

Renee C. Paisley – The Balancing Act

ENGAGEMENT LETTER FOR BOOKKEEPING AND CONSULTING

Client: Marin Tennis Club

This letter outlines the terms of engagement and clarifies the nature and extent of the services I will provide.

Services

General Bookkeeping

- Closing monthly financials and produce reports that will be presented to the Finance Committee and the Board of Directors each month
- Review financials prior to closing with the General manager and provide explanations for any significant variances
- Assist Elmira, Business manager, with Quickbooks Payroll service when needed.
- Prepare Quarterly Sales Tax reports and facilitate payment with the GM
- Assist with annual budgeting
- Provide consultation and recommendations on financial presentation and other areas that can be improved or change

Fee: \$85.00 per hour

Payment

Invoices for my services are provided monthly on the first of the month. Invoices are due and payable upon receipt. Billings become delinquent if not paid within 15 days of the invoice date. Payments received more than 15 days after the invoice date will be assessed a late fee of 1.5% of the outstanding balance for each month late. If billings are past due in excess of 30 days, I will stop all work until your account is brought current, or you withdraw from the engagement

Privacy Policy

During the course of my work, all information related to Financial Recovery Institute and your clients' financial matters would be kept confidential. This policy applies even if you are no longer a client. Please acknowledge your agreement with the above terms by signing and dating in the space below, and returning the original to my attention. I will plan to continue my services under this agreement, unless either of us notifies the other of a termination or revision of this arrangement.

Termination

Either party may terminate this engagement upon written notification to the other party

Thank you for this opportunity to serve you.

Sincerely,

Renee Paisley

The Balancing Act

APPROVED:

Chris Home

Renee Paisley

Date _____

Date _____