

**CONTRACT AGREEMENT
BETWEEN DISCOVER PACIFIC BEACH AND SG Bookkeeping Services, LLC**

Pacific Beach Community Development Corporation d/b/a Discover Pacific Beach (hereinafter "DPB") located at 1503 Garnet Avenue, Pacific Beach, CA 92109 and SG Bookkeeping Services, LLC (hereinafter "Contractor") enter into the following Work Agreement whereby Contractor agrees to perform the duties as outlined in Attachment #A.

RECITALS:

DPB is a management corporation that manages the Pacific Beach Business Improvement District (hereinafter "BID"). The mission of DPB is to Revitalize and Promote the Pacific Beach Community both physically and economically. The contractor is a legitimate corporation or company recognized by the City of San Diego and is operating its business within the laws of the city of San Diego and holds all the necessary certifications, insurance, or bonds required to complete the work stated in Attachment #A.

- It is the policy of DPB to be an equal opportunity employer and to recruit, hire, train and promote to all job levels the most qualified applicants without regard to race, color, religion, sex, national origin, age, handicap, sexual orientation, or veteran status.
- DPB is a Drug Free Workplace, the use, sale, dispersion or possession of illegal drugs or narcotics on Discover Pacific Beach property can result in immediate termination of contract.

AGREEMENT:

DPB and Contractor do hereby agree as follows:

- The Contractor agrees to complete the work described in attachment #A within the time outlined below under "Contract Duration" for the amount specified below in under "Fees". Unless specified in Attachment #A the payment schedule will be determined by DPB and will be based on project completion as determined by DPB.

Contract Duration:

- This contract shall commence on July 1, 2022 and end on completion of audit approval of fiscal year 2023. Payment as described below under "fees" shall be furnished upon completion of the project as determined by DPB.

Fees:

The monthly amount unless mutually agreed upon by both parties.

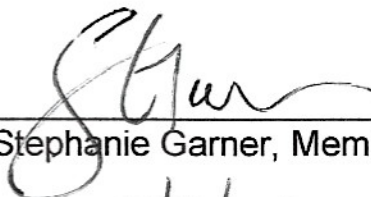
- The contracted amount shall include worker wages, supervision, related expenses, materials, and administrative costs incurred by the Contractor.
- Additional duties and compensation shall be agreed upon and approved by the DPB on an as needed basis.

Resolution of Disputes:

- Any conflicts arising from the performance of this contract shall be resolved by the Contractor and the Executive Director of the Pacific Beach Community Development Corporation.
- Each party shall reserve the right to terminate this contract with a 30 day written notice of termination. This Contract may be amended and/or extended by mutual agreement, in writing, of both parties through endorsed attachment to this agreement. Extension not to exceed 1 years.

SG Bookkeeping Services, LLC

Pacific Beach Community Development Corp. d/b/a Discover Pacific Beach

By: 
Stephanie Garner, Member

By: 
Lysundra Lee , Executive Director

Date

Date

7/8/22

7/8/2022

Attachment # A

The Contractor will provide:

- All functions of **Account Payable**; recording and allocating expenses, reconciling and sending vendor payments, maintain vendor files (including W-9's & proof of liability, when needed) organizing and filing of transactions
- All functions of **Account Receivable**; preparing and sending client invoices and monthly statements, receiving and recording clients payments, taking care of bank deposits, organizing and filing transactions
- **Reconciliation** of all bank and/or line of credit statements on a monthly basis
- **Payroll processing**, bi-monthly, including payroll tax deposits (if needed)
- Preparation of monthly **financial reports** (to include, but not limited to Balance sheet and P&L reports)
- **Administrative duties**; (to include, but not limited too)
- Human Resources support: (to include, but not limited to 401k/IRA allocations and tracking, sick and vacation pay tracking, and employee benefits tracking and reconciliation)
- Insurances: (maintain and manage existing and new policies, including work comp and city audit preparation)
- Corporation requirement: (if needed) filing of quarterly Corporate Minutes and other state requirements, organize and file paperwork for easy access
- Meetings: participate in monthly management and Board of Director meetings
- Provide a monthly invoice illustrating monthly allocation of time.

DPB will provide:

- Monthly payment of invoice submitted by contractor based on a rate of \$75 per hour. It is assumed that this will amount to between 16-24 hours per month.