

RETAINER AGREEMENT

Non-Profit Accounting Services

This Agreement is made and entered into effective as of _____, by and between:

The Client:

Organization Name: _____

Address: _____

Tax-Exempt Status / 501(c)(3) ID: _____

The Service Provider:

Firm / Accountant Name: _____

Address: _____

1. SCOPE OF SERVICES

The Service Provider agrees to perform professional accounting, bookkeeping, and financial advisory services tailored to the requirements of non-profit operations, specifically including:

1. Maintenance of general ledger and fund accounting systems, including segregation of restricted and unrestricted funds.
2. Preparation of monthly, quarterly, and annual financial statements, including Statements of Financial Position, Activities, and Functional Expenses.
3. Tracking, reconciliation, and reporting of grant funding and public/private contributions.
4. Assistance with annual budget development and cash flow monitoring.
5. Preparation of materials and worksheets required for the annual IRS Form 990 filing and annual independent audit or review, if applicable.
6. Consultation and attendance at Board of Directors meetings as mutually agreed, up to _____ hours per month.

2. RETAINER FEE & PAYMENT TERMS

1. **Monthly Retainer:** The Client agrees to pay the Service Provider a recurring monthly retainer fee of \$ _____ for the services described in Section 1.
2. **Invoicing:** The retainer fee is due and payable on the _____ day of each calendar month.
3. **Additional Services:** Any services requested by the Client outside the scope of Section 1 will be billed at an hourly rate of \$ _____ per hour, subject to prior written approval from the Client.

3. TERM AND TERMINATION

1. This Agreement shall commence on _____ and continue on a month-to-month basis.
2. Either party may terminate this Agreement at any time, with or without cause, by providing _____ days written notice to the other party.

4. NON-PROFIT COMPLIANCE & CONFIDENTIALITY

1. The Service Provider acknowledges the Client's tax-exempt status and agrees to perform all services in accordance with Generally Accepted Accounting Principles (GAAP) appropriate for non-profit entities and IRS guidelines.
2. The Service Provider shall maintain strict confidentiality regarding all donor information, financial records, board deliberations, and strategic plans of the Client.

5. GOVERNING LAW

This Agreement shall be governed by, and construed in accordance with, the laws of the State of _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

For the Client:

For the Service Provider:

Signature

Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____