**Frederick Rosenfeld**

**ACCOUNTING RESULTS, INC.**

**1393 West Street**

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December 8, 2020

Mr. Chris Horne

General Manager

The Marin Tennis Club

925 Belle Avenue

San Rafael CA 94901

Subject: Bookkeeper/QuickBooks services

Dear Chris:

I wanted to thank you for your time and considering using my services for what we discussed today, December 8, 2020. Per our meeting, this letter when signed and dated by you in the spaces set forth at the end will serve as a record of our “Agreement” concerning my (the “Consultant”) providing accounting services to you (the “Services”), and my fees and expected costs for these services.

(1) **My Services**.

(A) **Description of Services**.

Effective January 2021, I will begin to provide you with these Services, which will be performed by me:

1. Work with your current bookkeeper in transitioning the accounting/bookkeeping functions.
2. Work with you, your staff and QuickBooks Payroll services with respect to accounting/bookkeeping and payroll functions.
3. Use QuickBooks in the Cloud to reconcile your checking and savings bank statements monthly.
4. Review financials, including Balance Sheet and Profit & Loss analyses prior to closing with the General manager and provide explanations for any significant variances.
5. Prepare monthly financial statements for the finance committee and board of directors.
6. Prepare quarterly sales & use tax returns.
7. Compile data and prepare form 571-L.
8. Assist with preparing the annual budget.
9. Work with your firm’s tax accountant, as required.
10. Act as a resource for financial questions, including recommendations on financial presentation and other areas that can be improved or changed.

(B) **Schedule and Location for, and Equipment used for, Performance of Services; my independent contractor status**.

I am performing the Services as an independent contractor and not as an employee you (the “Client”), The Marin Tennis Club, or any of its associated entities. I generally perform the Services at locations and during hours of my choosing, taking into account the needs of all my clients, using my own equipment and supplies, but to accommodate the needs of the Client, I may agree to perform all or some of the Services at one or more of the Client’s place(s) of business, using equipment and supplies of the Client.

(2) **My fees for the Services; “costs”; and fee or costs advances; billing**.

My billing rate is $70.00 per hour, and as we discussed approximately 18 to 22 hours per month will be required to perform the above. I bill in 0.25 hour increments and I bill bi-monthly.

Any additional work to be performed beyond the scope of the Services above will be agreed upon prior to commencement. Payment for my services will be due within fifteen (15) calendar days of the invoice date.

(3) **No Guarantee of Results or Fees and Costs if Dependent on Behavior of Others**.

You understand that I am not guaranteeing successful results for you from the Services to the extent that results depend upon the cooperation of others who do not provide such cooperation or the Client’s equipment which is provided to me for performance of the all or any of the Services is inadequate.

(4) **Termination of This Agreement**.

This Agreement may be terminated by either party giving fifteen (15) days advance notice to the other party in writing**.**

This Agreement may be terminated immediately upon Client's failure to timely pay when due payments of any Refundable Fee/Cost Advance provided for in this Agreement or any fees due me, or any cost reimbursements due me.

Notwithstanding such termination, the Client shall remain obligated for all compensation due Accounting Results, Inc., for Consultant’s Services, and for all costs incurred by the Consultant in performing the Services or preparing to perform the Services, whether billed prior to or after termination.

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If the arrangements set forth above meet your agreement, please sign and date below and then either email, mail or fax back to me (925-215-8444) ALL PAGES.

I look forward to a working relationship with you and your staff.

NOTE:

(1) DO NOT SIGN THIS LETTER AGREEMENT BELOW UNTIL YOU FEEL YOU HAVE HAD ENOUGH TIME TO READ AND UNDERSTAND IT.

(2) DO NOT SIGN THIS AGREEMENT UNLESS YOU BELIEVE IT CONTAINS EVERYTHING WE HAVE AGREED UPON REGARDING MY OBLIGATIONS AND YOUR OBLIGATIONS IN CONNECTION WITH THE "Project(s)".

(3) YOU ARE TO RECEIVE A COPY OF THIS AGREEMENT AFTER YOU AND I SIGN IT.

Very truly yours,

Frederick Rosenfeld

President

Accounting Results, Inc.

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I agree to the above arrangements.

Chris Horne

General Manager

The Marin Tennis Club

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