

EXHIBIT 13HOW DO I CHARGE THESE EXPENSES:HOME EXPENSES:Foundation Personal

- | | <u>Foundation</u> | <u>Personal</u> |
|---|-------------------|-----------------|
| 1. When my home needs - painting - repairs - or service of any type (plumber, electrician, carpenter) _____ | | |
| 2. When my home requires a full-time housekeeper _____ | | |
| 3. When my home requires a part-time servant _____ | | |
| 4. When my home requires a part - or full-time gardener _____ | | |
| 5. When my home requires new furniture _____ | | |
| 6. When my home requires garden supplies (fertilizer, plants) _____ | | |

INSURANCE:

- | | | |
|--|--|--|
| 1. Who pays fire insurance policy _____ | | |
| 2. Who pays life insurance policy _____ | | |
| 3. Is the Foundation or am I the beneficiary _____ | | |
| 4. Should I notify my insurance companies _____ | | |
| 5. How about accident insurance _____ | | |
| 6. Is a Will necessary _____ | | |

TRAVEL AND EXPENSES:

- | | | |
|---|--|--|
| 1. On a <u>business</u> trip, who pays for: | | |
| Car expense _____ | | |
| Gas expense _____ | | |
| Hotel and meals _____ | | |
| Cab or car rentals _____ | | |
| What reports do I keep _____ | | |
| 2. On a <u>pleasure</u> trip: | | |
| Car expense _____ | | |
| Gas expense _____ | | |
| Hotel and meals _____ | | |