

RETAINER AGREEMENT FOR NON-PROFIT BOOKKEEPING SERVICES

This Retainer Agreement (the "Agreement") is entered into and made effective as of _____, by and between:

Client: _____, a non-profit organization with a principal place of business at _____ (hereinafter referred to as the "Organization"),

And

Provider: _____, with a principal place of business at _____ (hereinafter referred to as the "Bookkeeper").

1. SCOPE OF SERVICES

The Bookkeeper agrees to provide professional bookkeeping and accounting services tailored to the needs of the non-profit Organization. These services shall include, but are not limited to, the following:

- a. Maintenance of the general ledger and chart of accounts compliant with non-profit standards.
- b. Tracking of restricted and unrestricted funds, including donor-imposed restrictions.
- c. Reconciliation of bank accounts, credit cards, and merchant accounts on a monthly basis.
- d. Recording and classification of revenue, including grants, donations, and program fees.
- e. Preparation of monthly financial statements (Balance Sheet, Statement of Activities, and Statement of Functional Expenses).
- f. Assistance with annual tax filings (Form 990/990-EZ) and external audit preparation.
- g. Other mutually agreed-upon financial reporting as requested by the Executive Director or Board of Directors.

2. RETAINER AND COMPENSATION

In consideration for the services rendered, the Organization agrees to compensate the Bookkeeper as follows:

- a. **Retainer Fee:** The Organization shall pay a recurring monthly retainer fee of \$_____, due on or before the _____ day of each month for services to be performed during that month.
- b. **Hourly Rate for Extra Services:** Any approved services outside the scope of Section 1 of this Agreement will be billed at an hourly rate of \$_____ per hour.
- c. **Invoicing:** The Bookkeeper will provide a monthly invoice detailing the services rendered. Invoices are payable within _____ days of receipt.

3. TERM AND TERMINATION

This Agreement shall commence on _____ and shall remain in effect on a month-to-month basis until terminated by either party. Either party may terminate this Agreement by providing at least _____ days written notice to the other party.

4. CONFIDENTIALITY AND PROPRIETARY INFORMATION

The Bookkeeper acknowledges that in the course of performing services, they will have access to confidential financial information, donor lists, and personal data of the Organization. The Bookkeeper agrees to keep all such information strictly confidential and shall not disclose any such information to any third party without the prior written consent of the Organization,

except as required by law.

5. ACCESS TO RECORDS AND COOPERATION

The Organization agrees to provide the Bookkeeper with timely access to all financial records, bank statements, receipts, donor documentation, and other materials necessary to perform the services. The Bookkeeper shall not be held liable for any errors, omissions, or penalties resulting from incomplete or inaccurate information provided by the Organization.

6. INDEPENDENT CONTRACTOR STATUS

The Bookkeeper is an independent contractor and is not an employee, agent, partner, or joint venturer of the Organization. The Bookkeeper shall be solely responsible for all federal, state, and local taxes, insurance, and professional licensure associated with the performance of services under this Agreement.

7. GOVERNING LAW

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of _____, without regard to its conflict of law principles.

8. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and supersedes all prior agreements, representations, or understandings, whether written or oral.

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

For the Organization:

For the Bookkeeper:

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title

Title

Date

Date