

FINANCIAL SERVICES RETAINER AGREEMENT

Non-Profit Accounting & Advisory Services

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

The Client:

Address: _____

Represented by: _____

And

The Provider:

Address: _____

Represented by: _____

1. Scope of Services

The Provider agrees to perform professional accounting and financial management services for the Client. These services shall specifically target the unique regulatory and reporting requirements of non-profit organizations, including but not limited to:

1. Maintenance of the general ledger in accordance with GAAP and standards applicable to non-profit entities.
2. Preparation of monthly, quarterly, and annual financial statements, including Statements of Financial Position, Activities, and Functional Expenses.
3. Fund accounting and tracking of restricted versus unrestricted net assets.
4. Assistance with annual budget preparation, grant tracking, and financial reporting for grant compliance.
5. Preparation of documentation required for the annual external audit and filing of IRS Form 990.

2. Retainer and Compensation

1. **Retainer Fee:** The Client agrees to pay the Provider a monthly retainer fee of \$ _____.
2. **Payment Terms:** The retainer is due and payable on the _____ day of each month, commencing on _____.
3. **Additional Services:** Services requested outside the scope of this Agreement will be billed at an hourly rate of \$ _____ per hour, subject to prior written approval by the Client.

3. Term and Termination

1. **Term:** This Agreement shall commence on _____ and continue on a month-to-month basis, or until terminated by either party.
2. **Termination:** Either party may terminate this Agreement with _____ days written notice to the other party. Upon termination, the Provider shall hand over all financial records and documents to the Client, and the Client shall pay for all services rendered up to the date of termination.

4. Confidentiality and Ownership of Records

1. The Provider agrees to keep all proprietary, donor, and financial information of the Client strictly confidential and will not disclose such information to any third party without prior written consent.
2. All financial records, reports, ledgers, and documents produced in the course of performing services under this Agreement remain the sole property of the Client.

5. Governing Law

This Agreement shall be governed by, construed, and enforced 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 PROVIDER:

Authorized Signature

Authorized Signature

Printed Name / Title

Printed Name / Title

Date

Date