

July 1, 2023


MFJ SYSTEMS

Scott Kessler Executive Director
Adams Avenue Business Association
4649 Hawley Blvd.
San Diego, CA 92116

The following is an agreement with the Adams Avenue Business Association (AABA) and MFJ Systems to provide the following financial record keeping:

Scope of Work:

- 1) Review monthly budget of AABA in QuickBooks with categories set forth by the City of San Diego and as submitted by the Executive Director.
- 2) Pay invoices (within 10 days of receipt) after required approval of the Executive Director.
- 3) Enter into QuickBooks all deposits made by AABA. Copy to be filed.
- 4) Maintain the QuickBooks file.
- 5) Process monthly reimbursement report to the City of San Diego. Executive Director must review and approve. Prepare report and cover sheets and submit timely.
- 6) Organize and keep financial records as required in compliance with the City of San Diego contract.
- 7) Reconcile bank statements monthly.
- 8) Prepare monthly reports for Executive Director to present at monthly AABA Board meetings and make copies for Executive Director files. (e.g. monthly Accounts receivable, Balance Sheet, Profit and Loss statements)
- 9) Assist with annual income tax return and audit.
- 10) Work with the Executive Director preparing annual budget as needed.
- 11) Attend BID related meetings with representatives from the City of San Diego.
- 12) Agree to comply with all applicable city, county, state and federal laws when performing services for AABA.
- 13) Process semi-monthly payroll and payroll tax deposits. Prepare applicable Federal and State reports when due. Process W-2's and 1099's at year end.
- 14) Review and prepare reports relating to financial activity, eg. Workers Compensation

Fees for these services are \$1,200 monthly.

Either party may terminate this agreement in writing with a 30 day notice.



Mary Joseph
MFJ Systems

Scott Kessler
Executive Director