**Business Co-operative**

**Letter of Agreement – Bookkeeping Services**

1. **Summary**

This Letter of Agreement outlines the terms and conditions for the contractual position of ‘Bookkeeper’ between [Business Name] and [Bookkeeper’s Name].

**2. Responsibilities**

The Bookkeeper will be responsible for the completion of the following tasks:

1. Process accounts payable/payroll cheques and record all transactions in a software approved by the board of directors;
2. Visit [Business] not less than twice per month to collect receipts, prepare cheques, and gather any other materials necessary to the completion of tasks;
3. Prepare monthly bank reconciliations on all bank accounts;
4. Prepare financial reports for board meetings at the request of the Treasurer;
5. Monitor staff time sheets and ensure payroll reflects monthly hours worked;
6. Assist the Treasurer in the preparation of the annual budget, financial report for the annual meeting, GST recovery, and provincial annual return
7. Prepare cheques and inform officers of the need for signatures as needed;
8. Assist the Treasurer and auditor of [Business] in the preparation and completion of the year-end review engagement;
9. Monitor the spending of [Business] staff and directors and report any irregularities to the Treasurer;
10. Make recommendations to the Treasurer related to [Business]’s financial policies or practices; and
11. Any other duties assigned by the board and agreed to by the Bookkeeper.

**3. Remuneration**

The Bookkeeper will be paid $[Amount] per hour. It is anticipated that the aforementioned services will require [8-12] hours of work per month and the Bookkeeper must maintain a record of hours worked. Payment for services will be made to the Bookkeeper, by cheque, on the last day of each month. As a contracted service provider, the Bookkeeper is not eligible to any benefits under the Labour Standards Act of the Province of [Province].

**4. Other Terms and Conditions**

The following terms apply to this agreement:

1. Any changes to this agreement must have the expressly written consent of both parties;
2. This agreement may be terminated at the request of either party provided 14 days’ notice is provided;
3. Failure to uphold the terms and conditions of this agreement is grounds for termination of the agreement without notice; and
4. The term of this contract shall begin on the 1st day of [Month], 2019 and end on the 31st day of [Month] 2020.

**5. Confidentiality**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to hold in strict confidence all information concerning Business and agree not to discuss any matters anyone other than those properly concerned. I understand that should I violate this confidence, this agreement may be terminated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Bookkeeper

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed

**6. Agreement**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the terms and conditions outlined in this agreement and accept the contractual position of Bookkeeper of Place.

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| Signature of the Bookkeeper | President |
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| Date Signed | Date Signed |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Treasurer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Signed |