

**Clerk additional hours 16 April 2024 – 17 June 2024**

<b>Date</b>	<b>Hours Worked</b>	<b>Reason</b>
16 April	3	OJBC Meeting and preparation
17 April	4	OJBC Meeting follow up and 3 burials
19 April	1	MOP/Tenant messages
23 April	3	Lodge income and expenditure from Rialtas and 3 burials.
24 April	1.5	Cemetery visit and lodge work
26 April	5.5	OJBC Budget and Cremation enquiry
2 May	2	Creation of excel spreadsheet for lodge income and expenditure and calculations for ROI
3 May	2	Meeting with Internal Auditor and cremation.
7 May	1	Cemetery visit
8 May	1	Burials and lodge repairs (back door and electrics)
29 May	3	Bank reconciliations and bank mandate
17 June	3	OJBC meeting preparation
<b>TOTAL</b>	<b>30 hours</b>	