

AGREEMENT FOR SPECIAL SERVICES

Fiscal Services

This is an agreement between the Blue Oak Charter School, herein after referred to as "BOCS" and Steven J. Rudy, herein after referred to as "Consultant", entered as of October 1, 2019.

RECITALS

WHEREAS, BOCS needs assistance regarding fiscal service issues; and,
WHEREAS, Consultant, is professionally trained and competent to provide these services.

NOW THEREFORE, the parties in this agreement do hereby mutually agree as follows;

1. Consultant agrees to perform duties, in conjunction with designated staff, to help ensure compliance with fiscal reporting requirements, including budget, accounting, financial reports, and other services, as mutually agreed upon. It is the intent of BOCS and Consultant to use QuickBooks online.
2. BOCS agrees to pay Consultant a one-time fee of \$3,000 for setup of QuickBooks online.
3. BOCS agrees to pay to Consultant \$2,000 per month for services rendered, off-site, under this agreement, as specified below.
4. Requests for additional fiscal services that may arise from time to time, and mutually agreed upon, shall be compensated at the rate of \$95 per hour.
5. Any on-site services requested and mutually agreed upon shall be compensated at \$1,500 plus \$760 per day for each request.
6. The term of this contract shall be for the period beginning October 1, 2019 and continuing until June 30, 2021. This term may be modified by mutual consent or terminated by either party giving at least 60 days written notice.
7. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this agreement, is an independent contractor and is not an employee of BOCS.

Budget, accounting and financial reports using QuickBooks online.

BOCS shall secure a QuickBooks online account and maintain monthly services from QuickBooks. This may require more than one "entity" account, as determined by operational preferences. BOCS shall provide Consultant necessary access to QuickBooks online.

Budgeting

- Creation of and revisions to annual budget based upon BOCS provided information
- Creation of and revisions to multi-year budgets based upon BOCS provided information
- Cash flow projections with monthly updates

Financial Statements

- Assist with the creation of financial statements, available on QuickBooks, for local use
- In conjunction with designated staff, prepare required reports for annual budget, first and second interim reports, and unaudited actual year-end report

Accounting

- Setup of chart of accounts and general ledger
- Journal entries and account maintenance
- Assist with bank reconciliation, as needed. BOCS shall provide bank statements and/or access to bank account(s) activity
- Prepare journal entries for payroll activity, based upon information from payroll services provider
- Maintain a schedule of capital assets and accumulated depreciation based upon information provided by BOCS
- Assist with year-end closing journals

Items needed to proceed.

- Vendor list with 1099 designation
- Capital assets spreadsheet
- Bank accounts re: cash accounts on balance sheet
- Components of fund balance
- Current chart of accounts on CSMC system
- 2018-19 Unaudited Actuals
- Spreadsheet for payroll data that goes into financials

NOTE: THIS AGREEMENT DOES NOT INCLUDE PAYROLL SERVICES.

It is assumed that BOCS will secure payroll services with a third party who will provide enough data from each pay period to allow Consultant to enter payroll summary account activity into Quick Books.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as indicated below:

BY: _____

DATE: _____

Steven J. Rudy, Consultant

BY: _____

DATE: _____

Susan Domenighini
Executive Director, BOCS