# ABC Accounting and Bookkeeping Services LLC

November 15, 2022

### Monica Martinez, LEED AP

### Executive Director

### [monica@thefaxdenver.com](mailto:monica@thefaxdenver.com)

The Fax Partnership

Dear Monica:

In order to better understand each party’s obligations, the terms ‘we, us and our’ will identify the firm of ABC Accounting and Bookkeeping Services LLC. The terms ‘you and your’ will apply to The Fax Partnership.

## Proposal

We will provide accounting services off-site for approximately 20-25 hours per month to include:

* Accounts Payable and Accounts Receivable
* Donation Database Reconciliation
* Payroll Processing
* Bank and credit card Reconciliation
* General Ledger Reconciliation
* Develop, implement and ensure adherence to board approved finance policies, procedures and budget.
* Assist in annual budget process and periodic reforecasting
* Assist in grant tracking and management
* Assist the Executive Director to develop financial plans
* Manage accounting procedures
* Execute the organization’s financial strategy
* Assist in annual audit and 990
* Other special projects as assigned

## Cost Summary

Our fees for the services outlined above will be $2,500 per month. Our proposal is based on a start date of January 1, 2023.

If additional hours are needed for special projects, we will charge $100 per hour for those duties. We will obtain permission from the executive director prior to charging any additional fees.

[If this](https://www.lawinsider.com/clause/proposal-acceptance) proposal is agreeable to you, please indicate your acceptance by signing in the space provided below and return one copy to us for our file. This proposal is void if not accepted prior to December 1, 2022. We welcome an opportunity to provide accounting and bookkeeping services to The Fax Partnership. I look forward to hearing from you. Please contact me directly anytime if you have additional questions or requests.

Sincerely,



Amy Mickles

ABC Accounting and Bookkeeping Services

303-257-2396

[amy@abc-bookkeeping.com](mailto:amy@abc-bookkeeping.com)

Client’s Signature

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The Fax Partnership

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