

PROFESSIONAL SERVICES & FEES

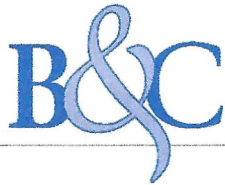
Our goal is to provide high-quality, reliable service at competitive pricing. Our services are valued based on level of services needed, and size of your business.

We are able to provide the services listed below for a monthly fee of \$1,500. For services outside of those listed, we will bill our standard hourly rate.

- Accounts receivable
 - Issue accounts receivable statements monthly (average of 3-4 per month)
 - Follow up via telephone on balances over 60 days
 - Follow collection guidelines provided in Statement of Work
 - Issue A/R Aging report monthly
- Accounts payable
 - Enter bills into bill.com payment application (average of 3-4 per month)
 - Select the necessary approvals necessary for internal control and organizations A/P policies
 - Enter appropriate account from the chart of accounts to record the transaction in the general ledger
 - Follow necessary guidelines in the Statement of Work
 - Issue A/P Aging report monthly
- General Ledger accounting and reconciliations
- Budget
 - Prepare a draft budget from previous year information and current contracts, including narrative to explain the amounts
 - Monitor budget, preparing budget to actual reports monthly
- Issue prepared financial statements monthly to Finance Committee
 - Prepare financial statements on accrual basis including only bills received by the last day of the month, and depreciation recorded annually, including:
 - Balance Sheet
 - Profit and Loss by Class
 - Profit and Loss Budget vs. Actual
 - A/R Aging report
 - A/P Aging report
- Issue prepared financial statements quarterly to Finance Committee and Board of Directors
 - Balance Sheet
 - Profit and Loss by Class
 - Profit and Loss Budget vs. Actual
 - A/R Aging report
 - A/P Aging report
 - Report explaining budget to actual variances
- Work with auditors, giving them information requested for them to perform and prepare:
 - Annual financial statement audit
 - Annual Form 990
 - CHAR 500
 - Annual Form 1096 and related 1099's

HOURLY FEES FOR ADDITIONAL SERVICES IN ADDITION TO THOSE ABOVE:

Partner	\$275
Controller	\$150
Bookkeeping	\$ 85



June 28, 2021

The New York State Association for Rural Health (NYSARH)

Sara Wall Bollinger
1 Main Street
Canton, NY 13617

Dear Sara,

We are pleased to provide you the enclosed proposal for bookkeeping and accounting services for the New York State Association for Rural Health (the "Organization").

We will provide the following services to the Organization:

1. Maintain and track accounts receivable in QBO
2. Maintain and track accounts payable in QBO, utilizing bill.com for approvals and payments
3. Monthly financial statements to the finance committee
4. Quarterly financial statements to the board of directors
5. Assistance with annual administration of the financial statement audit and tax returns
6. Preparation of annual budget

The combination of our not-for-profit experience, our fully outsourced accounting department model which includes grant tracking, deferred revenue reporting and reconciliations, our reasonable fees, and our commitment to providing consistent service to your Organization, make us the best qualified firm to perform the accounting services.

I encourage you to contact any of the references enclosed in our proposal to obtain an understanding of the level of service we have provided to these organizations.

Please do not hesitate to contact me with any questions. I look forward to hearing back from you after your review.

Very truly yours,

Bowers & Company CPAs, PLLC

Patricia L. Mills

Patricia L. Mills, CPA
Engagement Partner