**SCOPE of Work (EXAMPLE)**

* Present financial information to staff, committees, and Board Members as needed; monthly Board meeting attendance requested
* Onsite and remote guidance and training of accounting staff
* Review financial information
* Review/revise/assist appropriate accounting procedures/polices
* Assist with development/review/presentation of annual budgets
* Record basic accrual and deferral accounting transactions and reconciliation
* Prepare financial reports and other financial information as needed
* OPEB calculation, forecast and instruction
* GASB compliance and instruction
* CEBRT account management and guidance
* UAL compliance and instruction
* Meet with staff, committees, and Board Members as needed
* Assist accounting and finance-related outside parties in gathering information needed to perform their duties, such as the audit firm
* Review audit findings for suggested accounting improvements.
* Banking and investment options and implementation.
* Review, update/modify, and present financial information to staff, committees, and Board Members as needed
* Review existing depreciation schedule and connect this to existing capital improvement reserve budget
* GAAP compliance and instruction
* Review internal financial transaction processing, and recommend potential efficiencies
* Review internal controls and duty segregation in all finance operations, and recommend potential efficiencies
* Review finance department staffing and work schedules, and recommend potential efficiencies

In addition to the Work, CSDA, using their discretion, may also provide additional accounting and financial services to the District if the District requests such additional services in writing and CSDA agrees with such request in writing. However, if the additional services are not part of the Work such services will be billed separately to the District.

For the services to be performed by CSDA, the District hereby agrees to compensate CSDA. Fees for CSDA’s services as described in the above paragraph will be charged based on an hourly rate of $110 per hour and not to exceed $X,XXX per month without prior written approval by District. Any additional services requested beyond the maximum agreed upon amount or that are not listed above, will be discussed with the District in advance of incurring the cost, and if agreed to in writing, will then be charged to the District at an hourly rate of $110.00. Billing will be tracked in one-quarter (1/4) hour increments.  
  
In addition to the fees specified above, the District will also reimburse CSDA for any incidental costs and expenses CSDA may incur while performing services for the District as stated in this Agreement. Costs and expenses will be agreed to in advance in writing and then billed to the District on a monthly basis and will be due and payable within thirty (30) days of the invoice receipt.