



Birch Run Township

8425 Main Street • P.O. Box 152 • Birch Run, MI 48415
Phone: (989) 624-9773 • Fax: (989) 624-1177

Contract for Accounting Services

This agreement, made between _____, hereinafter called the "Accountant", and Birch Run Township, a Michigan Municipal Corporation whose address is 8425 Main St., Birch Run Mi. 48415 hereinafter called the "Township".

1. PURPOSE AND INTENT/SCOPE OF SERVICE:

The accountant shall provide the services listed on Exhibit A to this agreement on the terms and conditions enumerated in this agreement. The accountant shall provide advice and consultation with the Township Board and employees of the Township where, in the discretion of the Board, appropriate.

2. REMUNERATION:

The Township agrees to pay the Accountant at a fixed hourly rate of \$_____ per hour for the services provided. (It is estimated that approximately 16 hours will be required to perform the monthly services)

3. BEGINNING AND TERMINATION DATES OF THIS CONTRACT:

This agreement shall commence on the last date written by the signatories on this document and shall end on March 31, 2018. Either party may terminate this agreement upon written notice giving each party a 30-day notice. Thirty days after receipt of this notice, this Agreement shall automatically terminate without further obligation of the parties.

4. AVAILABILITY OF ACCOUNTANT

The Accountant shall be available to the Township Board and employees for consultation within a reasonable time frame, upon notification by the Township.

5. QUALITY AND PROGRESS OF WORK:

If a time during the period of the contract period the quality and or progress of the work shall not be satisfactory to the Township Board, the Township reserves the unilateral right to terminate the contract and upon written notice directed to the Accountant, the Township shall hereafter be responsible for only the work performed through the date of notification at the agreed upon hourly rate.

6. INDEPENDENT CONTRACTOR:

This contract creates an independent contractor relationship between the Township and the Accountant. Nothing set forth in this contract shall be construed to create an employment relationship between the Township and the Accountant. The Township shall not be liable for the withholding of payroll taxes, or any other liabilities or benefits associated with an employment relationship.

Birch Run Township:

Dated: _____

BY: Ray Letterman, Supervisor

Dated: _____

BY: Corey Trinklein, Clerk

_____, Accountant:

Dated: _____

BY: _____, Accountant

EXHIBIT A:

Description of services to be provided:

YEAR-END

1. Reconcile bank accounts
2. Reconcile bank balance to the general ledger (Clerk's balance)
3. Provide detail on any adjustments or transfers that need to be made to correct cash balances.
4. Adjust utility receivable to actual at year end and reconcile revenue to billings.
5. Adjust special assessments receivable to settlement and reconcile special assessment collections.
6. Verify and adjust accounts payable to actual.
7. Verify and adjust payroll liabilities and withholdings payable to actual.
8. Adjust bonds and contracts payable to schedule.
9. Verify that proper transfers have been made from the DDA to cover debt payments.
10. Verify that proper transfers have been made between funds as budgeted.
11. Assist in preparation of W-2's, W-3, 1099's and 1096.
12. Update tax tables to new rates.

MONTHLY

1. Reconcile bank accounts
2. Reconcile bank balance to the general ledger (Clerk's balance)

QUARTERLY

1. Reconcile payroll liabilities and withholdings to payroll records.

OTHER SERVICES

1. Provide advice on proper accounting practices for governmental accounting as needed.
2. Provide instructional support on proper procedures as needed.
3. Be available for questions as needed.