011 | 5283 | | Deborah Wood. | Petty Cash | Company Checking ... | 249.86 | | 5,270.19 |
| Check | 11/23/2011 | 5285 | | Office Supply Company | INV# 2863 | Company Checking ... | 123.23 | | 5,393.42 |
| Credit Card Cha... | 11/24/2011 | | | Local Coffee Shoppe | coffee | Master Card Payable | 23.90 | | 5,417.32 |
| Credit Card Cha... | 11/24/2011 | | | Randy's Floral | holiday decorations | Master Card Payable | 78.00 | | 5,495.32 |
| Credit Card Cha... | 11/26/2011 | 2356... | | Locksmith | new keys | Master Card Payable | 26.00 | | 5,521.32 |
| Total Supplies | | | | | | | 540.57 | 0.00 | 5,521.32 |
| Telephone | | | | | | | | | 3,408.15 |
| Check | 11/22/2011 | 5280 | | Cell Phone Company | cell | Company Checking ... | 100.45 | | 3,508.60 |
| Check | 11/22/2011 | 5281 | | Local Phone and Internet | 6503221414 | Company Checking ... | 203.03 | | 3,711.63 |
| Check | 11/22/2011 | 5279 | | Jonathan Graham. | 93003 Exp Rpt | Company Checking ... | 15.23 | | 3,726.86 |
| Total Telephone | | | | | | | 318.71 | 0.00 | 3,726.86 |
| Travel | | | | | | | | | 3,452.23 |
| Total Travel | | | | | | | | | 3,452.23 |
| Utilities | | | | | | | | | 358.91 |
| Check | 11/7/2011 | 5273 | | Local Gas & Electric Company | ACCT# 098703 | Company Checking ... | 67.08 | | 425.99 |
| Total Utilities | | | | | | | 67.08 | 0.00 | 425.99 |
| Wages - Non Project Related | | | | | | | | | 17,015.11 |
| Employee Benefits | | | | | | | | | 1,878.30 |
| Check | 11/26/2011 | 5288 | | Health Insurance Company | Nov07 | Company Checking ... | 187.83 | | 2,066.13 |
| Total Employee Benefits | | | | | | | 187.83 | 0.00 | 2,066.13 |
| Employee Bonus | | | | | | | | | 0.00 |
| Paycheck | 11/2/2011 | 3039 | | Jonathan Graham | | Company Checking ... | 0.00 | | 0.00 |
| Paycheck | 11/16/2011 | 3041 | | Jonathan Graham | | Company Checking ... | 0.00 | | 0.00 |
| Total Employee Bonus | | | | | | | 0.00 | 0.00 | 0.00 |
| Payroll Tax Expenses | | | | | | | | | 4,304.35 |
| Paycheck | 11/2/2011 | 3039 | | -MULTIPLE- | | Company Checking ... | 176.13 | | 4,480.48 |
| Paycheck | 11/2/2011 | 3040 | | Vicki King | | Company Checking ... | 32.87 | | 4,513.35 |
| Paycheck | 11/16/2011 | 3041 | | -MULTIPLE- | | Company Checking ... | 176.13 | | 4,689.48 |
| Paycheck | 11/16/2011 | 3042 | | Vicki King | | Company Checking ... | 32.87 | | 4,722.35 |
| Total Payroll Tax Expenses | | | | | | | 418.00 | 0.00 | 4,722.35 |
| Sick/Holiday & Vacation Pay | | | | | | | | | 1,136.36 |
| Total Sick/Holiday & Vacation Pay | | | | | | | | | 1,136.36 |
| Wages- Non-billable | | | | | | | | | 4,728.10 |
| Wages-Office & Staff Meetings | | | | | | | | | 4,728.10 |
| Paycheck | 11/2/2011 | 3039 | | Internal:Company Meetings | | Company Checking ... | 208.33 | | 4,936.43 |
| Paycheck | 11/16/2011 | 3041 | | Internal:Company Meetings | | Company Checking ... | 227.27 | | 5,163.70 |
| Total Wages-Office & Staff Meetings | | | | | | | 435.60 | 0.00 | 5,163.70 |
| Wages-Unbillable | | | | | | | | | 0.00 |
| Total Wages-Unbillable | | | | | | | | | 0.00 |
| Wages- Non-billable - Other | | | | | | | | | 0.00 |
| Total Wages- Non-billable - Other | | | | | | | | | 0.00 |
| Total Wages- Non-billable | | | | | | | 435.60 | 0.00 | 5,163.70 |

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12/15/11

Accrual Basis

Engineering/Architecture Firm
General Ledger
 As of November 30, 2011

| Type | Date | Num | Adj | Name | Memo | Split | Debit | Credit | Balance |
|--|------------|------|-----|--------------|--------------------------------|----------------------|-------------------|-------------------|-------------|
| Wages - Office Staff | | | | | | | | | |
| Paycheck | 11/2/2011 | 3040 | | Vicki King | | Company Checking ... | 216.00 | | 4,968.00 |
| Paycheck | 11/16/2011 | 3042 | | Vicki King | | Company Checking ... | 216.00 | | 5,184.00 |
| Total Wages - Office Staff | | | | | | | 432.00 | 0.00 | 5,400.00 |
| Wages - Non Project Related - Other | | | | | | | | | |
| Total Wages - Non Project Related - Other | | | | | | | | | 0.00 |
| Total Wages - Non Project Related | | | | | | | 1,473.43 | 0.00 | 18,488.54 |
| Early Payment Discounts | | | | | | | | | |
| Total Early Payment Discounts | | | | | | | | | 0.00 |
| Other Income | | | | | | | | | |
| Interest Income | | | | | | | | | |
| Total Interest Income | | | | | | | | | 0.00 |
| Other Income - Other | | | | | | | | | |
| Total Other Income - Other | | | | | | | | | 0.00 |
| Total Other Income | | | | | | | | | 0.00 |
| Other Expense | | | | | | | | | |
| Interest Expense | | | | | | | | | |
| Check | 11/5/2011 | 5271 | | Company Bank | Interest on Credit Line Nov 07 | Company Checking ... | 99.56 | | 1,967.22 |
| General Journal | 11/30/2011 | DEPR | | | | Line of Credit | 54.21 | | 1,967.22 |
| Total Interest Expense | | | | | | | 153.77 | 0.00 | 2,066.78 |
| Other Expense - Other | | | | | | | | | |
| Total Other Expense - Other | | | | | | | | | 0.00 |
| Total Other Expense | | | | | | | 153.77 | 0.00 | 2,120.99 |
| No acct | | | | | | | | | |
| Total no acct | | | | | | | | | 0.00 |
| TOTAL | | | | | | | 178,823.70 | 178,823.70 | 0.00 |