

Bookkeeping

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This letter is to confirm the understanding of our engagement for bookkeeping assistance on an as needed basis. We will be available to assist with the setting up of accounts, recording of activity as housing projects are secured by you. Currently our rates for this type of service range from \$75 to \$150 per hour depending on the staff who works with you. The higher rate personnel are the more qualified and will spend less time on your project providing you with the results. All work performed will be prepared and reviewed by two independent staff members.

At this time, my staff and I are not familiar with the software you are implementing to record the data for your projects and I recognize that there will be a learning curve for us and will adjust our billing accordingly until such time as we are proficient in your software product.

I am available to assist with any of the other bookkeeping functions should the need arise. That would include any bank reconciling, posting to general ledgers, recording journals, assisting with payroll and related tax filings or producing internal periodic management reports.

I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please print and sign two copies of the enclosed engagement letter and return one to me. A scanned copy is sufficient for our purposes.

Sincerely,
Kathleen E Sweeney, CPA

Kathleen E. Sweeney, CPA

Acknowledged:

Name and Title

Date