BOOKKEEPING SERVICES AGREEMENT

This Bookkeeping Services Agreement ("Agreement") is made effective as of [Date], by and between:

Client: [Client Name]
 Address: [Client Address]

and

Bookkeeper: Leslie Financials LLC
 Address: Oklahoma City, OK

Collectively referred to as "the Parties."

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1. SCOPE OF SERVICES

The Bookkeeper agrees to perform bookkeeping and financial recordkeeping services for the Client, which may include but are not limited to:

- Recording and categorizing financial transactions

- Bank, credit card, and account reconciliations

- Accounts payable and receivable tracking

- Payroll entry and processing (if applicable)

- Preparation of monthly, quarterly, or annual financial reports

- Communication with the Client's CPA, auditor, or tax preparer as needed

- Support during tax filing or audits

Additional or specialized services may be provided upon written agreement.

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2. NONPROFIT BOOKKEEPING (If Applicable)

For Clients operating as nonprofit organizations, the Bookkeeper may also provide:

- Fund accounting and tracking of restricted vs. unrestricted funds

- Grant income and expense tracking

- Donor contribution and acknowledgment recordkeeping

- Preparation of board financial reports and budget-to-actual comparisons

- Support for 990 filings and compliance documentation

The Bookkeeper agrees to follow generally accepted accounting principles (GAAP) applicable to nonprofit entities unless otherwise requested in writing by the Client.

3. TERM AND TERMINATION

This Agreement shall begin on [Start Date] and continue on a month-to-month basis unless terminated by either Party with at least **30 days' written notice**. Either Party may terminate this Agreement immediately upon a material breach of terms.

4. FEES AND PAYMENT

The Client agrees to pay the Bookkeeper as follows:

- **Rate:** [Hourly Rate or Flat Monthly Fee]

- **Payment Due:** [Due Date – e.g., within 7 days of invoice]

Late payments may be subject to a [percentage]% late fee per month. Services may be suspended if payment is more than [number] days overdue.

5. CONFIDENTIALITY

The Bookkeeper agrees to maintain the confidentiality of all Client records, data, and financial information. Confidential information will not be shared or disclosed to any third party except as required by law or authorized in writing by the Client.

6. OWNERSHIP OF RECORDS

All financial records and data created or maintained by the Bookkeeper for the Client remain the property of the Client. Upon termination, the Bookkeeper shall provide digital copies of all Client records within [number] days.

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7. INDEPENDENT CONTRACTOR STATUS

The Bookkeeper is an independent contractor, not an employee of the Client. Nothing in this Agreement shall create a partnership, joint venture, or employment relationship.

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8. LIABILITY

The Bookkeeper will exercise due professional care in performing services. However, the Bookkeeper shall not be liable for any indirect, incidental, or consequential damages arising from services provided. The Client remains responsible for final financial decisions, filings, and submissions.

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9. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of [Your State].

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10. ENTIRE AGREEMENT

This Agreement represents the entire understanding between the Parties and supersedes all prior discussions, agreements, or representations.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

Client:
Signature: _____
Name: _____
Title: _____
Date: _____

Bookkeeper:
Signature: _____
Name: _____
Title: _____
Date: _____