

Edmonds Community College

Computer Information Systems

Research Project 1, Feasibility Study for Bank of Xanadu

Prepared 2/6/14 Winter 2014

Prepared by Team Unicorn:

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Brian McLeod

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Ryan Neff

Memorandum

To: Vice President Patrick Jay

From: Team Unicorn

Date: February 6th, 2014

Subject: Feasibility analysis for programmer accounting system

The attached report contains the feasibility study for implementation of an automated contractor payment system at the Bank of Xanadu. Team Unicorn would like to review the study with you on Saturday February 8th at the Bellevue Branch.

Thank you for your time.

Best,

Team Unicorn

Bank of Xanadu

Contractor Account Tracking System

Feasibility Study

Prepared 2/6/14 Winter 2014

Prepared by Team Unicorn:

Angela Hesse
Brian McLeod
Gregg Ratliff
Ryan Neff

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Introduction

The purpose of this document is to explain the findings of Team Unicorn's research on the proposed system implementation at Bank of Xanadu's Bellevue office. The new system requested is for the purpose of automating payments to vendors or contractors from Buyers within the organization in an effort to reduce staff needs and manpower hours spent on manually processing all payments and manually logging changes in an Excel Workbook. This request was initiated by Vice President Patrick Jay who called on Team Unicorn to help streamline this process. Team Unicorn is comprised of team members Ryan Neff, Angela Hesse, Gregory Ratliff, and Brian McLeod.

Systems Request Summary

Bank of Xanadu has recently shifted their focus to core competencies, which entails outsourcing all functions outside the realm of core business processes.

Bank of Xanadu will be hiring contractors to fill these programming positions. Xanadu needs a quick and efficient way to track these contractual payments. The accounting department is currently using Excel workbooks to this end. While the Excel workbooks are easy to use, they are also time consuming.

Bank of Xanadu would like an automated process that is easy to use and efficient for the three primary checks required to ensure data is correct, and that timelines and stipulations are met. Xanadu would also like for monthly reports to be printed and memos generated when needed.

Background

Bank of Xanadu is a global banking enterprise, with more than 100,000 employees, and more than 2000 branch offices spanning 15 countries. Three young banking entrepreneurs in Bellevue Washington formed the business 35 years ago. Their core commitment to outstanding customer service allowed their business to grow rapidly. Expansion started along the western United States, and by 2000 their growth had warranted moving the corporate headquarters to the Caymen Islands. By 2007 they had grown into the global behemoth they are today. Xanadu branches are setup as a hub and spoke model, with regional spokes reporting to the regional hub. Each regional hub maintains its own accounting, administrative and HR functions, which they provide to their respective spoke branches. All the regional hubs report to corporate headquarters.

Problem Description

The problem currently being experienced at Bank of Xanadu is a simple and a complex one. Simply put, the current system takes too long to process invoices against contractual and time limitations. The manual system is also prone to human error, which requires employees to put in significant amounts of overtime. Dave Spencer, the lead accountant is spending too much time manually updating the Excel Workbooks. Because the lead accountant is spending a significant amount of time updating these workbooks, he regularly requires two to three employees to help him at the end of the month, and this is unacceptable for an employee of his status. The mistakes made through manual entry also affect the vendors. When the vendors don't receive timely payment, it is damaging to our business relationships, and reflects poorly on the organization. An automated system must be developed that will streamline and improve these labor-intensive processes.

Project Stakeholders

The project stakeholders for this system automation request are as follows:

- Accounting Department – The accounting department highly anticipates this system and will be able to operate more efficiently and with less workers.
- Vendors – Vendors will benefit from a streamlined and automated system by receiving more accurate and timely payments.
- Buyers – Buyers within the organization will be able to automate their payments and receive fewer error transactions, which will lead to a lighter workload.
- Accounts Payable – Will be able to rely on the streamlined system to avoid scrutinizing every move from the request to the check printing.
- Bank Management and Project Managers – Will be able to spend more time planning and executing projects, rather than resolving vendor payments issues.
- The project sponsor, Vice President of Accounting Patrick Jay – Will be able to get Dave Spencer off his back, and Dave will be more productive when his stress is alleviated, leaving him available for projects with greater strategic value to the company.

Project Scope

The purpose of this project is to develop and implement an *automated* system for the Bank of Xanadu accounting department that tracks billing for their independent contractor programmers. The Automated System MUST:

1. Verify that the work performed and billed on an invoice falls within the valid contract date range.
2. Verify the hourly rate billed on the invoice matches the hourly rate stipulated on the contract.
3. It must calculate whether there is enough funding left on the contract to pay the invoice.

Current Procedures

1. The buyer hand delivers the contract copy (See appendix H) to the accountant. (He puts a piece of paper in the accountants inbox on his desk)
2. The accountant verifies that all info needed is there.
3. If any info is missing from the contract, the contract is logged in and returned to the buyer to fix.
4. The accountant enters all contract info into excel and files the hardcopy for future reference
5. The Vendor submits an invoice by mail to the accountant.
6. The accountant verifies that all info required is present.
7. Accounting verifies that the invoice can be paid according to the contractual time & fee limitations.
8. If invoice is either missing info OR incorrect OR exceeds contractual limits, it is returned to the buyer for resolution, with an exception memo.
9. When an invoice problem is resolved, the invoice is returned to the accountant.
10. When the accountant has approved invoice payment, he/she creates a data entry sheet and sends invoice to accounts payable to have them cut a check and mail it to the vendor.
11. If vendor payment is late or missing, they call the accountant for resolution.
12. Accountant must then research the reason for non-payment and respond to the vendor.
13. If the invoice cannot be paid in the same period of the actual expense it has to be accrued.
14. At Months end, the accountant runs 5 reports, audits them for accuracy, and delivers two reports to accounting management, and 3 to bank management. (These are Contractual payment system reports)

Current System Weaknesses & Strengths

Strengths

1. Excel Workbooks are easy to use
2. The current employees are already familiar with the system.

Weaknesses

1. Takes to long to enter all information manually
2. Vendors call a lot and complain due to the time it takes to enter data
3. Manual entry leaves the system vulnerable to data entry errors.

New System Requested Features

1. Determine that contracts fall within specified time limits.
2. Verify work and billing on the invoice falls in date range of contract.
3. Verify that the hourly rate matches the hourly rate stipulated on the contract.
4. Calculate that there is enough funding left to pay the invoice.
5. Automate process for handling contract payables.
6. Easy to use
7. No clutter

Project Constraints

Constraints of the project are typical for this type of implementation. The system must be fully planned and tested by March 15, 2014. The budget for the project is a concern as well. The scope of the project encompasses the system and functionality of said system. Another constraint to consider is resources. While the resources on site include a robust network, only four people will plan the final execution of the system. The equipment needed is in place already, but employees need to be trained in how to use the new system. A positive attitude that is open to change is necessary for these employees and they need the tools to use the system, such as a computer, secure log-in and proper training. This leads to the constraint of Risk. The risk is that the system would not work or would work less reliably than the current system. Another risk is that the project will not be completed on time. We plan to alleviate these risks with proper planning, but they do bear mentioning.

Project Feasibility

The new system will be a big improvement over the current system. It will expedite the entire process of validating and paying invoices.

The new system can easily be implemented with very few modifications to the clients existing computer and network systems.

The projected cost to develop and implement the new system is \$2,000,000. The initial annual benefit will be \$1,500,000. The system will have a seven-year life-span. See appendix A for the ROI and NPV calculations. With an ROI of 92.1% and a NPV of over \$3,600,000, the system is financially feasible.

Expected Benefits

The proposed system will provide many benefits for the client. It will simplify the method of entering and processing a payment request invoice. It will automatically determine if the invoice is within the acceptable parameters stipulated by the contract, and take the appropriate action if it is outside the parameters. This will greatly reduce the opportunity for data entry errors. The system will also be capable of generating all necessary month-end accounting reports. The new system will free up many man-hours currently dedicated to the legacy system, allowing those man-hours to be applied more effectively. It will also reduce the amount time that it takes for a vender to receive payment for a submitted invoice. It should boost the morale as well.

Time and Cost

The total estimated cost to implement this system is \$2,000,000. It should take approximately six weeks to complete the analysis and design portions of this project.

| | <i>Week 1</i> | <i>Week 2</i> | <i>Week 3</i> | <i>Week 4</i> | <i>Week 5</i> | <i>Week 6</i> | <i>Totals</i> |
|---------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <i>Ryan</i> | 5 | 5 | 5 | 5 | 5 | 5 | 30 |
| <i>Angie</i> | 5 | 5 | 5 | 5 | 5 | 5 | 30 |
| <i>Brian</i> | 5 | 5 | 5 | 5 | 5 | 5 | 30 |
| <i>Gregg</i> | 5 | 5 | 5 | 5 | 5 | 5 | 30 |
| <i>Rate \$90 Per Hour</i> | 360 | 360 | 360 | 360 | 360 | 360 | 1800 |

Recommendation for Action

It has been determined that a new system will benefit the company, by making it easier and faster to enter data, as well as automatically generating memo's and reports. It is highly recommended that the current Excel workbooks be retained after the implementation of the new system, so they may serve as a reference if the need arises.

Appendices



Appendix A: ROI & NPV Calculations

NPV

| | Year | Year | Year | Year |
|-----------------------|-------------|-------------|-------------|-------------|
| | 0 | 1 | 2 | 3 |
| Benefits | \$1,500,000 | \$1,425,000 | \$1,353,750 | \$1,286,063 |
| Factor | 1.000 | 0.926 | 0.857 | 0.794 |
| PV of Benefits | \$1,500,000 | \$1,319,550 | \$1,160,164 | \$1,021,134 |
| Costs | 2,000,000 | 400,000 | 420,000 | 441,000 |
| Factor | 1.000 | 0.926 | 0.857 | 0.794 |
| PV of Costs | \$2,000,000 | \$370,400 | \$359,940 | \$350,154 |

| | Year | Year | Year | Year | Total |
|-----------------------|-------------|-------------|-------------|-------------|-------------|
| | 4 | 5 | 6 | 7 | |
| Benefits | \$1,221,759 | \$1,160,671 | \$1,102,638 | \$1,047,506 | \$5,564,813 |
| Factor | 0.735 | 0.681 | 0.630 | 0.583 | |
| PV of Benefits | \$897,993 | \$790,417 | \$694,662 | \$610,696 | \$5,000,847 |
| Costs | 463,050 | 486,203 | 510,513 | 536,038 | \$3,261,000 |
| Factor | 0.735 | 0.681 | 0.630 | 0.583 | |
| PV of Costs | \$340,342 | \$331,104 | \$321,623 | \$312,510 | \$3,080,494 |

Net Present Value: \$1,920,353

ROI

| Year | Costs | Cumulative Costs | Benefits | Cumulative Benefits |
|------|-------------|------------------|-------------|---------------------|
| 0 | \$2,000,000 | \$2,000,000 | \$1,500,000 | \$1,500,000 |
| 1 | \$400,000 | \$2,400,000 | \$1,425,000 | \$2,925,000 |
| 2 | \$420,000 | \$2,820,000 | \$1,353,750 | \$4,278,750 |
| 3 | \$441,000 | \$3,261,000 | \$1,286,063 | \$5,564,813 |
| 4 | \$463,050 | \$3,724,050 | \$1,221,759 | \$6,786,572 |
| 5 | \$486,203 | \$4,210,253 | \$1,160,671 | \$7,947,243 |
| 6 | \$510,513 | \$4,720,765 | \$1,102,638 | \$9,049,881 |
| 7 | \$536,038 | \$5,256,803 | \$1,047,506 | \$10,097,387 |
| | ROI: | 92.1% | | |

Appendix B: Client Meeting Notes

User Interview: 2/1/2014 Team Unicorn Meeting Notes:

What if invoices don't match contract date?

If invoice dates don't match contract, then a memo is attached to invoice. The invoice is returned to the buyer (contract people in organization**procurement services), the person who issued the contracts. Patrick would like system to generate that memo.

What is wrong with the current system?

It takes too long to process the invoices against contractual and time limitations. It is too manual and prone to mistakes. Dave has to work overtime to finish everything. Poor Dave. It is too labor intensive. Must take invoice, find contract, verify visually, then process through Excel workbook. Then he acts like a jerk because Patrick won't give him vacation time.

Only people in accounting department will be using system. Not open to buyer or contract people. They would like a password system.

Invoices will be mailed as paper hard copies.

We'd like to see screen shots of excel file, output reports, input forms, data entry forms, invoices, contracts, example of exception memo

System being implemented in Bellevue only (pilot project) may roll out to whole organization.

Business rules?

Each contract is for one contract programmer only
a contractor can be a sole proprietor vendor, ex Joe can be only employee
Vendor can have many contractors working for them on any project

=====

Current Processing steps

1. Buyer Hand Delivers: Contract Copy (Appendix A) to the accountant.
2. The accountant verifies that all info needed is present.

3. If any information is missing from the contract, the contract is logged in and returned to the Buyer to fix.
4. The accountant enters all contract information into Excel and files hard copy for future reference.
5. The vendor submits an invoice by mail to the accountant.
6. Accountant verifies that all information required is present.
7. Accountant verifies that the invoice can be paid according to the contractual time and fee limitations.
8. If invoice is either missing information or incorrect, or exceeds contractual limits, it is returned to the Buyer with exception memo for resolution.
9. When invoice problem is resolved, invoice is returned to the accountant for processing.
10. When the accountant has approved the invoice for payment, they create a data entry sheet and sends invoice to accounts payable to have check cut and mail to vendor.
11. If vendor payment is late or missing, they call the accountant for resolution.
12. Accountant must then research reason for non payment and respond to the vendor.
13. If the invoice cannot be paid in the same period of the actual expense, it has to be approved. It has to be accrued (they are reversed later)
14. At month's end, the accountant runs 5 reports, audits the reports for accuracy, and delivers 2 reports to accounting management and 3 reports to bank management.
(Contractual payment system reports)

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What are the strengths of the current system?

The ease of using Excel workbooks. It's simple.

What are the weaknesses of the current system?

1. Takes way too long to process manually
2. Keeps Dave way too busy
3. Vendors complain a lot
4. Too many mistakes happen

What is the operational feasibility?

The accounting dept. wants this. Dave is pestering Patrick for an automated system. Dave is totally into this. This will make his job easier. It will get the checks to the vendors faster. We want to limit the risk with a pilot project, minimize risk. An IT dept. will handle support.

Are there new requested features?

Yes, it should automate this process. You can enter contracts and the system will do the 3 big checks. It will check to make sure the invoice total is correct based on hours and work billed. The invoice cannot be changed. It should be easy to use, no clutter.

What's the timetable?

Analysis phase needs to be completed by March 15. Figure out how much you want to make per hour. Figure out how much time you will spend each week and add 5 hours to it.

Benefits?

Dave is happier

Vendors are happier

Productivity increases

Job satisfaction, customer satisfaction - Intangible Benefits

Reduction in staff - saves money

Saving time with vendor inquiries

Who are the stakeholders?

Accountant, Vendors, Buyers, Accounts Payable, Bank Management (project managers), Accounting Management, Contract Programmers, Project Sponsor - Patrick Jay (use titles, not names)

SOURCE DOCUMENTS GATHERED FROM THE USER

LIST OF ASSUMPTIONS

made while analyzing the findings of the preliminary investigation and developing the above PIR report

LIST OF ISSUES

A list of issues or questions for the user(s) that you identified while completing this preliminary investigation

Appendix C: Team Unicorn Meeting Notes

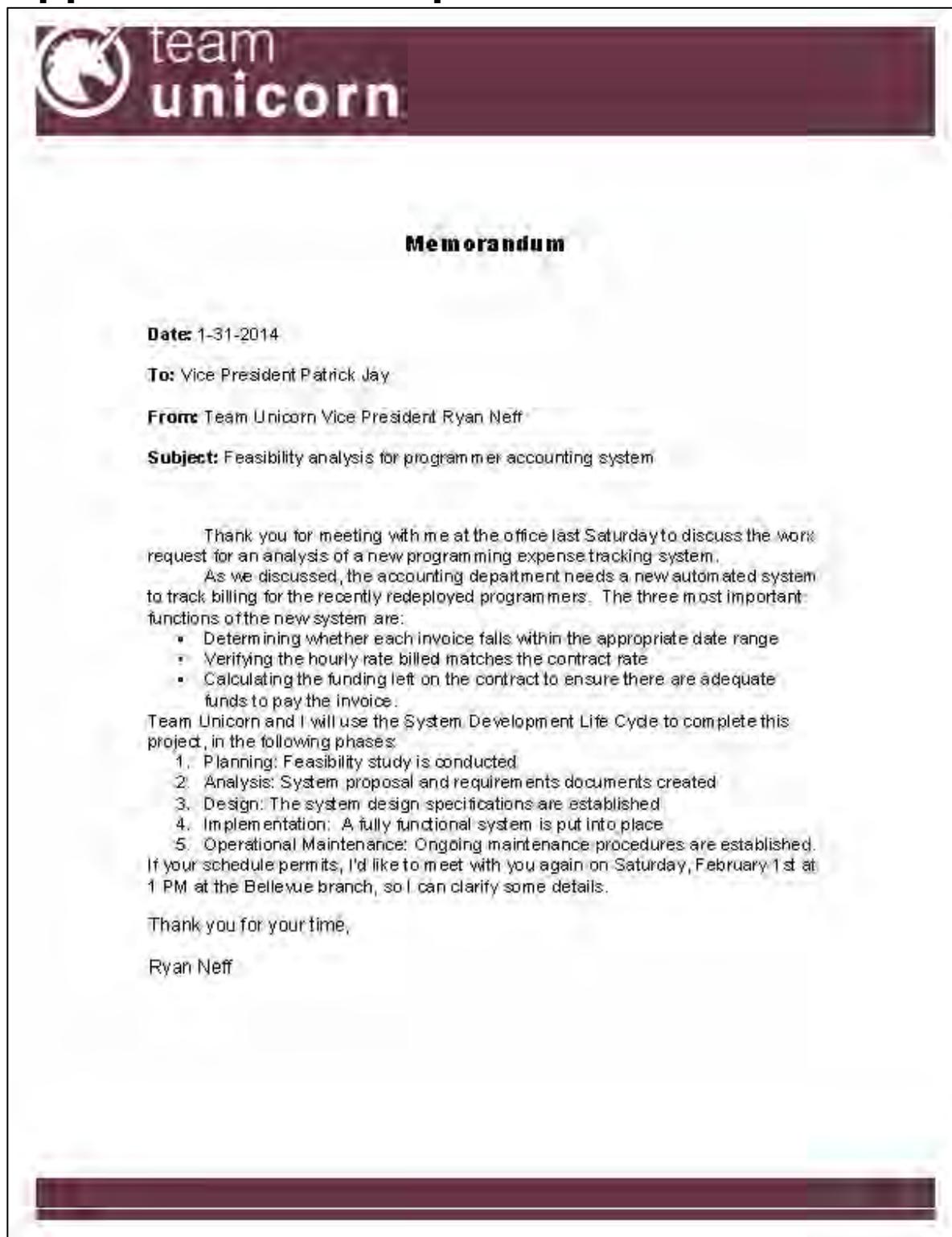
1-25-14

I had a list of questions by the end of the lecture, so did everyone else. We got together and compared lists, and combined them into a master list for Lab 4. Tried to turn in a hard copy, but the printer was out of Toner. I submitted the assignment online for all of team unicorn. For the upcoming midterm, we decided we would all review the instructions during the week, and then when we get more information during the next class session, we can get a better start on it.

2-1-14

We decided brian will break up the project into chunks and assign them to each of us, he will post this on the discussion board by tuesday morning, then we can all login to get our parts and start working.

Appendix D: Correspondence to Date



Appendix E: Corporate Organizational Chart



Bank of Xanadu

Corporate Headquarters: George Town, Cayman Islands

Major Banking Centers: Amsterdam • Aspen • Beijing • Bellevue • Berlin

• Beverly Hills • Canberra • Cape Town • Dallas • Denver • Hong Kong

• Kuala Lumpur • Las Vegas • London • Mumbai • Newport • New

York • Nice • Ottawa • Palm Beach • Pine Valley • Santiago •

Savannah • Sao Paulo • Scottsdale • Singapore • Tokyo • Wellington

CORPORATE HEADQUARTERS:

Chief Executive Officer (CEO)

Patrick Dollarene

Chief Financial Officer (CFO)

Sanjay Rupeedaal

Chief Information Officer (CIO)

Isabella Realney

Chief Operations Officer (COO)

Hyacinth Randall

George Town, Grand Cayman

Executive Vice President (EVP)

Carmelita Pesolera

Senior Vice President (SVP)

Richard Poundstone

Vice President (VP)

Dieter Markstein

Assistant Vice President (AVP)

Keiko Yennokai

(Sample)

BRANCH OFFICES

Bellevue, WA

Sr. Vice President

Anne Casey

Executive Secretary:

Beth Rice

Contract Group

Manager: Scott Sorenson

Rob Watt

Sam Esposito

Mark Martin

David Hart

Jagreet Kaur

Anthony Lewis

Accounting Group

Vice President/Manager:

Patrick Jay

Dave Spencer

Kyle Watts

Tamisha Spencer

Misty Barber

Payables Group

Manager: Lyle Newhart

Dawn Hill

Mark Martin

Ho Lee

Bill Loos

Lane Conway

John Wallace

Pine Valley, NY

Sr. Vice President

Leonard Chou

Executive Secretary:

Jan Lawrence

Contract Group

Manager: Cara DeSoto

Annie D'Ogie

Joyce Donahue

Ray Ortiz

John Ackerman

S. Nelson-Leang

Tuan Tran

Accounting Group

Manager: Roy Brown

Shelly Grant

Tom Leman

Pilita Basto

E Osei-Shearman

Payables Group

Manager: Robert Stacy

Amy Hawkins

Leslie Hall

Waylon White

Susan Cooper

Ed Eowpun'

Tereasa Skelly

Berlin, Germany

Sr. Vice President

Louisa Gartner

Executive Secretary:

Darth Weitmeier

Contract Group

Manager: Joachim Mohr

Karl Meister

Steffi Freund

Paula Grossman

Gerhard Arnott

Tobias Stein

D Voigtsberger

Accounting Group

Manager: Franz Neuman

Karin Kratz

Stephan Niebur

Dieter Janssen

Astrid Gutentag

Payables Group

Manager: Astrid Dorflier

Gunther Merckel

Hans Meistersohn

Rudi Schertz

Walter Lehmann

Martin Edelmann

Gert Fromme

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Appendix F: Major Announcement Memo



Bank of Xanadu

Corporate Headquarters: George Town, Cayman Islands

Major Banking Centers: Amsterdam • Aspen • Beijing • Bellevue • Berlin
• Beverly Hills • Canberra • Cape Town • Dallas • Denver • Hong Kong
• Kuala Lumpur • Las Vegas • London • Mumbai • Newport • New
York • Nice • Ottawa • Palm Beach • Pine Valley • Santiago •
Savannah • Sao Paulo • Scottsdale • Singapore • Tokyo • Wellington

Date: Friday, 11/30/12
To: Bank of Xanadu Bellevue Employees
From: Anne Casey, Sr. Vice President
Subject: MAJOR ANNOUNCEMENT

This will give you advance notice of a story that will be reported in tomorrow's newspapers. At a press conference today, the Bank of Xanadu board of directors announced that the company would immediately acquire Utopia National Bank, including their corporate headquarters and all 550 of their branch offices, for a sum of \$15.1 billion dollars. This acquisition will greatly increase our global influence in Europe, Africa, and the Asian marketplace. This opportunity will expand our operations into eight new international cities, including Paris, Zurich, Rome, Cairo, Bangkok, Taipei, Manila, and Seoul, and add over 400 domestic branches – primarily in America's heartland. We are excited about this acquisition, and welcome Utopia into the Xanadu fold.

During our recent strategic planning meetings, we examined external opportunities and internal constraints of our business. We identified several fast-growing areas of banking that might represent new opportunities for Xanadu. We found that bringing Utopia into our business model would present the best opportunity for us to expand not only our global exposure, but also to expand our customer base and increase the available services that we can offer our customers. While Utopia will provide us a wider array of banking opportunities, we will need to streamline both business process models into one seamless operation in order to maintain economic profitability.

As a result, we decided to consolidate operating and networking systems into one global system. We are also in the process of recovering from the sub-prime mortgage fiasco that resulted in damaging losses for Xanadu, and particularly disastrous losses for Utopia. With losses of several billion dollars, Utopia was in no position to continue to operate as a financially profitable organization. This allowed Xanadu to execute a quick-and-dirty hostile takeover of their organization. With this said, we must now focus on our core competencies in order to return to financial profitability. After much strategic planning, we have decided to outsource all system programming and consulting duties that we once held in-house to outside contractors. We project that this will result in substantial annual cost savings in employee administrative and benefit expenses.

To address this constraint, we have decided to temporarily reorganize our IT resources and assign higher priority to internal projects that will streamline our procedures. As Xanadu employees, you know that our company always has looked ahead to the challenges and opportunities of the future. Our long-term mission is to grow ourselves into the largest and most profitable banking organization in the world. Our corporate values and the high-quality services we provide are the cornerstone of our success. In a market where many banks and thrifts are close to failing, we have been able to stave off serious financial distress, and with the acquisition of Utopia, believe we have positioned ourselves to achieve a rapid recovery and continue to grow our product and services worldwide. Our financial analysts and advisors have much work to do to complete the acquisition of Utopia. Internal procedures and external market opportunities will be scrutinized. If all goes as planned, we expect to see increased profits within the next two to three operating quarters. Thank you all for your hard work and dedication.

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Appendix G: I.S. Work Request



Bank of Xanadu

Corporate Headquarters: George Town, Cayman Islands

Major Banking Centers: Amsterdam • Aspen • Beijing • Bellevue • Berlin

• Beverly Hills • Canberra • Cape Town • Dallas • Denver • Hong Kong

• Kuala Lumpur • Las Vegas • London • Mumbai • Newport • New

York • Nice • Ottawa • Palm Beach • Pine Valley • Santiago •

Savannah • Sao Paulo • Scottsdale • Singapore • Tokyo • Wellington

Information Systems Work Request

| | | | |
|---------|---------------------------|------------|------------------|
| Date | 1/25/13 | Department | Accounting |
| Contact | Patrick Jay | Location | Bellevue, WA |
| Title | Vice President, & Manager | Email | pjammer@box.bank |

Project Description (in brief):

The strategic direction and growth of the bank has put new emphasis on streamlining our internal procedures. Xanadu Bank is in the business of banking, and to remain profitable and competitive, focus has shifted toward concentration on our core competencies, outsourcing any functions and processes that are not part of these core business operations. Since this process began late last year, all in-house programming positions have been redeployed, resulting in the need to use outside contractors to provide the necessary programming services. This move will save our company over one 1 million dollars annually in employee administrative and benefit costs.

The major problem we face now is finding a suitable way to track these new programming expenses to the scope of service stipulated in their official contracts. While the accounting department has hastily thrown together a stop-gap solution using an Excel workbook, it is taking an incredibly large amount of time to manually enter all the contractual information, receive and process the incoming programming invoices, prepare accurate accruals, respond to vendor inquiries, and generate accurate monthly financial reports.

The THREE most important functions the new system must perform are to determine whether each invoice falls within the contract time limitations (start & end dates), specifically if the work performed and billed on the invoice falls within the valid contract date range. It must also verify the hourly rate billed on the invoice matches the hourly rate stipulated on the contract. Finally, it must calculate whether there is enough funding left on the contract to pay the invoice.

In recent strategic planning sessions, the senior management has determined that there is a desperate need for a new, more automated process for managing contract payables. The *objective* of this project is to investigate and recommend a solution to control payments in accordance to contractual time and fee limitations throughout the company. Once approved, the chosen solution will need to be designed and implemented for use within the Bank's accounting departments.

Submitted by: _____ Date _____

Approved by: _____ Date _____

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Appendix H: Sample Contract



APPENDIX A

AGREEMENT TO PROVIDE PERSONNEL BETWEEN
Bank of XANADU
and Savings Association (BANK)
and
DAN VAN RITZ, INC. (Contractor)

TECHNOLOGY
MANAGEMENT

APPROVED
NAME [Signature]
DATE 2/27/08

I. All work and/or services provided under this Appendix shall be performed in accordance with the provisions of this Appendix and Master Agreement:

Project/Services Number: 16358.000 Charge Unit #: 3620

Bank Project Manager/Phone: Peter Tripple 206/675-2696

II. Scope of Services:

A. Provide an overview of the project:
Support product development projects, as well as acquisition preparation for Demand Deposit Systems.

(See attached sheet for continuation of Scope of Services)

III. Fee Schedule: Total fee shall not exceed \$ 26,000.

| Name of Individual | Generic Job Level | Hourly Rate | Start Date | End Date |
|--------------------|-------------------|-------------|------------|----------|
| DAN VAN RITZ | CSE | \$65.00 | 2/16/08 | 4/15/08 |

A NEW APPENDIX A MUST BE EXECUTED TO AUTHORIZE PAYMENT BEYOND THE AMOUNT NOTED ABOVE IN III.; FEE SCHEDULE, OR TO AUTHORIZE WORK BEYOND THE COMPLETION DATE NOTED ABOVE.

Agreed and Accepted:

DAN VAN RITZ, INC.
(Contractor)

Signature: [Signature]

Vendor Officer: DAN VAN RITZ

Title: President

Date: 2/15/08

Invoices should be directed to:

Bank of XANADU
Retail Automation Serv. #3464
P.O. Box 37000
BELLEVUE, WA 98002
ATTN: Bryan Davis

Agreed and Accepted:

BANK OF XANADU
SAVINGS ASSOCIATION (BANK)

Signature: [Signature]

Name: MaryLou Corrigan

Title: Vice President

Date: 2/14/08

Countersigned: [Signature]

Name: Christos Skeadas

Title: Vice President

Date: 2/15/08

[Signature]
Bruce Fadem, Senior Vice President

Page 1 of 2



AGREEMENT TO PROVIDE PERSONNEL BETWEEN
Bank of ~~XANADA~~
and Savings Association (BANK)
and

DAN VAN RITZ, INC. (Contractor)

II. Scope of Services - Continued:

B. List the specific tasks to be performed:

Complete systems design specifications.
Analyze and code in COBOL.
Perform unit, system and integration testing.
Provide installation support.

C. List the deliverables expected to be produced:

Detailed design specifications.
Code.
Test specifications.
Unit testing, system testing.
Conversion specifications.
Installation specifications.

D. List the specific technical expertise required (hardware, operating systems, programming languages, etc.)

1. IBM 30XX, TSO/ISPF, OS JCL, VSAM.
2. Ability to analyze and code in COBOL.
3. Design, coding and testing skills.
4. Accounting systems background required, banking preferred.
Deposit systems/prior acquisition experience a plus.
5. Prior BofA experience a plus.
6. Strong communications and documentation skills.
7. Team player with good interpersonal skills.

E. List the performance standards that will be used to determine quality of work (e.g., SDP, documentation standards, testing standards, etc.)

Adherence to project standards.
Code reviews.
SDP.
Test plans and test result reviews.

Appendix I: Contract Extension

MEMO TO: Rob Watt
TAM #3411

MEMO FROM: Del Billingsley
Vice President/Project Manager
Consumer Lending Division - Consumer Loan Services
Project Management & Technology Support #3454
Xnet 666-1464

COPY TO: Mike DeVico #3454
Jim Petersohn #3761
Frank Smikoski #3326
Kris Walunas #3454

DATE: April 19, 2008

SUBJECT: Marathon Contract Extension - CPR PROJECT (#287)

The "Completion Date" on the Marathon Systems Consulting Service Agreement, Master Agreement #91-3664, has been extended to May 15, 2008. The Total Fees do not change; they will not exceed \$77,000.

Please make note of this change in your files.

Thanks for your help and call me if any questions.



Edith Bloch 4/08
Kennedy 4/08
Iwing 4/08
Latorre 4/08



Appendix J: Contract Invoice with Exceptions



Bank of Xanadu

Date: February 11, 2008

From: Dave Spencer, Accountant
Financial Controller's Division
Corporate General Accounting #3707

To: Rob Watt, Buyer
Technology Acquisition Management #3411

Classification: Internal

Subject: CONTRACTOR INVOICE PROBLEMS

Vendor:

I am unable to process the attached invoice(s) for the following reason(s):

| | |
|--------------------------|--|
| <input type="checkbox"/> | No Contract on File |
| <input type="checkbox"/> | Dollar Amount Exceeds Contract Fee by \$ |
| <input type="checkbox"/> | Invoice Period Outside of Contract Dates |
| <input type="checkbox"/> | No Time Sheet |
| <input type="checkbox"/> | No Invoice/Time Sheet Approval |
| <input type="checkbox"/> | Time Sheet & Invoice Discrepancy |
| <input type="checkbox"/> | Billed Rate Different from Contract Rate |
| <input type="checkbox"/> | Other: |

Please provide the necessary information and return to me in unit #3707. Thanks you for your assistance in resolving these problems. If you have any questions, please call me at XanaduNet 785-1223.

Attachment included.

| DATE | ACTION |
|------|--------|
| | |
| | |
| | |



Appendix K: Invoice & Time Sheet

| DAN VAN RITZ Consulting, Inc. 5820 Stoneridge Mall Road Suite # Pleasanton, WA 98506 | | | INVOICE 100154 08MAR 19 PM 1:24 | | |
|---|--------------------------|--------------|--|-------------------------|---------|
| TO BANK OF CANADA General Accounting #3707 P.O. Box 37000 BELLEVUE, WA 98002 | | | SALESPERSON Dan | INVOICE DATE 3/18/08 | |
| INFORMATION Master Agreement #90-3167 Project/Service # Charge Unit #3620 | | | | | |
| ACCT# | DATE | PERIOD | TERMS | PURCHASE ORDER # | |
| | 3/18/08 | 3/1-3/15 (←) | Net 0 | | |
| HOURS | DESCRIPTION | | UNIT PRICE | AMOUNT | |
| 88 | Computer Consulting RT65 | | 65.00 | 5720.00 | |
| ↑ | RITE \$408 | | ↑ | | |
|  | | | APPROVED FOR PAYMENT BY <u> </u> UNIT # <u>3620</u> | | |
| | | | | TOTAL | 5720.00 |
| Thank You | | | | | |



DAN VAN RITZ Consulting, Inc.

Contractor Time Sheet

Contractor Name: DAN VAN RITZ

Client Company: BANK OF CANADA

Period: From 3/1/08 To 3/15/08

| Calendar Days | Hours Worked | Calendar Days | Hours Worked |
|---------------|--------------|---------------|--------------|
| 1 | 8 | 16 | |
| 2 | | 17 | |
| 3 | 8 | 18 | |
| 4 | 8 | 19 | |
| 5 | 8 | 20 | |
| 6 | 8 | 21 | |
| 7 | 8 | 22 | |
| 8 | | 23 | |
| 9 | | 24 | |
| 10 | 8 | 25 | |
| 11 | 8 | 26 | |
| 12 | 8 | 27 | |
| 13 | 8 | 28 | |
| 14 | 8 | 29 | |
| 15 | 8 | 30 | |
| | | 31 | |

Total Hours: 88 ←

Client Company Representative Acceptance: Charles Morin 3/19/08
Signature Date



Mail To: Dan Van Ritz Consulting, Inc.

Appendix L: Data Entry Cover Sheet

DATA ENTRY SHEET

Vendor Name: Donny Wicks Associates

Vendor Number: ZZ0002

Invoice Number: 329

Description: A. Peckham 12/16/07 to 12/31/07

Invoice Date: 01/02/08

Due Date: 01/17/08

Invoice Total: 3,600.00

G/L Account: 507613

P.O. Number: A. Peckham

Charge Unit: 9408

Processed by Dave Spencer 1/11/08

Appendix M: List of Assumptions

- The deadline is fixed.
- Suitable Hardware infrastructure is already in place.
- The Vendor cannot legally correct an incorrect total on an invoice.
- The vendor has to re-issue a correct invoice if there is a mistake.

Appendix N: List of issues

None at this time

Appendix O: Excel Workbook for contract programmer expenses.

Vendor Worksheet

| Monthly Contract Recap As of December 31, 2007 | | | | | | | | | |
|---|-------------|----------------------|---------------|------------|-----------------------|-------------|-----------|------------|------|
| Project Manager: | Clark, Rudy | Unit: | 3072 | | | | | | |
| Programmer: | Brown, Lou | Company: | EDS Temps Inc | Project: | Tax System Assistance | | | | |
| Start Date: | 12/17/07 | End Date: | 06/17/08 | Rate/Hour: | 25.00 | Fee Max: | 29,000.00 | Charge To: | 3072 |
| Invoice Number | Date Paid | Periods Paid | | Hours | Dollar Total | | | | |
| 509 | 01/11/08 | 12/17/07 to 12/31/07 | | 70 | 1,750.00 | | | | |
| Total of Hours & Invoice Dollars: | | | | 70 | \$1,750.00 | | | | |
| Total Charged to Contract: | | | | | | \$1,750.00 | | | |
| Percent Used: | | | | | | 6% | | | |
| Remaining Contract Dollars: | | | | | | \$27,250.00 | | | |

Contract Worksheet

| Contact Information | | | |
|---------------------|--------------|----------|----------|
| Project Manager | Contact Unit | Phone | Division |
| Aporte, Manny | 3426 | 785-2569 | BAS |
| Beaverton, Andy | 3686 | 785-2931 | BAS |
| Bohner, Sheri | 3738 | 785-4993 | KXM |
| Chin, Lowell | 3611 | 241-3099 | MOM |
| Christian, John | 7369 | 602-4680 | PNW |
| Clark, Rudy | 3479 | 622-2375 | WDB |
| Crocker, Mark | 5554 | 953-3316 | NAB |
| DaLanda, Luis | 5446 | 785-3133 | BTR |
| Denbert, James | 3627 | 785-5162 | SST |
| Donaldson, Ryan | 5852 | 785-3977 | BTR |
| Gilbert, Steve | 5054 | 785-2699 | BAS |
| Hawkins, Dana | 3594 | 624-3120 | CBL |
| Jenkins, Ronald | 3354 | 241-5050 | MOM |
| Malaspina, George | 3073 | 953-3860 | NAB |
| Mondo, Gert | 5863 | 785-5982 | TPN |
| Omigawa, Joe | 3498 | 622-9053 | WDB |
| Peary, Alan | 5852 | 485-4913 | KXM |
| Putnam, Jed | 3793 | 785-5129 | TPN |
| Saunders, Rocky | 5515 | 785-4351 | KXM |
| Schaffer, John | 3473 | 953-5912 | NAB |
| Schrader, Kathy | 3553 | 241-7645 | MOM |
| Scott, Randy | 3580 | 622-6047 | WDB |
| Stromberg, Dieter | 3858 | 785-2516 | BAS |
| Tripple, Peter | 3620 | 785-2696 | BAS |
| Westmore, Alex | 7365 | 602-4551 | PNW |

Charge Worksheet

| Charge Information | | | | |
|--------------------|----------|--|----------|-------------|
| Charge Unit | Division | | Division | Charge Unit |
| 3072 | NAB | | AMB | 3117 |
| 3073 | NAB | | BAS | 3410 |
| 3117 | AMB | | BAS | 3426 |
| 3354 | MOM | | BAS | 3620 |
| 3410 | BAS | | BAS | 3667 |
| 3426 | BAS | | BAS | 3686 |
| 3473 | NAB | | BAS | 3858 |
| 3479 | WDB | | BAS | 5054 |
| 3498 | WDB | | BTR | 5446 |
| 3553 | MOM | | BTR | 5852 |
| 3580 | WDB | | CBL | 3594 |
| 3594 | CBL | | CCR | 9408 |
| 3611 | MOM | | KXM | 3738 |
| 3620 | BAS | | KXM | 5515 |
| 3627 | SST | | KXM | 5852 |
| 3667 | BAS | | MOM | 3354 |
| 3686 | BAS | | MOM | 3553 |
| 3738 | KXM | | MOM | 3611 |
| 3793 | TPN | | NAB | 3072 |
| 3858 | BAS | | NAB | 3073 |
| 4508 | RBD | | NAB | 3473 |
| 5054 | BAS | | NAB | 5543 |
| 5446 | BTR | | NAB | 5554 |
| 5515 | KXM | | PNW | 7365 |
| 5543 | NAB | | PNW | 7369 |
| 5554 | NAB | | RBD | 4508 |
| 5844 | TPN | | SST | 3627 |
| 5845 | TPN | | TPN | 3793 |
| 5852 | BTR | | TPN | 5844 |
| 5852 | KXM | | TPN | 5845 |
| 5863 | TPN | | TPN | 5863 |
| 7365 | PNW | | WDB | 3479 |
| 7369 | PNW | | WDB | 3498 |
| 9408 | CCR | | WDB | 3580 |

ConProg Worksheet

| Contract & Programmer Information | | | | | | | | | | |
|-----------------------------------|------------|----------|--------|----------|---------|------------|-----------------|------|----------|------------------------|
| Vendor | Begin Date | End Date | Charge | Division | \$/Hour | Fee Max | Contact Person | Unit | Phone | Project Description |
| GE Consulting Consortium | 02/08/08 | 10/31/08 | 5054 | BAS | 30.00 | 50,000.00 | Gilbert, Steve | 5054 | 785-2699 | |
| Electric Enterprises Inc | 03/01/08 | 03/08/08 | 3667 | BAS | 78.00 | 8,000.00 | Denbert, James | 3627 | 785-5162 | |
| EDS Temps Inc | 12/17/07 | 06/17/08 | 3072 | NAB | 25.00 | 29,000.00 | Clark, Rudy | 3479 | 622-2375 | Tax System Assistance |
| Donny Wicks Associates | 02/11/08 | 05/19/08 | 5554 | NAB | 50.00 | 24,000.00 | Crocker, Mark | 5554 | 953-3316 | |
| Dan Van Ritz Consulting | 01/16/08 | 04/15/08 | 3620 | BAS | 65.00 | 26,000.00 | Tripple, Peter | 3620 | 785-2696 | Demand Deposit Systems |
| Dan Van Ritz Consulting | 04/16/08 | 07/31/08 | 3620 | BAS | 65.00 | 50,700.00 | Tripple, Peter | 3621 | 785-2697 | |
| Varjaraj Consulting | 01/02/08 | 12/30/08 | 5844 | TPN | 57.00 | 120,000.00 | Aporte, Manny | 3426 | 785-2569 | |
| Euro Systems International | 02/08/08 | 10/31/08 | 3793 | TPN | 30.00 | 50,000.00 | Putnam, Jed | 3793 | 785-5129 | |
| EDS Temps Inc | 01/02/08 | 06/30/08 | 3072 | NAB | 25.00 | 29,000.00 | Clark, Rudy | 3479 | 622-2375 | |
| EDS Temps Inc | 03/02/08 | 09/30/08 | 3498 | WDB | 25.00 | 30,000.00 | Omigawa, Joe | 3498 | 622-9053 | |
| EDS Temps Inc | 01/15/08 | 06/15/08 | 3073 | NAB | 25.00 | 28,000.00 | Clark, Rudy | 3480 | 622-2376 | |
| Beltam Systems Inc | 01/02/08 | 12/31/08 | 3117 | AMB | 52.00 | 70,000.00 | Schaffer, John | 3473 | 953-5912 | |
| Neo Computing | 01/01/08 | 06/30/08 | 5543 | NAB | 90.00 | 125,000.00 | Saunders, Rocky | 5515 | 785-4351 | |
| Fix-em Right Inc | 01/31/08 | 06/28/08 | 3594 | CBL | 55.00 | 6,000.00 | Hawkins, Dana | 3594 | 624-3120 | |
| Donny Wicks Associates | 12/16/07 | 09/30/08 | 9408 | CCR | 60.00 | 88,600.00 | Scott, Randy | 3580 | 622-6047 | |
| Electric Enterprises Inc | 01/02/08 | 12/31/08 | 3738 | KXM | 65.00 | 135,720.00 | Bohner, Sheri | 3738 | 785-4993 | |
| Western States Consulting | 02/01/08 | 01/31/09 | 5845 | TPN | 63.00 | 134,912.00 | Peary, Alan | 5852 | 485-4913 | |
| Donny Wicks Associates | 12/01/07 | 05/30/08 | 9408 | CCR | 59.00 | 48,000.00 | Scott, Randy | 3580 | 622-6047 | |
| Fix-em Right Inc | 02/11/08 | 04/12/08 | 3410 | BAS | 55.00 | 21,300.00 | Mondo, Gert | 5863 | 785-5982 | |
| Fix-em Right Inc | 04/15/08 | 12/31/08 | 3411 | BAS | 55.00 | 21,300.00 | Mondo, Gert | 5864 | 785-5983 | |

MemoLog Worksheet

| Problem Invoices to TAM | | | | | | | | | | |
|-------------------------|-----------|----------------|------------------------|------------|----------|-----------|------------|-----------------|----------|----------------------|
| Memo Date | ID Number | Programmer | Company | Start Date | End Date | Invoice # | Invoice \$ | Reason | Response | Remarks |
| 01/21/08 | Wilki0508 | Wilkins, Peter | Donny Wicks Associates | 01/02/08 | 01/15/08 | 2364 | 600.00 | Over AA Dollars | 01/29/08 | rec'd extension memo |
| | | | | | | | | | | |

FeeMax Worksheet

| Contract Fee Maximum | | | | | | | | | | | |
|----------------------|----------------|-----------|-----------|------------|----------|-------|-------------|---------------|------------------|------------------|------------------|
| ID Number | Programmer | Invoice # | Date Paid | Begin Date | End Date | Rate | Total Hours | Total Invoice | Total to Date | Fee Max | Available \$ |
| Brown0391 | Brown, Lou | 509 | 01/11/08 | 12/17/07 | 12/31/07 | 25.00 | 70.0 | 1,750.00 | | | |
| Brown0391 | Brown, Lou | 510 | 01/25/08 | 01/02/08 | 01/15/08 | 25.00 | 68.0 | 1,700.00 | | | |
| Brown0391 | Brown, Lou | 511 | 02/08/08 | 01/16/08 | 01/31/08 | 25.00 | 70.0 | 1,750.00 | | | |
| Total: | | | | | | | | | 5,200.00 | 29,000.00 | 23,800.00 |
| forti0608 | Fortier, Brian | 3723 | 02/08/08 | 01/02/08 | 01/31/08 | 25.00 | 176.5 | 4,412.50 | | | |
| Total: | | | | | | | | | 4,412.50 | 29,000.00 | 24,587.50 |
| Lehre1208 | Lehrer, Philip | 101 | 02/08/08 | 01/02/08 | 01/31/08 | 52.00 | 165.0 | 8,580.00 | | | |
| Total: | | | | | | | | | 8,580.00 | 70,000.00 | 61,420.00 |
| Peckh0908 | Peckham, Art | 329 | 01/11/08 | 12/16/07 | 12/31/07 | 60.00 | 60.0 | 3,600.00 | | | |
| Peckh0908 | Peckham, Art | 330 | 02/08/08 | 01/02/08 | 01/31/08 | 60.00 | 177.0 | 10,620.00 | | | |
| Total: | | | | | | | | | 14,220.00 | 88,600.00 | 74,380.00 |
| Wilki0508 | Wilkins, Peter | 1001 | 12/21/07 | 12/01/07 | 12/15/07 | 59.00 | 64.0 | 3,776.00 | | | |
| Wilki0508 | Wilkins, Peter | 1002 | 01/11/08 | 12/16/07 | 12/31/07 | 59.00 | 66.0 | 3,894.00 | 7,670.00 | | |
| Wilki0508 | Wilkins, Peter | 1003 | 01/25/08 | 01/02/08 | 01/15/08 | 59.00 | 85.0 | 5,015.00 | | | |
| Wilki0508 | Wilkins, Peter | 1004 | 02/08/08 | 01/16/08 | 01/31/08 | 59.00 | 82.0 | 4,838.00 | | | |
| Total: | | | | | | | | | 17,523.00 | 48,000.00 | 30,477.00 |

Invoices Worksheet

| Invoices | | | | | | | | | | | | |
|----------------------|----------------|------------------------|--------|-----------|-----------|------------|----------|-------|----------------------------|------------------|---------|----------------------|
| ID Number | Programmer | Vendor | Charge | Invoice # | Date Paid | Begin Date | End Date | Rate | Total Hours | Total Invoice | Accrued | Memo |
| Wilki0508 | Wilkins, Peter | Donny Wicks Associates | 9408 | 1001 | 12/21/07 | 12/01/07 | 12/15/07 | 59.00 | 64.0 | 3,776.00 | | |
| | | | | | | | | | Total: | 3,776.00 | | |
| | | | | | | | | | Total for December: | 3,776.00 | | |
| Peckh0908 | Peckham, Art | Donny Wicks Associates | 9408 | 329 | 01/11/08 | 12/16/07 | 12/31/07 | 60.00 | 60.0 | 3,600.00 | 12/07 | |
| Wilki0508 | Wilkins, Peter | Donny Wicks Associates | 9408 | 1002 | 01/11/08 | 12/16/07 | 12/31/07 | 59.00 | 66.0 | 3,894.00 | 12/07 | |
| Brown0391 | Brown, Lou | EDS Temps Inc | 3072 | 509 | 01/11/08 | 12/17/07 | 12/31/07 | 25.00 | 70.0 | 1,750.00 | 12/07 | Dec Exp 13,020.00 |
| | | | | | | | | | Total: | 9,244.00 | | |
| Wilki0508 | Wilkins, Peter | Donny Wicks Associates | 9408 | 1003 | 01/25/08 | 01/02/08 | 01/15/08 | 59.00 | 85.0 | 5,015.00 | | |
| Brown0391 | Brown, Lou | EDS Temps Inc | 3072 | 510 | 01/25/08 | 01/02/08 | 01/15/08 | 25.00 | 68.0 | 1,700.00 | | |
| | | | | | | | | | Total: | 6,715.00 | | |
| | | | | | | | | | Total for January: | 15,959.00 | | |
| Lehre1208 | Lehrer, Philip | Beltam Systems Inc | 3117 | 101 | 02/08/08 | 01/02/08 | 01/31/08 | 52.00 | 165.0 | 8,580.00 | 01/08 | |
| Peckh0908 | Peckham, Art | Donny Wicks Associates | 9408 | 330 | 02/08/08 | 01/02/08 | 01/31/08 | 60.00 | 177.0 | 10,620.00 | 01/08 | |
| Wilki0508 | Wilkins, Peter | Donny Wicks Associates | 9408 | 1004 | 02/08/08 | 01/16/08 | 01/31/08 | 59.00 | 82.0 | 4,838.00 | 01/08 | |
| Brown0391 | Brown, Lou | EDS Temps Inc | 3072 | 511 | 02/08/08 | 01/16/08 | 01/31/08 | 25.00 | 70.0 | 1,750.00 | 01/08 | |
| forti0608 | Fortier, Brian | EDS Temps Inc | 3072 | 3723 | 02/08/08 | 01/02/08 | 01/31/08 | 25.00 | 176.5 | 4,412.50 | 01/08 | Jan Exp 36,915.50 |
| | | | | | | | | | Total: | 30,200.50 | | |
| Brown0391 (start) | Brown, Lou | EDS Temps Inc | 3072 | 512 | 02/22/08 | 02/01/08 | 02/15/08 | 25.00 | 68.0 | 1,700.00 | | |
| | | | | | | | | | Total: | 1,700.00 | | |
| | | | | | | | | | Total for February: | 31,900.50 | | |
| Grand Total: | | | | | | | | | | 51,635.50 | | |

Accruals Worksheet

| Accruals | | | | | | |
|----------------|------------------------|----------------------|---------------|------------------|---------|-----------------|
| Programmer | Vendor | Charge | Invoice # | Total Invoice | Accrued | Reversed |
| Brown, Lou | EDS Temps Inc | 3072 | 509 | 1,750.00 | 12/07 | |
| | | 3072 | Total: | 1,750.00 | | 01/10/08 |
| Peckham, Art | Donny Wicks Associates | 9408 | 329 | 3,600.00 | 12/07 | |
| Wilkins, Peter | Donny Wicks Associates | 9408 | 1002 | 3,894.00 | 12/07 | |
| | | 9408 | Total: | 7,494.00 | | 01/10/08 |
| | | December 2007 | | 9,244.00 | | |
| Brown, Lou | EDS Temps Inc | 3072 | 511 | 1,750.00 | 01/08 | |
| Fortier, Brian | EDS Temps Inc | 3072 | 3723 | 4,412.50 | 01/08 | |
| | | 3072 | Total: | 6,162.50 | | 02/10/08 |
| Lehrer, Philip | Beltam Systems Inc | 3117 | 101 | 8,580.00 | 01/08 | |
| | | 3117 | Total: | 8,580.00 | | 02/10/08 |
| Peckham, Art | Donny Wicks Associates | 9408 | 330 | 10,620.00 | 01/08 | |
| Wilkins, Peter | Donny Wicks Associates | 9408 | 1004 | 4,838.00 | 01/08 | |
| | | 9408 | Total: | 15,458.00 | | 02/10/08 |
| | | January 2008 | | 30,200.50 | | |
| | | February 2008 | | | | |
| | | Grand Total: | | 39,444.50 | | |

ExpRec Worksheet

| Contract Programmers Monthly Expense Recap Report | | | | | | | | | | | |
|---|------------------------|----------------------|-------------|-----------|------------|----------|-------------|---|---------|--------------------------------------|--|
| By Division and Unit | | | | | | | | | | | |
| January 2008 | | | | | | | | | | | |
| Programmer | Vendor | Division | Charge | Invoice # | Begin Date | End Date | Total Hours | Total Invoice | Accrued | | |
| | | Division: AMB | | | | | | | | Total for Division: 8,580.00 | |
| Lehrer, Philip | Beltam Systems Inc | AMB | 3117 | 101 | 01/02/08 | 01/31/08 | 165.0 | 8,580.00 | 01/08 | | |
| | | | 3117 | | | | | Total for Charge Unit: 8,580.00 | | | |
| | | Division: CCR | | | | | | | | Total for Division: 20,473.00 | |
| Peckham, Art | Donny Wicks Associates | CCR | 9408 | 330 | 01/02/08 | 01/31/08 | 177.0 | 10,620.00 | 01/08 | | |
| Wilkins, Peter | Donny Wicks Associates | CCR | 9408 | 1003 | 01/02/08 | 01/15/08 | 85.0 | 5,015.00 | | | |
| Wilkins, Peter | Donny Wicks Associates | CCR | 9408 | 1004 | 01/16/08 | 01/31/08 | 82.0 | 4,838.00 | 01/08 | | |
| | | | 9408 | | | | | Total for Charge Unit: 20,473.00 | | | |
| | | Division: NAB | | | | | | | | Total for Division: 7,862.50 | |
| Brown, Lou | EDS Temps Inc | NAB | 3072 | 510 | 01/02/08 | 01/15/08 | 68.0 | 1,700.00 | | | |
| Brown, Lou | EDS Temps Inc | NAB | 3072 | 511 | 01/16/08 | 01/31/08 | 70.0 | 1,750.00 | 01/08 | | |
| Fortier, Brian | EDS Temps Inc | NAB | 3072 | 3723 | 01/02/08 | 01/31/08 | 176.5 | 4,412.50 | 01/08 | | |
| | | | 3072 | | | | | Total for Charge Unit: 7,862.50 | | | |
| | | | | | | | | Grand Total for January: 36,915.50 | | | |
| Contract Programmers Monthly Expense Recap Report | | | | | | | | | | | |
| By Division and Unit | | | | | | | | | | | |
| February 2008 | | | | | | | | | | | |

RptFeeVSAct Worksheet

| Contract Programmer Report | | | | | | | | | | |
|----------------------------|------------|----------|---------|----------------|----------|--------------------|-----------------------------|--------------|------------------------|---------------------------|
| Fee Maximum vs. Actuals | | | | | | | | | | |
| December 2007 | | | | | | | | | | |
| Programmer | Begin Date | End Date | \$/Hour | Contact Person | Phone | Appendix A Fee Max | Total Charged to Appendix A | Percent Used | Date Unit Last Charged | Under/Over Appendix A Max |
| DIVISION: NAB | | | | | | | | | | |
| Unit Number: 3072 | | | | | | | | | | |
| Brown, Lou | 12/17/07 | 06/17/08 | 25.00 | Clark, Rudy | 622-2375 | 29,000.00 | 1,750.00 | 6% | 01/11/08 | 27,250.00 |
| DIVISION: CCR | | | | | | | | | | |
| Unit Number: 9408 | | | | | | | | | | |
| Wilkins, Peter | 12/01/07 | 05/30/08 | 59.00 | Scott, Randy | 622-6047 | 48,000.00 | 7,670.00 | 16% | 01/11/08 | 40,330.00 |
| Peckham, Art | 12/16/07 | 09/30/08 | 60.00 | Scott, Randy | 622-6047 | 88,600.00 | 3,600.00 | 4% | 01/11/08 | 85,000.00 |

ConRecap Worksheet

| Monthly Contract Recap As of December 31, 2007 | | | | | | | |
|---|------------------|--|---------------|-------------------|-----------------------|------------------------------------|-------------|
| Project Manager: | Clark, Rudy | Unit: | 3072 | | | | |
| Programmer: | Brown, Lou | Company: | EDS Temps Inc | Project: | Tax System Assistance | | |
| Start Date: | 12/17/07 | End Date: | 06/17/08 | Rate/Hour: | 25.00 | Fee Max: | 29,000.00 |
| | | | | | | Charge To: | 3072 |
| Invoice Number | Date Paid | Periods Paid | | Hours | Dollar Total | | |
| 509 | 01/11/08 | 12/17/07 to 12/31/07 | | 70 | 1,750.00 | | |
| | | Total of Hours & Invoice Dollars: | | 70 | \$1,750.00 | | |
| | | | | | | Total Charged to Contract: | \$1,750.00 |
| | | | | | | Percent Used: | 6% |
| | | | | | | Remaining Contract Dollars: | \$27,250.00 |