

ABC Wealth Credit Account  
Statement date: 01/01/2020 - 31/01/2020



Date	Description	Category	Client	1to1 Team Member	Time start	Time finish	Hours
01/01/2020	Opening balance		N/A				10.50
02/01/2020	Initial case setup and analysis	Paraplanning	Clark M & P	Jon	09:00	10:00	-1.00
02/01/2020	Initial case setup and analysis	Paraplanning	Tabberer R & B	Jon	13:00	14:00	-1.00
02/01/2020	Call with Karen re processes	Operations	Various	Jon	14:00	14:30	-0.50
02/01/2020	Suitability report writing	Paraplanning	Tabberer R & B	Jon	15:00	18:00	-3.00
03/01/2020	Call with Karen and testing logins re portfolios/charges	Operations	Various	Jon	10:30	11:00	-0.50
03/01/2020	Suitability report writing	Paraplanning	Clark M & P	Jon	11:00	13:00	-2.00
03/01/2020	Suitability report writing	Paraplanning	Clark M & P	Jon	14:30	16:00	-1.50
03/01/2020	Credit Top Up £1,000		N/A				20.00
06/01/2020	Initial case setup and analysis	Paraplanning	Luck D	Jon	10:00	12:00	-2.00
06/01/2020	Quilters DFM research	Paraplanning	Various	Jon	13:00	13:30	-0.50
06/01/2020	Initial case setup and analysis	Paraplanning	Luck M	Jon	14:30	16:00	-1.50
07/01/2020	Liasing with Steve and Karen	Operations	Various	Jon	16:00	16:30	-0.50
07/01/2020	Suitability report writing	Paraplanning	Luck M	Jon	18:00	20:30	-2.50
08/01/2020	Initial case setup and analysis	Paraplanning	Donovan J & G	Jon	12:00	13:00	-1.00
08/01/2020	Call with Rachel re logins and outstanding bits	Paraplanning	Various	Jon	14:00	14:30	-0.50
09/01/2020	Suitability report writing	Paraplanning	Donovan J & G	Jon	20:00	21:00	-1.00
10/01/2020	Suitability report writing	Paraplanning	Donovan J & G	Jon	08:30	10:00	-1.50
10/01/2020	Suitability report writing	Paraplanning	Carter A	Jon	11:00	12:00	-1.00
13/01/2020	Suitability report writing	Paraplanning	Carter A	Jon	11:30	13:30	-2.00
13/01/2020	Initial case setup and analysis	Paraplanning	Emptage D	Jon	15:30	16:30	-1.00
13/01/2020	Suitability report writing	Paraplanning	Emptage D	Jon	16:30	18:30	-2.00
13/01/2020	Initial case setup and analysis	Paraplanning	Robertson S & J	Jon	19:30	20:30	-1.00
14/01/2020	Suitability report writing	Paraplanning	Robertson S & J	Jon	10:00	12:00	-2.00
14/01/2020	Credit Top Up £1,000		N/A				20.00
15/01/2020	SR template updates x 4 + liasing with Karen and Charlie	Operations	Various	Jon	10:00	11:30	-1.50
15/01/2020	SSAS info request, analysis, liasing with Karen	Paraplanning	Ho W & L	Jon	16:00	17:00	-1.00
15/01/2020	Initial case setup and analysis	Paraplanning	Miles M & D	Jon	18:00	19:00	-1.00
16/01/2020	Suitability report writing	Paraplanning	Miles M & D	Jon	18:00	20:30	-2.50
17/01/2020	Initial case setup and analysis	Paraplanning	Kemp C & D	Jon	09:00	10:00	-1.00
17/01/2020	Suitability report writing	Paraplanning	Kemp C & D	Jon	10:00	12:00	-2.00
17/01/2020	Data gathering and charges comparison	Paraplanning	Ho W & L	Jon	13:30	14:30	-1.00
17/01/2020	Initial case setup and analysis	Paraplanning	Lansdowne W	Jon	14:30	15:30	-1.00
19/01/2020	Suitability report writing	Paraplanning	Lansdowne W	Jon	13:30	15:30	-2.00
21/01/2020	SSAS enquiries	Paraplanning	Ho W & L	Jon	13:00	13:30	-0.50
21/01/2020	Initial case setup and analysis	Paraplanning	Clarke P & A	Jon	13:30	15:00	-1.50
21/01/2020	Suitability report writing	Paraplanning	Clarke P & A	Jon	16:00	19:00	-3.00
22/01/2020	Initial case setup and analysis	Paraplanning	Ho W & L	Jon	09:00	09:30	-0.50
22/01/2020	Review and update of Equiniti SIPP fees on SR templates	Operations	Various	Jon	09:30	10:30	-1.00
22/01/2020	Review and update of Quilter GIA on report	Paraplanning	Clarke P & A	Jon	10:30	11:00	-0.50

1.00