



**By The Book**  
**(2658364 Ontario Limited)**  
103-12213 Tecumseh Rd. E  
Tecumseh, ON  
Canada N8N 1M34L4

T: 519.956-8819  
F: 519.790-0090

suzanne@bythebookinc.com

December 17, 2024

Tecumseh BIA  
12122 Tecumseh Rd. E., Unit 2  
Tecumseh, ON N8N 1L9

Dear Mr. Demarce:

The purpose of this letter is to outline the nature of our involvement with providing accounting services for Tecumseh BIA ("the Company").

### **Professional Fees and Scope**

Our fees related to the scope detailed in Appendix 1 will be \$850 CDN per month of bookkeeping completed, plus applicable taxes starting January 2025.

### **Other Terms of Engagement**

It is understood and agreed that:

- a) You will provide us with accurate and complete information necessary to prepare your bookkeeping and;
- b) The responsibility for the accuracy and completeness of the representations in the financial information remains with you and;
- c) Work required outside of the scope of work proposed, will be charged out at the hourly rate of the team member performing the work.

### **Conclusion**

If the services outlined are in accordance with your requirements and if the attached terms of engagement are acceptable to you, please sign the copy of this letter in the space provided and return it to us. If you have any questions regarding the content of this letter, please do not hesitate to contact us directly at 519-956-8819.

Yours truly,

Suzanne Roesch

Enclosures: Appendix 1 – Scope of Engagement

The services and terms set out in this engagement letter are as agreed.

Tecumseh BIA

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Leo Demarce

## Appendix 1

### Tecumseh BIA

Client's duties will include:

- The coordinator is to provide monthly (To be uploaded into the Xero files library within the first 5 days of the following month):
  - Bank and VISA statements with supporting paperwork for each bank transaction that is not a recurring transaction
  - Updated Petty Cash spreadsheet (Petty cash to be balanced on the last day of each month)
  - Bills and receipts that are dated within the month (with cheque stub details attached)
  - Square report for the month that details sales and fees
  - Deposit slips or breakdown of all deposits into the bank account.
  - Miconex Tecumseh Dollar reports
- The coordinator is to drop off within the first 5 days of the month the batches of Tecumseh Dollar (old format) redemption slips for the month, and ensure that:
  - The batches of slips are counted and separated by each redemption within an envelope with all redemption details written on the envelope
  - Each batch is sorted by denominations then by serial number

By The Book duties will include:

- Posting invoices and bills into Xero
- Bank and VISA account reconciliations
- Updating the Tecumseh Dollar spreadsheet for redemptions (old format) (up to 0.75hrs per month)
- Preparing monthly financial reports
- Year end preparation
- Preparing bi-weekly payroll
- Preparing monthly payroll remittances
- Preparing and filing of T4 slips
- Attending quarterly governance committee meetings (up to 3hrs per meeting)
- Assisting with the preparation of the proposed budget (up to 6hrs per year)

By the Book duties outside of this scope that will be billed hourly:

- Updating the Tecumseh Dollar spreadsheet for 2024 redemptions
- Year end preparation for the fiscal year ended December 31, 2024