



AMERICAN PLANNING ASSOCIATION, CALIFORNIA CHAPTER PROFESSIONAL SERVICES AGREEMENT

SCOPE OF SERVICES

APA CALIFORNIA BOOKKEEPING SERVICES

Laura Dee – Simply Bookkeeping

Simply Bookkeeping is contracted with APA California to provide the following services. These services will be billed monthly based on the hourly contracted fee of \$60 per hour per Exhibit “B”.

Simply Bookkeeping shall complete the services described in Exhibit “A” on a monthly basis in coordination with the President, Vice President for Administration, and Executive Director.

BOOKKEEPING: CHAPTER SERVICES

Simply Bookkeeping shall have the following bookkeeping responsibilities:

Working in coordination with APA California’s President, Vice President for Administration and Executive Director:

1. Manage checking, credit card and American Funds account activities.
2. Process Accounts Receivable in QuickBooks Online and on the website.
3. Invoice Sections and CPF for reimbursement of D&O and General Liability insurance.
4. Process web and check payments in QuickBooks Online and on website.
5. Process credit card transactions, mail receipts, and save and print.
6. Reconcile and balance monthly checking and reserves accounts to both QuickBooks and the Chapter register each month.
7. Reconcile credit card statements, website job ads and Chapter-Only payments; create general ledger entries for web ad and online Chapter-Only membership revenue.
8. Process Account Payables for vendors and Board reimbursements; pay consultants monthly and/or bi-monthly per the contract requirements.

9. Maintain Association Budget; obtain VP of Administration approval for non-budgeted items and advise when budget line item overages have the potential to occur for Board approval.
10. Notify VP of Administration and Executive Director of overages that have occurred for Board approval.
11. Obtain IRS form W-9 from all qualifying vendors including conference vendors.
12. By January 31, complete and mail IRS for 1099 MISC to non-incorporated vendors; obtain 1099 MISC forms from Sections and Conference, enter total amount and total number of forms into IRS 1096, send 1099 MISC copy A with form 1096 to IRS by February 28.
13. Provide draft and final budget and revise budget in QuickBooks Online working with the Executive Director; post final budget on website; provide budget pie charts for Board and post online with the budget.
14. Provide monthly and quarterly general ledger, balance sheet, profit and loss statement and other financial reports to President and VP's, and quarterly financial reports to Board for Board meetings.
15. Provide mid-year financial and budget review to President, VP of Administration and Executive Director.
16. Monitor checking account; notify Director of Administration and Executive Director if checking balance is low and if transfers from reserves are needed; transfer money from reserves to checking account when approved by Director of Administration and President; notify the Executive Director of transfer.
17. Transfer money from checking account to reserves pursuant to budget and Board Financial Policies when checking account balance allows.
18. Calculate and mail dues rebates to Sections when all Section financial reports due are submitted and balanced.
19. Organize Chapter and Section year-end tax information for IRS, State of California and Commissioner of Corporations and forward to the Chapter's accountant/CPA; answer questions to finalize tax returns; organize final State Conference financials, Section newsletter ad calculations and Section year-end financials and combine into spreadsheet for accountant; create all financial reports for taxes and send to accountant.
20. Print QBOL Trial balance and all other financial reports to save for backup.
21. Coordinate Chapter and Section quarterly financial reports for National.
22. Divide D&O and General Liability insurance premium by 10 and bill 10% to CPF and each of the Sections. (Chapter is responsible for the 10th portion).
23. Answer Board member accounting questions and emails; supply budget vs actual to prevent overages.
24. Advise VP Administration and Executive Director of any recommendations to update, streamline or simplify the bookkeeping processes of the association.

[BOOKKEEPING: CONFERENCE SERVICES](#)

General and Pre-Conference Services:

1. Provide assistance to VP for Conferences on conference budget; maintain conference budget; work with VP for Conferences and CHC to ensure their draft budget incorporates updates and known contractor and routine expenses early in the budget development process, as requested by the VP for Conferences.
2. Process Accounts Receivable: invoice sponsors, not-paid attendees post-conference.
3. Process Accounts Payable: obtain payment approval for vendor, consultant and expense reimbursements by HC from conference chair; issue payments; obtain form W-9 from vendors and process IRS form 1099 MISC to not-incorporated vendors. Reimburse invoices within 30 days of receipt. Reimburse conference vendors within 10 days of receipt.
4. Reconcile bank statements monthly to both QuickBooks and Conference account checking statements for four conference accounts.

5. Produce and distribute financial reports; provide President, VP for Conferences and CHC financial report updates upon request.
6. Conduct post-conference financial audit.
7. Complete final accounting and report to Board; allocate conference profit split.