

Bookkeeping & Financial Reporting Proposal

CLIENT:

Name Cougar Athletic Boosters, Inc.
Address 7403 Academic Avenue
City, State ZIP Nokesville, VA 20141
Phone
Email

CONTRACTOR INFORMATION

Name Marsha Stumpo, Business Manager
Address
City, State ZIP
Phone
Email

SCOPE OF WORK

Contractor will provide to Client bookkeeping and financial reporting assistance. The Contractor is to work with the Client's Treasurer to ensure data is recorded correctly in the Client's accounting software. The Contractor will then reconcile all bank accounts to include PayPal and generate monthly financial reports. The monthly financial reports will be comprised of: INCOME STATEMENT, BALANCE SHEET and MONTHLY CASH FLOW. The Contractor will attend the Client's monthly board meetings to answer any questions regarding the monthly financial statements. Provided Client's Treasurer provides Consultant their computer by the 5th of each month, financial statements are guaranteed to be distributed to Client's board member electronically prior to each board meeting.

NOT INCLUDED

Contractor will not be responsible for: Data Entry, Making Deposits, Creating or Verify Bank Bags.

COMPANY PROPOSAL

The above scope of work, will commence on July 1, 2015 and terminate on June 30, 2016. Contractor's compensation for bookkeeping and financial reporting services is \$250/month or \$3,000 annually. Contractor will bill the Client at the end of each month that services have been provided. Payment for services is due by the 15th of the following month.

OWNER ACCEPTANCE

I, _____
do accept the above scope of work.

Cougar Athletic Boosters, Inc.,

Submitted by (home owner or authorized representative)

Date

Kettle Run High School
COUGAR ATHLETIC BOOSTERS, INC.
Statement of Net Worth by Month: As of 6/30/2015

	7/31/2014	8/31/2014	9/30/2014	10/31/2014	11/30/2014	12/31/2014	1/31/2015	2/28/2015	3/31/2015	4/30/2015	5/31/2015	6/30/2015
ASSETS												
Cash and Bank Accounts												
Checking	\$20,559.24	\$24,470.82	\$32,468.28	\$45,175.68	\$44,270.09	\$44,938.95	\$44,774.82	\$45,505.20	\$41,237.52	\$43,508.86	\$44,952.12	\$19,659.10
Savings	\$19,065.22	\$19,065.22	\$19,065.22	\$19,829.48	\$19,829.48	\$19,839.27	\$19,839.27	\$19,839.27	\$19,844.16	\$19,844.16	\$19,844.16	\$847.75
Bank Bags	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$2,350.00	\$2,350.00	\$2,350.00	\$2,182.00
TOTAL Cash & Bank Accounts	\$41,224.46	\$45,136.04	\$53,133.50	\$66,605.16	\$65,699.57	\$66,378.22	\$66,214.09	\$66,944.47	\$63,431.68	\$65,703.02	\$67,146.28	\$22,688.85
TOTAL ASSETS	\$41,224.46	\$45,136.04	\$53,133.50	\$66,605.16	\$65,699.57	\$66,378.22	\$66,214.09	\$66,944.47	\$63,431.68	\$65,703.02	\$67,146.28	\$22,688.85
LIABILITIES												
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OVERALL TOTAL	\$41,224.46	\$45,136.04	\$53,133.50	\$66,605.16	\$65,699.57	\$66,378.22	\$66,214.09	\$66,944.47	\$63,431.68	\$65,703.02	\$67,146.28	\$22,688.85

Bank Bags:
1 Spirit Wear \$250.00
7 Concession \$1,750.00
1 Concession \$182.00
Total 9 Bank Bags \$2,182.00

Comments:
Listing other assets:
Concession Equipment
Computers
Need and Equity/Retained Earnings Account to Balance
Will need historic data (inception to date) from CPA for this entry

2014-2015 School Year

[illegible]

COUGAR ATHLETIC BOOSTERS INC

WARRENTON, VA 20187-2861

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TFB BUSINESS INTEREST CHECKING ACCOUNT

Account:

Last Statement	Previous Balance	This Statement	Current Balance	Total Credits	Total Debits
06/30/15	42,766.10	07/31/15	39,662.65	3.55 (1)	3,107.00 (3)

CREDITS

Date	Description	Amount
07/31	Interest	3.55

CHECKS

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
07/29	1703 *	857.00	07/30	1746	1,250.00	07/08	1747	1,000.00

* Indicates a Gap in Check Number Sequence

INTEREST

Average Ledger Balance:	41,828.32	Interest Earned:	3.55
Average Available Balance:	41,828.32	Days In Period:	31
Interest Paid This Period:	3.55	Annual Percentage Yield Earned:	.10%
Interest Paid 2015:	27.16		

DAILY BALANCE

Date	Balance	Date	Balance	Date	Balance
07/08	41,766.10	07/30	39,659.10		
07/29	40,909.10	07/31	39,662.65		

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WARRENTON, VA 20187-2861

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TFB BUSINESS INTEREST CHECKING ACCOUNT

Account:

Last Statement	Previous Balance	This Statement	Current Balance	Total Credits	Total Debits
05/29/15	49,115.92	06/30/15	42,766.10	20,467.06 (8)	26,816.88 (13)

DEPOSITS

Reference	Date	Amount	Reference	Date	Amount	Reference	Date	Amount
	06/05	114.50		06/05	438.75		06/11	154.25
	06/05	19,000.00		06/05	454.50			
	06/05	192.00		06/11	108.00			

CREDITS

Date	Description	Amount
06/30	Interest	5.06

CHECKS

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
06/01	1732 *	249.00	06/09	1739	153.00	06/26	1744	1,000.00
06/01	1735	352.00	06/25	1740	18,286.08	06/19	1745 *	1,000.00
06/05	1736	1,153.75	06/18	1741	703.00	06/23	1748	1,000.00
06/01	1737	324.00	06/22	1742	144.00			
06/04	1738	1,452.05	06/22	1743	1,000.00			

* Indicates a Gap in Check Number Sequence

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INTEREST

Average Ledger Balance:	57,739.92	Interest Earned:	5.06
Average Available Balance:	57,739.92	Days In Period:	32
Interest Paid This Period:	5.06	Annual Percentage Yield Earned:	.10%
Interest Paid 2015:	23.61		

DAILY BALANCE

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
06/01	48,190.92	06/11	65,894.12	06/23	62,047.12
06/04	46,738.87	06/18	65,191.12	06/25	43,761.04
06/05	65,784.87	06/19	64,191.12	06/26	42,761.04
06/09	65,631.87	06/22	63,047.12	06/30	42,766.10