

Hayman Consulting

P.O. Box 3562
Ventura, CA 93006
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Email: shalene@consulthayman.com

May 12, 2021

VCSDA

c/o President Bruce Dandy

c/o Secretary Kris Sofley email: kriss@unitedwater.org

Subject: ACCOUNTING SERVICES

Dear VCSDA President and members:

I am pleased to submit an engagement letter for a variety of accounting services as discussed. This letter is to confirm understanding of the terms and objectives of the engagement, and the nature and limitations of the services we will provide:

Monthly (4-6 hours)

- Prepare monthly bank reconciliations.
- Input monthly deposits and checks.
- Prepare any necessary adjustments.
- Prepare financials statements.
- Meet with Management/Accounting staff on any un-resolved issues.

Hours added as needed

- Be available to assist management or staff in any financial or accounting questions as needed.
- Complete special assigned projects as requested.

The fees for this work will be at my regular hourly rate plus direct out of pocket expenses. The standard hourly rate, subject annually to review is as follows:

- \$ 80.00

Payment for my services are due when rendered. I anticipate billing on a regular monthly schedule.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules, before resorting to litigation. Cost of any mediation proceeding shall be shared equally by all parties.

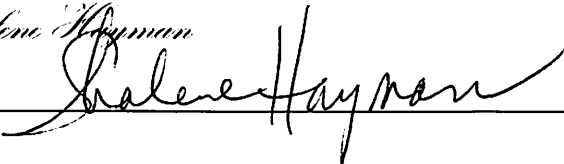
Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

I am pleased to discuss this letter with you at any time.

If this letter correctly expresses your understanding of the terms of our engagement, please sign the enclosed copy where indicated and return it to us.

Very truly yours,

Hayman Consulting

Shalene Hayman


Please return a signed copy to:

Hayman Consulting
P.O. Box 3562
Ventura, CA 93006

Approved by: _____
VCSDA Signature Date

VCSDA Printed Name/Capacity or Title

Reference Clients:

Ojai Valley Sanitary District
Camarillo Health Care District
Health Care Foundation of Ventura County
Economic Development Collaborative of Ventura County