

## **Agreement for Bookkeeping Services**

between

**Salt Spring and Southern Gulf Islands Community Services Society (SSICS)**

and

**Salt Spring Island Literacy Society (the Client)**

### **1. TERM**

- a. November 1, 20XX-December 31, 20XX

### **2. SERVICES**

- a. Clean up old financial records and prepare documents and reports to ensure financial statements and reporting are up to date and in compliance with regulatory requirements.
- b. Set up current financial records and systems according to SSICS procedures and Client specifications.
- c. Ongoing bookkeeping services including managing records, payroll, preparing statements and preparing reports.

### **3. LIMIT OF SERVICE**

- a. Responsibility for legal compliance rests with the Client. SSICS will assist in preparing reports, but will not sign or file reports.
- b. SSICS cannot be relied upon to identify errors, irregularities or illegal acts including fraud or misappropriation which may exist. SSICS may inform the Client of such matters that come to our attention.

### **4. FEE**

- a. The rate for the term of this agreement is \$ 42.00/hour.
- b. Only actual hours worked will be billed. The maximum amount of this agreement is 108 hours @ 42.00 for a maximum total of \$ 4,536 total based on:
  - i. Clean up: up to 24 hours
  - ii. Set up: up to 12 hours
  - iii. Ongoing Service: up to 2 hours bi weekly (60 hours)

- iv. Reports, meetings and other requirements: up to 12 hours

## **5. PAYMENT**

- a. SSICS will provide a monthly invoice of actual time and any expenses with receipts. Payment will be made by the Client within 30 days

## **6. COMMUNICATION**

- a. Communication regarding this agreement and all aspects of the service shall be restricted to the following individuals as determined by each party:
  - i. SS Literacy: Rachel Scott, Executive Director
  - ii. SSICS: Rob Grant, Executive Director, Blair Bryson, Financial Administrator, Clare Cullen, Bookkeeper, Gloria McEachern, Payroll Clerk.
- b. Changes to authorized individuals will be reported in writing to the other party as soon as possible.

## **7. INFORMATION, DOCUMENTATION AND RECORDS**

- a. The Client will provide required information to SSICS at the onset of the agreement, on an ongoing basis as required, and as information changes including, but not limited to: bank statements, accounting policies, relevant board minutes/motions, list of current directors, employment agreements, contracts, past financial records (previous year).
- b. All records and other material will be kept confidential and stored securely at the SSICS administration office.
- c. Some records may be returned upon to the Client when no longer required to perform the bookkeeping duties. All records and materials will be returned to the Client upon termination of agreement.

## **8. ACCURACY AND TIMELINESS OF INFORMATION**

- a. The Client will provide SSICS with financial, relevant correspondence and other information required to perform bookkeeping tasks in a complete and timely manner. SSICS will not be responsible for bookkeeping errors resulting from information from the Client which is incomplete, inaccurate or provided late.

## **9. INDEMNIFICATION**

- a. The Client shall indemnify and save SSICS harmless from any and against all claims, actions, losses, expenses, costs, or damages of every nature and kind which the SSICS or its officers,

employees, or agents may suffer as a result of the tortious conduct of the Client , including misrepresentation, illegal or fraudulent behaviour on your part.

#### **10. MODIFICATIONS OR AMENDMENTS**

- a. Any additional or other services will be negotiated separately. Amendments, changes, or modifications to this Agreement shall be signed by both parties.

#### **11. TERMINATION**

- a. This agreement may be terminated by either party with fourteen (14) days written notice.

Salt Spring and Southern Gulf Islands Community Services Society 268 Fulford-Ganges Road SALT SPRING ISLAND, BC V8K 2K6	Salt Spring Literacy Society Box 288 SALT SPRING ISLAND, BC V8K 2V9
Signed:	Signed:
Print:	Print:
Date:	Date: