

## ACCOUNTING SERVICES AGREEMENT

This agreement made and entered into on \_\_\_\_\_, by and between the TOWN OF HARFORD ("Harford"), party of the first part, and the TOWN OF DRYDEN ("Dryden"), a municipal corporation organized and existing under and by virtue of the laws of the State of New York, 93 East Main Street, Dryden, New York, 13053.

WITNESSETH, that Harford and Dryden, in consideration of the promises and the mutual covenants and agreements contained herein, do hereby mutually agree as the follows:

1. All monthly accounting services will be performed by Dryden's current bookkeeper at Dryden's office at 93 East Main Street, Dryden
2. Monthly accounting services will include but not limited to the following:
  - process checks for vouchers, Excellus, and the State Comptroller Justice bill, deliver to Town Supervisor
  - prepare deposit slips for checks received and deliver to Town Supervisor
  - recording of payroll entries in QuickBooks software
  - make bank transfers electronically for movement of funds for expenditures and payroll
  - monthly bank reconciliations
  - monthly reconciliation of health insurance payments
  - monthly reporting of NYSLRS employee withholding
  - print cancelled checks as needed for Highway Superintendent for CHIPS reporting
  - monthly financial reports to the Harford Town Board
  - prepare and file annual group insurance form (AGIF) for Excellus (due in August)
  - prepare and file annual ShelterPoint Disability form (due in May)
  - prepare and file Annual Update Document (AUD) with Town Supervisor approval (due February 28)
  - help with budget preparation – gather prior year and current year information, prepare budget worksheet, update after each budget meeting, prepare tentative budget for Board approval, prepare final budget
  - prepare, distribute, and file annual 1099 and 1096 forms as required
3. All tasks will begin on January 1, 2022 and only those tasks pertaining to the 2022 fiscal year.
4. All current year documents will be stored at the Dryden's Town Hall. After all year end reporting, the bookkeeper will box all the documents and give to Harford Supervisor for storage at Harford Town Hall.
5. This agreement shall be for a term commencing on the day listed in the opening paragraph and ending December 31, 2022, provided, however that Dryden or Harford may, at its option, terminate this Agreement upon 60 days prior written notice, and upon the exercise of said option to terminate, this Agreement shall automatically cease and terminate at the expiration of the said 60 day period.

6. Dryden shall be paid an annual rate not to exceed \$6,000 to cover all costs except any costs related to the QuickBooks software subscription.
7. Dryden agrees to comply with all state guidance in regard to financial reporting of Harford finances.
8. This Agreement can be changed only by an agreement in writing signed by both parties.
9. This Agreement constitutes the complete understanding of the parties, and superseded all prior agreements, understandings, negotiations, and arrangements between the parties.
10. This Agreement shall be construed in accordance with the laws of the State of New York.

IN WITNESS WHEREOF, the Town of Dryden has caused its corporate seal to be affixed hereto and these presents to be signed by its Supervisor duly authorized to do so, and to be attested by the Town Clerk.

TOWN OF DRYDEN

(SEAL OF THE TOWN OF DRYDEN)

BY: \_\_\_\_\_

Jason Leifer, Supervisor

Attest By: \_\_\_\_\_

Bambi Avery, Town Clerk

TOWN OF HARFORD

(SEAL OF THE TOWN OF HARFORD)

\_\_\_\_\_

Michelle Morse, Supervisor

Attest By: \_\_\_\_\_

Jennifer Fox, Town Clerk