

[Date]

[Executive Director Name]
[Nonprofit Organization Name]
[Organization Address]
[City, State, Zip Code]

Letter of Agreement for Monthly Bookkeeping Services

Dear [Executive Director Name],

This letter confirms the agreement between [Bookkeeping Firm/Individual Name] and [Nonprofit Organization Name] for the provision of ongoing monthly bookkeeping services beginning on [Start Date].

1. Scope of Services

The following services will be performed on a monthly basis:

- Recording and classifying all bank and credit card transactions.
- Monthly bank and credit card account reconciliations.
- Tracking of restricted vs. unrestricted funds (Fund Accounting).
- Processing of accounts payable and accounts receivable.
- Preparation of monthly financial statements (Balance Sheet, Statement of Activities).
- Monthly budget-to-actual reporting.

2. Client Responsibilities

[Nonprofit Organization Name] agrees to provide all necessary financial data, including bank statements, invoices, and receipts, no later than the [Day] of each month to ensure timely reporting.

3. Professional Fees

The fee for the services outlined above is \$[Amount] per month. Invoices will be sent on the [Day] of each month and are payable within [Number] days of receipt.

4. Term and Termination

This agreement shall continue on a month-to-month basis. Either party may terminate this agreement with [Number] days' written notice.

5. Confidentiality

[Bookkeeping Firm/Individual Name] agrees to keep all financial information and donor records of [Nonprofit Organization Name] strictly confidential.

Please sign below to indicate your acceptance of these terms.

[Bookkeeping Firm/Individual Name]

Signature: _____

Date: _____

[Nonprofit Organization Name]

Signature: _____

Date: _____