

**Contract Proposal**  
**Sum It Up Accounting**  
**January 10, 2021**

Sum It Up Accounting Proposes the following services listed below with the following scope of work to be performed by Sum It Up Accounting for a total fee of **\$250.00** per month:

1. Generate by Rebuilding Monthly Profit & Loss Statements & Balance Sheets from July 1, 2020 – December 31, 2021, at \$250.00 per month. Total cost: \$4,500.00 (this amount will be added to the \$21,450.00 creating a balance forward of \$25,950.00 Sum It Up Accounting.

**Work Product**

- A. Generate Profit & Loss & Balance Sheet Statements to the District monthly. This information will be provided based off the "County" Monthly Reports and Documentation received by the HCSD to Sum It Up Accounting monthly.
  - B. Conduct monthly Account Reconciliations based off the County Records provided by HCSD from the Siskiyou County
  - C. File the Financial Transaction Report and the Government Compensation Report annually as required.
2. Sum It Up Accounting will handle the Audit Requirement of the District at a rate of \$35.00 per hour (total amount will be determined at the time of the Annual Audit). Sum It Up Accounting agrees to utilize the data created from the Rebuilding of data from July 1, 2020 – June 30, 2021, in Sum It Up Accounting and the County Monthly Reports to complete the audit requirements.

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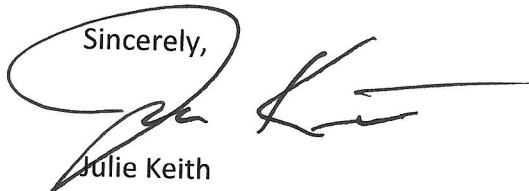
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Regarding the past monies owing and the current Rebuild requirements, Sum It Up Accounting will allow HCSD to make monthly payments of \$200.00 per month. This will make our current contract for Bookkeeping & Billing to raise to \$1,300.00 per month. Sum It Up Accounting monthly fees will increase 2.5% annually starting January 1, 2023.

Additionally, this Contract/Proposal is that the Hornbrook Community Service District indemnify Sum It Up Accounting for any lawsuits filed due to the actions of the HCSD Board & Sum It Up Accounting.

Sincerely,



Julie Keith

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